

OKLAHOMA CITY COMMUNITY COLLEGE

NURSING PROGRAM

GUIDELINES FOR THE NURSING CAMPUS CLINICAL LABORATORY

Simulation is a learning situation that resembles reality by offering students the opportunity to understand and manage aspects of clinical situations in a controlled, safe environment (Jeffries, 2007). Low fidelity simulations are “experiences such as using case studies to educate students about patient situations or using role-play to immerse students in a particular clinical situation.” Partial task trainers include IV cannulation arms or low-technology mannequins that help students practice psychomotor skills that are integral to patient care. “More technologically, sophisticated are computer-based simulations in which the student relies on a two-dimensional focused experience to problem solve, perform a skill, and or make decisions during the clinical scenario.” Full-scale, high-fidelity patient simulators are extremely realistic and sophisticated and provide a high level of interactivity and realism for the learner (Jeffries, 2007). Oklahoma City Community College nursing program uses low-fidelity simulation, partial task trainers, computer-based simulations and high-fidelity simulations to educate nursing students.

- Two (2) nursing campus clinical laboratories (the main lab and practice lab) are used to enhance the educational experiences of nursing students. The labs are located in the Health Professions division area.
- Both labs are open for independent practice of skills as long as this practice does not interfere with scheduled lab usage or lab set-up. Students are required to arrange with Monica Holland, nursing campus clinical lab coordinator at: mholland@occc.edu for any practice or remediation needs with lab adjunct faculty. Small group practice sessions with an instructor are strongly encouraged and require an appointment.
- The practice lab is maintained so that equipment needed for practicing of skills, which are currently being taught, is readily available. If you would like to practice a skill for which the equipment is not available, contact the nursing campus clinical lab coordinator mholland@occc.edu and request what you need.
- It is important that students bring all applicable supplies from lab kit when coming to the campus lab for practice or for skill evaluations. Before leaving the simulation lab, please clean the area used. Return items to their proper place, straighten linens, and throw trash in the appropriate receptacle. Students are expected to remove items brought for lab practice, as item (s) may be needed later for additional practice.
- No children are allowed in the simulation lab at any time.
- No smoking, eating or drinking is allowed in the simulation lab. The lab staff and faculty members will strictly enforce this rule.

- Do not bring purses, books, coats, etc. into the simulation lab unless instructed to do so by your faculty or lab instructor. Lockers are available for students to store personal items.
- Students are to handle lab equipment with care and use it only for its intended purposes. If there are questions about how to use or care for equipment, the lab coordinator or lab adjunct faculty should be notified.
- Students are to show respect for lab property and equipment. Students are to ensure proper use of the equipment at all times. This includes removing shoes while using hospital beds and treating mannequins with care.
- Activities other than practicing of required skills or as directed by faculty are strictly prohibited. Students not using the lab for intended purposes will be directed to leave the lab immediately.
- Notify the lab instructor or faculty member of any accidents or incidents that occur in the simulation lab.

Safety Guidelines:

- As in all nursing situations, students are advised to develop and follow safety awareness guidelines in the lab settings. Safety awareness includes preparing for lab practice/skills demonstrations before attempting same. It is essential that students prepare well, using a variety of resources provided in the nursing program curriculum, to ensure optimal learning and general safety for self and others.
- Campus labs require a high degree of student activity and the ability to utilize critical thinking skills. Therefore, students suffering from sleep deprivation, excessive stress, or the inability to concentrate will not be allowed to remain in campus labs. Make-up arrangements for missed content will be the responsibility of the student and must occur within one week of the lab missed.
- Because the nursing campus labs simulate hospital facilities, all safety codes and regulations applicable in clinical settings are applicable in the labs. Specific examples of the safety guidelines follow but ALL general and reasonable safety policies are applicable (e.g. electrical safety, promptly removing spills from the floor, ect.)
- Standard precautions must always be followed in the lab.
 - Use of gloves for any practice of injections is mandatory. Proper hand hygiene is required.
 - Use of mask, eye protection, or a face shield is required if splashes of blood, body fluids, secretions, or excretions occur.
 - Sharps must be disposed of (NEVER RE-CAPPED) in sharp containers provided only!

- Needle stick prevention strategies are required. In the event of a needle stick injury, an instructor must be notified immediately and the Division Exposure plan must be followed (see *Nursing Student Handbook and Needle re-capping policy*).
- A complete list of recommended standard precautions can be found in a variety of textbook resources.
- Students are expected to follow guidelines listed and outlined in course materials for safe lifting and proper body mechanics.
- All equipment and furniture is to be used only for its intended purposes.
- Students with long hair and/or loose clothing are advised to exercise caution and to restrain hair or clothing with appropriate equipment (e.g. hair bands, belts, etc.). Dress should be appropriate for learning.
- Sandals or open-toe shoes are not allowed when practicing/performing skills in the campus labs.
- Attendance in course-scheduled labs is mandatory and attendance is recorded.
- Students are expected to be in their assigned lab at the assigned date and time. Make-up labs will be at the discretion of the faculty and depend upon the reason (s) lab missed.
- Students are expected to practice required skills between labs using peer reviews.
- All students are required to come to lab learning experiences with necessary supplies as assigned by their instructor for each lab.
- In order to meet the program and course requirements, all students will be required to demonstrate competency of designated skills through scheduled evaluation sessions. Make-up opportunities for missed skill evaluations are scheduled only at faculty member or nursing process discretion, for illness or unforeseen circumstances that are beyond the student's control. Rescheduling of evaluation sessions for personal convenience is not feasible. Medical documentation may be required to reschedule skill evaluations.
- If Remediation is required, a referral will be obtained from nursing process faculty to one of the lab adjunct faculty. The student must make an appointment for the remediation and all remediation recommendations must be followed prior to the scheduled deadline. If a student does not demonstrate competency per course guidelines in the skill evaluation process the student may not progress to the next semester.

Oklahoma City Community College Health Professions Simulation Lab Guidelines

Objectives and expectations for behavior/performance will be given to the student prior to any simulation exercise. These objectives and expectations will be in addition to those listed below:

HPS Specific Guidelines:

- Students should not handle the gas tanks located in the simulation lab at any time or under any circumstances. The HPS Assistant should be contacted to handle any issues that may arise with the gas tanks. This is also true for the rack system located in the simulation lab, any cords or tubing associated with the mannequin or rack system and the computer/AV cart.
- Students are not to access supplies or equipment located in or above the storage cabinets located in the simulation lab.
- No ink pens, permanent markers or dry erase markers are allowed in the simulation lab. Pencils will be used for all documentation. Leave all ink pens and markers outside the simulation lab.
- Equipment malfunction, breakage or damage during practice **MUST BE REPORTED IMMEDIATELY** to the HPS Assistant. Willful damage to the equipment will result in the student being asked to leave the simulation lab and may also result in the loss of privileges.
- The simulator should always be treated with respect and care. Do not attempt to reposition the mannequin without assistance. The simulator's head should be supported **AT ALL TIMES** and should not be pulled or twisted in any manner. If there is a feature you are curious about please refer your questions to the HPS Assistant.
- The large black cord or the "umbilical cord" of the simulator is located on the floor next to the simulator's bed. Do not step on the umbilical cord or any other tubing that is associated with the simulator or the rack system.
- No IV starts or phlebotomy skills will be practiced on the simulator unless otherwise instructed. No IV starts or "sticks" will be made with a catheter or needle larger than a 20gauge needle.
- Under no circumstances will liquids be introduced into the mannequin (e.g. NGT flushing, injections, etc.) Liquids may only be introduced through the Drug Recognition System or the simulators IV in and IV out lines.
- The Drug Recognition System is for intravenous "Push" type's meds only; fluids must never be run continuously through the Drug Recognition System.
- Students should not use any type of water-soluble lubricant or petroleum based lubricant while working in the simulation lab. The only lubricant that is approved for use with the

mannequin is a silicone spray lubricant. Silicone spray lubricant must be used for all procedures such as catheterizations, intubations, and phlebotomy or IV insertions. If you have any questions about a procedure please ask your faculty or the HPS Assistant for guidance.

- Only STERILE OR DISTILLED WATER may be used in the simulation lab.
- The use of any type of gel pad and/or conduction gel is strictly prohibited in the simulation lab. Activities requiring defibrillation must be performed so that the metal pads of the defibrillator come in direct contact with the brass plates on the mannequin chest before the discharge of any energy. Students must be VERY CLEAR in verbalizing to other students to CLEAR THE AREA. The simulator must never be “shocked” more than two times in one minute or more than ten times in one hour. THERE WILL BE NO EXCEPTIONS.

Mid and Low-Fidelity Simulator Guidelines:

- Students must wear gloves at all times when practicing or performing of any lab skills in the nursing labs.
- No ink pens or newsprint will be allowed around or during use of any of the models. Absolutely no food or drink is to be brought into the simulation lab area.
- No personal items may be brought into the lab area where simulators are used. Please use lockers located in hallway. Bring your own lock, take your personal items, and lock with you when you have completed your assigned lab time.
- Care and gentle use of the simulators and procedural models is required. Any evidence of willful damage to any equipment may result in disciplinary action including reporting to Program director and or dismissal from the program.
- Written materials are available on use of simulators and procedural models and should be referred to if there are questions regarding use, care or management of models.
- All dressing and tape placed during use of models is to be removed carefully after each use. Paper tape should be used on simulators and procedural models and should be removed prior to leaving lab area.
- Use minimal amounts of lubricant on skin of models. Remove lubricant solution promptly with soap and water when use is completed.
- Use only 20 or 22 gauge needles on IV arms and IV trainers.
- Use the appropriate injection models for practicing/demonstrating parenteral medications. Models are not to be used for any type of injection unless instructed to do so by their faculty.

- **Emergency announcements which come through the campus phone system:**
 - **Must be followed at all times as must all other College safety rules and regulations**
 - **The phone number for the Nursing campus clinical laboratory coordinator is 682-1611 extension 7663. ** If no answer and needing immediate assistance, dial 682-1611 extension 7706. The College Safety and Security extension is 7747, and all emergencies should be reported through that number.**

- **A current OCCC student ID is required and students should be able to provide to faculty to use any of the nursing campus clinical laboratories or the computer lab.**

Computer lab guidelines:

- Absolutely no eating or drinking around any computer areas.
- The nursing computer lab is to be used for nursing related coursework.
- Equipment malfunction, breakage or damage during use of computers is to be reported immediately to Valerie Fredrick at 7641 or Cindy Neely at 7663.

Willful damage of equipment will be reported and names of violators will be forwarded to program director for disciplinary action.

Use of College Acceptable Use Policy:

All of the computers and printers in OCCC Labs are considered state property. As such, they are to be used in accordance with College Policy 3058, "The use of OCCC owned, leased, or contracted Information Technology Resources is granted as a privilege and not a right." Use should be limited to course related learning activities.

- Students are responsible for helping maintain a quiet environment:
 - **Keep voice volume low**
 - **No cell phone use, pagers turned off.**
 - **No unauthorized people (children, spouse, friends).**
 - **Headphones are to be used to control noise and support a quiet environment.**
- Printer is for small jobs only. Course syllabi are never printed from computer lab printer. Please read information regarding care of printer located above printer.
- Do not save your work to or install programs on any of the hard drives.

- a. Students may use zip/flash/thumb drives
 - b. Student may copy files using the A:drive
 - c. Students are responsible for supplying their own disks
 - d. Disks used must be in good condition, without bent metal to avoid jamming in the A: drive. There is limited hard drive space available.
 - e. The computers are checked periodically and unauthorized files, directories, and programs are routinely deleted.
 - f. Loading or installation of any software, programs, or games on the hard drive is prohibited. In addition, any alteration of system settings or configuration is prohibited.
- Students are responsible for cleaning up any area they use. This includes discarding scrap paper or printouts in proper recycling or trash receptacles
 - Log-off when you are finished using the computer. Failure to do so may result in someone else accessing your account without your knowledge.
 - You are responsible for any violation of college policies that occur with your account, even if you did not perform the action.

OKLAHOMA CITY COMMUNITY COLLEGE

NURSING PROGRAM

NEEDLE RECAPPING POLICY

- You should never recap a contaminated needle (after giving an injection); place the uncapped, needle pointing downward, directly into a sharps container.
- However, you may occasionally find that you must recap a contaminated needle when there is “no feasible alternative” (U.S. Department of Labor, OSHA, 1999).

For example, in some patient rooms the sharps container is not located near the bed. If there are several people (visitors) between you and the sharps container, you may need to recap the needle for their safety as well as for your own.

- All needles should be placed in appropriate sharp containers.
- Always dispose of needles, glass, and other “sharps” in clearly marked, usually red, puncture-proof containers.
- Never force a needle into an already full container; you may be injured by sharps protruding from the top.
- Never put a needle or other sharp in a wastebasket, in your pocket, or at the patient’s bedside.

- Sharp containers are for needles, glass, or other sharps only. No trash or gloves are to be placed in these containers at any time.
- Safety syringes or adaptors should be used when possible.
- For purposes of recapping needles, the one-handed technique will be used.
- OSHA and the National Institute of Occupational Safety and Health (NIOSH) do not advise against recapping sterile needles (after drawing up a medication), except to recommend needleless systems and safety systems.
- The method for recapping sterile needles includes the use of specially developed devices such as, a medication cup, placing the cap on the edge of the counter or shelf or using the hard plastic tubular container from the syringe, or places an open alcohol prep pad on a sterile surface and then uses the one-handed technique. (Refer to photos p. 483-485 Copyright © 2007, F. A. Davis Company)

Procedure 23-9: Recapping Needles Using One-Handed Technique

Recapping Contaminated Needles

- ✦ Do not place your nondominant hand near the needle cap when recapping the needle or engaging the safety mechanism.
- ✦ If you are using a safety needle, engage the safety mechanism to cover the needle.
- ✦ If available, place the needle cap in a mechanical recapping device.
- ✦ If recapping devices are not available and you must recap the needle for your own and/or the patient's safety, use the one-handed scoop technique.

Recapping Sterile Needles

- ✦ Be sure to keep the needle and cap sterile.
- ✦ Do not place your non-dominant hand near the needle cap when recapping the needle or engaging the safety mechanism.
- ✦ Use one of the following methods:
 - ❖ Place the needle cap in a medication cup, and recap the needle.

- ❖ Place the cap on a clean surface so that the end of the needle cap protrudes over the edge of the counter or shelf, and scoop with the needle.

- ❖ Use a hard syringe cover; Insert the needle cap into the cover, and then insert the needle.

- ❖ Place the needle-cap on a sterile surface, such as on open alcohol prep pad, and use the one-handed scoop technique (this is the least desirable method).

Refer to Procedure Checklist

Chapter 23: Recapping Needles Using One-Handed Technique.

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References:

- Jeffries, P. R. (2007). *Simulation in nursing education: From conceptualization to evaluation*.
New York, NY: National League for Nursing and Laerdal.
- Wilkinson, J. M., & Leuven, K. V. (2007). *Fundamentals of nursing: Theory, concepts and applications*. (volumes 1 & 2). Philadelphia, PA: F. A. Davis.