



Mott Community College Job Description

Title: Support Specialist/Skills Laboratory Complex Coordinator – Health Sciences

Department: Health Sciences

Reports To: Dean of Health Sciences

Date Prepared/Revised: January 2005 / July 2007/ January 2009

Purpose, Scope & Dimension of Job:

Directly responsible for the organization, security and coordination of: scheduled simulation training events, inventory, purchasing, maintenance, repair and scheduled replacement of supplies and equipment for the Health Sciences audio visual, computer and skills laboratories including related programs. Guide students in clinical skills training practice and remediation. Offer training to faculty and students, as needed, on all audio visual, computer and skills equipment including computer hardware or software. Assist students in the use of learning materials and equipment, and perform a variety of other duties to assure smooth operation of the Health Sciences AVT and simulation areas, and computer lab, including planned time for student skill practice.

Supervisory Responsibility:

Directs work study students and Technical Interns assisting in the various Health Science laboratories.

Essential Duties/Major Accountabilities:

A. Skills Laboratory Support

1. Ensure that A.V.T. Lab, Skills Lab, Computer Lab and Simulation labs are properly set up and stocked for classes.
2. Ensure the availability and functionality of supplies and equipment for instructional use. Troubleshoot effectively as needed for repairs. Provide relevant information to the division administrative assistant that includes specifications or price estimates from vendors for purchasing process. Identify the need for and create work orders for repairs of classroom or laboratory equipment.
3. Assist in the development and provision of additional student learning activities as directed by faculty. Assist students effectively in remedial study and practice as identified by the student or faculty.
4. Perform skills testing with students during skill practice in laboratory; assists students with skills demonstration and practice.
5. Provide inventory and laundering of division classroom linens. Secure work-study student assistance for same.
6. Inventory and order expendable supplies for practice lab based on anticipated need to ensure adequate supply and avoid potential depletion of needed supplies.
7. Safely and effectively perform blood borne pathogen sharps collection and arrange for proper disposal on a regular basis.



Mott Community College Job Description

B. Classroom/Laboratory Support

1. Create and maintain catalog of computer software and audiovisual media holdings.
2. May advise faculty on optional uses of audio-visual equipment, software and supplies or practice equipment and supplies to achieve instructional objectives. Make recommendations to faculty/Dean on items needing replacement or disposal.
3. Provide the organization, preparation, delivery and pick up of AVT lab, computer and simulation labs, classroom and Lab instructional materials, equipment and supplies.
4. Regularly attend the Auto-tutorial area of the division answering questions, assisting students and faculty in selection and use of reference materials and viewing-listening equipment and software, and in general use of the Auto-tutorial center.
5. Provide security, maintenance, repair and inventory of audiovisual, computer, simulation and medical equipment and supplies for classrooms and laboratories within Health Sciences.
6. Orient new students and faculty to the AVT Lab, Practice Lab areas, Computer and Simulation Labs.
7. Provides instruction to faculty and students on use of instructional equipment and software.
8. Assist division faculty in the selection and purchasing of specialized classroom or laboratory equipment and supplies.

C. Simulation Laboratory/Classroom Support

1. Serve as a team member on the Health Sciences Simulation committee.
2. Keep current and support established and evolving professional standards for faculty's development and practice of curriculum-based simulation scenarios and student debriefing sessions.
3. Create/maintain the reservation system for simulation training events and disseminate as appropriate.
4. Provide organization and preparation of simulation manikins and related simulation equipment and supplies to achieve instructional learning activities.
5. Maintain security, inventory, maintenance and repair of simulation equipment.
6. Assist faculty with operation of simulation equipment for training events when necessary.
7. Provide training opportunities for the tech intern student worker and other employees as appropriate to meet the instructional needs of Health Sciences curriculum requirements.

D. Miscellaneous

1. Maintain positive good public relations with suppliers, vendors and support services in the area.
2. Assist Program Coordinators in the preparation and procurement of vocational education supplies and equipment requests, which includes required item specifications.
3. Maintain contact with and arranges for special services from community agencies relative to tutorial supplies and equipment.
4. Provide tours of laboratory area for visiting students, other campus departments and VIP's by request.
5. Identify divisional classroom/labs/facility repairs, cleaning needs or concerns and generate facility order requests as needed
6. Maintain confidentiality of all student, faculty, staff and college business.
7. Take on other duties as assigned or required by the Dean or faculty when needs arise.



Mott Community College Job Description

Accountability Standards for all Department Staff:

1. Dependability, reliability, flexibility, adaptability; no more than 3 unplanned absences per month.
2. Ability to function successfully in a team setting and assist co-workers with departmental workflow as directed by the Dean.

Minimum Required Knowledge, Skills, and Abilities:

1. Must be licensed as a Registered Nurse in Michigan or eligible to obtain licensure before hire date.
2. At least five years of recent clinical experience in medical-surgical nursing.
3. At least three years of experience as a nursing team leader, charge nurse or shift supervisor in an acute care or skilled, long-term care setting. This experience may be gained concurrently with requirement #2.
4. Possess knowledge of and past experience in utilizing medical equipment, supplies, and nursing skills procedures.
5. Demonstrated literacy with office automation including proficiency at a basic level with Microsoft Office (Word, Excel, PowerPoint) and internet use. Also knowledge of use of a variety of AVT equipment and personal computers, and ability to make minor repairs on a variety of AVT, hospital or computer supplies and equipment. Beginning knowledge of the use of patient simulation equipment and instructional scenarios.
6. Demonstrated ability to trouble shoot as needed to affect timely repairs of classroom/laboratory equipment and support the instructional process.
7. Strong follow-through and follow-up skills; must be tactfully and diplomatically assertive.
8. Demonstrated work history of providing high quality, strong customer-oriented services which includes a “can-do”, problem-solving, priority-setting, multi-tasking orientation and ability to understand and meet customers’ needs.
9. Demonstrated work history of coordinating work effort with others and working effectively and cooperatively with others in a team setting.
10. Demonstrated willingness to accept accountability for and ownership of work, job and laboratory operations.
11. Excellent judgment skills in terms of interpersonal communications; ability to determine the appropriate approach and then employ a wide diversity of interpersonal strategies that results in timely action by others not under the person’s supervision; able to adapt to a variety of work situations and personalities.

Additional Preferred Qualifications:

1. Bachelor’s Degree in Nursing or health-related field.
2. Past experience in utilizing patient simulation and instructional scenarios at the intermediate level.
3. Proficiency at the intermediate level with Microsoft Office (Word, Excel, PowerPoint).
4. Excellent human relations skills; able to explain skills in step-by-step process.



Mott Community College Job Description

Unique Aspects of Job:

Works in a high volume area with students from a variety of culturally and educationally diverse backgrounds. Environment is stressful at times due to student academic challenges. Incumbents must maintain their professional licensure as a condition of employment.

Physical Requirements:

1. Must be able to remain in a stationary position for prolonged periods. Requires the ability to move about inside the office, classrooms, laboratories and occasionally traverse across campus. Able to climb a six-foot ladder to reach objects on shelves that are four (4) or more feet from the ground.
2. Must be able to move items weighing up to 50 pounds.
3. Must be able to communicate effectively with faculty, students, staff and the public.
4. Frequently operates a computer and other office equipment such as a calculator, copy machine and computer printer independently.
5. Manual and fine-motor dexterity essential to provide small engine and laboratory equipment repairs on miniscule parts or electrical components.
6. S/he must be able to converse with individuals on a regular basis with the ability to read, analyze, and interpret their needs via phone conversations, face-to-face conversations, or written documentation.
7. Must be able to tolerate frequent exposure to a wide variety of chemicals which are common to the health care industry. Must be able to handle and mix compounds or chemicals properly and safely and to wear appropriate gloves and other personal protective equipment.

Hours/Schedule:

52 weeks / 8:00 a.m. – 5:00 p.m. Monday through Friday; able to flex schedule for some early morning, evening or Saturday hours.



Mott Community College Job Description

Signatures:

Dean of Health Sciences

Date

Vice President of Academic Affairs

Date

Employee Signature

Date

This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

This section to be completed by a Human Resources representative

Employee Group & Grade: ProTech / Grade 10

Affirmative Action Group: 35

Job Description Status: Official when signed above

Reviewed by Human Resources: _____
Initials Date