

SOUTHERN ADVENTIST UNIVERSITY  
SCHOOL OF NURSING

JOB DESCRIPTION

POSITION TITLE: CLINICAL LAB ASSISTANT

REPORT TO: UNDERGRADUATE CLINICAL COORDINATOR, COURSE FACULTY

**JOB SUMMARY:** The clinical lab assistant is responsible for the implementation of the School of Nursing's (SON) philosophy, framework, outcomes, and curriculum in the clinical setting. The clinical lab assistant functions cooperatively with other team members as well as independently.

**RESPONSIBILITIES:** SON and the agency in which clinical labs will be completed.

1. Provide proof of current Tennessee (or Georgia where appropriate) registered nurse license, CPR certification, Joint Commission in-services, and immunizations.
2. Attend CLA orientation sessions and meet with professors of course(s) for which CLA assistance is being provided.
3. Keep abreast of SON policies and procedures related to best practices in the clinical setting. Attend eclass in-service sessions via review of information posted on CLA Resource Central found at <https://eclass.e.southern.edu/course/view.php?id=16849>
4. Model professional and ethical behaviors while engaging with the students in the clinical setting (including professional dress with SAU photo ID card), or engaging with the students on and off campus.
5. Assume responsibility for assigned clinical content and be aware of changes in clinical or course content as specified by faculty.
6. Make student assignments according to the objectives of the course.
7. Guide the student in the clinical/skills/simulation setting with assessment, medication administration, skill performance, communication, documentation, critical thinking, etc., appropriate to the student's level.
8. Plan and conduct pre- and post-clinical conferences that enhance the application of theory to practice.
9. Deal with student questions about clinical experiences while encouraging progressive independence.
10. Evaluate student Clinical Worksheet(s) and provide feedback prior to the student's next clinical experience.
11. Evaluate student clinical performance weekly and inform students of their progress.

12. Provide time for student counseling regarding clinical performance and written work.
13. Report weekly or bi-weekly to course lead faculty regarding student progress, clinical issues, and student concerns.
14. Consult with the lead faculty regarding any student concerns.
15. Write weekly and final clinical evaluation summaries for the permanent record of each student. Discuss weekly evaluation and final summary with student and obtain a signature. Submit summary to course lead faculty at the conclusion of the clinical rotation. Return folder to the student.
16. Assume responsibility for updating skills appropriate to SON teaching assignments.

**EDUCATION:** BS in Nursing. MSN desirable. Current licensure as a registered nurse in Tennessee or Georgia, as appropriate.

**QUALIFICATIONS AND EXPERIENCE:** Expertise in the appropriate clinical setting (i.e. Adult Health, Critical Care, Mental Health, Child Health, Childbearing Family). Ability to communicate and relate well to students, faculty, and agency staff.

Revised: April 2016, June 2018, December 2018, June 2019