

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Nursing Skills Laboratory Technician

**BASIC FUNCTION:** Under the supervision of the area Dean, prepares requisitions, receives, inspects, maintains, and labels nursing laboratory supplies and equipment.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Obtains and compares cost for nursing supplies, equipment and materials including office supplies.
2. Determines need for nursing supplies, and retrieves them from hospitals and medical facilities as needed; submits requisitions to purchase needed supplies; writes out purchase orders (PO's) for necessary supplies and monitors availability of necessary funds.
3. Takes inventory, classifies, stocks and organizes all supplies and equipment.
4. Maintains an accurate database of all supplies and equipment.
5. Checks and calibrates equipment, such as glucose monitoring machines, blood pressure cuffs, etc.
6. Examines medical equipment for smooth operation and performs minor repairs.
7. Ensures materials are not expired, if applicable.
8. Packages liquids, solids and powders in unit dosages for lab use.
9. Sets up medical supplies requested for nursing labs.
10. Disassembles, cleans and assembles beds, cribs and mannequins for lab preparation.
11. Maintains stockroom and laboratories in clean and orderly condition.
12. Coordinates bio-hazardous waste removal.
13. Coordinates, tabulates, distributes and files surveys and clinical/facility evaluations; types course evaluations.
14. Assists in miscellaneous administrative tasks.
15. Provides work direction to students and hourly workers.
16. Arranges classrooms to accommodate students; consists of moving desks and chairs.
17. Participates in District-provided in-service training programs.
18. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
19. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required.

**EXPERIENCE:** One year of generally related experience in office practices, inventory methods, and use of medical equipment is required.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Methods and procedures used in receiving, issuing, and accounting for material, supplies, and equipment; nursing and medical supplies and equipment; basic office practice skills, including word processing, filing, and answering phones.

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**ABILITY TO:** Keep records and maintain effective working relationships with others.

**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, purchasing, communications center, vendors, and hospitals.

**PHYSICAL EFFORT:** Requires the ability to exert some physical effort, walking, standing and light lifting of up to 25 pounds; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

**WORKING CONDITIONS:** Normal office/lab environment.

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.