



Inspired by Shree Santram Maharaj  
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# **ADVANCE NURSING SKILL LAB GUIDELINES AND POLICIES**



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## **PURPOSE AND PHILOSOPHY OF THE NURSING SKILLS LAB**

**Welcome to the Nursing Skills and Simulation labs.** The Skills Lab is where you will be introduced to new competencies (skills), be expected to practice, and be evaluated on your skills. Simulation activities will be integrated throughout your curriculum.

As you progress(travel) through your nursing program, you will spend time in the Nursing Skills Lab of each semester, whether you are learning new skills, reviewing previously learned skills, or being evaluated in preparation of clinical skills. The nursing skills lab is an integral part of your nursing education where you have the opportunity to overcome your own fears and insecurities while working with a variety of task trainers, simulators, and actual hospital equipment.

The primary goal of the nursing skills lab is to provide an environment for you to become competent with your nursing skills and thereby becoming a safe practitioner while working towards excellence in nursing. It is the intent of the faculty and administration in the Department of Nursing to provide a safe learning experience for all students.

### **The clinical setting is not a practice setting.**

Simulation activities will be a key component of all these elements, whether it is using a simple task trainer, a complex full bodied manikin or a peer. By using the provided equipment and supplies, you are able to simulate a clinical environment where you have the ability to learn and practice safely without causing harm to your patients. Critical thinking is encouraged by incorporating the rationale for what you are learning as well as understanding the nursing assessments and responsibilities that accompany these skills. Evaluation is a continuous process course skills testing and clinical experiences.







### **Policy Admissible:**

The following policies and procedures are established to provide instructions in maintaining safety for those using the Nursing Lab and admissible to:

- Nursing Skills Lab faculty
- Skill lab Staff
- Course faculty and
- Students

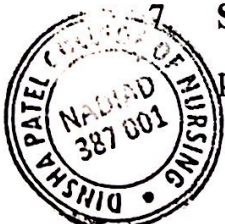
These policies and procedures shall be adhered to by all concerned. All faculty, staff, and students must know and practice the safety guidelines at all times while using the labs. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the lab.

**Definition of Skills** –an inclusive term for psychomotor skills that includes rationale, critical thinking, physical assessment, and drugs and solutions.

### **NURSING STUDENT SKILLS LAB RESPONSIBILITIES GUIDELINES**

1. The Nursing Skills Lab is an extension of your clinical and academic programs. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (i.e. dress and behavior, etc)
2. **NO FOOD OR DRINK** –which may leads non cleanliness and damage to equipments
3. **NO CELL PHONES** during lab session (testing) or in student work areas (Please turn phones off) – Can be very distracting to students when testing and(&) practicing.
4. Students are required to wear their **student ID** at all times while in the lab and follow the recommended dress code of the college.
5. Appropriate clothes are required. Follow college/nursing handbooks.
6. Respect lab personnel and equipment at all times.

7. **Suggestion:** Start a Skills Lab Notebook at the beginning of your nursing program. Organize all skills lab related information (i.e. Procedure sheets,





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Procedure books, notes). These materials are utilized each semester.

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8. Review and check **lab schedules** for open and closing times
9. Sign in and out of the lab at all times for both practice and testing. Book is located inside skills lab by front doors.
10. Put all coats and book bags in outside lab. **DO NOT** put in practice or testing areas. Keep only valuables (purses) with you.
11. Review the course syllabus for due dates and lab(late) assignment policies.
12. Review all skills guidelines for each check-off.
13. Skills lab **resource manuals/reference materials** are available for reference. Please **DO NOT** remove from lab.
14. **Mannequin:**
  - a. Use gloves when handling all manikins and parts.
  - b. **DO NOT** MOVE MANIKINS OR MANIKIN PARTS WITHOUT THE HELP OF LAB PERSONNEL.
  - c. **DO NOT** use betadine on manikins. Use soap as lubricant for tubes.
15. Ask for assistance for use of lab technician units (BP, assessments)
16. Use **beds** for practice and examining(testing) purposes only.
17. Individuals serving as patients are to remove their shoes when lying on the beds.
18. Report any malfunctioning, unsafe, or damaged equipment to lab personnel.
19. If you are aware that you have a **latex allergy, or suspect** that you do, it is your responsibility to notify skills lab personnel. Non-latex gloves and equipment is available upon request.







## LABORATORY SAFETY

### A. Infection Control

1. All students shall practice proper hand washing technique while utilizing skills lab.
2. Universal precautions should be followed at all times. Students are NOT to practice any invasive procedures on each other that could result in blood or body fluid exposure.
3. The lab is a learning environment that is often intended to simulate a real clinical setting. As a result, eating, drinking and smoking are not permitted.
4. Gloves are utilized for practice and demonstration of skills. Gloves are utilized only for personnel using harsh disinfectants to clean the lab. The Department of Nursing will provide sterile and non-sterile gloves for faculty and students for practice purpose.
  - Students/Faculty must be aware that it is impossible to provide a totally Latex-free lab environment. Every effort will be made to utilize products that are latex free, but there is still a remote possibility that you will be exposed to latex just like a real hospital environment. If you do have a known latex allergy, please notify the concerned (Nursing) faculty.
  - Students/Faculty are advised that latex allergies can develop over time as nurses are exposed to numerous latex products in a normal work environment so they need to educate themselves on the risks and on the symptoms of latex allergy





## **B. Physical Environment**

1. Do not use the space for socializing
2. Keep all doors and cabinets closed when not in use.
3. Keep the work spaces, floors, beds and desk areas clean
4. Report any misconduct occurring in the lab to security or faculty.
5. Laboratory doorways will be accessible at all times. Furniture will not be placed to obstruct the exits/entries.
6. The lab will not be used as a health center for ill students, staff, or faculty.
7. Unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of lab personnel

## **C. Simulation Guidelines**

1. In order to preserve costly equipment, there is absolutely no food or beverages allowed in the nursing lab.
2. Nursing uniforms are required for all activities with the Simulation mannequins in order to protect the equipment. Students are also expected to participate fully in all scenarios to the best of their ability and to treat the mannequin as a "real client."
3. All users of the Simulation equipment are expected to display courteous and professional conduct.
4. No cell phones, pagers or other electronic devices are allowed in the lab. These items must be switched off or silent.
5. No liquids, markers, pens, or betadine are permitted near the mannequins.
6. **Students will be held responsible for damage to the equipment as a result of not following nursing arts lab policies and procedures.**
7. Use of the Simulation lab beds is restricted to mannequin use only unless otherwise specified. Please do not sit or lie on Simulation lab beds.





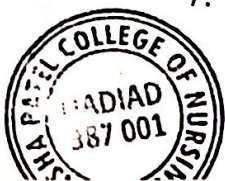


#### **D. Medications and Fluids**

1. When breaking glass ampules for practice, students should protect their fingers by using an ampule breaker and should break the ampule in the opposite direction of their body.
2. Placebos (candy pieces, commercially prepared med. and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled for use when simulating preparation of an actual medication order.
3. IV fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are not for internal or actual use but for practice with manikins only.
4. Bottles, containers or fluids mixed in the lab will be minimally labeled as follows: actual contents, date, and the initials of the preparer.

#### **E. Needle Safety**

1. Used needles are to be disposed of the sharps containers provided throughout the lab space.
2. Needles provided for practice of injection are used at the skills laboratories only when the faculty are present for assistance.
3. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.
4. Students are to practice injections only on the manikins provided in the skills lab.
5. Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab
6. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
7. All drawers/cupboards with needles should be locked at the end of lab use and containers, bags or equipment with needles should also be secured.





#### **F. Electrical Safety**

1. Wet materials may not be used around electrical outlets or equipment.
2. Faculty and students are responsible for reporting to the appropriate faculty/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
4. Electric hospital beds in the skills lab will be inspected as needed for repairs.
5. Electric beds shall be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

#### **G. Ergonomics**

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Students should use caution when practicing lifting skills and should not lift equipment, manikins, and other students who are too heavy without assistance.
3. The equipment needed for body mechanics practice (bed, wheelchairs, etc.) will be kept in good working condition. Any faulty or broken equipment should be reported immediately to the Director of Nursing.
4. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.







### REPORTING OF AN INJURY INCIDENT REPORT

1. Any incident occurring in the skills, or clinical labs during school hours must be reported immediately to the faculty.
2. Protocol for a physical injury/occupational exposure.
3. Immediately report the incident to the Nursing Faculty member (primary contact).
4. A faculty member will assess the student/staff and send them to medical clinic assess the student if needed.
5. The faculty/staff/student will be assisted to the Student Health Center, appropriate agency, or personal physician depending upon the nature of the injury. Campus Security may be called to assist in transporting a student to a health care agency or call 911 depending on the severity of the injury.

### III. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

- A. It is the responsibility of all those who use the lab for keeping equipment and the physical space clean, particularly students and faculty during and after use.
- B. Floors, counters, and furniture will be cleaned by appropriate personnel at the end of each session(semester) and more frequently if needed.
- C. If faculty should notice that equipment is not functioning or malfunctioning, place a label on the equipment stating not to utilize it and describe the problem noted and notify the Director of Nursing.
- D. Equipment located in the skills lab will be cleaned by faculty as needed. The protocol for cleaning equipment is directed by the product manufacturer. Linen on beds will be changed and laundered when soiled, after extensive use, and at the end of each academic year.





### SHARP WASTE DISPOSAL

Sharps disposal is handled by a professional disposal service. When Sharps containers are  $\frac{3}{4}$  full they are to be taken to the loading dock in lab

### EMERGENCIES

#### Fire

1. Alert people in area to evacuate.
2. Activate nearest fire alarm or call (Notify campus security).
3. Close doors to confine fire.
4. Evacuate to safe area or exit building through Stairwell-Do not use elevator.
5. Provide emergency personnel with any pertinent information. Students and faculty should become familiar with the location of the nearest fire extinguishers and pull boxes for fire alarm. Fire extinguisher is located in the nursing lab.

### Nursing Skills Lab Agreement

Your signature on this page implies that you have received and understand that you are responsible for the information in this handbook. You are responsible for all policies discussed or pertaining to the Nursing Skill Labs/nursing department /Al-Majmaah University. You understand that the nursing skills lab is an extension of your clinical and all of the same rules apply. You agree that you have had the opportunity to ask questions regarding the policies and information contained in this packet. Your signature also implies that you agree to follow the specified rules and policies.

\_\_\_\_\_  
NAME OF STUDENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF STUDENT

In-charge

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