

Nashua Community College  
Nursing Department  
Adjunct Faculty  
Nursing Simulation Lab

Responsibilities:

1. Assist lead lab facilitator with the following:
  - A. Physical lab set up
  - B. Supervision of students during scheduled lab times as necessary
  - C. Break-down/cleaning upon lab completion
2. Order simulation lab supplies and maintain inventory
3. Maintenance of simulation lab equipment with assist from nursing faculty
4. Assist clinical faculty with:
  - A. Student remediation
  - B. Open lab sessions
5. Assist with orientation of new faculty to the simulation lab and equipment
6. Work collaboratively with:
  - A. Department Chair regarding budget/ordering issues
  - B. Information Technology regarding computer issues with the 3G's and AVS equipment.
  - C. Maintenance regarding the nursing laboratory and equipment repair issues.
  - D. Business office regarding miscellaneous supplies required for lab
  - E. Faculty regarding content of student lab totes
7. Liaison with vendors:
  - A. Tech support for equipment, software, and updates
  - B. Missing/faulty parts of equipment and/ or equipment repair
  - C. Annual student tote order