

**Delaware Technical & Community College**

**Terry Campus, Nursing Department**

### NURSING SKILLS LAB GUIDELINES

The skills lab provides nursing students with learning resources to meet educational goals. The lab is equipped with instructional videos and DVDs, a resource library, medical supplies and equipment, as well as practice manikins. The lab provides a realistic, simulated clinical environment to practice and demonstrate competency of select nursing skills. All information related to skills performance, patient safety, and rationales are considered testable material as they apply to the theory and the holistic approach to patient care in a variety of patient care environments.

It is the expectation that the student will practice skills in the lab in preparation for a scheduled sign-off.

Lab Hours:Nursing Skills Lab phone number is (302) 857-1322. Leave a message 24 hours a day.

* Hours of operation are posted on [www.hawknurse.weebly.com](http://www.hawknurse.weebly.com)
* Sign-off times are prescheduled student appointments.
  + Students receive their assigned skill sign-off dates and times the first week of school.
  + Students requiring additional attempts will be scheduled as needed.
  + Students are to arrive at least ten (10) minutes before their scheduled sign-off appointment.
  + If you arrive late for a sign off, you have only the remaining time to perform the skill.
  + You may not use the lab(s) at any other college campus to practice your skills.
  + If you are sick, please do not come to campus. We do not want everyone to get ill. Call the lab to reschedule your sign off appointment.
  + Print out all of the skills checklists and keep them in a notebook for use during skills practice.
  + With instructor permission, the lab telephone may be used in the case of an emergency.
  + The two lab computers may be used for [www.hawknurse.weebly.com](http://www.hawknurse.weebly.com) videos and for Blackboard.
* **If an emergency arises and a student needs to miss a scheduled skill sign-off appointment, the student must notify the lab by phone or email** [**rstivers@dtcc.edu**](mailto:rstivers@dtcc.edu) **at least four (4) hours before the assigned time. Failure to do so will result in automatic remediation of the skill. It is the student’s responsibility to call the lab to reschedule the appointment within that week.**

Student Information

* Use of Lab Skills bag
  + Use for practice and skills sign off during the duration of your program.
  + Keep supplies well maintained/ they will be used for the entire length of the program. Do not throw the items away after a sign off.
  + Bring lab skills bag to every practice and sign off.
  + Decorate your skills kit bag and write your name on the tag and on each item.
  + When you find two of an item, one is to be kept unopened. The second item is to be brought unopened for your sign off.
  + The day of your sign off, you may ask instructors questions, but you may not have an instructor practice the skill with you one on one. However, you may practice with your fellow students.
  + If you do not call or email and do not show up for your sign off it is considered your first remediation. It is the student’s responsibility to call the lab to reschedule their missed sign off.

Student Performance

* For sign off, students hair must be up off the collar and the only jewelry allowed are a wedding/engagement ring, watch, and a single stud earring in each earlobe.
* For safety reasons, open-toed, open-heeled or shoes with holes are not permitted in the lab.
* Clinical uniforms must be worn by students while they are in the lab during practice and sign offs.

Lab Etiquette

* Sign in and out with each visit using the scanner and the sig-in book.
* No eating or drinking in the lab.
* No chewing gum during sign offs.
* Wash hands prior to working with the equipment and manikins.
* Return equipment to its proper place after use. Make the beds and ensure they are in the low position with the two top side rails up.
* Place books and other personal items on the designated shelving unit.
* Turn off cell phones or place on vibrate. You must step out of the lab to take a call.
* The lab phone can only be used with permission and for emergencies only.
* Videos and resource books may not be removed from the lab.
* There is a lost and found container near the sinks. If you left something and we find it, it will be placed in this container.
* While in the lab, it is important that you maintain a quiet speaking voice in order to allow everyone to hear each other and concentrate on their practice and sign off.

**NURSING LAB POLICY**

The Nursing lab provides nursing students with learning resources to meet educational goals. The lab provides a realistic, simulated clinical environment to practice and demonstrate competency of select nursing skills. All information related to lab performance, patient safety, and rationales are considered testable material as they apply to the theory and the holistic approach to patient care in a variety of patient care environments. **Nursing labs are recognized as clinical areas.**

It is the expectation that the student will practice skills in the lab in preparation for a scheduled sign-off. Please refer to campus specific Nursing lab guidelines for operational information.

**NURSING SKILLS REMEDIATION GUIDELINES**

Remediation reflects an unsuccessful attempt of a skill, lack of preparation for a sign-off or the lack of required notification of a missed scheduled appointment. A remediation may also occur at a patient care environment when the student cannot perform a previously signed-off skill competently and safely. A second remediation of the same skill due to error throughout the duration of the Program will result in a variance.

When a student is unable to perform an initial lab sign-off skill competently and safely, the remediation process is initiated. Written documentation is initiated at the time of remediation. The purpose of the documentation is to provide a structured plan to assist the student to complete a required skill successfully. The plan consists of required and recommended components, to include practice and remediation times. The final attempt must be completed within five (5) school days from the date of remediation.

Once a student has exhausted allowable remediation attempts, a failure (F) grade for the course will be assigned.

In the event a student is unable to perform a previously signed-off skill competently and safely in the clinical environment, the student will be remediated to the Nursing lab, and follow the procedures as above.

**Clinical remediation:**  In the event a student is unable to perform a previously signed-off skill competently and safely in the clinical environment, the student may be remediated to the nursing skills lab. A written APR is initiated by the clinical instructor.

The student must successfully complete the sign-off skill within five (5) school days from the date of remediation. The student will have one sign-off attempt. If unsuccessful, an “F” grade for the clinical portion of the course will be assigned. The student will not be allowed to continue in the course. An “F” grade is assigned as the final course grade.

Revised/ VQ/ (8-3-11) 2014-51