

INSTRUCTIONAL ASSISTANT, NURSING

DEFINITION

Schedules and monitors the use of one or more nursing laboratories and assists students to improve their knowledge of nursing and skill in performing clinical procedures associated with the treatment and care of obstetrical, psychiatric, surgical and acutely ill medical patients.

TYPICAL DUTIES

Schedules and monitors the use of equipment, supplies, and facilities in one or more nursing laboratories. Assists students to perform nursing procedures such as ambulating patients, dressing wounds, taking blood pressure, temperature, pulse, and respiration readings, and administering injections, intravenous feedings, tracheal suction, and colostomy irrigations.

Sets up supplies and equipment and assists in conducting classroom demonstrations.

Serves as a resource to students and instructional staff during laboratory sessions.

Insures student compliance with lab policies, procedures, and safety precautions.

Issues and receives materials and equipment for student use in laboratory and classroom assignments; keeps records and effects the return of materials and equipment checked out to students.

Maintains an index of reference books, resource materials, and software modules located in the Nursing Department.

Assists instructors in the design and development of instructional and study aids.

Advises instructional staff of common problems encountered and progress being made by students using a laboratory as part of their educational program.

Assists students in the operation of a wide variety of instructional media equipment and related hardware, including Patient Care Simulators.

Maintains and makes minor adjustments and repairs to instructional media and hospital equipment such as projectors, video cameras, respirators, breathing apparatus, and sterilizers.

Maintains records of supplies and equipment and prepares requisitions as needed.

Receives, inspects, stores, and secures supplies and equipment and keeps storerooms and working areas orderly and clean.

May participate with faculty in the evaluation of student study skills competencies.

Maintains records of student attendance and laboratory utilization statistics.

May administer written examinations.

May provide training and work direction to student employees.

May be assigned to perform other duties in the Nursing Department during peak workload periods and in the absence of assigned personnel.

May assist in the operations of a patient care simulation laboratory.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Instructional Assistant, Nursing**, applies a knowledge of nursing principles, procedures and techniques in assisting students with problems related to their assignments, and is responsible for the day-to-day scheduling and operations of one or more nursing laboratories.

Instructional Assistants in other academic disciplines are responsible for the day-to-day operations of instructional laboratories and apply their specialized knowledge to a broad range of duties related to the day-to-day operations of their academic departments.

SUPERVISION

General supervision is received from a Department Chair. Functional supervision is received from instructional staff. Work direction may be provided to clerical staff and student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Current concepts, principles, and practices of nursing, clinical procedures associated with the treatment and care of obstetrical, surgical, psychiatric, and acutely ill medical patients
- Basic anatomy and physiology
- Basic principles of microbiology
- Basic principles of nutrition
- Basic principles of health physics
- Basic principles of pharmacology
- Medical terminology
- The features and capabilities of basic multimedia equipment
- Specialized computer software used in the nursing and allied health professions
- Standard computer software applications
- Recordkeeping procedures

Skill in:

- Operating a wide variety of hospital equipment

Ability to:

- Explain and demonstrate complex nursing concepts, practices and procedures to students
- Plan and organize work to meet schedules and timelines
- Utilize computer hardware and software
- Follow complex instructions and procedures
- Work effectively, cooperatively, and collaboratively with nursing faculty, staff and students
- Communicate effectively both orally and in writing
- Take initiative and work independently
- Give clear and concise instructions
- Keep accurate records
- Learn to operate and train students in the operation of media equipment found in an instructional laboratory
- Learn patient simulator technologies and applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- Current licensure by the State of California as a registered nurse.

Special:

- Current and valid certifications in Basic Life Support, Advanced Cardiac Life Support and Advanced Trauma Life Support are desirable.