

1. 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 all laboratories in B.Sc. Nursing & Midwifery program along with academic administrative, logistic and coordination responsibilities. The individual shall have a minimum of Diploma/Bachelor level in nursing/allied health background with 1-2 years of clinical experience and should be registered with the Medical and Health Professional Council.

2. Reporting Line

The Nursing Skills and Laboratory Coordinator Officer shall report directly to the Deputy Dean, B.Sc. Nursing and Midwifery Program.

3. Key Roles and Responsibilities

A. Academic Responsibilities

The Nursing Skills and Laboratory Coordinator Officer shall:

1. Support the arrangement of the logistics and supplies in advance for the scheduled skill demonstrations by the tutors.
2. Assist faculty in the preparation and delivery of evidence-based nursing procedures, simulation exercises, and technical skill demonstrations.
3. Supervise and support students during skills laboratory sessions, simulation activities, and clinical postings.
4. Coordinate the scheduling and organization of skills competency assessments, OSCE/OSPE and practical examinations.
5. Assist in the logistical and technical preparation for practical examinations, simulations, competency assessments, and centralized examinations.
6. Promote safe, ethical, and professional practices within the laboratory and clinical learning environment.
7. Serve as the administrative support focal person for any exam related tasks if required

B. Administrative Responsibilities

The Nursing Skills and Laboratory Coordinator Officer shall:

1. Oversee the daily operations, maintenance, functionality and cleanliness of all the laboratories in the Nursing Program.
2. Develop, implement, and monitor laboratory policies, procedures, and safety guidelines to ensure effective laboratory management and safe practices.

3. Provide orientation and guidance to faculty and students on the proper handling, maintenance, and safe and rational use of manikins, models, simulators, and laboratory equipment.
4. Maintain inventory records of laboratory equipment, consumables, and teaching-learning materials, and ensure timely replenishment of supplies.
5. Conduct periodic checks and maintenance of laboratory equipment and coordinate repair or replacement/write off when necessary.
6. Recommend procurement of equipment and supplies as per the prescribed procurement timeline.
7. Provide administrative support during program-related meetings, workshops, and academic activities.
8. Prepare and disseminate meeting minutes in a timely manner.
9. Maintain accurate documentation and generate reports related to laboratory utilization, equipment status, student usage, and inventory records.
10. Assist in planning and monitoring the annual budget for the B.Sc. Nursing and Midwifery Program.

C. Coordination and Logistic Support Responsibilities

The Nursing Skills and Laboratory Coordinator Officer shall:

1. Support the planning, coordination, and implementation of program-related events and activities including:
 - o Lamp Lighting Ceremony
 - o International Nurses' Day Celebration
 - o World Health Day Celebration
 - o Clinical and simulation-based academic events
 - o Workshops and Academic Board Meetings
2. Coordinate logistics and documentation related to honorarium payments for guest lecturers, external evaluators, and clinical examiners.
3. Coordinate with the relevant departments for clinical placement regarding transportation, meal arrangement and any financial related tasks.
4. Plan and disburse supplies for different teaching hospitals for each semester
5. Facilitate logistical arrangements for OSCE/OSPE, competency assessments, practical examinations, and simulation activities.

6. Additional Responsibilities

The officer may be assigned any other responsibilities relevant to the Nursing and Midwifery Program by the Deputy Dean.