

Nursing Skills and Simulation Lab Coordinator _ Terms of Reference

Job Summary

A position with a rank of Clinical Preceptor within the B.Sc. Nursing and Midwifery Program at the Royal Thimphu College.

The individual shall have operational oversight of the nursing skills and basic science lab and clinical teaching responsibilities. The individual shall have a minimum of Diploma level in nursing with minimum of 3 years of clinical experience and should be registered with the Medical and Health Professional Council.

TERMS OF REFERENCE

Teaching Responsibilities

Collaborate with faculty to plan, implement, and evaluate skill practice that enable students to meet clinical skill competencies and expected learning outcomes.

Assist faculty to plan and deliver evidence-based technical skill demonstrations.

Supervise students in the skills lab and during clinical postings.

Assist faculty to organize and schedule skills competency testing.

Collaborate with faculty to design, implement, and evaluate clinical remediation plans.

Participate in meetings at the program level as and when required to assure integration of lab requirements.

Instruct faculty and students on proper care of manikins and other technical equipment.

Fill in teaching gaps as and when required.

Administrative Responsibilities

Develop policies and procedures that promote safe lab practices and ensure lab upkeep.

Orient students on the lab policies and procedures.

Oversee day-to-day operations of the nursing and basic skills laboratory.

Make recommendations for purchasing equipment to enhance experiential learning across the curriculum.

Maintain and update equipment and supply inventory.

Maintain records and generate reports on skills lab use.

Arrange tours or demonstrations of nursing skill and basic science-based learning activities to prospective students and family members