



NURSING STUDENT SKILL/SIMULATION HANDBOOK

2019

West Palm Beach #2077 (Main Campus)
1764 North Congress Avenue
West Palm Beach, Florida 33409
(561) 586-0121 Office
(561) 471-4010 Fax

Administration Suite: 203
Classroom & Labs: Ground Floor,
Suite 204 & 205

Ft. Lauderdale #5625 (Branch of West Palm Beach)
1201 W. Cypress Creek Rd Suite 101
Lauderdale Lakes, FL 33309
(954) 626-0255 Office
(754) 701-7318 Fax

Administration Suite 105 & 120
Classroom & Lab Suite 130 & 131

www.HCI.edu



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Administration

President/Chief Operating Officer.....	Robert Bonds, MBA
Vice President of Academic Affairs.....	Dr. Arlette Petersson, Ed.D, MBA
Director of Nursing.....	Dawn Callaghan-Lopater, MSN, MBA, RN
Associate Director of Nursing for Clinical/Sims/Lab.....	Chris Sheffield, BSN, RN
Clinical Coordinator.....	Tara Assevero, MBA
Campus Director/Ft. Lauderdale.....	Zachry Gelow, MBA
Director of Nursing/Ft. Lauderdale.....	Brandi Buttimer, MSN, RN

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 collaborates with the nursing faculty to integrate 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).

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 basic nursing skills competencies taught throughout the nursing program.

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. Students are expected to assist in clean-up of the lab at the end of each session.
8. **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.
 - a. **ATI Skills modules assigned for each mandatory skill are assigned in alignment with the syllabi and are expected to be completed prior to being taught and demonstrated in the skills lab. Proof of completion of each module is to be kept in a binder and will be checked periodically and recorded as a homework grade by the instructor.**
9. 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
10. Sign in and out of the lab with the attending instructor for both practice and testing.
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. Review all skills guidelines for each check-off. Guidelines for each skill are available within ATI through learning modules, videos, and skills check-off expectations.
14. Skills lab resource manuals, reference materials, and ATI learning modules/videos are available for reference. Resource manuals are kept in the lab in Suite 205. Please **DO NOT** remove from lab.
15. **Practice/Testing areas:** Follow directions/signs for use of lab space and equipment. Ask for directions and for location of practice or testing equipment.
16. If at any time your equipment becomes faulty, please inform your instructor so that it may be repaired or replaced.
17. **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.
18. **Lab Resources: Space and equipment (manikins, simulators, IV pumps) are limited during high usage times, i.e.** right before and during testing times.
19. **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.
20. **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, pen or markers 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. The simulators have specific requirements for care and are only to be used by students under direct supervisor from trained faculty. All faculty must receive simulator-specific training prior to using the simulators.

21. Use **beds** for practice and testing purposes only.
22. Individuals role playing as patients are to remove their shoes when lying on the beds.
23. Report any malfunctioning, unsafe, or damaged equipment to faculty.
24. **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.
25. 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.
26. Lastly, ensure your workstation has been **cleaned** and is **tidy after use** and prior to leaving the area.

Skills/Simulation Check – Off Policy

Definition: Skills that are identified by faculty as mandatory skills will be evaluated during a specific course and align with the content in the syllabi. Check-offs may require passage of simulation related material (see the course syllabi for details).

Guidelines:

1. Skills will be taught in line with the course syllabi and checked-off as competency is demonstrated by the student individually. All mandatory skills must be completed with “S” satisfactory competency to receive a passing grade for the course.
2. Skills 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)**

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. Skills lab and/or clinical instructor will complete a Skills Remediation Form listing specific remediation needs of the student and will refer student to on-campus skills lab for remediation. The student will present within 3 days to the Lab Director to set an appointed time for remediation. The Lab Director will complete the remediation form and return to the referring instructor.
3. Completion of ATI Skills Module Lesson and test of failed skills must be presented to skills lab faculty upon remediation and retesting.
4. If first attempt at skills check-off is unsuccessful, a mandatory 1-hour (minimum) practice with skills lab faculty is required.
5. If student is able to demonstrate competency, the skill may be checked off during the remediation session. If additional practice is needed, a skills check-off appointment must be made with the skills lab instructor for the second attempt.

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

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, and assessment skills.

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