

# **Nursing Skills & Simulation Labs Handbook**



**Mercy College of Ohio**  
**ASN Program**  
**BSN Program**

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## **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 course skills testing and clinical experiences. The Nursing Skills Lab Personnel 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 Personnel as available 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 current 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 the Nursing Handbook.
- ✓ 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.
- ✓ Electronic devices can be distracting. Please make sure your **electronic devices are on silent or vibrate** when you are in the Lab. If you receive a phone call, please step out of the Lab to answer it.
- ✓ When you enter the Lab, make sure you fingerprint in. 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 fingerprint out before you leave.
- ✓ You are required to wear your **student ID** at all times while in the Lab.
- ✓ 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, check off sheets, stethoscope, etc).
- ✓ Skills Lab resource manuals/reference materials are available for use. Please do not remove them from the Lab.
- ✓ If you would like to check out a blood pressure cuff, please see Skills Lab Personnel to fill out the appropriate form and return the equipment in the same condition. Damaged equipment may result in a fee assessed to the student.
- ✓ **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 SimPad units (VSs, cardiac, bowel sounds and respiratory assessments)
  - Treat each patient simulator as a patient and be respectful of Lab equipment, keep them clothed and covered when not performing procedures/skills.
- ✓ 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 keep all caps & wrappers unless otherwise directed by Lab Personnel. 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.
- ✓ If at any time your equipment becomes faulty, broken, non-functional, unsafe or if supplies that you are using are running low please alert Skills Lab Personnel.
- ✓ **New equipment** will be utilized for most checkoffs. If you are returning for a repeat checkoff, you **may not** be using new equipment.
- ✓ 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.
- ✓ If there should be a needle stick/sharps or other injury, please inform Lab Personnel **immediately** so appropriate action can be taken and a “Safe Care” report can be completed. The “Safe Care” report is located on the workstations on wheels in the Skills 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 Skills Lab. Please contact security immediately after contacting 911 to help emergency personnel in navigating to the Skills Lab.
- ✓ If you have a **latex allergy, or suspect** that you do, it is your responsibility to notify Skills Lab Personnel. Non-latex equipment is available upon request.

## Testing (Check off)

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 checkoff/simulation appointments.
3. Bring all necessary skills books, check off forms, modules, ATI's, and any necessary equipment, such as stethoscope or penlight for testing. Please bring your own drug book for IV and Medication checkoffs because you are familiar with it. If you forget yours, a drug book will be available.

**Lack of preparation - including forms (i.e. incorrect testing forms), modules, or equipment may result in re-scheduling or delay of testing.**

4. Most checkoffs are independent, but some do 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.
5. If your check off is unsatisfactory, you are highly encouraged to practice prior to retesting. See Skills Lab Evaluation form.

## Lab Schedule and Appointment 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@mercycollege.edu](mailto:emily.scheuer@mercycollege.edu) or by phone (419) 251-1715.
  3. Notify the Skills Lab immediately if there are conflicts with the testing schedule.
  4. If you need to cancel an appointment/check off 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. If the cancellation is same day or short notice call (419) 251-1715 (Lab office with voice mail) and submit a **cancellation request**.
    - 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. Refer to course syllabi regarding policy for cancelled or missed appointments.
  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.



## **Nursing Skills Lab Policies**

### **Skills Lab Simulation Dress Code**

Students participating in a simulation experience are required to wear their Mercy College nursing uniform during simulations.

### **Course Skills Testing**

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

#### **Guidelines:**

1. Skills are to be completed in the Nursing Skills Lab 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 syllabi).
3. Students must be able to demonstrate proficiency for a satisfactory performance.
4. Retesting will be required if the skill level is unsatisfactory.
5. Retesting will be on the 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)
6. 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 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).

### **Requirements for skills procedure check offs:**

1. 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 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 others students during testing.
- Utilizing unauthorized calculators.
- Utilizing unauthorized resources during testing (ex. Skill packets).
- Discussing information from check-off and simulation experiences.
- Sharing clinical lab station packet answers

*See College Catalog and Nursing Student Handbook for detailed information regarding academic dishonesty and the consequences.*

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

1. The Nursing Skills Lab offers an opportunity for students to work as Skills Lab Assistants provided that they qualify for the work-study program. See the financial aid office for information and eligibility.
2. The student must have successfully completed N 110 (ASN) or N 252 (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 students while utilizing the Skills Lab. They can assist with lab equipment, and help to locate and identify valuable lab resources.

### **Retesting Policy**

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 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.

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.

## Mercy College of Ohio Nursing Skills Lab Agreement

You are responsible for all policies discussed or pertaining to the Mercy College of Ohio Nursing Skills 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 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, are responsible for information in this handbook and will follow the specified rules and policies.

\_\_\_\_\_  
Printed name of student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date