



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 09/16
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Nursing Laboratory Administrator - Dallas

JOB SUMMARY

Performs skilled administrative work in the preparation and operation of human patient simulation and nursing skills laboratories. Work includes the planning for present and future needs of the laboratory, the physical preparation of the laboratory for instruction/simulation, coordinating the use of media resources, and assisting instructors. Work is performed under minimal supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Dean, College of Nursing

Supervises: May supervise Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Prepares materials, equipment, and work area for laboratories.
- Helps develop and maintain procedures and policies to ensure security and integrity of laboratories and equipment.
- Coordinates the use of the laboratory media resources and facilities.
- Assists faculty and graduate teaching assistants in the instruction of planned laboratories and in skills assessment.
- Orients and assists students with computer simulations.
- Assists students, faculty, and staff with simulation needs.
- Assists students in practicing skills and in utilizing appropriate technologies and equipment.
- Coordinates the preview and/or purchase of A/V materials and computer software.
- Establishes and posts rules for the use of laboratories and equipment.
- Maintains the orderliness and cleanliness of the facility, including simulation equipment.

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- Keeps abreast of changes in equipment, procedures, and policies in the service area, and assists faculty in evaluating the changes impact on curriculum.
- Identifies and investigates the feasibility of alternate sources of equipment and supplies, and facilitates contributions of same.
- Catalogs and maintains inventory of equipment and supplies in laboratories.
- Orders or procures supplies, equipment, and resources needed for the laboratory.
- Acts as a skills resource for students.
- Maintains pertinent records.
- Observes work and safety rules.
- Assists with data collection for research projects involving laboratory resources.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in Nursing. MS in Nursing preferred. Must be licensed as a registered nurse in the State of Texas.

EXPERIENCE

Two years of recent nursing practice. Experience in administering and working with mainframe and personal computers. Some administrative and intensive care experience helpful.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of fundamental business principles and practices.
- Ability to effectively communicate both orally in person and by telephone, and in writing.
- Ability to evaluate software for laboratory appropriateness.
- Knowledge of and ability to operate equipment traditionally found in a medical setting.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment and a laboratory setting. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

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Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.