

SPHERE Responsibilities

Lab Technician

- Post a schedule inside the lab office (TE2232) indicating weekly schedules of all lab techs. Schedules will also be emailed to course instructors. The whiteboard outside the lab office will be updated daily to reflect lab tech availability.
- Schedule open lab times, post schedules outside lab office and email schedules to Chairs and instructors to post on Canvas in two-week intervals or sooner.
- Assist with setting up low and moderate-fidelity mannequins and/or complex equipment upon request or when a large amount of set-up is required.
- Provide classroom instructional assistance and assist with set-up/proctoring of practical testing.
- Provide PD sessions for all healthcare professionals once a semester on all lab equipment that will be utilized in the classrooms. PD session dates will be posted at the beginning of Fall semester for the entire school year.
- Provide inservice education at team meetings as required.
- Set up supplies needed for each lab class on individual carts, trays and bins and label accordingly based on supply list requests for each course (supplies to be left in Lab Office for instructor pick-up).
- Advise instructors if equipment/supplies can be left in place for the next class.
- Maintain proper storage of equipment in an orderly manner.
- Prepare hi-fidelity mannequins for scenarios and ensure the simulation room is appropriately/adequately stocked.
- Assist with operation of mannequins and run scenarios in high fidelity labs.
- Maintain ongoing knowledge of current course lab material to ensure consistency within and between classes i.e. familiarity with the textbook currently in use by Programs.
- Check-in with instructor at the beginning of each class to determine instructor's needs.

Faculty

- Post lab tech schedules and open lab times on Canvas for students, encouraging students to maintain ongoing attendance for their success.
- Provide a minimum of 48 hours' notice if changes are needed for supplies and/or if assistance is needed with set-up of complex equipment.
- At beginning of each semester, advise lab techs of testing days and other learning activities that will require extra set-up and assistance for proctoring.
- Attend scheduled PD days to maintain familiarity with all lab equipment that will be utilized in the classroom and communicate any educational needs for professional development to the lab techs either via email or on the Interprofessional Communication board in the Lab Office.
- Provide course supply lists for lab and theory courses for the entire semester to lab techs by the end of March (for the fall semester) and the end of October (for the winter semester) detailing (a.) supplies required for lab classes and (b.) quantities needed using the template

provided by the lab technicians. The template will already have listed the estimated amount of needed supplies.

- Check-in with the lab techs prior to the beginning of class re. any assistance required.
- Provide weekly schedule of required class material as well as the skills that will be taught in that class (i.e. skills checklists) so lab techs can anticipate possible instructor needs.
- Sign out all equipment, supplies, vital sign bins and videos/DVDs through a lab technician using the supply needs list.
- Take only supplies/equipment assigned to your class; return equipment directly to lab techs.
- Return supply carts, trays and vital sign bins to the lab office ensuring all equipment is accounted for and neatly organized.
- Promptly identify equipment in need of repair on the Interprofessional Communication board, located in the Lab office.
- Arrange all SPHERE bookings for rooms TE2224-TE2233 through Amy Eyben in PA2140 (ext. 3348)
- Review SPHERE guidelines with students and reinforce throughout the semester.
- Encourage students to utilize Open Labs throughout semesters.
- Ensure classrooms are left tidied and organized and all beds are made prior to the end of classroom activities.

Open Labs

- Lab technicians will assist students with a skill only after it has been taught by the instructor.
- Students must sign-up in advance for open lab sessions.
- Students will bring their own supplies as well as any checklists or other resources needed to outline the procedure (supplies can be purchased in the Bookstore).

Other

- Lab tech schedules will vary from day to day, depending on SPHERE hi-fidelity scheduling and other requirements/unforeseen circumstances.
- Lab tech coverage will be provided from 0730 to 1700, Monday to Friday. A lab tech may not be available if all lab techs are occupied assisting others.
- Lab tech schedules and break times will be staggered to ensure ongoing lab tech availability.
- Supplies in the lab office are ordered and distributed according to student numbers and budgets for each program, therefore extra supplies are not typically on hand. Additional supplies or other changes to class requirements may be arranged through the lab technicians. A consumable item may need to be ordered 2-4 weeks in advance due to order processing time and the requirement for Chair approval.
- In order to maintain fire code regulations, each classroom has a specific maximum occupation capacity. Maximum numbers are not to be exceeded: Rooms TE2224, 25 and 26 – maximum 31. Rooms TE2232 and 33 – maximum 24. Room TE 2227 – maximum 12.
- Blinds on windows beside doors are to be left drawn in highest position to allow viewing of room activities from the hallway.