



MercyCollege  
of Ohio

# Nursing Skills Lab & Simulation Manual



SimMan 3G



**AASN Program**

**BSN Program**

## Contact Information

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## 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.

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 open Lab 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.

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.

## 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). See the Nursing Handbook.
- You are required to wear your **Student ID** at all times while in the Lab.
- You are required to wear your clinical uniform and student ID for skill evaluations and simulation appointments.
- You can practice during Open Lab Hours except during scheduled lecture and clinical times. Currently there is no mandatory time requirement for practice. The amount of time you dedicate to practice will depend on how quickly you learn and by the complexity of the skills.
- **Fingerprint System:** Upon entering and leaving the Lab please use the fingerprint system.
- **Practice/Testing:** Practice and Testing Locations are indicated on the white board when you enter the Lab. Follow directions/signs for use of Lab space and equipment.
- **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 Staff 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.

## Practice Log and Peer Evaluation

- You will be given a purple copy of the check off form from your course faculty member. The last page of the check off form describes the Practice Log and Student Peer Evaluation that is required prior to the check off. 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 recommended that you practice adequately before the peer evaluation **and** before the check off process with Mercy College faculty/staff.
- The peer completing your peer evaluation should provide an evaluation of the skill performance as if he/she were the instructor and make notes accordingly.
- 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.

## 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. Four to six students per bed/manikin is acceptable. Working in groups is beneficial to the learning process.
- **Equipment/Supply Carts** are available for practice during Open Lab Hours. All equipment and supplies for practice are to be reused, unless otherwise instructed. Please keep all caps & wrappers unless otherwise directed by Lab staff.
- **New equipment** will be utilized for most checkoffs. If you are returning for a repeat checkoff, you **may not** be using new equipment.
- Use **beds** for practice and testing purposes only. Individuals serving as patients are to remove their shoes when lying on the beds.
- 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.

## Simulation/Interprofessional Education

- Simulation is an interactive SAFE learning environment that will allow you to strengthen your skills using a team approach to patient centered care.
- 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/Radiology) 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.
- Always wear gloves when handling task trainers/manikins/simulators.
- 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.
- Simulation is a platform for you to implement nursing care in a safe learning environment: including patient identification, communication, assessment, medication administration and skills/procedures. You will use critical thinking to prioritize, delegate and implement interventions while collaborating with other healthcare professionals to improve patient outcomes.
- Pre-briefing will occur prior to all simulations to orient the team (4-5 students) to the environment, learning objectives and scenario.
- Debriefing will occur after every simulation. This is a time where the team can discuss what went well and address any challenges that occurred during the simulation.
- You will complete an electronic evaluation of simulation and interprofessional education 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.
- What happens in the SIM stays in SIM! Please be respectful of other students and treat the simulation with confidentiality just like you would in clinical practice.

### Evaluation/Testing (Check-off)

- Sign-up for checkoffs and simulations using the **LabTimes** application in the *Nursing Skills Lab* section of the Mercy College website. 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 a few 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: books, check off forms, peer evaluation forms, reflections, modules, ATI's, stethoscope and/or penlight for testing purposes. 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. **Lack of preparation may result in re-scheduling or delay of testing.**
- 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, peer evaluation and retesting; your partner must be a Mercy College student.
- If your check off is unsatisfactory, you are highly encouraged to attend an Optional Group Practice after 1<sup>st</sup> unsuccessful attempt and an Optional 1:1 Practice after the 2<sup>nd</sup> unsuccessful attempt. In addition, unsuccessful attempts will require you to practice independently on your own time prior to retesting. See Skills Lab Evaluation form.

### Open Hours Lab Schedule/Appointments

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

- Open Lab Hours vary each semester and are subject to change. The schedule is posted on the college website and outside of the Nursing Skills Lab. You are allowed to practice any time the Lab has Open Hours  
<http://www.mercycollege.edu/my-mercy/nursing-skills-lab/lab-hours/>
- For any questions or concerns please contact the Nursing Skills Lab:  
**Email:** [emily.scheuer1@mercycollege.edu](mailto:emily.scheuer1@mercycollege.edu)  
**Phone:** (419) 251-1555.
- Notify the Nursing Skills Lab immediately if there are conflicts with the testing schedule.

- If you need to cancel an appointment/check off notify the Skills Lab **ASAP**.
  1. Submit a cancellation request
    - <https://mercycollege.edu/my-mercy/nursing-skills-lab/1-1>
  2. If the cancellation is same day or short notice call (419) 251-1555 and submit a **cancellation request**.
  3. Submit a **Reschedule request** (within 24 hours of cancellation).
  
- 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 and then submit a cancellation request. Refer to course syllabi regarding policy for cancelled or missed appointments.
  
- **All appointment requests and schedule changes** are made through the Skills Lab website.

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| <b>Nursing Skills Lab Protocols</b> |
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### **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).
- Students must be able to demonstrate proficiency for a satisfactory performance.
- Retesting will be required if skill level is unsatisfactory.
- Retesting will be on student's own time and is to be scheduled through the Labtimes portion of the Mercy College Nursing Skills Lab website. (Youngstown campus students should contact the Skills Lab Coordinator.)
- In the event of an emergency and you cannot keep an already scheduled appointment, you will need to submit a Labtimes request for cancellation. After submitting a cancellation request, you will need to resubmit an appointment request through Labtimes with three additional availabilities. When canceling, please be aware of course completion deadlines for checkoffs. (Youngstown campus students should contact the Skills Lab Coordinator.)

### **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.

## Student Lab Assistants (Work-Study positions) – on the Toledo campus only

1. The Nursing Skills Lab offers an opportunity for students to work as lab assistants provide that you qualify for the work-study program. See the financial aid office for information and eligibility.
2. You must have successfully completed N110 (AAS) or N252 (BSN) of your nursing program in order to be considered for this position.
3. 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.

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| <b>Retesting Protocol</b> |
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When the student is unsuccessful with the first attempt of a skill, this sheet will be completed by the Nursing Skills Lab Personnel. A copy of this completed form is placed in the student's file. Students have seven (7) calendar days following each attempt to repeat skills testing. (In the event the first check-off occurs on a Sunday, the repeat testing will be required to be completed by the following Saturday.) However, repeat testing cannot occur on the same day as the unsuccessful attempt.

The student must complete a **typed** one paragraph reflection identifying the potential implications the unsuccessful performance would have on the patient outcome. A reference related to the unsuccessful portion of the skill, along with an in-text citation in APA format is required. Examples include: effects of medication errors, increased costs due to nosocomial infections, missed findings, etc. The reference can be from a professional journal, nursing reference book, or textbook.

It is highly encouraged and recommended that students practice an adequate amount of time in between each attempt to aid in being successful. The purpose of this documentation is to provide a structured plan to assist the student to complete a required skill successfully.

1<sup>st</sup> Attempt date: \_\_\_\_\_ Satisfactory: \_\_\_\_\_ Unsatisfactory: \_\_\_\_\_ Initials: \_\_\_\_\_  
2<sup>nd</sup> Attempt date: \_\_\_\_\_ Satisfactory: \_\_\_\_\_ Unsatisfactory: \_\_\_\_\_ Initials: \_\_\_\_\_  
3<sup>rd</sup> Attempt date: \_\_\_\_\_ Satisfactory: \_\_\_\_\_ Unsatisfactory: \_\_\_\_\_ Initials: \_\_\_\_\_

\_\_\_\_\_The student was unable to successfully demonstrate the skill within 3 attempts and this will result in a clinical unsatisfactory grade.

### APA Resource for Reflection Paragraph:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)



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| <b>Mercy College of Ohio Nursing Skills Lab Agreement</b> |
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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.

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**Printed name of student**

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**Date**

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**Signature of student**

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**Date**

**Program:** (Please circle)

**AASN-Day**

**AASN-Eve/Weekend**

**BSN**