

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: INSTRUCTIONAL ASSISTANT-NURSING

BASIC FUNCTION:

Under the general supervision of the site program administrator and the direction of the Director of Nursing provide assistance to nursing students by supervising and assisting students in the learning of skills and practices related to the nursing curriculum.

REPRESENTATIVE DUTIES:

Supervise and assist students who are learning and practicing their skills and procedures in the nursing lab and clinical area. (E)

Demonstrate nursing skills and lab procedures and observe and supervise return practice demonstrations. (E)

Set up and monitor the testing of students. (E)

Assist students in using a variety of computer assisted instructional programs. (E)

Prepare printed materials and select visual aids for learning assignments. (E)

Tutor nursing students individually or in small groups. (E)

Prepare and maintain a daily log sheet of related activities for student files and for nursing office. (E)

Assist in the selection, maintenance, and ordering of lab equipment and supplies. (E)

Maintain inventory of lab equipment and supplies, reserve departmental library books and media. (E)

Maintain software and hardware. (E)

Perform various clerical activities including scheduling appointments and preparing and maintaining various records, logs, files, and reports. (E)

Communicate with program instructors to exchange information and coordinate activities. (E)

Assist student in the use of Distance learning equipment and techniques for communicating with instructors. (E)

Proctor exams as needed. (E)

KNOWLEDGE OF:

State and federal safety regulations involving laboratories

Computer assisted instruction and applicable software

Nurse Practice Act

Record keeping techniques

Health and safety regulations

Nursing skills and procedures

Nursing curriculum

Operation, maintenance, uses, and characteristics of a wide variety of equipment used in nursing instructional labs

Instructional methods and techniques

ABILITY TO:

Provide instruction and assistance to nursing students

Assist with administering tests

Communicate effectively both orally and in writing

Work independently with little direction

Maintain records and reports

Establish and maintain cooperative and effective working relationships with others

Operate nursing lab equipment

Use computers and applicable software

Supervise and evaluate students

Demonstrate nursing skills, procedures and techniques

Plan and organize work, meet schedules and time lines

Work effectively with a diverse student and staff population

EDUCATION AND EXPERIENCE:

Possess a current California Licensure as a Registered Nurse. Certified in CPR and one year recent (within the last three year period) experience in nursing procedures in an acute care setting.

LICENSES AND OTHER REQUIREMENTS:

Registered Nurse

CPR certificate

ENVIRONMENT:

Lab or classroom environment

PHYSICAL ABILITIES:

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Hearing and speaking to exchange information and teach

Seeing to read a variety of materials

Dexterity of hands and fingers to operate computer keyboard and other equipment

Bending at the waist, kneeling or crouching