

CGCC Nursing Program Policies & Guidelines 2019-20



☞ Skills Lab ☞

☞ ProCalc ☞

☞ SIM Lab ☞

CGCC NURSING PROGRAM SKILLS LAB POLICIES

PURPOSE OF SKILLS LAB:

- Provide practice areas, equipment, and resources for students to develop competency in nursing skills.
- Reinforce problem solving and critical thinking skills.
- Provide a simulated clinical experience for ensuring safe skills performance prior to providing direct patient care in clinical facilities.
- Evaluate student competency in the application of principles and technical performance of clinical skills necessary for safe nursing practice.

**STUDENT
RESPONSIBILITIES:**

- Complete all assigned learning activities before skills demonstrations and practice sessions.
- **First year:** Review and/or complete all skills lab assigned material prior to coming to practice. **SLIMS are tickets to skills lab sessions and students must complete SLIMS in order to be admitted to skills lab.**
- **Second year:** Attend all skills lab demonstrations. **SKILLS LAB DEMONSTRATIONS ARE MANDATORY.** If you are unable to attend a skills demonstration, call the Skills Lab Coordinator or designee no later than 8:00 am on the day of the demonstration (Leave Message). **Failure to notify prior to this time will be regarded as an unexcused clinical absence.** Arrange to make-up any missed skills demonstrations with the Skills Lab Coordinator/designee. Alternative assignments may be made at the discretion of the Skills Lab Coordinator or designee.
- **Both years:** Attend assigned skills practices, sign-offs and check-offs (return demonstrations). **SKILLS LAB PRACTICES, SIGN-OFFS & CHECK-OFFS (RETURN DEMONSTRATIONS) ARE MANDATORY.** Notify the Skills Lab Coordinator/designee if you are unable to attend any of these no later than 8:00 am on the day you are scheduled (Leave Message). **Failure to notify prior to this time will be regarded as an unexcused clinical absence.** Arrangements for make-up must be made as soon as reasonable.
- As an alternative, if you have a time conflict and can make arrangements to switch times with another student, you must notify the Skills Lab Coordinator or designee of the change.
- Utilize Skills Lab resources during practice to prepare for successful skills testing. If you require additional practice time, notify the Skills Lab Coordinator or designee to schedule time.
- Come to skills lab events prepared to meet outcome criteria through demonstration of technical competency as well as knowledge of underlying principles.
- Notify your Clinical Instructor prior to attending clinical if you have not completed a skills event/unit.

**SKILLS
COMPETENCY
EVALUATIONS:**

- Skills Lab time is **mandatory**. Skills lab events, including demos, practices, sign-offs and check-offs are counted as clinical time; therefore, absence or lateness at the student's assigned skill's lab time is considered a clinical absence and may affect the student's progression in the Nursing Program.
- Students are expected to complete the Skills Lab Independent Modules (SLIMs), refer to their Skills Lab textbook/online resources, and review skills checklists for each skills lab session to promote successful performance.
- The Skills Checklists contain specific, step-by-step outcome criteria and are utilized to evaluate student performance. Passing of a skill is accomplished by meeting all critical elements outlined in the checklist. A no-pass occurs when critical elements are not met.
- The make-up skills sign-off or check-off session for a no-pass (or absence) must be rescheduled immediately through the Skills Lab Coordinator or designee. The retest must be scheduled to allow the student time to review the applicable material as identified by the testing instructor and Skills Lab Coordinator or designee.
- If the student fails a skill for the second time on a newly learned skill, or a mastery test (see Student Handbook) for a previously learned skill, the student will be reviewed for progression in the Nursing Program.
- Skills **must** be successfully passed before performing them in the clinical facility. The student is responsible for notifying the Clinical Instructor of failed skills or if you have not completed a skills event/unit.

REMASTERY:

See guidelines in Student Handbook.

**EXPECTED
STUDENT
BEHAVIOR IN THE
SKILLS LAB:**

- Only students are allowed in the lab. **No visitors, children, or pets permitted.**
- **No food or beverages in the lab.** Capped water bottles are acceptable, but not near any equipment.
- Be courteous to other students, and be on time.
- **Disable the audible signal of cell phones during skills lab events. The ringing is extremely disruptive. Cell phones (including texting) are not to be used in the skills lab.** Notify the Skills Lab Coordinator or designee if you have extenuating circumstances.
- Students need to behave in a safe manner at all times.
- **Students are responsible for maintaining the practice area. When using supplies for practice, the student is required to repack materials used and clean up the area.**
- Assistance in cleaning up and moving equipment is always appreciated. For practices: **The first practice group of the day is expected to help set-up** equipment and stations as directed by the Skills Lab Coordinator or designee. **The last practice group of the day is expected to help clean-up** and put equipment away as directed by the Skills Lab Coordinator or designee.

**PROFESSIONAL
APPEARANCE:**

SKILLS LAB

See Student Handbook for guidelines for Professional Appearance and Grooming related to skills lab.

SKILLS LAB SAFETY POLICIES

EXPECTED STUDENT OUTCOMES:

- Reduce the potential for injury/infection for students and staff.
- Perform safe nursing practice as it relates to infection control.
- Assume responsibility for safeguarding self and others.
- Integrate universal precautions extensively throughout skill performance.
- Incorporate scenario/situational scripts into check-offs to foster problem solving of safety considerations.

SAFE PRACTICE IN THE LAB:

- Students may only practice in the skills lab when Nursing Program staff is available to monitor.
- All students will **clean up** after practice and testing sessions. Practice areas are to be left neat with equipment properly stored.
- Equipment is to be used for intended purposes only.
- Any faulty equipment should be reported immediately to Skills Lab Coordinator or designee.

STANDARD PRECAUTIONS:

- Students will wear procedure gloves during practice when:
 - Required to meet Standard Precautions to protect self from body secretions, real or simulated.
 - There are cuts, scratches or skin lesions on the hands.
 - There is a potential exposure to simulated medications.
- Students will conduct actual hand hygiene (hand sanitizer or handwashing as appropriate) before and after every testing session as an expected critical element.
- Students will select an appropriate protective gown and/or gloves for practice and testing sessions when clothing or hands may be soiled with simulated blood or body fluids.
- Students will dispose of contaminated articles in a correct and safe manner during practice and skills testing.
- If an actual blood or body fluid spill occurs, **notify the Skills Lab Coordinator or designee immediately.**

**IN CASE OF
INJURY OR
BLOOD/BODY
FLUID SPILL:**

1. Flood injured area immediately with soap and water.
2. Report injury and/or spill **immediately** to Skills Lab Coordinator or designee.
3. Block off the area. Post a sign if possible.
4. Do not touch anything!
5. Skills Lab Coordinator or designee will alert campus security. The Campus Security Office must complete a written report.
6. If an injury occurs, fill out the proper report forms.

**NEEDLES AND
SYRINGES:**

- **No Sharps items are to be removed from the skills lab area due to safety concerns.**
- No injection equipment will be issued to students to use away from the skills lab for practice.
- Contaminated needles or other contaminated sharps should not be recapped after use but immediately disposed of in a puncture resistant container. Use safety needles as directed by the Skills Lab Coordinator or designee. According to OSHA guidelines, if safe and immediate disposal is impossible, the one-handed scoop method may be used to recap a contaminated needle. Clean needles may be recapped using the two-handed method. **At no time should a needle be left uncapped.**
- Students must take responsibility to monitor themselves and their peers in regard to correct use and disposal of equipment. Please consider costs, as the result may be limitations in use of practice equipment. At the direction of the skills lab Coordinator or designee, some "one-time use" equipment may be reused in the skills lab.
- Students engaging in live phlebotomy practice must sign a Phlebotomy Release form prior to participation and must abide by the instructions in that form.

**IN CASE OF
BROKEN GLASS:**

- Notify Skills Lab Coordinator or designee immediately.
- Block off area and **DO NOT ATTEMPT TO PICK UP GLASS BAREHANDED.**
- A dustpan and brush shall be used to gather the broken pieces for disposal in a sharps container. **Do not put glass or broken glass into regular trash.**
- Small shards of glass may be collected with vacuum (located in nursing office).

**LATEX OR OTHER
ALLERGY:**

See Nursing Student Handbook.

ProCalc Policies and Guidelines

MATH COMPETENCY PROTOCOL:

Mastery: A ProCalc type math test will be administered each term of the nursing program. It will consist of 26 questions and must be passed at 96%.

Purpose:

- Demonstrate competency in math skills necessary for safe patient care for the nursing class in which you are enrolled.
- Decrease math test anxiety.

Benefits:

- Students may take multiple practice tests to prepare for the exam.
- Students will be allowed multiple opportunities to demonstrate math competency. However, ProCalc must be passed with a 96% prior to starting clinical. If the student is unable to obtain 96% prior to clinical the student will receive a “no pass” and will not be able to continue in the program.
- Learners control pacing during math testing to alleviate testing anxiety due to time limits.
- Students are provided with the opportunity for self-directed learning. Each student is responsible for meeting their personal math learning needs.

ProCalc Practice Instructions:

- Practice exams to photocopy are available in a notebook on reserve in the Library. It is recommended that each term you study the practice exams for your class. This will help you focus on the types of questions on your exam for the term.
- If you need additional practice, contact the ProCalc Designated Resource Person.

**CONTENT
AREAS:**

- The content area for **NRS 110** is **Adult Health** and covers simple conversions, simple calculations, and tube feeding dilutions. These are question types 1, 2, 3, 4, 5, and 11.
- The content areas for **NRS 111** are **Adult/Pediatric**, covering conversions, dosage calculations, drug/solute in solution, and IV drip rates. These are question types 1, 2, 3, 4, 5, 10, 12, and 13.
- The content areas for **NRS 112** are **Adult/Pediatric/Obstetric** and cover conversions, dosage calculations, solution strength, and IV drip rates. These are question types 1, 2, 3, 4, 5, 9, 12, and 13.
- The content areas for **NRS210** are **Adult/Pediatric/Obstetric** and cover conversions, dosage calculations, and IV drip rates for fluids and drugs. These are question types 5, 11, 12, 14, 16, and 18.
- The content areas for **NRS 211** are **All Areas** and cover conversions, dosage calculations, drug dosage, IV fluid & drug drip rates. Question types included are 1, 2, 4, 5, 6, 12, 13, 16, and 18.
- The content areas for **NRS 212** are **All Areas** and cover conversions, dosage calculations, drug dosage, IV fluid & drug drip rates. Question types included are 1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 13, 14, 16, and 18.

**PROCEDURE
FOR TESTING:**

STEPS:

1. **YOU WILL BE ASSIGNED AN INITIAL TESTING TIME. IF SUBSEQUENT TESTING IS NEEDED, SIGN UP WITH THE NURSING & HEALTH OCCUPATIONS ADMINISTRATIVE ASSISTANT**, or designee. An hour is allowed for testing; if more time is needed, make arrangements with proctor. The test is NOT a timed test.
2. A classroom on campus will be used for ProCalc Testing. On test day check in with the test proctor and follow their instructions.
3. **This is a testing situation:** Refer to nursing department testing protocol in the *Nursing Program Student Handbook*.
4. Take your test.
5. **Utilize the rounding rules as provided**, or answers will be marked wrong.
6. A handheld calculator provided by the college may be used during ProCalc testing.
7. Scratch paper will be provided, bring a pencil.
8. Put the units on your answer; e.g., mL, mg....
9. For decimal numbers less than one, you must put a leading zero; e.g., 0.25. Do not use a trailing zero; e.g., 2.34~~0~~.
10. You may take no more than one test per day. Testing times are as scheduled.
11. **IF YOU ARE UNABLE TO PASS A PROCALC TEST AFTER TWO ATTEMPTS, YOU MUST SEE THE DESIGNATED RESOURCE PERSON AND IT IS HIGHLY RECOMMENDED THAT YOU MEET WITH A CGCC MATH TUTOR BEFORE ATTEMPTING THE THIRD EXAM.**
12. **A ProCalc test must be successfully completed by the deadline date in your course calendar. Failure to pass a ProCalc test by this date will result in failure of the course (as stated in the course syllabus).**

CGCC Rural Clinical Simulation Center (RCSC) Policy **Simulation Expectations - Students**

❖ **Simulation Participant Behavior**

- Use professional behavior when interacting with SimMan/SimJr/SimBaby. Suspend disbelief and treat the manikin as you would during patient interactions in clinical practice.
- Simulation hours are clinical hours. Students are expected to wear scrubs and bring any equipment/supplies (i.e., Stethoscope, name badge) that you would use in clinical.

❖ **Simulation and Debriefing**

- Constructive Evaluation/Feedback
- Confidentiality
- Trust

❖ **Simulation Observation**

- Utilize reference and additional materials
- Engage in problem-solving the scenario
- Analyze behavior of peers in scenario and be prepared to give constructive evaluation in a kind manner
- Participate as an additional support in a scenario at faculty request

❖ **Simulation Supplies & Patient Room**

- Always put needles in sharps containers.
- Save flush syringes and caps
- Do NOT use betadine or ink pen on SimMan or any task trainer due to staining
- Do NOT use ink pens of any kind in the Sim Lab—use the pencils provided.
- During the scenario if you need access to resources call: 7144
 - Who do you want to talk to? What information do you want?
 - Be prepared with patient data related to your request.

❖ **Simulation Preparation and Documentation**

- Come prepared to perform skills that will be included in the scenario that will be posted on Moodle before the scheduled simulation.

❖ **Requirements for Missed Simulation Lab**

- The Simulation Lab Coordinator will notify the student as to the date and requirements for make-up of missed Sim Lab; in general:
 - Student will come prepared with completed prep for assigned scenarios for the day missed.
 - Student will come prepared with completed medication sheet for all medications.
 - Student will be assigned a scenario to participate in by themselves at the time of the rescheduled simulation.
 - Student will turn in the completed prep and med sheets.
 - **Student will complete a Care Plan for the simulation patient and turn it in to The Simulation Lab Coordinator**