

Fleming College

POSITION DESCRIPTION FORM (PDF)

Part-time Support Staff

Instructions for Completing the PDF:

- This 'smart' form template is to be completed & submitted electronically to the HR Consultant.
- Complete each section as accurately and succinctly as you can in the space provided. If you have questions, contact your respective HR Consultant for assistance.

Depending on the duration of the work assignment, you will be required to complete the Cover Page and Part 1 only **or** Parts 1 & 2 **or** Parts 1, 2 and 3.

CPT Tier I - Cover Page and Part 1 only

- Casual part-time support staff work that is temporary/transitory only and will not exceed a duration of one academic semester (4 months). For temporary assignments within this category which are recurring year-over-year within specific business cycles (e.g. start-up), please follow the directions below for Tier II.

CPT Tier II - Cover Page and Parts 1 & 2 only

- Casual part-time support staff work that is term certain but that will be for a duration of more than one academic semester up to four academic semesters (more than 4 months up to 16 months).

RPT only - Cover Page and Parts 1, 2 & 3

- Regular part-time (RPT) support staff work that is required as part of ongoing operational needs and is considered to be long-term/permanent in nature.

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POSITION DESCRIPTION FORM (PDF)

Choose an item. **Part-time Support Staff**

Position Title: Nursing Technologist

Position Number: PT0213

Pay Band: 10

Reports To: Bianca Sclipa

Appointment Type: 12 Months **“Other” Hours Details:** [Click here to enter text.](#)

Scheduled Weekly Hours (maximum 24 hours per week): 24

PDF Completed By (Manager Name): Bianca Sclipa

Effective Date: April 1, 2021 **Last Revision:** [Click here to enter text.](#)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

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PART ONE:

POSITION SUMMARY

The incumbent supports the learning process by demonstrating the use of the equipment and facilities of the nursing/health labs commons and by responding to student questions related to the courses, referring content specific questions to faculty. The incumbent works to establish an appropriately supportive learning environment for students. Ensures that safety procedures are followed for the protection of students and faculty.

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

| | Summary Details | Percentage % |
|---|--|--------------|
| 1 | <p>On a semester basis and in accordance with curriculum guidelines, works with faculty, FT Nursing Tech, and collaborates with Simulation Technician to ensure that the equipment and supplies needed to support practice laboratory experiences including scenarios, simulation, mannequins, equipment, supplies, computer resources, documentation, videos, and reference materials, are prepared and ready for use.</p> <p>In coordination with program faculty and FT Nursing Tech, prepares and develops lab content to support curriculum development. Retrieves, sets up and dismantles laboratory equipment, supplies and resources to meet curriculum needs.</p> <p>In consultation with faculty, updates all faculty and student resource / laboratory materials on a timely basis to ensure the most relevant information is available and that materials reflect industry standards.</p> <p>Sets up all lab experiments, projects, demonstrations and aids to student learning in Practical Nursing and PSW program. Develops and writes lab procedures according to industry/education standards as required for expected learning outcomes and results. Supports and completes student evaluations with faculty in relations to learning outcomes for Practical Nursing/PSW demo labs, assignments and activities in the lab setting.</p> <p>Provides mechanisms for the proper issuing of equipment and supplies required for the Practical Nursing and PSW program. Reviews and</p> | 15% |

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| | Summary Details | Percentage % |
|---|--|--------------|
| | disseminates information and materials regarding technical developments relating to the subjects taught within the Practical Nursing and PSW program | |
| 2 | <p>Assists faculty during laboratory practice sessions by monitoring and reinforcing pre-learned principles related to skills and/or procedures. Depending on curriculum changes, the incumbent may be required to audit the lecture preceding the lab in order to ensure continuity and congruence in the specific skill/technique being delivered.</p> <p>Sets up health labs, projects, demonstrations and aids to student learning in Practical Nursing and PSW. Assists with development of lab procedures according to industry/education standards as required for expected learning outcomes and results. Supports and completes student evaluations with faculty in relations to learning outcomes for Practical Nursing and PSW experiments, assignments and activities in the lab setting.</p> <p>Coaches and provides feedback to students during the course of skills labs and checks off completion of specific learning objectives. Reinforces demonstrated academic content to ensure understanding. Identifies if students are needing extra support to meet the set lab outcomes. If needed arrange time with the student to review content, reinforce taught curriculum and demonstrate proper use of equipment. acts as a resource to students (e.g. accessing resources to facilitate praxis, research material and equipment, assignment completion).</p> <p>Demonstrates appropriate use of equipment and supplies.</p> <p>Responds to student inquiries.</p> | 75% |
| 3 | <p>Attends and participates in Program meetings, providing input on students' skill progress, attendance and problems.</p> <p>Attends and participates in School, Program and Lab meetings.</p> <p>Liaises with other college departments as required to provide information, resolve problems, and/or organize activities in the laboratories (e.g. Plant and Property, Information Technology, Purchasing).</p> | 5% |
| 5 | Ensures learning facilities are maintained to appropriate standards with attention to health and safety, security, cleanliness and organization by developing appropriate use guidelines for the facility | |

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| | Summary Details | Percentage % |
|---|--|--------------|
| | <p>as per Department guidelines (coordinated approach in shared policies and procedures)</p> <p>When safety concerns are identified, the incumbent makes contact when appropriate with faculty or other staff, or Manager of School Operations to ensure immediate resolution.</p> | |
| 6 | Other Duties As Assigned <i>(do not amend this section)</i> | 5% |

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

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PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a two (2) year college diploma.

Field(s) of Study:

Practical Nursing

Other Vocational Certifications and/or Apprenticeships:

[Click here to enter text.](#)

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

5 years

Additional Skills & Abilities:

Related practical, current experience using nursing skills and equipment. Experience working independently within a multi-tasking, multi-faceted team environment, prioritizing and organizing own workload. Experience using a variety of computer software such as word processing, spreadsheets, email, and the web. Experience problem solving, resolving conflicts and thinking critically in order to determine equipment that might be needed to support nursing lab learning activities. Experience working with students in an educational setting. Experience working with the FOI Act to ensure confidentiality of student records. Recent and relevant acute care experience is preferred. Current registration and in good standing with College of Nurses.

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PART THREE:

COMPLEXITY

Describe the amount and **nature of analysis, problem-solving and reasoning** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

| |
|---|
| Task / Activity Failure of medical lab equipment to function as needed. |
| Description Identified during set-up by incumbent or other staff – frequent time constraints as equipment is specialized and may require consulting operations manual or vendor. Often further investigation is needed to figure out problem Troubleshooting under time constraints by researching manuals or contacting vendor or repair company. |

Example #2

| |
|--|
| Task / Activity Student interaction with lab. Student is not grasping concept in a larger lab or group |
| Description Identified by the incumbent. Student seems reluctant or insecure or is using the wrong techniques. |

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

Is the work considered to be routine/non-routine?

Non-routine.

How would you describe the complexity of the work?

Some duties are varied and complex.

Describe the business processes used by the position.

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Processes are specialized.

JUDGMENT

Describe the degree of independent judgment and problem-solving required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

| |
|--|
| Task / Activity Lab session activity |
| Description During a health lab there is equipment failure, and the activity is not going as planned. Must be able to think quickly to mitigate issues, consult with faculty as needed and decide if modifications or alterations to the activity can be made to solve the issue. |

Example #2

| |
|--|
| Task / Activity Coordination of multiple running health labs and demands |
| Description Equipment is needed in multiple health labs and one lab is running behind and a change over to another lab needs to happen. Figuring out what equipment can be appropriately moved when so not to impact the lab or flow. |

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

The work duties typically require:

Interpretation of complex data or refinement of work methods.

In determining a solution for problems, the incumbent has discretion to:

Modify/refine existing methods and options.

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MOTOR SKILLS

Describe the aspects of the position that require fine motor movements (delicate, intricate or precise) related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position Answer the questions listed below in the Key Considerations section.

Example #1

| |
|---|
| Task / Activity Health Lab set up |
| Description Prepping the student work stations in the lab involves setting up very fine tubes and equipment parts for mannequins that require precise handling and insertion into small specific spaces. Handling syringes and other sharps requires intricate and delicate handling and movement. |

Example #2

| |
|--|
| Task / Activity Specific equipment set up |
| Description Utilizing high fidelity computerized equipment such as simulation mannequins requires intricate and very precise maneuvers. |

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

When considering ‘speed’ of fine motor movements for this position:
Speed is a secondary consideration.

Indicate the percentage of time that is required in performing each of the tasks discussed above.

| Task | % of Time |
|-------------------------------------|-----------|
| Example #1-health lab set up | 50% |
| Example #2 – specific equipment set | 10% |

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PHYSICAL DEMAND

Describe the degree of **physical demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the type and duration of physical effort, the frequency, the strain from rapid and repetitive fine muscle movements or the use of larger muscle groups, lack of flexibility of movement, etc.

Example #1

| | |
|-------------------------------------|--|
| Task / Activity Moving Equipment | |
| Description | <p>Moving Equipment Setting up and dismantling equipment within lab for demonstrations Bending and pushing carts with lab equipment from room to room.</p> |

Example #2

| | |
|----------------------------|--|
| Task / Activity Lifting | |
| Description | <p>Lifting mannequins to set up various labs. Moving is within lab environment – lifting equipment is available. Lifting mannequins 30-40 lbs during student demonstrations and set-up</p> |

Indicate the percentage of time that is required in performing each of the tasks discussed above.

| Task | % of Time |
|--------------------------|------------------|
| Task #1-Moving Equipment | 70% |
| Task #2- Lifting | 30% |

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SENSORY DEMAND

Describe the degree of **sensory demand** required to perform the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the level/degree of concentration (visual, auditory, tactile, etc.). Answer the questions listed below in the Key Considerations section.

Example #1

| | |
|-----------------|---|
| Task / Activity | Concentrated lab equipment work |
| Description | Detailed working with equipment in clinical labs such as high fidelity computerized equipment with simulation mannequins. |

Example #2

| | |
|-----------------|--|
| Task / Activity | In lab student skill focus |
| Description | Observing and assessing students during practical lab practice |

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the requirement for attention to detail in this position?

Frequent/Regular

Indicate the percentage of time that is required in performing each of the tasks discussed above.

| Task | % of Time |
|--|-----------|
| Task #1 -Concentrated lab equipment work | 25% |
| Task #2 – In lab student skill focus | 75% |

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STRAIN FROM WORK PRESSURES / DEMANDS / DEADLINES

Describe the degree of **work pressures** involved in performing the duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position that illustrate the deadlines, interruptions, distractions, multiple or conflicting demands/workloads and dealing with people in difficult situations. Answer the questions listed below in the Key Considerations section.

Example #1

| |
|---|
| Task / Activity Lab turn over and set up |
| Description Multiple labs running back to back at the same time and change over (one lab to another) is needed throughout the day. With tight deadlines and turnover lab times, there is a lot to balance with interruptions from students, faculty and staff with multiple demands and needs. |

Example #2

| |
|---|
| Task / Activity Faculty and Student lab support |
| Description During lab times there can be competing demands placed on Nursing Tech's time and focus as individual students may have questions or struggling with certain components or skills of the lab while faculty and other students require assistance and or attention to other matters at the same time. |

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How would you describe the workflow demands this position typically faces?

Deadlines regularly are tight AND periodically change.

How would you describe the existence of critical deadlines in this role?

Frequent critical deadlines.

How would you describe the level of interruptions this position faces?

Interruptions are frequent and may be unpredictable.

Indicate the predictability of the strain and percentage of time required in each task discussed above.

| Task | % of Time | Predictability* |
|--|-----------|------------------------------|
| Task #1 - Lab turn over and set up | 80% | TP (Tends to be Predictable) |
| Task #2- Faculty and Student lab support | constant | TP (Tends to be Predictable) |

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INDEPENDENT ACTION

Describe the degree of **independent action** and **autonomy** required to perform the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

| |
|--|
| Task / Activity Lab set up |
| Description This is a daily action that requires independence and initiative to ensure that the proper equipment, lab room set up, material and supplies are aligned with each specific class/lab skill for that particular day/week. |

Example #2

| |
|---|
| Task / Activity Mitigating any required changes |
| Description Unexpected lab requirements or schedule can change. Independence and problem solving is required to consult, negotiate and meet the needed requirements. |

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

What type of instruction is typically given to the incumbent?

Uses procedures and past practices but may adapt them, as required.

What degree of supervision is typically provided to the incumbent?

Most work is completed independently; supervisory input provided upon request.

How is the work typically checked and verified?

Output is self-reviewed.

How frequently is the work checked?

Mostly reviewed at point of task completion.

Describe duties which are the incumbent's responsibility where independent action requires initiative and/or creativity and indicate how often the duties occur. Identify the typical situations or problems that are normally referred to the Manager for solution.

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COMMUNICATIONS / CONTACTS

Describe the nature of contact and purpose involved in communicating information (i.e. to provide advice, explanation, to negotiate, or influence others to reach agreement, etc.), and the confidentiality of the information provided. Answer the questions listed below in the Key Considerations section.

| Nature of Contact (Who) | Purpose of Contact (What) | Frequency |
|--|--|-----------------|
| Explanation and interpretation of information or ideas | Discuss student progress related to skills; provide in-service training on equipment; consult re: lab demo set-ups Review curriculum needs (weekly) Solicit information; problem solve issues; retrieve equipment; request supplies and inventory (weekly) | Daily |
| Imparting technical information and advice | Assist faculty or students in the use of technical equipment and techniques | Daily |
| Instructing or training | Provide guidance and feedback to students on skills being demonstrated; Support and reinforce faculty instruction of specific techniques within the lab | Daily |
| | | Choose an item. |
| | | Choose an item. |
| | | Choose an item. |

Key Considerations:

With respect to the examples above and the regular duties associated with this position’s core functions, please answer the following questions:

Communications in this position are typically engaged for the purpose of:

Providing guidance/technical advice of a specialized nature; seeks to secure cooperation of others.

What type of involvement does this position have with confidential information?

Regular involvement with moderate disclosure implications.

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Describe the type of **responsibility** that exists for the **decisions** and **actions** related to the core duties of the position. Provide up to two (2) examples in the space provided below of regular duties for this position. Answer the questions listed below in the Key Considerations section.

Example #1

| |
|--|
| Task / Activity Health Lab coordination and activity |
| Description The incumbent is aware of the day to day responsibilities of the position in relation to the academic cycle and specific curriculum requirements. Special projects are outlined generally by the Manager of School Operations.. The incumbent determines appropriate process for completion of tasks. |

Example #2

| |
|---|
| Task / Activity Professional Best Practices and protocols |
| Description Work assignments are defined by general organizational regulations, health industry guidelines and procedures, Department guidelines and College academic procedures. Professional Practice Guidelines through College of Nurses. Due to changes within the organization and curriculum, the incumbent is expected to be flexible and adapt to each new practice, policy, procedure or technology. |

Key Considerations:

With respect to the examples above and the regular duties associated with this position's core functions, please answer the following questions:

How errors are typically detected for work completed by this position?
Errors detected after-the-fact.

What is the typical scope of impact to the organization for errors in this position?

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Results in significant waste and negative impacts to operational effectiveness.

WORK ENVIRONMENT

Describe the physical environment that the incumbent works in. Consideration should be given to:

- The probability or likelihood of exposure to disagreeable/hazardous elements.
- The nature of the disagreeable/hazardous element
- Length of exposure while on the job
- Travel

Complete the chart below. Answer the questions in the Key Considerations section.

| Environment | % of Time |
|---|-----------|
| Professional office environment Yes | 100% |
| Outdoor work; seasonal conditions No | |
| Other (please specify) Handling syringes and sharps | 15% |
| Other (please specify) | |

Key Considerations:

With respect to the nature of disagreeable/hazardous elements this position is in contact with, would you describe them as:

Moderately disagreeable

With regard to the disagreeable/hazardous elements referenced above, how often does the position encounter them?

Occasional

If this position is required to engage in business related travel, what is the frequency of the travel?

Choose an item.

SUPPLEMENTAL DATA

Provide any additional information which will serve to further enhance understanding of the position.

Although no bodily fluid is being drawn, handling syringes & other sharps lend to real potential to be stuck or cut (doesn't contain blood/bodily fluid).