



NATIONAL AMERICAN UNIVERSITY

POSITION DESCRIPTION

School of Nursing Rapid City Campus

To apply submit an employment application ([click here for application](#)),
resume, and letter of interest to: **Nursing Program Chair**
5301 S Hwy. 16, Ste. 200, Rapid City, SD 57701

I. POSITION TITLE: Nursing Skills Lab Coordinator

II. EMPLOYEE CLASSIFICATION: Professional

III. JOB CLASSIFICATION: Exempt

IV. ACCOUNTABLE/REPORTS TO: Lead (Full-Time) Instructor/Nursing Program Chair

V. POSITIONS REPORTING TO THIS PERSON: None

VI. DUTY HOURS: The basic workweek shall be 40 hours plus such additional time as is necessary to accomplish the basic function/purpose.

VII. MINIMUM REQUIREMENTS:

EDUCATION: Minimum of a Bachelors of Science in Nursing degree required, masters preferred. Require current South Dakota RN licenses in good standing. Current healthcare provider CPR card.

EXPERIENCE: Preferred previous teaching experience. 2+ full time years of clinical experience. Preferred experience or education in instructional design or simulation.

PHYSICAL: Good visual acuity, accurate color vision, ability to read, speak and hear. Ability to lift/transfer patients in excess of 40 pounds, may require pushing, pulling and utilizing a full range of body movement. Ability to stand, walk, stoop, kneel, crouch and/or crawl. Ability to reach, grasp, use fine finger movement and feel fine sensation to discern temperature, texture, size and shape. Must provide a current TB skin test or chest x-ray, current immunizations and proof of Hepatitis B series, titer or a waiver.

SKILLS EXPECTATIONS: Management skills, organizational and research skills, strong interpersonal and communication skills. Strong clinical and professional skills.

BACKGROUND CHECK: Must be able to pass a criminal background check.

VIII. BASIC FUNCTION/PURPOSE OF THE POSITION: Provide a well-equipped, state-of-the-art learning and teaching environment for students and faculty. Promote acquisition of basic as

well as advanced skills/behaviors that are essential for the nursing students to master. Participate in the development and ongoing evaluation of the nursing program. Recommend and provide resources that will assist the student to learn the skills necessary for the nursing role. Provide a learning environment that promotes professional development. Be participative in the selection of students, advising of students, evaluation of students, program revision and evaluation and other matters as assigned in support of the mission of the School of Nursing and in support of the mission of the university as defined by the university president and the board of governors.

IX. DUTIES/RESPONSIBILITIES/EXPECTATIONS OF THE POSITION:

A. Personnel

- *1. Arrange for coverage of labs during own absences and emergency leaves.
- *2. Promote rapport within the department, campus and community.
- *3. Maintain punctuality in having the lab open and available during defined times.
- *4. Model professional behavior and standards of practice while in the workplace.

B. Budget

- *1. Make recommendations regarding equipment, software packages and equipment maintenance contracts.
- *2. Participate in budget planning process.
- *3. Identify operating expenses and participate in the development of the budget in cooperation with the nursing program chair.
- *4. Prepare lab supply orders in collaboration with the nursing program chair and faculty.
- *5. Maintain inventory, oversee and manage rental/lease equipment.

C. Administration

- *1. Participate in accreditation reviews and reports.
- *2. Participate in developing programs, evaluating and revising student policies, organizational framework and revising curricular offerings.
- *3. Participate in publicizing and dissemination of information about the program.
- *4. Participate in the recruitment and orientation of new faculty.
- *5. Participate in the orientation and advisement of students.
- *6. Identify new resources and collaborate with faculty to evaluate and recommend use.

D. Committee/Meeting Responsibilities

- *1. Serve as a member of the School of Nursing BSN Assessment and Curriculum Committee.
- *2. Attend and participate in the Rapid City BSN Nursing Faculty Committee.
- *3. Serve as a member of the Rapid City BSN Collaborative Committee.
- *4. Serve as a member the Rapid City BSN Decision Committee for Clinical Core Entrance.
- *5. Serve as a member the Rapid City BSN Advisory Committee.
- 6. Participate in college-wide committees when requested.

E. Advising

- *1. Serve as an advisor for students.
- *2. Assist students with course scheduling and provide guidance in their academic and personal development.
- *3. Develop remediation plans with students.
- *4. Schedule regular meetings with students who are at risk to be unsuccessful in a course or the nursing program.

- *5. Assist students in identifying and utilizing resources that may contribute to their success.

F. Curricula

- 1. Submit suggestions for changes in the master syllabi to the nursing program chair.
- *2. Collaborate in the design and implementation of new curriculum.
- *3. Participate in the evaluation of curriculum.

G. Teaching Load

- *1. Provide instruction within the nurse aide program when requested.
- * 2. This position does not assume a teaching load within the BSN program, but may include clinical instruction at different clinical agencies.
- * 3. Follow the guidelines of lead faculty for evaluation of student performance in the lab.
- * 4. Follow the guidelines of lead faculty for planning and implementing lab-based simulation scenarios.

H. Instruction

- *1. Provide guidance, coaching, assessment and evaluation for students completing skills during designated lab times.
- *2. Develop clinical skills modules in collaboration with faculty that assist in meeting course objectives.
- *3. Provide opportunities for active student involvement through practice and application.
- *4. Demonstrate considerations for diverse cultural backgrounds.
- *5. Address students by name.
- *6. Encourage student participation and questions.
- *7. Model and encourage a collaborative instructor-student relationship.
- *8. Model professional behavior and standards of practice.
- *9. Direct and supervise students while in open nursing labs.
- *10. Equip and maintain materials in the nursing skills labs; maintaining current resource materials.
- *11. Ensure preparation for lab set-ups per request of faculty or students.

I. Evaluation

- *1. Provide the nursing program chair with a written annual report on space and equipment usage with any recommendations for change.
- *2. Responsible for providing the evaluation of nurse aide students in both didactic and clinical areas.
- *3. Responsible to participate in peer evaluations when requested.
- *4. Responsible to participate in the evaluation of the nursing program chair when requested.
- *5. Responsible for reviewing student evaluations summaries and utilizing the feedback for planning and implementation changes to the nurse aide program and the lab experiences.
- *6. Responsible to participate in program planning in response to student program evaluation feedback.
- *7. Responsible to participate in program planning in response to clinical evaluation feedback.
- *8. Responsible to participate in program planning in response to employer satisfaction surveys.

J. Other duties as assigned.

X. COOPERATIVE RELATIONSHIPS WITH THE FOLLOWING:

A. Nursing faculty and nursing program chair

- B. School of Nursing Executive Committee and dean
- C. Administration, faculty, staff and students of the university
- D. Clinical site management and employees, business people, clients and customers
- E. All accreditation and regulatory bodies at the state and federal levels.

XI. LIMITS OF AUTHORITY: As defined by the policies, procedures and practices of the School of Nursing, university and /or the university president.

National American University reserves the right to alter this position's job description/job duties to meet the needs and goals of the organization.

*Denotes essential elements of the position.

I have reviewed and comprehend the responsibilities of this nursing skills lab coordinator position. Upon acceptance of this position, I acknowledge and accept these responsibilities.

Signed: _____

Date: _____