

Sam Houston State University Human Resources

Staff Classification Description – Nursing Laboratory Technician

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N088 (NA), 4N081 (N1), 4N069 (NB)

Grade: 15

Date: 07/2016

Department: Nursing

Educational & Experience Requirement: Associates Degree in the medical field or a related field. Registered Nurse (RN), Licensed Vocational Nurse (LVN), Emergency Medical Technician EMT), Medical Technician, or related license or certification. Two years of experience in the medical or a related field. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Assists the Director in maintaining the laboratory mannequins and inventory, scheduling student experiences, and setting up and taking down supplies for each laboratory class.

Supervision Given & Received: Works under general direction of the Director of Nursing Laboratories.

Primary Responsibilities: Assists the Director in maintaining the laboratory mannequins and inventory and is responsible for the care and safe use of the patient simulators and all equipment and supplies in the laboratory. Conducts inventory of supplies and stock to par level. Assists with scheduling and managing work flow in labs. Posts and maintains weekly open lab schedule. Prepares and cleans before and after simulations/scenarios. Creates moulage simulations (wounds, etc.). Assists with various data entry for record keeping. Assists with maintenance and upgrades to simulation equipment. Learns new simulations. Reports all technical or program issues that arise to supervisor. Operates video recorder and digital camera. Keeps laundry cleaned, folded and put away in the appropriate location. Performs other related duties as assigned.

Other Specifications: Must have knowledge of basic anatomy, physiology, medical terminology, inventory procedures, and recordkeeping procedures. Basic computer software knowledge and application required. Basic knowledge of video recorder and digital camera required. Position requires the ability to communicate orally and in writing. Must work effectively and collaboratively with nursing faculty, staff and students; take initiative; and also have the ability to work independently. Position requires the ability to lift and transfer 50-75 pounds (request assistance for heavier loads).

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.