

Central Ohio Technical College  
Department of Nursing



Nursing Laboratory  
Policies & Procedures

## General Lab Policies

- No food or drink at the bedside in lab. Any food and/or drink must be kept with the student's belongings and used during break time only.
- Only pencils are to be used for writing needs at the bedside. **NO INK PENS OR MARKERS AS THESE ARE PERMANENT ON THE MANIKINS.**
- No tobacco of any kind is permitted on campus at any time.
- All spills need to be cleaned up as soon as possible. If the spill involves any substance other than water or "saline" from IV fluids, notify the lab instructor immediately.
- Any mess in the patient beds or surrounding area needs to be cleaned up by the student/instructor who creates it, in preparation for the next class scheduled in the lab.
- Students should not bring unnecessary personal items into the lab. Course faculty and lab instructors can advise students from week to week what equipment is necessary during lab time. There is limited space in the lab and book bags, purses, electronics, etc., create safety and security hazards. Lab staff & nursing faculty are not responsible for lost or stolen personal items from the lab.
- Lab time is for putting theory into practice in a safe environment. Students should not be using this time for texting, playing on the computer, sitting around chatting about personal issues, etc. Cellular phones should be on silent and students should step out of the lab if an urgent personal issue needs to be addressed.
- Children are not permitted in the lab.
- Attendance is mandatory during all labs scheduled on campus. Students are not permitted to miss except for one instance of extreme illness or emergency for which the lab instructor may require documentation as supportive evidence. Students are required to notify their lab instructor ahead of time regarding the need to miss lab and it is up to each individual course instructor to plan the appropriate lab makeup activity. The entire nursing program has adopted a Program Deficiency Point System which will be used for classroom, laboratory and clinical management. The appropriate points for tardies, absences, unprofessional conduct, etc. will be upheld according to this form.
- No lab group should be released early.
- Clinical dress code will be followed by all students in the lab setting, including hair off the shoulders, no artificial nails, no piercings besides one post earring per lobe, one plain wedding band, no visible tattoos, no nail polish. Students are permitted to wear a plain, white scrub top instead of their COTC-issued uniform top in order to save their uniform top for clinical wear. The complete COTC dress code policy is located in the COTC Student Handbooks on the Nursing Programs website: <http://www.cotc.edu/programs-of-study/nursing/ProgramWebsite/Pages/CurrentStudents.aspx>
- Respect should be shown at all times by students towards instructors, peers, lab equipment and campus facilities. Lab instructors, course lead faculty and lab personnel are to use the Program Deficiency Point System to track any episodes of misconduct or other questionable behavior.
- Personal items left in the lab will be taken to the Services Center for Lost & Found. Lab personnel and faculty members are not held accountable for personal items left in the lab.

## **Equipment**

- Furniture and lab equipment need to be returned to an organized and clean state prior to any students being excused from the lab session. All lab instructors should plan on wrapping up lab activities 10 minutes prior to the end of lab to allow for appropriate clean-up.
- Do not move manikins out of the bed. They are wired and are difficult to safely place elsewhere in the lab.
- All beds need to be lowered and bedding straightened up at the end of each lab.
- Any incidents involving equipment or malfunctions need to be reported to the lab instructor. Lab instructors must report these to the lab staff as soon as possible.
- If any student has equipment that is faulty, torn, or basically unusable, please notify the lab staff so it can be arranged for repair.
- All students should be instructed to reuse supplies unless otherwise indicated (needles and other one-time use supplies need to be disposed of properly). Many lab simulations will require use of multiple pieces of normally-disposable equipment. All unused equipment should be returned to the front of the lab when class time is over.
- Practice medications and syringes are not to be taken out of the nursing lab.
- Students are not to lounge in the patient beds. If they are serving as a patient for practice purposes, they need to be respectful of the lab equipment and cleanliness in the lab.
- If anything is put on a manikin, such as tape, topical meds or simulated fluids, the students and lab instructors are to clean it off of the manikin at the end of class.
- Misuse of any equipment will result in disciplinary action by the course lead and/or Dean of Health Sciences, up to and including dismissal from the nursing program.
- Students will maintain confidentiality regarding their activities and events occurring during lab, to help maintain the integrity of activities planned for students.

## **Safety**

- All sharps and syringes need to be disposed of properly in the biohazard containers available in all labs. Failing to properly dispose of sharps in biohazard containers will be investigated and potential disciplinary action taken to remediate the problem. Lab instructors will be notified regarding the current procedure pertaining to incident reports for incidents occurring on the COTC campus.
- Any needle sticks in the laboratory setting need to be reported immediately to the lab instructor.
- Students need to report latex allergies to the lab instructor and lab staff as soon as possible at the beginning of the nursing program or at which time the student is aware of such an allergy while enrolled in the nursing program. The student may be required to submit medical clearance from their healthcare practitioner due to potential exposure to various latex products throughout the nursing program.
- Universal Precautions are to be maintained in all laboratory experiences.

### **Skills Testing/Progress in Lab**

-Students are responsible for bringing any provided skills rubrics to each lab. Completion of skills rubrics and/or skills cards are to be determined by each course/lab instructor and may vary from one course to another. All lab instructors need to maintain current records regarding student performance.

-Any student who displays a trend of unsatisfactory performance can be referred to the lab staff for additional remediation. This type of remediation may or may not be scheduled during the student's normally-scheduled lab time, depending on the needs of the lab instructor and availability of the lab staff.

### **Simulation**

-Students are not permitted in the simulation suite without permission and supervision of the course/lab instructor or lab personnel.

-Students are expected to arrive for simulation activities prepared for the day's activity, including any pre-assigned reading, research and bring with them assigned material.

-Students who are not actively participating in the simulation activity but are enrolled in that day's lab section need to conduct themselves in a professional and courteous manner, engaging in appropriate, independent learning activities as assigned by the course/lab instructor.