Nursing Skills Lab Policies

Rescheduling

**Definition:** Any schedule change initiated by the student after the first 10 school days of the term or after testing has started.

**Guidelines:**

1. Each student will be allowed one occurrence without financial penalty each term. *(This does not apply to No Call/No Show).*

2. Any subsequent changes will result in a $25.00 fee for each occurrence. Proof of payment will be required prior to additional testing appointments.

   If you are assessed a fee from the skills lab, it is to be paid in the Student Accounts office before the end of the semester. **You must return the signed form to a skills lab instructor as proof of payment.**

3. Payment will be made through student accounts and cash, check, or charge is acceptable.

4. Schedule changes may be made (without penalty) if an open time slot is available or such changes occur between students. Students are responsible for notifying the nursing skills lab coordinator of changes.

5. The student is responsible for contacting the Nursing Skills Lab Coordinator (submit a request via labtimes scheduler) within three business days to reschedule a missed or cancelled appointment.

If you need to cancel and reschedule an appointment or testing, you need to contact the skills lab ASAP via the skills lab website. The sooner you submit your reschedule request, the sooner you will be able to be processed and scheduled.

**NOTE:**

**It would be to your benefit if you were able to switch appointment dates and times with students rather than to cancel and reschedule.** If you do choose to switch with another student, you need to contact the skills lab. Keep in mind you may not be able to obtain another appointment by the due date (based on availability).
No Call/No Show (NCNS)

**Definition:** Any missed appointment without prior notification of cancellation.

This will result in an automatic $25.00 fine.

**Guidelines:**

1. The student is responsible for contacting the Nursing Skills Lab Coordinator within three school days to reschedule (use labtimes scheduling program).
2. This behavior will be reflected in the clinical evaluation under Role of the Nurse.
3. See policy and procedure regarding rescheduling penalty.

Equipment Late Fees/Damage or Loss Fees Policy:

**Definition:** Applies to any equipment signed out (borrowed) by students that is returned late, damaged, or is lost. These items could include (but not limited to) BP cuffs.

**Guidelines:**

1. Students may sign out equipment per designated duration.
2. If **not returned by deadlines** – student’s will incur daily late fees until equipment returned.
3. If **not returned** - the student will then incur the replacement cost.
4. If **equipment damaged** – student will incur replacement or repair costs
5. Fees are to be paid by assigned deadlines.
Course Skills Testing (Check – offs)

**Definition:** Skills that are identified by faculty as mandatory skills to be evaluated during a specific course. May include simulation activities (see course requirements).

**Guidelines:**

1. Skills are to be completed by the deadlines specified in course syllabi.
2. Skill 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)*
5. Testing will be on the student’s own time and is to be scheduled through the skills lab website scheduling program.

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 points per skill as identified on form.

Consequences of unsuccessful completion of a skill check – off are as follows:

1. Submit a **Required practice** appointment request via labtimes within 3 days of the original testing date.
2. Submit a **Repeat testing** appointment request via labtimes within 3 days of the original testing date.
3. **Remediation Steps:**
   
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**1st Attempt** –

a. Mandatory 1 hour practice with skills lab instructor.
b. Student must submit appointment requests within 3 days of original testing date.
c. Student must complete a **typed** written one paragraph reflection including identifying the potential/actual implications the unsuccessful performance would have on the patient outcomes. The student must include a reference related to the unsuccessful portion of the skill (i.e. effects of the mediation errors, increased costs due to noso-comial infection, missed findings, etc.). The reference can be from a professional journal, nursing reference book or textbook.
d. Reflection is to be submitted with the required practice appointment.
e. Student must submit reflection and have completed the remediation prior to repeat testing.

**2nd Attempt** -

a. Mandatory 1 hour practice with skills lab instructor. Receive counseling for testing anxiety, if applicable.
b. Student must submit appointment requests within 3 days of repeat testing date.
c. Student must complete a **typed** written one paragraph reflection including identifying the potential/actual implications the unsuccessful performance would have on the patient outcomes. The student must include a reference related to the unsuccessful portion of the skill (i.e. effects of the mediation errors, increased costs due to noso-comial infection, missed findings, etc.). The reference can be from a professional journal, nursing reference book or textbook.
d. Reflection is to be submitted with the required practice appointment.
e. Student must submit reflection and have completed the remediation prior to repeat testing. May also need a signed form from anxiety counseling if applicable.

**3rd Attempt** -

a. If Student is unsuccessful after 3rd attempt there is no remediation and student fails the course.
Competency Testing:
RETURNING NURSING STUDENTS

Requirement for Testing: For students returning to either the Associate or Bachelors of Science Degree Nursing Programs as determined at the time of re-admission.

Purpose: Testing requirement for 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, assessment skills, and drugs and solutions.

Guidelines:

1. Testing is scheduled through the Nursing Skills Lab.
2. Testing must be scheduled and completed during the semester prior to your return.
3. Testing will be over previously learned skills from those nursing courses completed successfully.
4. Remediation and re-testing will be required if not completed successfully.

Repeat Testing: 2nd Attempt

1. During re-testing the student will perform another skill in the same category (ies), in addition to repeating the unsatisfactory skill (s),
2. If unsatisfactory in the area of drugs and solutions (MAR, calculation error) the student will repeat the same medication (s) and complete an additional Drugs and Solutions (1 medication for each medication error).
3. Remediation and counseling will be required prior to further testing.

*Review Testing Remediation Policy