


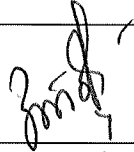
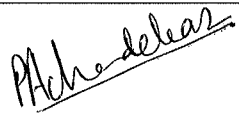
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Policy on the use of clinical skills and stimulation labs in the acquisition and enhancement of skills in basic and complex procedures such as endoscopic surgery and interventional procedures



**Dr. Vithalrao Vikhe Patil Foundation's
College Of Nursing**

Standard Operating Protocol For Skill and Simulation Laboratory

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INTRODUCTION

The term "skills labs," which is an acronym for "skills laboratories," describes practice rooms that are specially designed to serve as training centers and provide skill-based training for the practice of clinical skills before they are used in real-world scenarios.

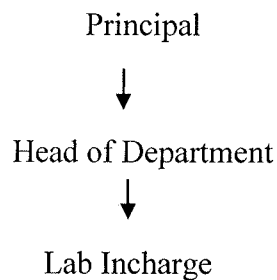
In order to ensure the quality of medical and paramedical training, skill labs are essential. Here, procedural skills are taught, performed, and assessed frequently until the bare minimum for patient care is met.

OBJECTIVES

1. The Nursing Skills Laboratory's goal is to give associate nursing students a realistic and high-quality clinical learning experience through a variety of clinical learning experiences, preparing them for licensure as associate nurses.
2. Develop the students' foundational abilities by giving them clear linkages between their theoretical and clinical learning through precise and skilful clinical experiences in the lab.
3. Help the associate nurse students provide nursing care in line with the standards and values.
4. Encourage the students to use the nursing method to carry out nursing operations.

ORGANIZATION OF SKILL LAB:

All skill labs are well furnished and well-ventilated with all the necessary equipment's like patient beds, mattresses, bed sheets, bedside locker, linens and blankets, napkins and towels, bed cradle, wheel chair, stretcher, O2 cylinder, Suction apparatus, different sizes procedure trays, and other instruments. All the equipment's are as per INC recommendations and enough for each nursing courses. The overall organization of skill lab is as follows.



PHYSICAL SAFETY GUIDELINES

1. During practice and return demonstration, students should use appropriate body mechanics, particularly while lifting, transferring, and moving objects.
2. Only well-maintained beds, wheelchairs, stretchers, and other equipment can be utilized for practicing body mechanics. Any equipment problem should be reported using the incident/injury form to the laboratory technician as away.
3. During rehearsal and return demonstration, all equipment (beds, stretchers, and wheelchairs) should have their wheels secured.

RULES AND REGULATION FOR SKILLS LAB

a. Users of skills labs-

The following can use the skills lab:

- Individual students,
- The individual teacher for getting ready for the practice session.
- A teacher-accompanying group of students.
- A student group for peer tutoring.
- A team of educators dedicated to ongoing professional growth.
- Individuals outside the organization upon request.

b. Main consideration during a skills labs-

1. All manikins and models must be treated with the same respect as actual clients in accordance with humanistic education. When not in use, models and manikins should be covered and treated with gentle care. They should also be hung correctly.
2. All users of the skills lab are required to dress for the skills lab as though they are attending a real clinical environment. This includes wearing name badges, a uniform (or clinical coat), tied hair, and closed-toe shoes.
3. All students brought to the lab for tutor-led sessions must be supervised by tutors. Prior to the

commencement of the practical sessions, he or she must prepare and practice.

4. For the purpose of session demonstration, the tutor should not have more than eight to ten students in the group, and no student should have more than three practical sessions in a single day.
5. It is advised that all instruction take place in English, including the skills lab's procedural demonstrations.
6. Reservations are required for the practical rooms and equipment for anybody wishing to practice in the skills lab.
7. All protocols for checking out and returning equipment from the simulation lab must be followed.
8. Following each simulation teaching/learning session, students should sign their attendance record and logbook.
9. The process of replacing the material (s) or equipment (s) begins when the person in charge signs a form acknowledging responsibility for the incident and gives it to the skills lab technician within 24 hours on working days.
10. Cleaning Up the Area After Practice Sessions: It is the users' duty to make sure that the furniture, trolleys, and other items are put away and the lab is left in the same condition as when they arrived.
11. Personal items such as coats, bags, and other items are not permitted in skill lab rooms.
12. It is not permitted to bring food or beverages inside the skill labs.
13. Universal precautions are to be followed at all times as are all safety guidelines used in the clinical setting. Sharps and syringes are to be disposed in appropriate containers.
14. Incident report: In case of any incidence during session, the responsible person should report it in writing to the skills lab Technician within 24 hours of the incidence in working days.

c. Attendance & evaluation skills lab

1. In skill lab sessions, the signed attendance sheet serves as documentation.
2. The module leader notifies the students of the date of the OSCE, which is to be completed in the skills lab, and provides at least two weeks' notice of any changes.
3. Teachers should prepare and practice for the OSCE the day before.
4. Student must practice individually at least three times each procedure taught, before the OSCE.
5. The student who hasn't regularly attended the skills lab as indicated is not allowed to sit for OSCE.
6. The average pass mark of OSCE is 60% and the results should be communicated to the students within 48 hours of working days.
7. The evaluator should turn off his/her phone during OSCE, and follow each step of the procedure done by student.
8. The student who missed the OSCE without sound justification is get a zero mark. The justification has to be notified to the head of department at the latest within 48 hours after the OSCE.
10. No teacher shall accept a justification which is not countersigned by the head of the department.

d. Guidance for Assessment The various assessment will be undertaken to assess students in skills laboratory:

OSCE:

The objective structured clinical examination (OSCE), is designed to assess the student ability to competently apply the professional nursing or midwifery skills and knowledge into real practice. It is set at the level expected of nurses and midwives as they enter the profession. This means that you must show that you are capable of applying knowledge to the care of patients.

The examination is testing the student ability to apply knowledge to the care of patients rather than how well you can remember and recite facts. All of the scenarios and any questions relate to current best practice and you should answer them in relation to published evidence and not according to local arrangements.

Time for OSCE: The OSCE will be scheduled at the end of each unit theory, organized to assess the students' competencies using different stations according to the course units.

Equipment: All equipment needed to complete the station successfully, according to the station requirements.

EQUIPMENT USE POLICIES

A. Inventory Policy

1. The faculty member in charge of the lab has to keep an inventory register.
2. The responsible faculty members shall annually update the inventory of equipment required for the Lab and report it to the College Principal or Dean.
3. All equipment purchase orders must be started by the college's principal.
4. Administration makes the final choices about purchases.
5. Receiving and evaluating the equipment before adding it to the inventory is the responsibility of the academic member in charge of the lab.

B. Utilization Policy

1. The lab should adhere to a lab utilization registry.
2. The date, time, and reason for accessing the lab should all be made very clear in the registration.
3. The faculty member utilizing the lab should properly sign the register.
4. After each use, professors and students should make sure the lab is in good shape.

C. Lending Policy

1. The College of Nursing maintains the right to add equipment in accordance with the aims and objectives of the program.
2. The College of Nursing must assume the responsibility for discarding any equipment deemed unsuitable for inclusion in the Lab.
3. Make sure that any equipment and instructional materials borrowed from one lab to another for practice or practical exams are recorded in the loan register and returned in good working order.

PROCEDURES OF PROCUREMENT OF ARTICLES

The opinions of teachers and students determine the necessity and demand for articles. A demand is created with the principal's signature and delivered to the central supply store along with a list of the necessary products and their amount. The central shop then requests quotes for the purchase from several suppliers and merchants. Three low-budget quotes are chosen from the submitted quotes and sent to management for completion. All goods and equipment are supplied exclusively through the central shop. They keep track of purchases and bills in one location.

PROCEDURES OF ANNUAL AUDIT OF ARTICLES

Members from central store visits college every year along with the list of articles. A detailed inventory is taken in presence of lab in-charges and principal. The report of annual audit is then prepared along with the mention of missed article/ equipment, if any.

PROCEDURES FOR CONDEMNATION/ REPAIR OF ARTICLES

During the inventory, the lab supervisor finds the defective items. If a product is discovered, it is forwarded to the central store along with a demand book entry indicating the issue with the principal's signature. Members of the central store inspect the item or piece of equipment for defects before sending it, if feasible, to the biomedical department for repair. If the equipment cannot be fixed, it is returned to the institution along with a thorough report detailing the issue and a note indicating that it is irreparable. The college authorities will decide whether or not to condemn the equipment after reviewing the report and consulting with the department head and lab manager.

If the item is referred for condemnation, a thorough report is written and a letter requesting the condemnation of the item or equipment is delivered to the central store. And the lab manager promptly removes the products from the inventory list.

RESPONSIBILITIES OF LAB-INCHARGE

1. The Lab-Incharge coordinates and maintains all nursing skills labs and assists students and faculty as needed to improve student assessment skills and performance of clinical nursing skills.
2. Design, develop, implement and evaluate scenarios, simulated learning activities and educational materials for all nursing courses in collaboration with nursing faculty, students
3. Provide simulation training and practice for faculty at least once per term. Maintain written syllabi for all simulated learning activities. Assist faculty with skills and simulation activities and in establishing and revising the critical elements for performing clinical skills.
4. Ensure supervision of students in the lab, maintaining safe practices and abiding by all established policies and procedures for the lab.
5. Contribute to the evaluation of students during skills and simulation activities as well as on other occasions by request i.e. exit prescription skills performance practice and review.
6. Maintain contact with the national, regional and/or state Simulation website and programs to remain current in the application of simulated learning experiences including but not limited to

continuing education attending conferences or seminars to stay current with technologies and education modalities.

7. Maintain appropriate inventory of supplies, linen and equipment for each lab and foster use of same in a fiscally responsible manner.
8. Monitor and perform routine minor maintenance and repair on all lab equipment, to ensure all equipment is maintained in good working order.
9. Work closely with nursing faculty to develop and implement simulations and other lab activities for associate degree, practical and BSN nursing students and to provide assistance and feedback to students during simulation debriefing.

RESPONSIBILITIES OF DEMONSTRATOR/CLINICAL INSTRUCTOR

1. Orient the students in the lab.
2. Updating lab policies and procedures as needed.
3. Monitoring procedures performed by the students.
4. Supports students who require additional assistance with learning nursing foundation skills.
5. Ensure the maintenance of equipment by maintaining the lab inventory register.
6. Determining the inventory needs of the lab.
7. Preparing and ordering supplies as needed.
8. Recommending general cleaning in the lab.
9. Maintain lab lending & lab utilization registers.
10. Maintain lab with safety regulations.

RESPONSIBILITIES OF STUDENT

1. Return the equipment used for lab practice.
2. When practicing with scenarios, approach situations as if they are actual patient interactions.
3. Maintain cleanliness of the area where they are practicing.
4. Display professional conduct.
5. Share the opportunity to practice.
6. Report damage or malfunction of the lab equipment.
7. Inform the instructor if handouts or supplies are running low.
8. Inform the concerned faculty of any particular learning needs.
9. No students are to be in the lab without the Lab faculty.
10. Doors must be locked when the lab is not in use.

LAB SAFETY POLICY

1. All faculty, staff, and students must know and practice the safety guidelines while using the lab.
2. Failure to obey to guidelines can result in disciplinary action.
3. This manual will be available in the lab and students will be instructed to review the contents during the orientation time itself.
4. All labs are locked unless occupied by faculty or students during class or practice.
5. Students are expected to come to lab prepared by having read the scheduled lab objectives prior to the start of the lab period.

6. Students should be well-informed of the care, handling, and proper use of equipment prior to using it in the laboratory.
7. Students should report recent injuries, illnesses, or communicable diseases to the faculties as soon as possible so that necessary precautions may be taken.
8. Faculty and students are responsible for reporting any problems encountered with electrical equipment such as any frayed electrical cords, cracked plugs, missing outlet covers, etc.
9. In case of fire or fire emergency, students and faculty should become familiar with the location of the nearest fire extinguishers.
10. Each faculty member will be responsible for her own and as well as student's safety.

Process of handing and taking over of lab responsibilities

- Overall, In-charge is Principal, DVVVPF's College of Nursing
- There are two assistant in-charges with same working capacity.
- Lab along with all the documents is handed over to the newly appointed in-charge by previous lab in-charge.
- Newly appointed lab Incharge is given official appointment letter by the college authority with the mention of substitute in case the Incharge is on leave.
- At the time of handing and taking over all the articles and equipment are checked by new and previous lab in-charge and it is made sure that all records and documents are complete.

FUNCTING OF SKILL LAB

Lab hrs allotted per class

S.N	Class	Allotted Hours
1]	1 st yr B.sc Nursing I-Semester	80 hours (2 Credits)
	II-Semester	120 hours (3 Credits)
	III-Semester	40 hrs
	IV-Semester	40 hrs
2]	1 st yr GNM	200 hours
3]	1 st yr P.B.B.SC	30 Hours

Lab schedule

- Students are posted in the skill labs in the group of 20 as per their time table and clinical rotation. All undergraduate and postgraduate students are exposed to basic and advanced procedures as per the curriculum.
- Students schedule for the lab utilization is prepared by the concerned department and subject teachers. And it is then handed over to lab in-charges to make the labs and articles available.