

# Nursing Skills Lab Guidelines - Hastings

## Objective

To provide students with a safe, simulated, clinical environment to learn, practice, and increase proficiency of nursing skills.

- Nursing skills include, but are not limited to, physical assessment, psychomotor skills, and activities that promote clinical judgment.

## Nursing Skills Lab Hours, Scheduling & Reservations

- To reserve the Skills Lab, please contact the Nursing Skills Lab Coordinator or the UGN Administrative Assistant. The Skills Lab may not always be available for student use.
- Students should not use the lab space unless it has been scheduled for use.
- Skills lab hours are 0730-1600, Monday through Friday. Requests for access outside of these hours should be made in advance with the Nursing Skills Lab Coordinator or UGN Administrative Assistant.

## General Care and Maintenance

- All users are responsible for leaving the skills lab neat and clean.
- Any equipment or supplies from the Skills Lab is to be used for educational purposes only.
- Supplies from Skills Lab or kits will not be used on any human.
- Remove shoes when lying on the beds.
- Dispose of all used supplies, materials, and trash when finished.
- Straighten linen on the beds or replace with clean if soiled.
- Return chairs to the tables, over-bed tables to the foot of the bed, and all equipment or supplies to where you found them.
- Notify Skills Lab Coordinator via email if any equipment is broken, missing, or in need of replacement.
- No outside guests should be present in the skills lab without prior approval from the skills lab coordinator.

## Manikin Care and Maintenance

- Please check with the Skills Lab Coordinator for availability of manikins for student use in the learning lab.
- No photography or social media posts with manikins or equipment.
- Treat the manikins with respect.
- Do not move manikins unless directed to do so.
- Do not use betadine, markers, or lubricant on the manikins. Use only 'Manikin Lubricant' if needed.
- After use, leave manikins in the same manner that you found them.
  - Remove any dressings, tape, IV's, catheters, or tubings when finished and return them to their designated spot.
  - Position the manikins comfortably, and cover neatly with bedding when finished.

## Skills Lab Kits

- Students who receive Skills Lab Kits at the beginning of their course should use the supplies within those kits to practice.
- Students who lose their Skills Lab Kit or need additional supplies are required to purchase replacement supplies.
- To request a replacement:
  - Go to the College website and click on the Nursing Skills Lab Supplies Kit Charge Form
  - Submit the Nursing Skills Lab Supplies Kit Charge Form to the Skills Lab Coordinator. The Skills Lab Coordinator will provide the student with the requested supplies and the supplies will be billed to the student account.

## Sharps Safety

- Sharps (including needles and syringes) will be locked at all times.
- Sharps will be available for practice only when faculty are present for assistance.
- Students are to practice injections only on the manikins provided.
- Do not inject fluid into the manikins.
- Dispose of used needles in the sharps container.
- Needles and syringes may not be removed from the Nursing Skills Lab.

## Lab Supplies and Equipment

- Equipment and supplies may be set up in advance for a lab or class. Do not use supplies from or rearrange these areas.
- Students are encouraged to use the equipment while in the Skills Lab. If equipment needs to be used outside of the lab, it must be checked out.

## Checking Out Skills Lab Equipment

- Skills lab equipment may be checked out to students by the Skills Lab Coordinator or the UGN Administrative Assistant.
- Equipment is due back to the Skills Lab Coordinator by 0800 the next scheduled school day.
- Students may return supplies that were checked out to the administrative assistant.
- Equipment may be checked out for a maximum of 24 hours unless prior arrangements have been made.
- Students are financially responsible for equipment checked out to them that is lost, broken, or not returned.
- Equipment returned after the due date will be assessed a late fine. Equipment that is broken or not returned by the end of the course is subject to the replacement cost of the item. Students will be billed for the replacement cost when applicable.