



**West Valley - Mission**

Community College District

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## CLASS SPECIFICATION

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### **NURSING PROGRAM TECHNICIAN**

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

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#### **DEFINITION**

To operate an instructional laboratory for nursing students and maintain relevant equipment, materials, and supplies; to facilitate student learning by providing skills coaching in health care procedures; and to train and provide oversight for student assistants in the lab.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Nursing Program Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the program director.

#### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Order, receive, store, and inventory equipment, supplies, and materials for laboratory use; issue and distribute instructional materials for student use.

Set up, operate, and demonstrate the use of specialized equipment used in skilled nursing care; administer 3D simulation labs and write simulation scenarios.

Provide guidance and assistance to individual and small groups of nursing students; reinforce concepts, theories, and practical applications presented by instructors; observe, note, and provide feedback on student performance; sign off on nursing procedures to authorize students' performance in a hospital or clinical environment.

Prepare and maintain a variety of records, logs, and files related to equipment inventory and purchasing, and student performance.

Maintain a clean, neat, and safe lab environment; maintain equipment and schedule repairs as needed.

Communicate with instructors, vendors, and suppliers regarding nursing laboratory purchases, operations and equipment.

Train and provide work direction to student assistants.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Basic human anatomy and physiology.

Equipment, supplies, and terminology used in a community college instructional nursing laboratory.

Nursing skills applicable to a medical or surgical setting; scientific principles underlying specific nursing skills.

Instructional principles, practices, and methodology.

Methods and techniques of recordkeeping and inventory control.

#### **Ability to:**

Operate and maintain an instructional nursing laboratory at a community college.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit or stand for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or move weight of 50 pounds or less.

Operate, maintain, and demonstrate the use of specialized equipment, devices and instruments used in skilled nursing care.

Provide guidance and assistance to nursing students in a learning lab environment.

Maintain a clean and safe lab environment.

Maintain records and prepare reports.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Two years of responsible nursing experience.

#### **Education:**

Equivalent to the completion of an Associate's degree from an accredited college with major coursework in nursing.

**License and Certificate**

Possession of, or ability to obtain, certification from the State of California as a Licensed Vocational Nurse (LVN).

*EEO Category: Technical/Paraprofessional*

*Date Approved: July 1, 2017*