

Nursing Assistant Program



Skills lab Manual 2023-2024

- Core Values -

Excellence

Integrity • Innovation • Compassion • Respect

Life-Long Learning • Student Centered • Leadership

Guidelines for Nursing Assistant Program Skills Laboratory

The purpose of the Nursing Assistant Skills Lab is to provide our students an outstanding educational experience in a dynamic learning environment. The program aims to provide experiential evidence-based learning opportunities while promoting nursing assistant student clinical competence.

Goals:

Experience in the Lab will prepare students to:

Communicate in a professional manner with patients, family members, and the healthcare team.

1. Adapt care to meet the needs of patients in a variety of clinical settings and scenarios.
2. Use resources and standard practices to provide safe, effective and timely patient care.
3. Collaborate and work with others as part of the healthcare team.
4. Demonstrate clinical competence through repeated and deliberate practice.
5. Integrate theory and practice.

General Lab Information:

Location:

The Nursing Skills Laboratory – HS 112

- Open Lab Hours are 8:00am – 4:30pm

Skills Lab Staff

Senior Lab Coordinator, Simulation – Courtney Rice

- Manages day to day operations, including setting up and facilitating simulations and skill lab days. In charge of supply management and availability of rooms.

Skills Lab Coordinator – Yvonne Taylor

- Manages workshop and open lab schedule.

Faculty

- Skills Lab Instructor facilitate scenarios, skills stations, or tabletop exercises.

Skills Lab Overview

The lab is equipped with high fidelity and low fidelity patient simulators, an electronic record system, anatomical models, and realistic medical equipment to support student learning.

The psychomotor skills classroom is fully equipped for safe, realistic, and repeated practice of skills to support students in learning and practicing.

Skills Lab, Open Lab and Workshop Rules

The labs contain a variety of equipment so students may learn and practice skills pertinent to the role of a nursing assistant.

- Children, friends, and family members, non-registered students, and pets are not allowed in the lab.
- Proper hand hygiene is an integral part of nursing assisting practice. Alcohol-based hand sanitizers are available and expected to be used when working in the lab area.

- No products in the lab are safe for human ingestion, injection, or infusion (via the skin, oral, vaginal, or rectal routes).
- Products and supplies in the lab are intended for teaching purposes only and are not safe for human or animal use.

Attendance

As approved by the Department of Public Health, students must complete a minimum of 100 verified clinical hours, 60 verified theory hours and **20 hours of skills lab** for the CNA program. There is no make-up of either theory, clinical or skills lab in this program. If any time is missed in lecture, clinical or skills lab; the student will be unable to continue in the program. They may re-apply in the next program and be admitted if there is space available and they are in good standing.

Absence from Clinical **Lab** and/or Lecture:

1. In the event of an absence, students will *not meet* the requirements to complete the program.
2. The student is responsible to notify the instructor when/if an absence is unavoidable, one hour prior to the beginning of class.
3. A “no-call-no show” is highly unprofessional and is considered unacceptable behavior for nursing assistant students. This may result in immediate dismissal from the program and may be a consideration in allowing the student to repeat the program.

Tardy to the clinical **lab** and/or Lecture:

1. Excessive tardiness is unprofessional and is considered unacceptable behavior for nursing assistant students and may result in dismissal from the program.
2. Any student who is more than 5 minutes late to any theory, clinical or **skills lab** setting will be considered “tardy”. Three tardie's is considered an absence and the student will be dismissed from the program for attendance issues.

Equipment Use

The equipment in the skills lab has been selected to increase student learning, so care and sanitization of equipment is expected. Both students and faculty acknowledge and will comply with the following:

- Do not use betadine on the manikins.
- Do not use ink pens or markers near the manikins.
- Students are not to be unsupervised during any portion of the Open Lab Skills training.
- Any damage or breakage must be reported immediately via email to the instructor and Program Department Chair.
- No food or drink is allowed in the skills lab.
- The area must be clean and disinfected before leaving the lab. Equipment and materials should be returned to their original storage containers.
- Supplies needed for each skill will be provided. Personal clinical supplies such as watch with a sweeping second hand, clipboard and writing instruments, and calculator are the student's responsibility and will not be provided.
- Many supplies are reusable and should be restocked when not being used.

- Needles/sharps should never be recapped and should be disposed of in the red sharps containers.
- The Skills Lab should be left in the way it was found:
 - Manikins are to be left in the bed or on chairs unless working on a skills assignment (i.e. lifting, moving, etc.)
 - Curtains should be placed back up against the wall.
 - The lab needs to be clean when leaving, with no trash in the room. The tables should be clean and straight, and the chairs all pushed in neatly.
- Students are not to eat or drink in the lab areas or near the equipment.

Security and Emergencies

- Saddleback College Campus Police should be notified if the lab rooms will be used during off-hours (evenings and weekends).
- It is the responsibility of the faculty and students to be aware of the location of emergency exits on each floor of the building.
- In case of a fire, all persons are expected to evacuate the building. The police and fire, as well as campus security need to be notified immediately. Fire extinguishers are located at every entrance in every room.

Physical Safety

- All students will be instructed on safe handling techniques before practice and demonstration.

- Any person should use caution when practicing lifting skills and **will not** lift a manikin or heavy object without assistance.
- The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked during practice and after use.
- There is a first aid kit located in room HS 235.
- There is no running in the halls or classroom.
- Any accident or injury needs to be reported immediately to the faculty.

Standard Precautions

- All students follow Standard Precautions and transmission-based precautions.
- Students must follow the NIOSH, Blood Borne Pathogens Standard, and Needlestick Safety.
- All sharps must be disposed of in an appropriately labeled sharps container.
- Under no circumstances may sharps be removed from the lab.
- All injuries, including “clean” needle sticks, should be reported to the faculty and lab staff.

College and HSHS Student Code of Conduct

- Professional conduct and communication are always expected in the Skills Laboratory.
- Research reveals that behaviors observed in the classroom are repeated in the workplace.
- Punctuality, pride in work, professional, respectful behavior is expected. Students must use manners and respect the college, their instructors, and peers (i.e., other students). This means, follow instructions, being kind to others, and being respectful. There is

diversity on campus, in our classrooms, and in medical offices. We are preparing students to enter the workforce. Our goal is to prepare nursing assistants who are competent, safe, professional and, ready to make a positive difference in the lives of others and the medical office.

- Students who engage in non-professional behavior will receive disciplinary action, including a verbal warning, formal written warning, and meeting with the department chair, dean, and dean of discipline.
- Ingestion of any illegal substance is prohibited. Students possessing an orange medical marijuana card do not comply with college policy or federal law. Substances that affect a student's judgment, cognition, or psychomotor skills are not allowed in the classroom, online or, in the medical office or clinical affiliates.
- Smoke-free campus: Smoking anything by any method or chewing is prohibited.
- Students will be participating in and observing others during skills lab experiences. It is expected that all participants maintain a respectful learning environment.
- All electronics, including mobile and smartphones, cameras or camera phones, and video recorders, are prohibited in the skills lab.

Uniform Policy

1. The student must wear uniform pieces specifically chosen for Saddleback College from the uniform provider.
2. Uniforms must have a professional appearance and be appropriate for height and weight. All students will have uniform top (shirt) and pant.

3. Picture ID approved by the College must be worn above the waist, in clear vision, at all times in the clinical area.
4. Students must wear clean, low-heeled, rubber-soled white shoes with both the toes and heels enclosed. If shoes have laces, they must be white. All non-porous, white leather activity shoes (without color accent or logos) are acceptable. High top and partial heel, clog type shoes are not permitted. Per OSHA guidelines, shoes must be clean, low heeled, rubber-soled with both the toes and heels enclosed.
5. When wearing uniform pants, white socks are required.
6. Uniform approved long sleeved, plain white tee shirts are permitted under uniforms for warmth.
7. Hair must be neat, worn off the face, and off the collar. Neatly braided hair is acceptable. Care must be taken that any braided hair or ponytail does not fall into the work area or the patient's face. Hair color must be of a naturally occurring color. Head bands must be discrete and subtle. No other hair accessories may be worn.
8. Facial hair must be neatly trimmed and close to the face. Beards must be trimmed to jaw line. If students are required to wear face masks and/or N-95 masks, facial hair may be asked to be removed for proper mask fitting and infection control provisions.

9. Nails must be neat, short, and trimmed. Artificial nails or gel are prohibited. Nail polish is acceptable. Color must be subtle and polish in good repair. Specific hospital/facility policy must be followed.
10. Make up may not be excessive but is to be applied so that a natural look is conveyed.
11. Jewelry:
 - a. One pair of small, discrete stud earrings may be worn
 - b. For safety, no dangles or hoops are allowed
 - c. Visible body piercing (other than lower ear lobes) may not be worn in the clinical setting under any circumstances
 - d. Wrist watches must be a moderate size and have a sweeping-second hand
 - e. Wedding and/or engagement rings may be worn, and no other jewelry may be worn
12. Tattoos must be completely covered, whenever possible.
13. No perfume or cologne is allowed.
14. Good hygiene is expected; this includes, but is not limited to, clean hair and the absence of body odor, halitosis and/or smoking odor.
15. While providing patient care, the following items may be necessary:
 - a. Blood pressure cuff, stethoscope, gait belt with metal buckle and a small notebook with a black ball point pen

16. When a uniform is not required, students must dress in a professional manner (i.e., no low-cut blouses, bare midriffs, see-through clothing, etc.)
17. When applicable, compliance with assigned clinical agency's policies for students is required.
18. Nametags are **MANDATORY** both while on and off-campus in the clinical setting.
A student who arrives at clinical without the appropriate college name badge will not be granted access and may be subject to the attendance policy.

SADDLEBACK COLLEGE CONFIDENTIALITY AGREEMENT – SKILLS LABORATORY

As a participant of the Skills Laboratory, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students.

I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality.

I agree to report any violations of confidentiality that I become aware of to my facilitator or instructor. I agree to adhere to the following guidelines:

- All patient information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of policy.
- This information is privileged and confidential regardless of format: electronic, written, overheard, or observed.
- The simulation manikins are to be used with respect and be treated as if they were live patients.
- No betadine, no ink pens are allowed near the manikins

Signature: _____

Printed Name: _____

Date: _____

Instructor: _____

Course of Study: _____

Acknowledgment of Policy and Procedures

Saddleback College Assistant Nursing Program

2021-2022

I, _____, hereby acknowledge and attest that I have read and understood the lab policies and procedures.

Date: _____

Name: _____

Signature: _____