



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 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 to 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 inservices, 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 practice in the clinical setting. Attend elclass inservice 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 behaviors including professional dress with SAU photo ID card.
5. Assume responsibility for assigned clinical content and be aware of changes in clinical or course content as specified by faculty.
6. Make client care 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 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 student's next clinical experience.

11. Evaluate student clinical performance in an ongoing manner 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. Refer student for appropriate remediation using the Student Improvement Plan (SIP) form. Participate in the remediation process and follow up as needed.
15. Write final clinical evaluation summary for the permanent record of each student. Discuss summary with student and obtain signature. Submit summary to course lead faculty at the conclusion of the clinical rotation.
16. Assume responsibility for updating skills appropriate to SON teaching assignment.

EDUCATION: B.S. 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, Mental Health, Child Health, Childbearing Family). Ability to communicate and relate well to students, faculty, and agency staff.

Revised: April 2016