



MercyCollege
of Ohio

Nursing Skills Lab & Simulation Manual



SimMan 3G



AASN Program
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BSN Program

Contact Information

When sending faculty/staff email messages, please include the following information:

- Full Name
- Program
- Course Number
- Specific information surrounding your request

Emily Scheuer, MSN, RN 419-251-1576
Nursing Skills Lab Coordinator
Office: J3408
emily.scheuer1@mercycollege.edu

Randi Kitts, BSN, RN 419-251-1571
Nursing Skills Lab Assistant
Office: J3101
randi.kitts@mercycollege.edu

Dawn Borgerson, MSN, RN, CCRP 419-251-1305
Simulation/IPE Director
Office: J3408
Dawn.borgerson@mercycollege.edu

Kristi Schlatter, BSN, RN 419-251-1301
Clinical Simulation Coordinator
Office: Sim Center-Jefferson 2nd floor
Kristi.schlatter@mercycollege.edu

Nursing Skills Lab 3rd floor Jefferson (J3101) 419-251-1555 (No Voice Mail)

Mercy College Front Desk 419-251-1313

Mercy College Security 419-251-1444

Philosophy of the Nursing Skills/Simulation Lab

Welcome to the nursing program at Mercy College of Ohio. The *Nursing Skills Lab* is where you will be introduced to new nursing skills/procedures, spend time practicing these skills and eventually be evaluated on your competency of performing skills/procedures.

The primary goal of the *Nursing Skills/Simulation Lab* is to provide a SAFE learning environment for you to become competent in providing excellent patient centered nursing care.

Plan on spending time in the *Nursing Skills Lab* each semester to learn new skills, review previously learned skills and for evaluation purposes in preparation of clinical. You will have the opportunity to practice during your required practice appointments and/or Drop In hours: independently, with peers or with help from the staff. We all experience the world in unique ways, and with that comes variation in the ways we learn best. The Nursing Skills Lab uses a variety of teaching and learning methods to accommodate the needs of our students.

Simulation and Interprofessional Education (IPE) activities will be integrated throughout your curriculum. This is a key component of the learning process and will help you strengthen nursing skills including critical thinking, communication, collaboration and teamwork.

Student Responsibilities

- The Nursing Skills Lab is an extension of your clinical and academic programs, professional behavior is required. The same rules apply to Lab as they do to both the clinical and academic settings (examples: dress, language and behavior). We ask that you dress appropriately (think high school dress code) and wear close toed shoes. See the Nursing Handbook for additional information.
- You are required to wear your **Student ID** while in the Lab.
- You are required to wear your clinical uniform and follow the Clinical/Laboratory Dress Code in the Nursing Program Handbook for skill evaluations and simulation appointments.
- **Supply Bag Usage for On Campus Practice:** Students are expected to bring the supplies given to them to campus for all scheduled appointments. Students are responsible for maintaining these supplies until after they have successfully completed each skill check off. If any supplies run out or become unusable, please see the skills lab staff for replacements. Upon successful completion of a check off, students are to return their remaining supplies to the skills lab.
- **Disinfecting Procedure for Lab Equipment:** At the end of each appointment, students are asked to tidy their area, wipe down the area and equipment they used with disinfecting wipes and repackage supplies. If manikins or portions of manikins were used, please spray them with blue spray bottles (70% Isopropyl Alcohol). If any practice supplies at a station need replenished or refilled, please return them to the skills lab staff. These safety measures are important to reduce the chance of germ transmission between students.
- **Belongings:** Make sure you keep items required for practice/test purposes with you (textbooks, check off sheets, stethoscope). Please place your other belongings in the coatroom (keep valuables with you).
- **No food or beverage** is allowed in the Lab because it could damage the equipment.
- Place **electronic devices** on **silent/vibrate** when in the Lab. Please step out of the Lab if you choose to use/answer your phone.
- Children are not allowed in the Lab, this is for their safety/protection.
- If you experience a needle stick/sharps or other injury, please **notify Lab Faculty immediately** so appropriate action is taken and a “Safe Care” report is completed.
- If there is a serious injury/event requiring emergency medical assistance, please call 911. If you use the Lab phone dial 9-911. Phones are available in each Skills Lab. Please contact security immediately after contacting 911 to help emergency personnel navigate to the Skills Lab.
- If you have a **latex allergy, or suspect** that you do, it is your responsibility to notify Skills Lab Personnel. The majority of the equipment that we use is not latex but we want to ensure everyone’s safety so please inform us if you have an allergy.

Equipment

- **Lab space, equipment, and staff 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 to these resources is on a first-come first-served basis. Please consider using off times to practice.
- **Sharing of resources** (space/supplies/equipment) may be necessary. Working in groups is beneficial to the learning process.
- Use **beds** for practice and testing purposes only. Individuals serving as patients are to remove their shoes when lying on the beds.
- Always wear gloves when handling task trainers/manikins/simulators.
- When in the lab, we want you to actually perform the steps of the skill, not just verbalize. (wash your hands with hand sanitizer, put on your gloves, put on PPE, etc.)
- DO NOT move the manikins or manikin parts without the assistance of the Lab staff.
- DO NOT use betadine on the manikins.
- Ask for assistance to use the SimPad manikins. These moderate fidelity simulators allow you to practice blood pressure, pulse, cardiac, respiratory and bowel sounds assessments.
- It is important that you treat the manikin/simulator like you would a real patient.
- If at any time your equipment becomes faulty, broken, non-functional, unsafe or if supplies that you are using are running low please notify Lab Staff.
- Blood pressure cuffs can be checked out for additional practice, please see the Lab Staff to make sure the appropriate form is completed. Please return in the same condition; damaged equipment may result in a fee assessed to the student.
- Let the staff know if you have suggestions for new purchases that would enhance your learning.

Drop In Practice Time

YOU CAN NOT PRACTICE OR SCHEDULE REPEAT CHECK OFFS DURING ANY SCHEDULED COLLEGE CLASS, LAB OR CLINICAL TIME!

- **Drop in Practice:** You can practice during Drop in Practice any time, except when you have a scheduled class/clinical/lab.
 - **Drop In Hours** vary each semester and are subject to change. The schedule is posted on the NSL portion of the Mercy College website and outside of the Nursing Skills Lab.
 - You can not skip a class/clinical/lab to practice or complete retesting.
- When you come to the NSL to practice for the first time, ask the NSL faculty to give you a purple copy of the Practice Log. Use this form to keep track of time practiced per skill. This information will need to be documented on the purple Peer Eval sheet you will turn in at check off.

Required Practice Appointments for Vital Signs, Physical Assessment, Sterile Technique (Urinary Catheter), Medication Administration and IV Therapy

YOU CAN NOT PRACTICE OR SCHEDULE REPEAT CHECK OFFS DURING ANY SCHEDULED COLLEGE CLASS, LAB OR CLINICAL TIME!

➤ **Scheduling Guidelines for Vital Signs, Physical Assessment, Sterile Technique, Medication Administration and IV Therapy:**

Each student will be responsible for signing up in Achieve for their two **required** 60-minute practice appointments for Vital Signs, Physical Assessment, Sterile Technique, Medication Administration and IV Therapy with these guidelines in mind:

- Please follow the directions and only schedule one **required** practice appointment per week. If the appointment options do not work with your schedule, please email emily.scheuer1@mercycollege.edu with your availability.
- A student may not have two practice sessions for the same skill on the same day.
- A student may not have a practice session and a check off for the same skill on the same day.
- **Cancelations:** If you need to cancel an appointment on short notice, notify the Nursing Skills Lab ASAP at (419) 251-1555 and cancel the appointment in Achieve.
 - Student will be responsible for signing up for rescheduled practice.
 - If you **Cancel/Reschedule** an appointment, keep in mind that you are not guaranteed an appointment prior to the due date. If available, sign up for an open time slot. If the appointment options do not work with your schedule, please email emily.scheuer1@mercycollege.edu with your availability.
 - Refer to course syllabi regarding policy for cancelled or missed appointments.

➤ **NSL/Sim/IPE Appointments and No Shows:**

- Students are responsible for checking Achieve for scheduled appointment and simulation times. To find scheduled appointments, log in to Achieve and click My Appointments tab on the left. All currently scheduled appointments and simulations will appear there. Students are responsible for arriving at all schedule appointments and/or simulations on time. It is recommended that for check off and simulation appointments you arrive 10 minutes early.
- If students do not show up to an appointment and have not called or cancelled the appointment in Achieve, points will be given per the Professional Role of the Nurse Evaluation Tool. Course faculty will also be notified and may choose to assign additional work based on the missed appointment.
- Simulation and Check off appointments cannot be canceled. You must contact your faculty if you are unable to attend one of those appointments.
- Schedules may change. Please always check Achieve before you come to campus.

Practice for NG/TF, CVC/PICC and Trach

YOU CAN NOT PRACTICE OR SCHEDULE REPEAT CHECK OFFS DURING ANY SCHEDULED COLLEGE CLASS, LAB OR CLINICAL TIME!

- At this point in your education, you need to decide how much time you need to spend in the NSL practicing your skills prior to check off. You will not schedule appointments for practice, you will practice during drop in times.
- **Lab space, equipment, and staff 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 to these resources is on a first-come first-served basis. Please consider using off times to practice.

Practice Log and Peer Evaluation for ALL Skills

- When you come to the NSL to practice for the first time, ask the NSL faculty to give you a purple copy of the Practice Log. Use this form to keep track of time practiced per skill. This information will need to be documented on the purple Peer Eval sheet you will turn in at check off.
- It is recommended that you practice adequately before the peer evaluation **and** before the check off process with Mercy College faculty/staff. The peer eval must be completed in the Lab.
- **For Vital Signs, Physical Assessment, Sterile Technique (Urinary Catheter), Med Admin and IV Therapy:** At your second required practice you will need a peer to complete the Peer Evaluation for you. Please ask the NSL faculty for a purple copy of your check off rubric. The peer completing your peer evaluation should provide an evaluation of the skill performance as if they were the instructor and make notes accordingly on the Peer Evaluation form (last page of the rubric).
- **For NG/TF, CVC/PICC and Trach:** After you have practiced and feel ready for check off, please ask the NSL faculty for a purple copy of your check off rubric. The peer completing your peer evaluation should provide an evaluation of the skill performance as if they were the instructor and make notes accordingly on the Peer Evaluation form (last page of the rubric).
- You **MUST** use this purple check off form to track your practice time in the Lab and to have the peer evaluation completed.
- It is required that you bring the **completed purple** Nursing Skills Lab Practice Log/Student Peer Evaluation and a **blank white** copy of the check off form to the check off. If the Peer Evaluation is not completed appropriately and turned in, you will still be required to complete the check off and points will be given per the Professional Role of the Nurse Evaluation Tool. You will have one week from the check off date to submit the completed peer evaluation to your course faculty.

Evaluation/Testing (Check-off)

- Sign-up for checkoffs and simulations using Achieve. Sign-up times are posted for the entire semester. Time slots are available 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 the corresponding course/clinical day.
- Please arrive **10 minutes** early for your checkoff/simulation appointments.
- You are required to wear your Mercy College nursing uniform and follow the Clinical/Laboratory Dress Code for check offs and simulation appointments.
- Bring all required equipment and forms for testing: purple rubric with completed Practice Log and Peer Evaluation form, blank copy of rubric, stethoscope and/or penlight. Please bring your own drug book for Medication Administration and IV Therapy check off because you are familiar with that version. If you forget yours, a drug book will be available.
- Most checkoffs are independent, but a few require a partner. If a partner is indicated, you still need to sign-up individually. For skills that require a partner, you will be evaluated on an **individual** basis. For practice and retesting, your partner must be a Mercy College student.

Skill Retesting Protocol

Students have 3 attempts to achieve Developing, or higher, level of achievement. If the student is unable to achieve Developing or higher within 3 attempts, this will result in a clinical/lab unsatisfactory grade, resulting in a course failure.

If Beginning level of achievement is received, students have 2 calendar days following each attempt to reach out to schedule required practice and repeat skill testing. Refer to course syllabus for deadlines on repeat testing. Repeat testing cannot occur on the same day as the unsuccessful attempt.

It is required that students attend an additional 90-minute practice between each attempt to aid in being successful. Students who need to perform a 3rd attempt are required to complete a 60 minute 1:1 practice before the required 90-minute practice.

Student must complete a **typed** one paragraph reflection after each skill performance. Please refer to the reflection rubric for guidance and expectations.

Process for determining competency level

- If the student received Beginning in any of the sections, they are Beginning and will be required to repeat the skill.
- The student needs to receive Developing, or higher, in all sections to receive Developing
- The student needs to receive Accomplished, or higher, in all sections to receive Accomplished for the skill
- The student needs to receive Exemplary in all sections to receive Exemplary for the skill

Nursing Skills Lab Protocols

Skills Lab Simulation Experiences Dress Code

Students participating in a simulation experience are required to wear their Mercy College nursing uniform and follow the Clinical/Laboratory Dress Code.

Course Skills Testing

Definition: Skills that are identified by faculty as mandatory skills to be evaluated during a specific course.

➤ Guidelines

- Skills are to be completed in the Nursing Skills Lab by the deadlines specified in course syllabi.
- Skill testing is considered an assignment; therefore, if late, current course protocol regarding late assignments will be followed (see syllabi).
- For each competency, students must be able to demonstrate proficiency by achieving Developing or higher
- Retesting will be required if skill level of competency is Beginning
 - If you receive Beginning on your 1st or 2nd attempt at a skill check-off, please visit <https://mercycollege.edu/my-mercy/nursing-skills-lab/labtimes-scheduling> and submit your information and availability. The availability you provide will be used to schedule the mandatory practice(s) as well as the retest. You should receive an email from Achieve with your appointment time. If you don't receive an email, log in to Achieve and click My Appointments and all of your scheduled appointments will be listed there.

Importance of Sterile Techniques for Skills Procedure Check-offs

Sterile technique statement included on every skills check-off sheet:

“To successfully complete the check-off, the student must not break sterile technique more than three (3) times. Any breaks in sterile technique need to be recognized and identified by the student prior to proceeding to the next step of the procedure. If contamination occurs and is not identified by the student, this will result in an unsatisfactory check-off regardless of points awarded.”

Examples of academic dishonesty in the Nursing Skills Lab

- Looking through unauthorized materials.
- Changing selected testing cards.
- Altering Sign-up forms without approval.
- Assisting other students during testing.
- Utilizing unauthorized calculators.
- Utilizing unauthorized resources during testing (ex: skill packets.)

See College Website and Nursing Student Handbook for detailed information regarding consequences of academic dishonesty.

Simulation/Interprofessional Education

- Simulation is an interactive SAFE learning environment that provides students the opportunity to strengthen skills using a team approach to patient centered care. You will use critical thinking to prioritize, delegate and implement interventions while collaborating with other healthcare professionals to improve patient outcomes.
- Interprofessional education is when two or more disciplines learn with and from each other to strengthen communication, collaboration and teamwork. There will be opportunities to work with students from other disciplines (EMT/Paramedic/Radiologic Technologist/Physician Assistant/Community Healthcare Worker) in the college. You will learn the roles and responsibilities of the health care team and discuss how values and ethics influence the care that we provide. With the complexity of illness and disease, collaborative practice is essential for decreasing medical errors and improving patient outcomes.
- The majority of simulations and interprofessional activities have an assignment that is required to be completed, prior to attending the experience. Please review the document titled, “Professional Role of the Nurse Evaluation Tool, Clinical, Lab and Simulation” for important information regarding attendance, tardiness and preparation.
- **Pre-briefing** will occur prior to all simulation experiences to orient students to the environment, learning objectives, expectations and scenario.
- **Debriefing** will occur after every simulation experience. This is a time where the team will reflect on the experience to enhance learning, heighten awareness, promote understanding and support the transfer of knowledge, skills and attitudes.
- Student performance will be evaluated by faculty using a clinical judgement rubric. You will also complete an electronic self-evaluation in CANVAS after completing each activity. This data helps us determine if the learning objectives were met and how we can continue to improve experiences for students.
- Simulation experiences must be kept confidential to maintain the integrity of the learning experience for fellow students. Please be respectful of other students and treat the simulation with confidentiality, same as you would for clients in clinical practice.

Mercy College of Ohio Nursing Skills Lab Agreement

You are responsible for all the information included and discussed in the *Nursing Skills/Simulation Manual, College Catalog and Nursing Student Handbook* pertaining to the Mercy College of Ohio Nursing Skills/Simulation Lab.

You understand that the Nursing Skills/Simulation Lab is an extension of clinical and all the same rules apply. You understand simulations may be photographed/video recorded for use in debriefing; shared only with appropriate personnel. 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. Additionally, your signature implies that you have received, understand, and are responsible for information included in this manual and will follow the specified rules and policies.

Printed name of student

Date

Signature of student

Date

Program: **AASN-Day** **AASN-Eve/Weekend** **BSN** **aBSN**
(Please circle)