



Lab Coordinator

In-scope; Field

Level 5

Last Reviewed: January 16, 2025

Position Summary

Reporting to the Program Coordinator responsible for Nursing and Health Sciences, the Lab Coordinator is responsible for the setup and of nursing and health sciences course labs, clinical skills practice labs, simulations, skill competency testing sessions and other identified laboratory learning experiences as directed by the nursing and health sciences instructors and Program Coordinator.

The lab coordinator will work collaboratively and independently to support lab activities with the clinical skills lab. Utilizing a sound working knowledge and skill set related to healthcare procedures, you support the smooth and efficient running of the lab on a day-to-day basis. This includes pre-lab preparations, setup, support, and cleanup with minimal or no supervision. This position is responsible for the routine maintenance of the simulation models and maintenance of adequate inventory levels. This position may experience constant interruptions, changing priorities, strict deadlines, multiple complex logistics, and moderate/heavy physical labor and requires excellent time management skills.

Duties and Responsibilities

Lab Setup

- Set up practice labs, including equipment, materials and supplies, as directed by instructors
- Prepare mixtures, solutions, cultures and specimens required for labs
- Clean up after labs
- Liaise with industry to inform recommendations made to ensure college equipment and supplies meet industry needs
- Set up extra labs for students when they arrange for additional practice

Inventory/Supplies Management

- Perform general maintenance of all non-consumable supplies; recommend replacement and/or repairs as required
- Order consumable and non-consumable supplies, as approved
- Receive, sort and organize consumables, equipment and supplies to program specifications
- Clean and sanitize the lab and lab equipment
- Ensure organization and tidiness of lab

Simulation Support

- Set up and assist instructors with implementation of simulations
- Administer general mannequin maintenance
- Demonstrate and provide assistance to instructors learning the simulation equipment

Administration

- Establish and maintain a filing system for charts, forms and other documentation required for the human services lab
- Administrative tasks assigned by the Program Coordinator, including but not limited to lab signage and disposing of sharps containers
- Participate in college and/or department meetings

Given the nature of this position, the incumbent will work flexible hours to meet the demands of the job.

It is noted that the duties and responsibilities outlined above are representative, but not all-inclusive.

Knowledge, Skills, Abilities, and Education

Candidates must be able to demonstrate:

- Knowledge of current equipment, supplies and procedures used in health education
- Knowledge of medical terminology
- Effective oral and written communication skills
- Excellent organization, planning and analytical skills
- Keen attention to detail
- Ability to work cooperatively as an effective team member
- Ability to take initiative and work independently with minimal supervision
- Demonstrated ability to be flexible and adapt to change
- Demonstrated proficiency with word processing, spreadsheets, email; including an aptitude to learn new computer programs
- Willingness to work with individuals from diverse backgrounds.

Education

- Completion of a post-secondary, two-year practical nursing diploma.

Experience

- Minimum of two years of experience working with nursing equipment and procedures
- Experience in the health education lab / simulation learning environment is preferred