

RIVERSIDE COMMUNITY COLLEGE DISTRICT
LABORATORY TECHNICIAN - EMERGENCY MEDICAL SERVICES

BASIC FUNCTION: Under the supervision of the area dean, sets up materials/equipment for instructors, and maintains Emergency Medical Services (EMS) equipment; organizes and maintains stockrooms, and communicates stock and supply needs; receives, stores, and inventories lab supplies and equipment; collects, stores, and properly coordinates the disposal of materials and waste used by EMS staff, faculty, and students; and maintains accurate records of open accounts and budget information.

PROVIDES WORK OR LEAD DIRECTION TO: Work Study student(s). Assists in the orientation and training of laboratory/studio support staff.

REPRESENTATIVE DUTIES:

1. Collaborates with instructional faculty to provide instructional skills laboratories for (EMS students, faculty, and staff; utilizes subject matter expertise, reference materials, course outlines, and faculty direction and/or instruction to set up and prepare class demonstrations and experiments working in the EMS program.
2. Assembles and sets up materials, supplies and equipment used in class demonstration such as mannequins, cardiac monitors, and rhythm generators based on the syllabus; demonstrates the safe and effective operation and use of tools and equipment.
3. Issues and maintains records on supplies, materials, and equipment loaned to students, instructors, and other departments; issues and maintains records on lockers; facilitates the return of supplies and equipment checked out to students.
4. Assists in demonstrations of assessment/treatment techniques, role-play presentations, and preparation of interventions such as CPAP, 12-Lead EKG, IV piggyback, and advance airway adjunct placement.
5. Operates, adjusts, and makes minor repairs on equipment such as mannequins, IV arms, intubation heads, and laryngoscope handles.
6. Provides assistance to students and instructors in the preparation of props and equipment for campus visitations and outreach events.
7. Keeps storerooms and work areas orderly and clean.
8. Conducts and maintains inventory records of supplies, material and equipment and prepares inventory reports.
9. Places orders to vendors, inspects deliveries for accuracy of type and quantity, receives, and stocks materials, supplies, and equipment for laboratory use.
10. Assists in maintaining the security of laboratories, laboratory equipment, supplies, and materials; sets and monitors biohazardous waste refrigerator temperatures as specified in campus safety plan.
11. Works with instructional faculty to, review and update Standard Operating Procedures (SOP's) related to laboratory safety and control measures.
12. Maintains expenditure records and provide data for budget estimates.
13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge Of:

1. Inventory techniques and routine record keeping procedures.
2. Methods, techniques, and procedures used in a college EMS department laboratory/instructional program.
3. Laboratory/instructional equipment, materials, supplies, and procedures, practices, techniques, and terminology used in EMS.
4. Tools, materials, and equipment used in the repair, calibration, and maintenance of laboratory/instructional equipment and instrumentation.
5. Principles, practices, and environmental health and safety regulations impacting laboratory/instructional operations.
6. EMS protocols, policies, and procedures at the local, state, and national levels.
7. EMS simulation technology and equipment for use in the laboratory setting.

Ability To:

1. Learn and apply principles, practices, and environmental health and safety regulations applicable in the disposal of hazardous materials.
2. Perform budget and revenue control methods used in the District and assist in budget preparation activities.
3. Generate and maintain accurate computerized records, databases, reports and files.
4. Safely use hand and power tools in the maintenance of laboratory/studio equipment and systems.
5. Learn and comply with all safety practices applicable to laboratory/studio operations.
6. Set up lab equipment and materials used in EMS exercises and scenarios.
7. Safely handle, store, and dispose of hazardous materials.
8. To promote and maintain effective working relationships with those contacted in the course of work; work independently in carrying out assignments of position.

Education and Experience: A high school diploma or equivalent and two years of experience as an EMS provider, ambulance vehicle support technician (VST), EMS Laboratory Technician, or closely related experience; or an equivalent combination of education, training, and/or experience.

LICENSES/CERTIFICATIONS REQUIRED: Possession of a valid EMT Certification or higher.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, other departmental staff, faculty, administrators, vendors, repair staff, students and EMS regulatory agency.

PHYSICAL DEMANDS

Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, rubber or plastic gloves, respirators, or face shields.

The functions of this classification must be performed by the incumbent with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Work is performed primarily in a classroom/laboratory setting; exposure to microbiological pathogens and sharps; work with EMS skills equipment and apparatus.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.