RIVERSIDE CITY COLLEGE
SCHOOL OF NURSING

Nursing Skills Lab Technician Job Description

Basic Function: Under the supervision of the area Dean, prepares requisitions, receives, inspects, maintains, and labels nursing laboratory supplies and equipment.

Provides Work or Lead Direction To: Short-term employee(s) and/or Work Study participants(s).

Representative Duties:

1. Obtains and compares cost for nursing supplies, equipment and materials including office supplies.
2. Determines need for nursing supplies and retrieves them from hospitals and medical facilities as needed and submits requisitions to purchase needed supplies; writes out purchase orders (PO's) for necessary supplies and monitors availability of necessary funds.
3. Takes inventory, classifies, stocks, and organizes all supplies and equipment.
4. Maintains an accurate database of all supplies and equipment.
5. Checks and calibrates equipment, such as glucose monitoring machines, blood pressure cuffs, etc.
6. Examines medical equipment for smooth operation and performs minor repairs.
7. Ensures materials are not expired, if applicable.
8. Packages liquids, solids and powders in unit dosages for lab use.
9. Sets up medical equipment for smooth operation and performs minor repairs.
10. Disassembles, cleans and assembles beds, cribs and mannequins for lab preparation.
11. Maintains stockroom and laboratories in clean and orderly condition.
12. Coordinates bio-hazardous waste removal.
13. Coordinates, tabulates, distributes and files surveys and clinical/facility evaluations; types course evaluations.
14. Assists in miscellaneous administrative tasks.
15. Provides work direction to participants and hourly workers.
16. Arranges classrooms to accommodate participants; consists of moving desks and chairs.
17. Participates in District-provided in-service training programs.
18. Maintains a friendly, supportive atmosphere for participants, staff, faculty, and public.
19. Performs other duties, related to the position, as assigned.