



Pine Technical &
Community College

A member of Minnesota State

Job Class: College Laboratory Assistant - 2

Working Title: Nursing Program Assistant

Job ID: 21872

Location: Pine City

Full/Part Time: Full-Time

Regular/Temporary: Unlimited

Who May Apply: Open to all qualified job seekers

Date Posted: 04/12/2018

Closing Date: 04/20/2018

Hiring Agency/Seniority Unit: Minnesota State/ Pine Technical and Community College

Appointment Type: Unlimited

Work Shift/Work Hours: Day Shift

Days of Work: Monday - Friday

Travel Required: No

Salary Range: \$ 17.37- \$24.27 /hourly

Job Class Option: 0319 Health Sciences

Classified Status: Classified

Re-Posting: No

Connect 700 Program Eligible: Yes

Job Summary

Under limited supervision, performs academic and administrative support services to the nursing programs in classroom and the college laboratory; monitors and assists students in carrying out assignments; oversees daily activities of the nursing programs.

PRINCIPLE RESPONSIBILITIES AND RESULTS

1. Assist faculty with the preparation, implementation and take down of laboratory and simulation experiences.
 - a. Provide for open lab hours for student nurses to practice skills assigned by nursing faculty.
 - b. Available to meet with instructors to give input based on observations in lab and simulations so that students receive the support and assistance they need to complete required course work.
 - c. Provide necessary lab supplies for faculty demonstration and student nurses to practice skills as assigned by faculty.
 - d. Direct students to faculty or the Dean of Nursing when appropriate.
 - e. Assist nursing faculty to organize and maintain the simulation lab.
 - f. Prepare practice stations with appropriate supplies and equipment, as directed by faculty two (2) weeks in advance.
 - g. Proctor written exams as directed by nursing faculty and with DON approval.
 - h. Set up equipment and supplies for nursing classes or lab courses/simulation activities and prepare moulage as needed and directed by nursing faculty, two (2) weeks in advance.
 - i. Maintain simulation paperwork/files/records/simulation cases as directed and developed by faculty.

2. Maintain equipment, supplies, and records and reporting of nursing simulation lab and other duties as assigned.
 - a. Inventory supplies, equipment, and educational resources on a regular basis (minimum of once yearly before the end of the fiscal year).
 - b. Ensure sufficient quantities of supplies and equipment are available within the nursing labs as directed by faculty two (2) weeks in advance.
 - c. Consult with nursing instructors and/or Dean of Nursing regarding supplies and items that need to be ordered, submit orders, manage invoices.
 - d. Expand knowledge of laboratory and simulation resources, including new technologies, computer software and hardware, and simulators through follow up with technology technicians as needed and able for simulation and as directed by DON.
 - e. Perform minor repair and maintenance of lab equipment to ensure that equipment is fully operational and safe to use.
 - f. Order major repair service from vendors. Record and log equipment ordering and maintenance.
 - g. Oversee the security of the lab so that equipment and materials are used properly and kept safe.
 - h. Verify the presence of equipment, keeping records of equipment used in the lab, monitoring consumption of supplies, and protecting equipment and supplies from use by unauthorized persons.
 - i. Provide the Dean of Nursing with a reports as needed concerning lab space, equipment, and supplies and recommendation for change.
 - j. Consult with the Dean of Nursing and nursing faculty as needed regarding necessary records for student nurses to attend nursing clinical sites and CastleBranch.
 - k. Attend simulation/technology workshops, meetings, conferences and seminars as directed by DON.
 - l. Attend and actively participate in nursing faculty meetings.
 - m. Other miscellaneous duties as assigned by DON.
 - n. Keep nursing student data and spreadsheets up to date; supply data as requested by faculty and DON as needed for accreditation or other reports.
 - o. Record TEAS scores for rubric and application criteria process; assist DON in application paperwork and processes.
 - p. Manage ATI Complete cohort lists online and for invoicing, payment and correct access for students.

3. Nursing Department Safety/OSHA Coordinator

- a. Maintain log book and records of SDS sheets and update chemical list.
- b. Monitor infection control, chemical hazards, and waste disposal information.
- c. Coordinate the disposal of sharps and hazardous waste materials used in the PTCC nursing labs.

4. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

CRITICAL JOB ELEMENTS

- Organizational skills
- Time management skills
- Communication skills
- Ability to anticipate potential needs
- Up to date on MSDS and OSHA standards and mandates

RELATIONSHIPS

- Establish and maintain relationships with students accessing Simulation Labs.

- Work cooperatively with college administration, faculty, staff and other educational institutions and community agencies.
- Communicate primarily via verbal means, e-mail, oral and written reports.
- May participate in college committees
- Act independently within parameters of the position description.

This Position Reports to: Dean of Nursing & Allied Health

Supervises: Work study students and student workers

Internal and External Clientele and Purpose of Contact: Students, Administration, Faculty and Staff

PROBLEM SOLVING

- Ability to seek out and apply creative approaches to meeting requests from faculty and students
- Ability to anticipate and address problems confronting students' use of equipment and in simulation.
- Creativity with regard to decisions and generation and use of resources.
- Trouble shooting technical issues with lab equipment

FREEDOM TO ACT

- Act independently within parameters of the position description.
- Communicate with supervisor to keep informed.
- Seek guidance when appropriate to insure proper decision making.
- Communicate primarily via oral conversations, memoranda and reports.

Minimum Qualifications:

- Post-secondary or industry certification/diploma/degree or relevant licensure in Nursing Sciences
AND
One year of teaching/tutoring experience in Nursing Sciences.
OR
- Four years of work experience in Nursing Sciences where no degree/certificate/diploma/licensure is required.
OR
- An equivalent combination of education and work experience

Preferred Qualifications:

- Ability to communicate orally with students and instructors through short demonstrations or discussions.
- Maintain a current Minnesota Licensed Practical Nursing Licensure (LPN) or ability to obtain such licensure.
- The ability to plan, assign, and evaluate the work of student assistants in the performance of routine lab work.
- Analyze instructional lab practices and experiments along with develop and recommend changes or new approaches to instructors.
- The ability to maintain confidentiality of student data.
- The desire to work with students in an individual or group setting.
- The ability to work with diverse cultures and populations.
- Observe the progress of students and prepare verbal evaluations to the students' instructor.
- Knowledge of college goals and PTCC's mission and vision.
- Ability to learn to integrate use of simulation into learning.
- Knowledge of student support services such as career development and educational planning.
- Ability to seek out and apply creative approaches to meeting requests from faculty and students
- Ability to anticipate and address problems confronting students' use of equipment and in simulation.
- Creativity with regard to decisions and generation and use of resources.

Physical Requirements

- The ability to meet the demands of the position, which may include occasionally transferring or transporting up to 50 pounds.
- At times may maintain a stationary position for long periods of time.

Additional Requirements

In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

Other Information

Employment information for this position can be found in its collective bargaining agreement or its plan document at <http://mn.gov/mmb/employee-relations/labor-relations/Labor>.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

How to Apply

Click "Apply" at the bottom of this page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

Contact

If you have questions about the position, contact Brenda Skluzacek at Brenda.Skluzacek@pine.edu.

Equal Employment Opportunity

Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

Reasonable accommodations will be made to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email careers@state.mn.us. Please indicate what assistance is needed.

