Nursing Skills & Simulation Lab Handbook

Mercy College of Ohio
ASN Program
BSN Program
Contact Information:

Nursing Skills Lab Office 419-251-1715
3rd floor room 3101 (main lab)

Emily Scheuer MSN, RN 419-251-1576
Nursing Skills Coordinator or
Office J3408 419-251-1715
Emily_Scheuer@mercy.com

Nursing Skills Lab 3rd floor 419-251-1555
(No Voice Mail)

Mercy College Front Desk 419-251-1313

Mercy College Security 419-251-1444
Purpose and Philosophy of the Nursing Skills Lab

Welcome to the Nursing Skills and Simulation labs.

The Skills Lab is where you will be introduced to new skills, be expected to practice, and be evaluated on your skills. Simulation activities will be integrated throughout your curriculum.

As you travel through your nursing program, you will spend time in the Nursing Skills Lab each semester, whether you are learning new skills, reviewing previously learned skills, or being evaluated in preparation for clinical. Simulation activities will be a key component of all these elements, whether it is using a simple task trainer, high fidelity manikins or a peer. Critical thinking is encouraged by incorporating the rationale for what you are learning as well as understanding the nursing assessments and responsibilities that accompany these skills. Evaluation is a continuous process utilizing peer evaluations, course skills testing and clinical experiences. The Nursing Skills Lab faculty and staff collaborate with the course faculty to coordinate nursing theory and clinical labs.

You have the opportunity to practice independently, with your peers, with student lab assistants, and with faculty to develop your skills. How much time you dedicate to practice is dictated by how quickly you learn and by the complexity of the skills. You all have your own style and pace of learning; therefore plan your time and needs accordingly. Practice is completed on your own time and testing may either be on your own time or during scheduled class/clinical time (course dependent). Currently there is no mandatory time requirement for practice. Therefore, it would be beneficial to include lab practice time into your weekly schedule.

The Nursing Skills Lab is an integral part of your nursing education where you have the opportunity to overcome your own fears and insecurities while working with a variety of task trainers, high fidelity manikins, and actual hospital equipment. By using the provided equipment and supplies, you are able to simulate a clinical environment where you have the ability to learn and practice safely without causing harm to your patients. The Nursing Skills Lab is staffed by professional RNs who are available to educate, support and guide you.

The primary goal of the Nursing Skills Lab is to provide an environment for you to become competent with your nursing skills and thereby becoming a safe practitioner while working towards excellence in nursing.
Student Skills Lab Responsibilities

✓ The Nursing Skills Lab is an extension of your clinical and academic programs. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (examples: dress, language and behavior, etc). See Nursing Handbooks.

✓ Appropriate attire is required. Follow college/nursing handbooks. You are required to wear your clinical uniform and name tag for all simulation appointments.

✓ No testing, practice or simulation will be allowed during times that a student is scheduled to attend any college classes or clinical.

✓ No food or drink is allowed in the lab because it may cause damage to our equipment. Please enjoy your snacks, drinks, candy etc. outside of the lab or by the cubbies.

✓ Children are not allowed in the lab, this is to protect them and our equipment.

✓ Cell phones can be distracting. Please make sure your cell phone is on silent or vibrate when you are in the lab.

✓ When you enter the lab, make sure you sign the sign in book. We want to be able to keep track of when you are practicing and testing. We also use this information for staffing purposes so we can meet the needs of our students. Don’t forget to sign out before you leave.

✓ You are required to wear your student ID at all times while in the lab. If you forget your ID, name tags are available at the sign-in desk.

✓ When you enter, put your coat and bookbag in the coatroom/cubby area (keep your valuables with you). Make sure you have all of your materials to practice/test with you (textbooks, checkoff sheets, stethoscope, etc).

✓ Treat each patient simulator as a patient and be respectful of lab equipment, keep them clothed and covered when not performing procedures/skills.

✓ Skills lab resource manuals/reference materials are available for use. Please do not remove from the lab.

✓ If you would like to check out a blood pressure cuff, please see Skills Lab staff to fill out the appropriate form and return the equipment in the same condition.

✓ Lab space, equipment (manikins, simulators, IV pumps) and personnel are limited during high usage times. The highest demand for use of space and equipment is right after class and the day before checkoffs. Access is on a first-come first-served basis. Please consider using off times to practice.
✓ **Sharing of resources (space & supplies)** when practicing may be necessary. Four to six students per bed/manikin is acceptable. Working in groups is also beneficial for learning.

✓ **Manikins:**
  - Use gloves when handling all manikins and parts.
  - **DO NOT MOVE MANIKINS OR MANIKIN PARTS WITHOUT THE HELP OF LAB PERSONNEL.**
  - Do NOT use betadine on manikins. Use soap as lubricant for tubes (foley, NG).
  - Ask for assistance for use of VitalSim & SimPad units (VSs, cardiac and respiratory assessments)

✓ Use **beds** for practice and testing purposes only. Individuals serving as patients are to remove their shoes when lying on the beds.

✓ **Designated equipment & supply practice carts** are available for practice during open lab hours. All equipment and supplies for practice are to be reused, unless otherwise instructed. Please **do not access** other areas unless instructed to do so, see posted signs and directions.

✓ **Practice/Testing areas:** Follow directions/signs for use of lab space and equipment. Ask for directions and for location of practice or testing equipment.

✓ You may be **assigned equipment** for your use during the semester for certain skills. If you are assigned equipment from the skills lab, it is your responsibility to keep this equipment (i.e. Cath kit or IV tubing) intact and to bring it with you to practice. When you are finished with the supplies at the time of your checkoff, please return them to the lab.

✓ If at any time your equipment becomes faulty, please return it to the lab for disposal and for replacement. Please let lab staff know if any equipment is broken or non-functional and if supplies that you are using are running low.

✓ **New equipment** will be issued for most checkoffs. If you are returning for a repeat checkoff, you **may not** be using new equipment.

✓ Report any malfunctioning, unsafe, or damaged equipment to lab personnel immediately.

✓ Let the lab coordinator know if you have suggestions for new purchases that would enhance your learning.

Students are welcome to practice during any Open Lab Hours except during scheduled lecture and clinical times. (the calendar is posted on the Nursing Skills Lab website and outside of lab areas) http://www.mercycollege.edu/my-mercy/nursing-skills-lab/lab-hours/

It is the responsibility of the student to review the course syllabus for due dates and late assignment policies.

Complete peer evaluations as assigned by course faculty. See the link for an example http://www.mercycollege.edu/images/uploads/pdfs/example_of_completed_peer_evaluation.pdf

If there should be a sharps or other injury, please inform lab staff immediately and fill out an incident report. The incident report is located on the desktop of the main computer in the lab.

If there should be a serious injury or event needing emergency medical assistance, please call 911 or if you use the Lab phone dial 9-911. Phones are available in each lab.

If you have a latex allergy, or suspect that you do, it is your responsibility to notify skills lab personnel. Non-latex gloves and equipment is available upon request.
Testing (Checkoff)

1. Sign-up for all testing and simulations per the labtimes section of the Nursing Skills Lab website. Sign-up times are usually posted for the entire semester. Time slots are on a first-come first-serve basis (sign up ASAP). Make sure that you have signed up for all checkoffs and lab requirements. If checkoffs are to be completed during scheduled clinical time please make sure to sign up for appropriate course and clinical day. 


2. Please arrive a few minutes early for your lab appointments/checkoff

3. Bring all necessary skills books, checkoff forms, modules, ATI’s, peer evals, and any necessary equipment, such as stethoscope or penlight, for testing. May also bring own drug book for IV and Medication checkoffs.

   Lack of preparation - including forms (i.e. peer evaluation, incorrect testing forms), modules, or equipment may result in re-scheduling or delay of testing and/or practice sessions.

4. Most checkoffs are independent, but some do require a partner. If a partner is indicated, you still need to sign-up individually. If you do not have a partner by testing time, we may be able to assist you if scheduling allows. For skills that require a partner, you will be evaluated on an individual basis.

5. If your checkoff is unsatisfactory, remediation will be required prior to retesting. See Skills Lab Evaluation form.

6. Schedule required practice appointments via the skills lab website. Be sure to send request within 3 days of original testing appointment.
Lab Schedules and Appointments/Required Practice Guidelines
DO NOT SCHEDULE DURING CLASS OR CLINICAL TIMES!

1. The lab schedule is posted on the website and outside of the main skills lab.
   http://www.mercycollege.edu/my-mercy/nursing-skills-lab/lab-hours/

2. For any questions or concerns please contact the Skills Lab by email
   emily_scheuer@mercy.com or by phone (419) 251-1715.

3. Notify the Skills Lab immediately if there are conflicts with the testing schedule. See
   Rescheduling Policy

4. If you need to cancel an appointment/checkoff notify the Skills Lab ASAP
   a. Submit a cancellation request prior to appointment
      http://www.mercycollege.edu/my-mercy/nursing-skills-lab/cancellation-request/
      OR

   b. Call (419) 251-1715 (Lab office with voice mail) and submit a cancellation request if the cancellation is same day or short notice.

   c. Submit a Reschedule request ASAP (it must be within 3 days of cancellation)

5. If you have to Cancel and Reschedule an appointment keep in mind that you are not guaranteed an appointment prior to due dates. If available, sign up for an open time slot and then submit a cancellation request.

6. All appointment requests and schedule changes are made through the skills lab website.

7. Lab hours vary each semester and are subject to change.
Student Lab Assistants  
(Work – Study positions)

1. Student Skills Lab Assistants may be available to assist and guide you while utilizing the skills lab. They can assist with lab equipment, and help to locate and identify valuable lab resources.

2. Skills lab assistants are NOT to do your work for you. They DO NOT have all the answers.

3. The Nursing Skills Lab offers an opportunity for students to work as lab assistants provided that you qualify for the work-study program.

4. You must have successfully completed N 110 (ASN), N 260 (BSN), or N 252 (BSN) of your nursing program in order to be considered for this position. Please contact the Skills Lab Coordinator for more information.
Skills Lab Peer Evaluation

Purpose and Goals:

- increase the student's preparedness, proficiency, and knowledge of skills
- increase the student's likelihood of success during testing and clinical
- enhance the student's skills in directing other personnel in a constructive manner as preparation for use as a registered nurse with patients, families, and unlicensed personnel
- encourage group interaction among students

To enhance a student’s ability to succeed as a peer evaluator, the student should:

- Check course syllabus and skills procedure packets for skills designated as peer evaluation required.
- Complete all required readings and activities prior to completing.
- Practice skills several times independently and with a peer until mastery levels are achieved (inclusive of rationale).
- Complete the peer evaluation when you feel well prepared. Pretend the peer evaluation is a “dress rehearsal” to a checkoff. **The student should be able to perform the checkoff satisfactorily when the peer evaluation has been completed.**

Procedure:

The student being evaluated is advised to:

- Select a peer evaluator who will **critique you honestly and constructively**.
- Obtain a peer evaluation form from the skills lab wall by the sign in book.
- The student evaluator is to follow guidelines and procedures provided. **Have checklist/procedure sheets in hand when evaluating!**
- Monitor time needed to complete procedure. **You must be able to complete within designated time periods.**
- Complete the appropriate form noting organization technique and knowledge for each skill, addressing both strengths and weaknesses. Points to be considered include:

  **ORGANIZATION:** address time, equipment preparation and set-up, flow of procedure (i.e., was everything arranged properly to avoid crossing the sterile field? Was the patient pre - medicated if indicated? Was comfort and safety considered?)

  **TECHNIQUE:** address if procedures were followed appropriately, especially any critical elements (i.e., did the student include proper assessments, follow safety procedures? Was it done in a timely, efficient manner?)

  **KNOWLEDGE:** address if the student identified and verbalized all rationale and used correct terminology, etc., for each procedure. Did she/he fully understand the general concepts of the procedure (ex. sterile technique), the
purpose of the procedure, the assessments that should be addressed and why? Does she/he know the essential points of the procedure (i.e., how many inches, how should the cuff fit, how long)? What needs to be documented? * Can she/he answer why to each step?

- **Have lab faculty co-sign form if applicable.** Lab personnel must only witness that the peer evaluation was completed. **Lab personnel will not sign the form if it is not complete or if it is filled out incorrectly.** You are to ask for assistance as needed. This provides an opportunity for discussion and clarification if necessary.

- Learn and benefit from the peer evaluation process. This can be accomplished by acting as both an evaluator and one being evaluated.

- Note that more than one skill may be listed on a single form, but must each be listed on form in detail (ex. Blood Pressure, Pulse Points, Apical Pulse, CVC and PICC dressing change and blood draws).

- **Submit peer evaluations as directed by designated deadlines.**

- **Suggestion:** Make sure you select an evaluator who will provide you with constructive feedback. Remember the goal is that you will successfully complete your testing and or clinical experiences.

**ASK YOURSELF, WOULD YOU WANT THIS STUDENT TO PERFORM THE PROCEDURE ON YOU?**
Mercy College of Ohio Academic Integrity

The purpose of education is to advance one’s intellectual skills and knowledge and to demonstrate the outcomes of these efforts. An essential and shared value in higher education is presenting one’s own work and properly acknowledging that of others. Any violation of this principle constitutes academic dishonesty resulting in disciplinary action. Forms of academic dishonesty include but are not necessarily limited to the following:

**Plagiarism** – submitting all or part of another’s work as one’s own in an academic exercise, such as an examination, computer file, or written assignment. This includes, but is not limited to, submitting papers written by someone else, such as a family member or friend, or downloading parts of or entire term papers from the internet and then submitting them as one’s own work. It also includes use of another’s words as one’s own, be that paraphrasing or direct quotation, without proper citation.

**Cheating** – using or attempting to use unauthorized materials on an examination or assignment, such as using unauthorized texts or notes or improperly obtaining, or attempting to obtain, copies of an examination or answers to an examination. This also includes sharing or receiving content from exams or quizzes by way of another student.

**Facilitating academic dishonesty** – helping another to commit an act of academic dishonesty, such as substitution for an examination, completing an assignment for someone else, or sharing of computer files.

**Fabrication** – altering or transmitting, without authorization, academic information or records.

**Multiple Submissions** – submitting the same paper/project for credit in multiple classes, without permission of the instructors involved.

Examples of academic dishonesty in the Nursing Skills Lab
- Utilizing unauthorized materials
- Changing selected testing cards
- Altering sign-up forms without approval
- Assisting others while testing
- Utilizing unauthorized calculators
- Utilizing unauthorized resources during testing (skill packets)
- Falsifying peer evaluations
- Falsifying time spent in lab
- Discussing checkoff experience
- Discussing simulation scenarios

See College Catalog and Nursing Student Handbook for detailed information regarding consequences of academic dishonesty.
Mercy College of Ohio Nursing Skills Lab Agreement

You are responsible for all policies discussed or pertaining to the Mercy College of Ohio Nursing Skill Lab. You understand that the nursing skills lab is an extension of your clinical and all of the same rules apply. You understand simulated scenarios maybe photographed/video recorded which will be used for debriefing and shared only with appropriate faculty. Mercy College of Ohio has absolute rights and permission to use photographs/video recordings taken of me and others for educational and training purposes only. You agree that you have had the opportunity to ask questions regarding the policies and information contained in this packet. Your signature on this page implies that you will not discuss any information from your simulation and check-off experiences because that is considered academic dishonesty. Additionally, your signature implies that you have received, understand, are responsible for information in this handbook and will follow the specified rules and policies.

Printed name of student ___________________________ Date ____________

Signature of student ___________________________ Date ____________