

Nursing Laboratory Coordinator Personnel (Temp PT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=263230>

Downloaded On: Oct. 2, 2025 12:59am

Posted Oct. 1, 2025, set to expire Jan. 24, 2026

Job Title Nursing Laboratory Coordinator Personnel (Temp PT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Oct. 1, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Health Sciences

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Job Description

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Nursing Laboratory Coordinator Personnel (Temp PT)

Position Title: Nursing Laboratory Coordinator Personnel (Temp PT)

Department: Nursing

Campus: North Campus

Additional Information:

Work Hours (for hourly positions): Monday - Friday, 9:00 AM to 2:00 PM. Additional hours, including

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evening and weekend hours, may be needed to meet the needs of the department.

Job Category: Adjunct/Faculty

Employment Type: Temporary Part-Time

Job Open Date: 9/26/2025

Job Close Date: Open until filled.

General Summary: Maintain operations of a Nursing laboratory to meet the general and individual needs of students related to enhancing skill competence.

Requirements:

1. R.N. with current PA Licensure 2. Minimum of two years recent nursing clinical experience 3. MSN Required 4. Understand and support the philosophy of associate degree education 5. Proficient technical skills including critical care and telemetry competencies 6. Simulation experience 7. Must possess skills and ability to operate basic audio-visual equipment 8. Must possess skills and ability to communicate effectively with students and staff 9. Critical care experience preferred

Duties:

1. Communicate with the Department Head and Course Facilitator (s) in implementing roles and responsibilities.

2. Course Lab Responsibilities

a. Clarify with Course Facilitator and lab adjunct faculty teaching skills to be practiced and set up a schedule for the semester.

b. Set up of student laboratories for each course/date/time as per course needs. Support primary instructor as needed during scheduled labs.

c. Assist with critical skill testing in coordination with primary lab instructor/facilitator of course.

3. Open Skills Lab

a. Tutoring of students in lab skills including scheduled tutoring and walk-in tutoring.

b. Provide clinical remediation's based on written remediation form(s) sent from the clinical instructor. Provide feedback to the clinical instructor as appropriate and document remediation completion on remediation form.

c. Work with instructor to assist as needed with lab skills missed by the student. Monitor students' practice of skills during non-required lab hours.

4. Coordination of Tutor/Lab instructor Hours

a. Coordinate & maintain the monthly schedule of tutors/lab instructor.

b. Posting of Open Skill Lab Hours and Tutor hours.

c. Collect data of tutor usage as per department need.

5. Simulation

a. Maintain expertise in simulation and perform Handler role in course simulations.

b. Set up and take

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down of Simman for scheduled course simulations.c. Assist with education of adjunct/FT faculty on equipment used in lab.d.Work directly with Laerdal to maintain equipment. Coordinate updates, repairs and service of equipment.e. Act as Handler in scheduled simulations.6. Discuss individual student learning needs with the faculty.7. Maintain records of attendance in the Open Skills Laboratory.8. Maintain an inventory of equipment and supplies. a. Maintain organization of and list of supplies for all scheduled labs and practice lab. b. Maintain the lab inventory list including:i. Inventory list for each lab bin that includes item, level , # used, # to reorder, order information (company/reorder #)ii. Inventory list for surplus supplies in storage c. Inventory and determine supply order needs for department order. Submit order to Department Head for approval and processing. Large order for fall semester to be processed April. Large order for spring semester to be processed in November.d. Work with Linen Care Company to ensure adequate and clean linen supplies. (Suspend linen service from April ? August)9. Ensure security of equipment and supplies. 10. Review equipment and seek Department Head's input on needed supplies.11. Follow faculty directed strategies appropriate for skill development.12. Provide weekly schedule of days/hours to students, faculty, course facilitator, and department head.13. Maintain a safe environment to practice nursing procedures.a. Maintain a medical aseptic atmosphere.b. Monitor all equipment, keep it clean and workable; provide a schedule when regular housecleaning of the laboratory can be done.14. Monitor all maintenance as necessary to provide a safe environment.15. Waste Managementa. Maintain MSDS binders and care for hazardous waste disposal as per CCAC procedures.b. Disposal of sharps containers as per CCAC safety procedure.16. ATI Collaboration 17. Work Studies (if available)18. General Responsibilitiesa. Prepare/coordinate the weekly education board for freshman/senior labs that emphasize weekly content in coordination with tutors as time permits.b. Maintain the Bulletin Board located outside Lab room(s).c. Attend nursing department monthly meeting (Campus specified as per Department Head).d. Coordinate monthly Lab staff personnel with Nursing Department Head.19. Ensure all rooms are locked/equipment secured when no one is in rooms.20. All other duties as requested by Department Head or Dean of Nursing.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available [here](#).

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To view the full job posting and apply for this position, go to:

<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1832>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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Community College of Allegheny County

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