

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE H
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

LABORATORY TECHNICIAN – NURSING

BASIC FUNCTION

Prepares requisitions; receives, inspects, maintains, and labels nursing laboratory supplies and equipment; checks and calibrates equipment; and packages liquids, solids, and powders in unit dosages for laboratory use.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing technical duties in support of the nursing lab. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Obtains and compares cost of nursing supplies, equipment, materials, and office supplies; takes inventory; classifies, stocks, and organizes all supplies and equipment; and maintains an accurate database of all supplies and equipment.
2. Determines need for nursing supplies and retrieves supplies from hospitals and medical facilities, as needed; submits requisitions to purchase needed supplies; writes purchase orders for supplies and monitors availability of necessary funds.
3. Checks and calibrates nursing equipment, such as glucose monitoring machines, blood pressure cuffs, etc.; examines medical equipment for smooth operation and performs minor repairs.
4. Packages liquids, solids, and powders in unit dosages for lab use; checks any expiration dates where applicable and takes appropriate action on expired materials.
5. Disassembles, cleans, and assembles beds, cribs, and mannequins for lab preparation; sets up medical supplies requested for nursing labs; arranges classrooms to accommodate students.
6. Maintains stockroom and laboratories in clean and orderly condition; coordinates bio-hazardous waste removal.
7. Assists in miscellaneous administrative tasks.
8. Participates in District-provided in-service training programs.
9. 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. Sources of nursing and medical supplies used in nursing laboratories.
2. General purchasing policies and procedures.
3. Nursing/medical terminology.
4. Methods and procedures used in receiving, issuing, and accounting for material, supplies, and

equipment.

5. Use and application of diagnostic tools for calibrating equipment.
6. Principles and practices of recordkeeping.
7. General office administrative and business practices.

Ability to:

1. Research, source, and procure materials and supplies needed in a nursing laboratory program.
2. Set up materials and equipment needed for laboratory and classroom operations including packaged materials such as liquids and powders.
3. Maintain database of inventory records.
4. Perform administrative tasks including the distribution and compilation of surveys and facility evaluation and typing course evaluations.
5. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
6. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
7. Exercise independent judgment within general policy and procedural guidelines.
8. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
9. Communicate effectively in the course of performing work tasks.
10. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
11. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
12. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and one (1) year of experience in office or inventory program support; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office or laboratory setting and use standard office or laboratory equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds or heavier weights of up to 50 pounds with the use of proper equipment and/or assistance from other staff.

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

ENVIRONMENTAL CONDITIONS

Employees work in an office/lab environment with moderate noise levels, controlled temperature conditions, and may have direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.