

HEALTH CAREER INSTITUTE



NURSING STUDENT

SKILLS AND SIMULATION LABORATORY HANDBOOK

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Health Career Institute
1764 North Congress Avenue
West Palm Beach, Florida 33409
(561) 586-0121 Office
(561) 471-4010 Fax

www.hci.edu

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Purpose and Philosophy of the Nursing Skills and Simulation Lab

Welcome to the Nursing Skills and Simulation lab. As you travel through your Nursing program, you will spend time in the Nursing Skills Lab each semester, whether you are learning new skills, reviewing previously learned skills, or being evaluated in preparation of clinical. 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. 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 utilizing skills lab faculty evaluations, course skills testing and clinical experiences. The Nursing Skills Lab faculty collaborate with the course faculty to coordinate nursing theory and clinical labs. You have the opportunity to practice independently, with your peers and with faculty to develop your skills. How much time you dedicate to practice is dictated by how quickly you learn and by the difficulty level of the skills. You all have your own style and pace of learning; therefore plan your time and needs accordingly. Practice is completed on your own time and testing may either be on your own time or during scheduled class/clinical time (course dependent). **Currently there is a mandatory time requirement for of 1.5 hours weekly for practice. This is in addition to the lab hours associated with the didactic course. Therefore, it will be necessary to include lab practice time into your weekly schedules.** 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. 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. **The clinical setting is not a practice setting.** 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.

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

All Nursing Program policies including Academic Integrity will be adhered to in Skills Lab. Refer to the HCI Catalog and Nursing Student Handbooks.

Student Skills Lab Responsibilities Guidelines

1. The Nursing Skills Lab is an extension of your clinical and didactic Nursing program. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (i.e. dress and behavior, etc.). See Nursing Handbooks.

2. **NO FOOD OR DRINK – may cause damage to equipment**
3. **NO CHILDREN - risk of injury from equipment**
4. **NO CELL PHONES during testing or in student work areas (turn phones off)**
5. Students are required to wear their **student ID** at all times while in the lab and follow the dress code of HCI.
6. Respect lab equipment at all times.
7. **Requirement:** Start a **Portfolio** at the beginning of your nursing program – Organize all skills lab related information (i.e. procedure sheets, skills check off forms, notes). These materials are utilized each semester. Place a copy of your BLS card, any certifications you may have (CNA, PCT, EMT, LPN, etc.). While these are not a part of the Nursing program, these highlight your previous life-experience and should be included in your professional portfolio. This will be checked periodically and is for a grade.
8. Review all Skills Lab Policies and Procedures
 - a. Scheduling
 - b. No Call No Show
 - c. Skills Testing (Check –offs)
 - d. Remediation Policy
 - e. Competency Testing: Returning Students
9. Review and check **lab schedules** for open and closed times (Posted outside of lab area)
10. Sign in and out of the lab at all times for both practice and testing. Book is located inside skills lab by front door.
11. Leave coats, book bags, valuables in your locked vehicle. **DO NOT** put in practice or testing areas.
12. Review the course syllabus for due dates and late assignment policies. **Failure to meet deadlines – May result in failure to meet course objectives.**
13. Sign – up for all testing and practice. Time slots are on a first-come first-serve basis (sign up ASAP). Sign – up times are usually posted for the entire semester. Make sure that you have signed up for all check – offs and lab requirements.

14. Review all skills guidelines for each check-off.
15. Skills lab resource manuals/reference materials are available for reference. Please **DO NOT** remove from lab.
16. **Practice/Testing areas:** Follow directions/signs for use of lab space and equipment. Ask for directions and for location of practice or testing equipment.
17. Students may be **assigned equipment** for their own use during the semester for certain classes. If you are assigned equipment from the skills lab, it is your responsibility to keep this equipment (i.e. cath kit or IV tubing) intact and to bring it with you to practice.
18. If at any time your equipment becomes faulty, please return it to the lab for disposal and for replacement.
19. **Designated equipment & supply practice carts and/or cupboards** are available. All equipment and supplies for practice are to be reused unless otherwise instructed. Please **DO NOT ACCESS** other areas unless instructed to do so.
20. **Lab Resources: Space and equipment (manikins, simulators, IV pumps) are limited during high usage times, i.e.** right before and during testing times. Access is on a first-come, first-served basis. Consider using off times to practice. The highest demand for use of space and equipment is right after class.
21. **Sharing of resources (space & supplies)** when practicing may be necessary. Four – six students per bed/manikin is acceptable. Working in groups is also beneficial for learning.
22. **Manikins:**
 - a. **Use gloves** when handling all manikins and parts.
 - b. **DO NOT MOVE MANIKINS OR MANIKIN PARTS WITHOUT THE HELP OF FACULTY.**
 - c. **DO NOT use** betadine on manikins. Use soap or lubricant is permitted for tubes.
 - d. **DO NOT use inked labels for dressings on manikins as these will permanently tattoo the manikins.**
 - e. **DO NOT** use ink pens near the manikins as these will permanently tattoo the manikins.
 - f. Ask for assistance to use Simulation units (BP, assessments)

23. Use **beds** for practice and testing purposes only.
24. Individuals role playing as patients are to remove their shoes when lying on the beds.
25. Report any malfunctioning, unsafe, or damaged equipment to faculty.
26. **New equipment** will be issued for most check-offs. If you are returning for a repeat check-off, you **may not** be using new equipment.
27. If you are aware that you have a **latex allergy, or suspect** that you do, it is your responsibility to notify skills lab faculty. Non-latex gloves and equipment is available upon request.
28. Lastly, ensure your workstation has been **cleaned** and is **tidy after use** and prior to leaving the area.

Testing (Check-off)/Required Practice Guidelines

1. Be on time and prepared for appointment.
2. Sign – up for all testing (*and reviews*) – *Submit requests as directed*. Sign – up per skills lab schedule. Time slots are on a first-come first-serve basis (**sign up ASAP**).
3. Sign – up times are usually posted for the entire semester. Make sure that you have signed up for all check – offs and lab requirements.
4. Schedule required practice appointments per the skills lab schedule.
5. Sign in and out for all appointments.
6. **NO testing or practice will be allowed** during times that a student is scheduled to attend **any** Nursing class.
7. Bring all necessary skills books, check – off forms, modules, ATI assignments or remediation templates, and any necessary equipment, such as stethoscope or penlight, for testing. May also bring own drug book for IV and Medication check – offs.
8. **Lack of preparation - including forms, modules, or equipment may result in re-scheduling or delay of testing and/or practice sessions.**
9. Most check – offs are independent but some do require a partner. If a partner is indicated, you still need to sign – up individually. If you do not have a partner by

testing time, we may be able to assist you. For skills that require a partner, you will be evaluated on an **individual** basis.

10. New equipment will be issued for most check-offs.
11. If your check – off is unsatisfactory, remediation will be required prior to retesting. You will have one remaining attempt. See Skills Lab Evaluation form.

Lab Schedules and Appointments

1. The lab schedule is outside of the skills lab door.
2. For any questions or concerns please contact your faculty, ADON or DON.
3. **Open lab hours** consist of both assisted and independent practice. Unless you have a scheduled appointment **you will not** be guaranteed assistance. Please ask for assistance.
4. Lab hours vary each semester and are subject to change based on usage. Days and times may change each semester based on usage and need.

No Call/No Show Policy

Definition: Any missed appointment without prior notification of cancellation.

Guidelines:

1. The student is responsible for contacting the faculty if unable to keep appointment.
2. This behavior will be reflected in the academic evaluation.

Skills Check – Off Policy

Definition: Skills that are identified by faculty as mandatory skills to be evaluated during a specific course. May include simulation activities (see course requirements).

Guidelines:

1. Skills are to be completed by the deadlines specified in course syllabi.
2. Skill testing is considered an assignment, therefore; if late, current course policy regarding late assignments will be followed (see syllabus).
3. Students must be able to demonstrate a satisfactory performance rating.
4. Remediation and re-testing will be required if skill level performance is unsatisfactory. **(See Remediation Policy)**

5. Testing will be on the student's own time and is to be scheduled through the skills lab.

Skills Lab Testing Remediation Policy

Definition: Required practice for all unsuccessful skill testing check – offs.

Guidelines:

Students must successfully complete the Nursing skills check –off by obtaining the number of required objectives per skill as identified on form.

Consequences of unsuccessful completion of a skill check – off are as follows:

1. Remediation must be documented to include but not limited to:
appointment with lab faculty for tutoring, ATI Skills Module Completion, ATI remediation template, etc.
2. Schedule a repeat Skills Check-off appointment.
3. Remediation Steps:

If unsuccessful with 1st attempt:

- a. Mandatory 1 hour (minimum) practice with skills lab faculty.
- b. Submit appointment requests within 3 days of unsuccessful attempt.
- c. Student must complete a written one paragraph reflection identifying the potential/actual implications the unsuccessful performance would have on patient outcomes. The student must include a reference related to the unsuccessful portion of the skill (i.e. effects of the medication errors, increased costs due to nosocomial infection, etc.). The reference can be from a professional journal, nursing reference book or textbook. * see Review Testing Remediation Policy below for an example.
- d. Student must submit reflection when returning to repeat.
- e. Completion of ATI Skills Module Lesson and Test of failed skills. You must print your results and present to retesting skills lab faculty.

Note: If student is unsuccessful after 2nd attempt, there is no remediation and student fails the course.

Review Testing Remediation Policy

Example of completed Reflection:

Reflection—Urinary Catheterization, Sterile Field

Not following aseptic technique for urinary catheterization can be detrimental to a patient health, well-being and even life. According to the CDC "the urinary tract is the most common health care acquired infection,

accounting for 30% of infections reported by acute care hospitals. Virtually all healthcare-associated urinary tract infections (UTIs) are caused by instrumentation of the urinary tract." Transmission of organisms, which can lead to infection, must be avoided by practicing proper aseptic technique. Although I was unaware of breaking sterile field during my catheter check off, I now have a much better understanding of not only what I did wrong, but how to do it correctly.

This knowledge and these skills are important for many reasons. Sterility is what allows a patient to receive the medical treatment necessary without causing adverse medical implications. Reaching over the sterile field contaminates the field by putting it at risk for the possibility of microorganism falling onto it; similar to sneezing or coughing over sterile field (Potter and Perry). I believe now that I am better prepared and have a better understanding of what I must do as a health care provider to ensure that my patients are at the lowest possible risk for infection.

Works Cited:

Catheter-Associated Urinary Tract (CAUTI) Event. (2014). Retrieved May 4 2014, from <http://www.cdc.gov.nhsn>

Potter, Patricia A and Perry, Anne G (2014). Fundamentals of Nursing, 7th Edition, St. Louis, Missouri: Mosby Elsevier

Competency Testing Policy

NURSING STUDENTS SEEKING CREDIT FROM PRIOR NURSING EDUCATION AT OTHER INSTITUTIONS OR RETURNING NURSING STUDENTS

Requirement for Testing: For students returning or attempting prior learning credit as determined at the time of admission/re-admission.

Purpose: Testing requirement for admission/ re-entry into a nursing program. This is a means of evaluating and assessing a student's skill competency level. This will be a random testing of skills, including psychomotor skills, assessment skills, and drugs and solutions.

1. Testing will be scheduled will skills lab faculty.
2. Only one attempt will be allowed for credit placement.



Nursing Skills Laboratory and Simulation Handbook Receipt Acknowledgement Form

My signature on this document certifies that I have received the **Nursing Skills Laboratory and Simulation Handbook**. I understand that it is my responsibility to review it in its entirety and seek clarification on any questions, concerns or points in which I need clarification. I further understand that it may be amended and/or changed during my enrollment. By signing this acknowledgement, I understand that it is my responsibility to follow all policies and procedures as outlined.

In the event of any change or amendment, I will receive notification of the changes. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns or points for which I do not understand.

I understand if I fail to adhere to the requirements, I may be withdrawn or receive a failure for the course.

Printed Name

Date

Student Signature