



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation



NURSING LAB SUPERVISOR

NAME OF EDUCATIONAL INSTITUTION:	South Suburban College
POSITION:	<u>NURSING LAB SUPERVISOR</u>
RESPONSIBILITIES:	<p>Supervises the maintenance and use of the two College nursing laboratories and classrooms; assists students in use of learning materials and equipment.</p> <p><u>RESPONSIBILITIES:</u></p> <ul style="list-style-type: none"> • Oversees the day-to-day operation of the two nursing laboratories (i.e., clinical simulation lab and the general nursing lab) for use by faculty and students as a part of nursing courses. Assist faculty with setting up clinical simulation activities; sets up a variety of equipment such as VCR's, video tape players, projectors, computers, camcorders, demonstration equipment, instructional technology equipment, clinical simulation mannequins, and other associated teaching/learning materials. • Assumes responsibility for independently maintaining adequate supply of teaching/learning materials; orders supplies as needed, meets special requests of faculty for nursing laboratory demonstrations; maintains a computerized current inventory of supplies, departmental video/computer resources materials, instructional technology and other media equipment. Maintains a computerized inventory of medical equipment for all labs. • Oversees previewing activities of software and other media as requested by faculty for use in the nursing classroom/laboratories.

	<ul style="list-style-type: none"> • Maintains clinical compliance for faculty and students. • Schedules use of laboratories by faculty and students providing for security of equipment and materials. • Disposes of damaged nursing teaching supplies and equipment. Assumes the responsibility of establishing and maintaining a system for removing disposable “sharps” from the nursing laboratory; orders replacement parts for laboratory equipment and whenever possible, repairs items. • Maintains a schedule of laboratory equipment and instructional technology usage. • Independently establishes and maintains a positive contact with students, faculty, adjunct faculty and other school personnel as well as a variety of nursing-related vendors, associations, schools, hospitals and agencies to ensure effective use of labs and availability of supplies for purchase or rental purposes in the most economical manner.
<p>MINIMUM QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • BSN/BS degree in Nursing • Current Illinois Registered Nurse (RN) License • Evidence of continuing education as required by Illinois Department of Financial and Professional Regulation (IDFPR) • Computer proficiency required • Must possess the physical abilities and knowledge to operate a variety of equipment, lift objects, store equipment and carry supplies to the other campus. • Must successfully pass a criminal background check. <p style="text-align: center;">This is a regular full-time support staff position for 35 hours a week, 40 weeks based on academic calendar year, classified as Grade XIV on the Support Staff Salary Schedule. The annual salary is \$50,236.</p>
<p>PREFERRED QUALIFICATIONS:</p>	<ul style="list-style-type: none"> • Experience with MS Word, Excel and Access preferred. • 1-2 years of clinical experience as a registered nursing (RN) in Medical-Surgical nursing preferred.
<p>TO APPLY:</p>	<p>Please submit cover letter/letter of application, resume and transcripts to:</p> <p>BEGINNING DATE: ASAP.</p> <p>APPLICATION DEADLINE: Until Filled</p> <p style="text-align: right;">Office of Human Resources Room 1245</p>

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