



NURSING SKILLS LABORATORY

MANUAL OF POLICIES AND PROCEDURES

2nd Edition



**Ministry of Higher Education
Kingdom of Saudi Arabia
University of Tabuk
Faculty of Applied Medical Science
Department of Nursing**

AY 2018-2019

Introduction

This manual is provided as a guide for the use of the Nursing Skills Laboratory of the Department of Nursing of Faculty of Applied Medical Science, University of Tabuk. It contains the description of the Nursing Skills Laboratory, policies and procedures on the use of the laboratory and the duties and responsibilities of the laboratory users.

The information in this manual provided by the Department of Nursing is under constant review and enhancement. The Department Supervisor, Laboratory Coordinators, Course Lecturers/Instructors and the Laboratory Technician are responsible for enforcing the regulations set forth in this manual.

The Nursing Skills Laboratory assists the course lecturers/instructors as well as the nursing students in creating a realistic environment for clinical and educational practice.

Laboratory Management and Instrumentation Committee

Message of the Dean



To Our Dear Nursing Students:

Peace and blessings of Allah be with you.

It is my pleasure to welcome you to University of Tabuk, Department of Nursing! I am very pleased to present to you the Nursing Skills Laboratory Manual, your companion in developing and strengthening your nursing skills.

The University of Tabuk Nursing Skills Laboratories and this Nursing Skills Laboratory Manual are geared towards the pursuit of high-standard nursing practice. A true University of Tabuk Nursing Student is one who tirelessly toils to keep and even exceed the standards.

The Nursing Skills Laboratories are meant to provide you with opportunities to imbibe the desired attitudes and dispositions in your journey towards being a compassionate and globally competitive nurse. It will provide you with high-standard clinical trainings and will challenge and inspire you to make a difference in your nursing profession. The Faculty of Applied Medical Sciences, Department of Nursing is committed to supporting and guiding you as you commence on this noble professional endeavor. We invested in your success and we are here to support you in any way possible. We hope that you will set high standards for yourself and learn from our nursing skills laboratories.

This Nursing Skills Laboratory Manual is designed to assist by providing you with all the information about the nursing skills laboratories. It contains pertinent data concerning your responsibilities as laboratory users and provides you the policies and procedures on the use and care of the skills laboratories.

I enjoin you to read, study and reflect on what is written in this manual. May it properly guide you in pursuing your objectives and the University's objectives of quality nursing education. It is, therefore, hoped that you partake this laboratory manual more than just a written document. May the spirit behind these policies do more than simply provide you with relevant information.

As one community, we shall journey through this academic year together. We look forward to fruitful and rewarding year of learning for all of you.

My warmest regards,

Dr. Hamad Salem Al-Amer
Dean, Faculty of Applied Medical Sciences

التطبيقية الطبية العلوم كلية ورسالة رؤية

FACULTY OF APPLIED MEDICAL SCIENCES

Vision and Mission

كلية العلوم الطبية التطبيقية

التميز التعليمي والبحثي على المستويين الوطني والدولي في مجال العلوم الطبية التطبيقية بما يسهم في خدمة المجتمع.

الرؤية

Educational and research excellence at national and international levels in the field of applied medical sciences to contribute to the service of community.

VISION

تقديم تعليم متميز وبحوث مبتكرة في مجال العلوم الطبية التطبيقية لتخريج كوادر مؤهلة تسهم في خدمة المجتمع.

الرسالة

To provide outstanding education and innovative research in applied medical sciences to produce qualified graduates who will contribute to the service of community.

MISSION

DEPARTMENT OF NURSING

الرؤية Vision

التميز في تعليم التمريض والبحث العلمي و خدمة المجتمع.

Excellence in nursing education, research, and community services.

الرسالة Mission

تخريج ممرضين أكفاء قادرين على تعزيز الرعاية الصحية من خلال معايير تعليمية عالية الجودة وأبحاث مبتكرة تلبي الاحتياجات الصحية للمجتمع.

To graduate competent nurses who are able to enhance healthcare services through high quality educational standards and innovative research that addresses the health needs of the community.

Goals الأهداف

1. To achieve excellence in nursing education through an advanced educational environment that promotes creativity and innovation. 1. تحقيق التميز في تعليم التمريض من خلال بيئة تعليمية متقدمة تعزز الإبداع والابتكار.
2. To enhance faculty members capacity and professional development. 2. تعزيز القدرات والتطور المهني لأعضاء هيئة التدريس.
3. To achieve national and international accreditation. 3. تحقيق الاعتماد الوطني والدولي.
4. To establish partnership with national and international institutions to enhance nursing education. 4. إقامة شراكة مع المؤسسات الوطنية والدولية لتعزيز تعليم التمريض.
5. To conduct research relevant to the health care. 5. إجراء البحوث المتعلقة بالرعاية الصحية.
6. To provide educational activities that increases awareness towards health promotion and prevention of illnesses and its complications. 6. توفير الأنشطة التعليمية التوعوية من أجل تعزيز الصحة والوقاية من الأمراض ومضاعفاتها.

Values القيم

1. Quality and Distinction 1. الجودة والتميز
2. Creativity and Innovation 2. الإبداع والابتكار
3. Leadership and Team work 3. القيادة والعمل الجماعي
4. Loyalty and Commitment 4. الولاء والانتماء
5. Transparency and Accountability 5. الشفافية والمساءلة
6. Fairness and Honesty 6. النزاهة والامانة
7. Confidentiality and Respect 7. السرية والاحترام

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- a) Saudi civil defense phone number (998)
- b) Saudi red crescent phone number (997)
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Table of Contents

Introduction	ii
Message of the Dean	iii
Faculty of Applied Medical Sciences: Vision and Mission	iv
Department of Nursing: Vision, Mission, Goals and Values	v
Laboratory Management and Instrumentation Committee AY 2018-2019	vii
Contact Information	vii
Contributors and Reviewers	viii
Table of Contents	ix
I. Philosophy of the Nursing Skills Laboratory	1
II. Objectives of the Nursing Skills Laboratory	1
III. Definition of Terms	2
IV. Laboratory Setting	2
V. Policies and Procedures	3
A. Decorum	3
B. Grooming and Physical Appearance	3
C. Electronic Devices	4
D. Usage and Care of Laboratory Resources	4
1. Laboratory Room and Furniture	4
2. Laboratory Equipment	5
3. Supplies	7
4. Instructional Resources	6
5. Use of Laboratory Facilities and Resources by other Department	6
E. Inventory, Damages and Losses of Laboratory Resources	7
F. Laboratory Safety	7
1. Latex Allergy	8
2. Use of Ampules	8
3. Sharps/Needles Disposal	8

4. Use of medications/fluids	9
G. Safety guidelines	9
1. Electrical safety guidelines	9
2. Physical safety guidelines	9
3. Mercurial Contamination Precaution	10
VI. Duties and Responsibilities of Laboratory Users	11
1. Students	10
2. Laboratory Technicians	11
3. Laboratory Instructors	12
4. Laboratory Coordinators	13
5. Demonstrators	13
Appendices	
A. Standard Operating Procedures In Borrowing And Using Laboratory Resources	14
B.1 Students Skills Laboratory Requisition And Return Slip	15
B.2 Faculty Skills Laboratory Requisition And Return Slip	16
C. Standard Operating Procedures in Requisition, Servicing and Replacement of Laboratory Resources	17
C.1 Damages And Losses Form	18
D. Standard Operating Procedures In Reporting An Incident/Injury	19
D.1 Incident/Injury Report Form	20
E. List of Available Equipment in Nursing Laboratories	21
F.1 Standard Operating Procedures during Fire Incidents	23
F.2 Floor Plans	24
Agreement Form	26

Philosophy of the Nursing Skills Laboratory

“Tell me and I forget. Teach me and I remember. Involve me and I learn.” This old Chinese proverb emphasizes that learning is best by doing. The Nursing Skills Laboratory (NSL) takes part in molding the nursing students on becoming globally competitive nurses by demonstrating and reinforcing their optimum level of performance and readiness to clinical setting. It envisions to empower the students and to make the students’ clinical experience educational and enlightening. The skills laboratory activities experiences given in the laboratory are based from the students’ curriculum and paralleled to their course objectives.

The NSL as a building block to safe and quality nursing care is guided by the following philosophies:

1. Generally, it is an extension of classroom where application and utilization of theories are put into practice. The skills laboratory activities given in the laboratory are based from the students’ curriculum and paralleled to their course objectives.
2. It is a clinical learning area where assistance, supervision and feedback will be provided especially during skills return demonstration and practice.
3. It is designed to make the students’ learning realistic and authentic. The activities help students think on their feet and help the transition of learning from laboratory to actual clinical settings. It is a safe place to learn and make mistakes to enhance nursing skills.

Objectives of the Nursing Skills Laboratory

The objective of the Nursing Skills Laboratory is to provide realistic and quality clinical learning experience to nursing students of University of Tabuk through state-of-the art facilities. The various clinical learning opportunities in the Nursing Skills Laboratory serve as a provision for the students to become globally competent nurses. It specifically aims to:

- 1) build the students’ competencies by providing definite connections between the theoretical and clinical learning of the students through definite and adept clinical learning experiences in the laboratory;
- 2) Develop the students’ competence in providing nursing care in accordance with the norms and values;
- 3) Foster the students’ ability to utilize the nursing process in performing nursing procedures.

Definition of Terms

Incident An occurrence or event that interrupts normal procedure or precipitates an injury

Incident report A form that is filled out in order to record details of an unusual event that occurs at the facility

Instructional resources Equipment or materials used during laboratory demonstration and return demonstration. These include CD and DVD, multimedia projector, and smart board.

Laboratory technician He is the person in charge of the laboratory.

Laboratory equipment and supplies All the equipment and materials used in the nursing procedures. These are, but not limited to the different types of mannequins, anatomic models, beds, wheelchairs, bedside tables, stretchers, infusion pumps and supplies.

Laboratory Instructor He is the responsible person that provides professional support, supervision, guidance to the nursing during their clinical experience in the skills laboratory.

Laboratory users All students, laboratory instructors and demonstrators using the laboratory.

Nursing Laboratory A place where students acquire basic skills as part of their preparation in the actual clinical exposure.

Nursing Clinical Learning This is a practical integration and application of knowledge, skills and attitudes learned from the skills laboratory and applied it in the actual clinical set-up. This process is facilitated with the provision of professional support, supervision, guidance, feedback and evaluation by a preceptor assigned in the hospital and clinical Instructor. It is on the aspect of clinical education that provides students with context-based learning that is gained through first-hand client and professional interactions and through opportunity to experience "the doing" in the clinical practice setting.

Practical This is an actual application of knowledge gained from the theoretical aspect of nursing. The nursing student has a chance to practice all the skills required to meet the competency in caring patients in the skills laboratory or in the actual hospital clinical set-up.

Skills Laboratory This is an area in the college in which lecture and demonstration is carrying-out by the laboratory instructor as well as the return demonstration of the nursing students are being performed.

Laboratory Setting

The Skills Laboratory of Male Nursing Department is located in the first floor of the Faculty of Applied Medical Sciences Building in the main campus of the University. There are laboratory rooms which are utilized for laboratory classes on Fundamentals of Nursing, Medical-Surgical, Maternity, Pediatric Nursing, Anatomy and Simulation Lab.

The Laboratory of the Female Section is located on the ground floor and first floor of the Applied Medical Sciences building. There are six nursing labs namely, Fundamentals of Nursing Laboratory, Medical-Surgical Lab, Maternal and Child lab, Critical Care Lab and Emergency Room Lab and Anatomy Lab.

Laboratory Policies and Guidelines

All laboratory users should read and understand the Nursing Skills Laboratory Manual of Policies and Procedures before using the laboratory resources. They must observe the policies and guidelines while learning and practicing skills in the laboratories at all times. All lab users must attend the general orientation on the use of lab at the beginning of every semester.

The intent is to help students establish habits that will carry over as they care for their patients in the clinical settings.

A. Decorum

1. All users of the laboratory facilities and equipment must act in a manner that does not disturb other academic activities occurring in the laboratory or in other classrooms.
2. Unnecessary conversation and in compliant behavior are not allowed in the laboratory.
3. Proper handling and use of the laboratory equipment (e.g., beds, mannequins, models) and supplies are encouraged.
4. Each student is given the opportunity to practice a procedure with assistance of the demonstrator and/or lab instructor.
5. Bringing and eating any food and/or drinking any beverage is discouraged in the laboratories.
 - a. Students with medical reasons with proper coordination with the laboratory instructor, a medical certificate should be provided when necessary.
6. Posting and writing on any surfaces of the laboratory room is prohibited.
7. Any behavior occurring to the laboratory which is deemed inappropriate should be reported immediately.

B. Grooming and Physical Appearance

Students who are with clients and other health professionals expected to dress and present themselves in a professional manner. The students' appearance and dress must be consistent with the university policy. The following guidelines should be strictly followed:

1. All students must follow the recommended dress code of the university. Every student must observe decent dress code and should present an image of professional Muslim student.
2. ID card must be worn and visible at all times.
3. A pair of scrub suit in light blue color, loose fit on top and bottom and free from all accessories, embroidery or trimmings could be used. No replacement of scrub pants with any other form of trouser, tight or pants is allowed. Likewise, no replacement of scrub shirt with any other form of top is allowed.
4. All students must wear a white lab coat with university logo. The lab coat should be at least knee length and buttoned at all times.
5. Rubber/leather shoes may be used. High heeled shoes are discouraged. Shoes should always be clean and odor-free.

6. Watch with second hand or digital watch should be used.
7. Jewelries are not allowed except for wedding ring/band.
8. Hair should be tidy at all times.
 - a. A short hair is encouraged among male students. Facial hairs should always be well trimmed.
 - b. Females should wear discreet hair accessories and well-kept hair.

C. Electronic Devices

1. All electronic devices such as mobile phones, notebook or notepad, tablets, laptop, music players, tape recorders, camcoders must be turned off or be put on silent mode.
2. Any devices that will be brought or used in the laboratory should be upon the permission of the lab instructor. Recording video or voice during the demonstration should be on a case-to-case basis only. This will require permission from the respective lab instructors.

D. Usage and Care of Laboratory Resources

D.1 Laboratory Room and Furniture

1. All nursing laboratories should be kept clean and organized at all times.
2. All laboratory activities are scheduled and follow the academic school calendar. Any unofficial use of the laboratory should be properly coordinated with the laboratory technician. *Please see Appendix A for the Standard Operating Procedures in Borrowing and Using Laboratory Resources.*
3. Laboratory equipment and supplies should be properly endorsed to the laboratory technician after use.
4. Lighting and airconditioning units should be switched off before leaving the laboratory. Any concern related to room lighting and ventilation should be addressed to the laboratory technician.
5. Used materials and other disposables should be placed in appropriate receptacles.
6. All doors should be kept closed at all times and locked after use.

D.2 Laboratory Equipment

- a. Students must have a laboratory instructor present in order to use the laboratory equipment and materials. Students will be instructed to practice and return demonstrate only on the skills for which they have had prior instructions and guidance. In the absence of the Laboratory Instructor, the Demonstrator may supervise the students for that purpose. The students must accomplish the Skills Laboratory Requisition & Return Slip a day prior to the scheduled practice day. *Refer to Appendix B.1 Skills Laboratory Requisition & Return Slip*

- b. Careful handling of fragile equipment and supplies should be observed. Damaged or non-functioning equipment should be reported to the laboratory technician as soon as possible.
- c. Sitting on beds and on wheelchairs is not allowed. It is only used as part of the skills training.
- d. Shoes must be removed when assuming a patient-role during return demonstration.
- e. The laboratory equipment should not be used for any purpose other than specified. Use of medications is for demonstration purposes only.
- f. All equipment should be endorsed back to the laboratory technician.
- g. Use mannequins properly. Place one bed during demonstration and put back in its proper place after use or when not in use.
 1. Mannequins on the beds should be left with all anatomical parts in place and be covered with a sheet as patient is left in a hospital setting.
 2. It should be properly draped.
 3. Nothing should be applied on any surface of the mannequin. However, only those substances which are required in the skill demonstration are used.
 - i. Povidone Iodine (Betadine) should not be used on mannequins.
 - ii. Paper tapes should be used only on the mannequins and anatomy models. Other tape damages them therefore not allowed.
 - iii. Silicone spray and mannequin oil should be used sparingly to lubricate.
 4. Mannequins and models are to be cleaned with mild soap and water only. It should be rinsed, drained and air dried.
- h. Injection pads should be squeezed after use to eliminate excess fluids.

D.3 Supplies

1. The laboratory supplies should be cleaned and reused whenever possible.
 - a. This includes the beddings, which should only be changed if stained or soiled.
 - b. Stained or soiled linens should be placed in the hamper bags provided.
 - c. New supplies should be used whenever necessary and when directed to do so.
2. When working with IV fluids, use proper containers (e.g., bucket, waste bin) to prevent fluid from running onto the floor.
3. All single-use equipment, such as gloves, specula for the otoscope, tongue blades, cotton swabs, gauzes, etc. should be discarded properly.

D.4 Instructional Resources

- a. Multimedia projectors and televisions should be switched off after use.
- b. Whiteboard markers should be used only when using the whiteboard.
- c. All instructional resources should be used with care. Damaged or non-functioning equipment should be reported to the lab technician as soon as possible.
- d. Audiovisual materials (i.e., CD and DVD) must be reserved prior use. *Please see Appendix for Standard Operating Procedures in Borrowing and Using Laboratory Resources.*
- e. Observe proper use of smart boards.

D.5 Use of Laboratory Facilities and Resources by other Department

- a. Any student and/or faculty member from other Department or group should coordinate with the Section Supervisor. A letter of intent must be given at least one week prior to intended use of lab facilities or resource/s.
- b. A letter of approval shall be given if request is available. If lab resources will be used, the requisition and return slip must be accomplished and submitted to the lab technician in charge. *Please see Appendix for Skills Laboratory Requisition & Return Slip*
- c. If the lab facility will be used, the users must log in the Daily Nursing Skills Lab Usage Form. *Please see Appendix for Daily Nursing Skills Laboratory Usage Form.*

E. Inventory, Damages and Losses of Laboratory Resources

E.1 Inventory

1. The laboratory instructor and his/her students are responsible for their borrowed laboratory equipment and supplies.
2. The clinical instructors are encouraged to check the laboratory equipment before taking it from the laboratory technician. If any equipment is broken or damaged, it should be returned immediately to the laboratory technician.
3. When supplies are depleted, the laboratory technician should notify the Lab coordinator as soon as possible. The Lab Coordinator in cooperation with the Lab Committee will prepare and submit necessary requisitions as needed and every semester.

E.2 Damages and Losses

1. Any damaged or non-working equipment should be reported to the laboratory custodian immediately. Accomplish the *Incident/Injury Form* to be submitted to the Laboratory Coordinator for proper action. See *Appendix for Incident/Injury Form*.
2. Laboratory equipment and supplies are for the laboratory use only. Taking any equipment or material(s) from the laboratory is discouraged. See *Appendix for Inventory, Damages & Losses Form*). See *Appendix for List of Equipment Available in the Laboratory*.
3. All damages and losses reports shall be forwarded to the Laboratory Unit of FAMS.

F. Laboratory Safety

1. First aid kit is available in all laboratory rooms.
2. Safety precautions are posted for laboratory users' guidance. This includes fire precautions and accidents/injury precautions. The posters must not be removed or superimposed by any laboratory user. See *Appendix for Fire Plan Procedure*.
3. Smoking is strictly prohibited in all laboratories.
4. Unauthorized personnel are not allowed in the laboratory at any time. Injury to unauthorized personnel in the laboratory will not be considered the responsibility of Laboratory Coordinator, Laboratory Technician, The Department of Nursing and the University as a whole.
5. All laboratory users should at all times practice safe techniques while learning in the all nursing labs. Standard precautions should be followed at all times.
 - a. Handwashing should be done before and after nursing procedures.
 - b. Barrier protection (eyewear, masks, gloves, gowns) should be used when indicated.
 - c. Gloves should be used by all laboratory users during contact with body fluids.
 - d. Gloves should be used during practice and demonstration of skills.
 - e. Gloves should also be utilized by the lab technician while using harsh disinfectants to clean the laboratory.
 - f. A sterile and non-sterile glove will be always available upon request to the laboratory technician.

6. Latex Allergy

Laboratory users who suffer from latex allergies should take precautions while using or handling the latex parts by wearing non-latex vinyl protective gloves. If a latex-related reaction is suspected, the laboratory instructor should provide the necessary care and notify the laboratory coordinator immediately. Appropriate management should be given and transport to hospital should be done if necessary. An incident report should be filled out by the lab instructor after managing this incident. *Please refer to Appendix for standard operating procedures to reporting an injury/incident.*

7. Use of Ampules

When breaking ampules for practice, laboratory users should protect their fingers by using ampule cutter or gauze/cloth covering and should break the ampule in the opposite direction of their face. Broken ampules should be only discarded in an ampule container. It should be discarded in yellow containers for needles.

8. Sharps/Needles Disposal

Needles provided for practice of administering injections and IV cannulas for IV insertion are used in the skills laboratory only when Laboratory Instructor/Demonstrators are present for supervision. Students are to practice administering injections only on the mannequins provided in the skills laboratory.

9. Students must demonstrate safety precautions while using sharps during practice. Students must discard used needles and IV cannula in the sharps disposal container/ puncture-proof container. It must not be left out openly in the laboratory anytime. Needles should not be detached from the syringes. Needles and IV cannula must not be cut, bent or recapped. To avoid injury, laboratory users should not try to overstuff sharps container. The laboratory instructor or students should notify the laboratory technician when the sharp container is full. All biohazard wastes shall be dealt with accordingly. Please see Appendix for biohazard disposal.

10. Use of Medications/Fluids

Only placebos (candy pieces, practice-med, and water) should be used for administering oral/topical medications. Old medicine bottles should be labeled correctly when preparing of an actual medication order.

11. Expired I.V. fluids may be used for practice and demonstration. These fluids are not for internal use, but for practice with the mannequins or models only. Any IV fluids and tubing which have been used will be discarded at the end of each semester.
12. Laboratory users should always consider safety and welfare of others and their selves. Injury incidents or any incident associated with laboratory safety should be reported to the laboratory coordinator.
13. In case of fire, laboratory users should not panic. The fire escape plan should be implemented. Fire escape routes are indicated in the plan. *Please refer to Appendix for standard operating procedures during fire incidents.*

G. Safety Guidelines

G.1. Electrical safety guidelines

1. Laboratory users are responsible in reporting to the laboratory custodian or laboratory coordinator any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
2. Wet materials should not be used around electrical outlets or equipment.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords should be properly fixed to the floor if used over a walkway.
4. Electric beds in the skills laboratory should be inspected or checked regularly before use.
5. Electric beds should be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the laboratory.

G.2. Physical safety guidelines

1. Students should perform proper body mechanics during practice and return demonstration especially in moving, lifting, and transferring skills.
2. Equipment used for body mechanics practice (bed, wheelchairs, stretcher, etc.) should be used only if in good working condition. Any malfunction in the equipment should be reported immediately to the laboratory technician using the incident/injury form.
3. The wheels of all equipment (wheelchairs, stretchers, and beds) should be locked during practice and return demonstration.
4. Managing hazardous waste:
 - a. Batteries which are not functioning should be disposed of properly.
 - b. Contaminated supplies used during laboratory activities are collected, signed as hazardous waste material and stored in designated area of the skills laboratory. All biohazard wastes will be taken by a designated transporter.

G.3. Mercurial Contamination Precaution

1. Chemicals should be handled with extra care. If there is an accidental spill of mercury, safety precaution should be utilized while handling and disposing of small amounts (less than 1 teaspoon) of the spilled liquid mercury. Larger amounts require professional assistance.
2. The laboratory technician should call for professional assistance in handling liquid mercury spills.
3. Spills of mercury compounds can be life threatening and should be handled by professionals.
4. Handle the mercury carefully. Wear rubber gloves and scoop it onto a sheet of paper or suck it up with an eyedropper.

5. Place the mercury in a medicine vial or similar airtight container.
6. Remove all jewelries when performing any procedure in the laboratory.
7. All materials used should also be bagged, labeled and disposed properly according to guidance provided.
8. Ventilate the room to the outside and close off the rest of the laboratory. Use fans for a minimum of one hour to speed the ventilation. Do not simply throw the mercury away. Seek professional guidance from local recycling, solid waste or hazardous waste agencies
9. Mercury contaminated gold jewelry must be taken to a jeweler to have them professionally cleaned.
10. If mercury contacts with the skin, wash the area(s) thoroughly and immediately with soap and warm water.
11. If the laboratory user believe that she or he have absorbed mercury though his/her skin or inhaled mercury vapors, the laboratory instructor should notify the laboratory coordinator or the department supervisor or administrators immediately. Transport to hospital or poison control center should be done immediately.

H. Duties and Responsibilities of Laboratory Users

H.1. Students

1. Students are expected to come to laboratory prepared by having reviewed the skill(s) to be practiced and/or demonstrated as well as having read the assigned topics/chapters (if any) by his/her Instructor prior to laboratory demonstration. They are advised to take advantage of every opportunity to enhance their nursing skills.
2. Log in on arrival to the attendance sheet provided by the laboratory instructor and log out before leaving.
3. Inform the laboratory instructor of any particular learning needs.
4. Gather and return the equipment used for skill performance.
5. Approach situations and scenarios as if they are actual client interactions.
6. Follow safety measures at all time.
7. Maintain cleanliness of the laboratory area.
8. Dispose of sharps appropriately.
9. Demonstrate respect and consideration for self and others. All students should display professional, courteous conduct.
10. Alert the laboratory instructor of allergies and injuries including latex allergy.
11. Any damage or malfunction of mannequins or equipment should be reported to the laboratory instructor immediately.

12. Students should at all times observe the safety precautions and appropriate techniques while learning and practicing skills in the lab. If not sure where to locate equipment, supplies or resources, ask.
13. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.
14. The Identification card or ID should be surrendered at all times when borrowing equipment

H.2. Laboratory Technicians

1. Conduct monthly inventory of the existing laboratory equipment and supplies and submit semestral report to the laboratory coordinator. It should include utilization, losses, and breakages/damages on all laboratory rooms, laboratory equipment and supplies. *Please refer to Appendix for Standard operating procedures during this incident.*
2. Catalog and maintain security for audio visual and other media resources.
3. Check that the number of borrowed materials is complete and in good condition when returned.
4. Prepare laboratory equipment and supplies for each skills laboratory class based from the laboratory instructor or demonstrator's requests.
5. Oversee maintenance of laboratory equipment and supplies, and computer technology equipment for simulation; responsible in monitoring all equipment for optimum performance and also for the certification.
6. Initiate processes on ensuring repairs of damaged laboratory equipment.
7. Coordinate with the laboratory coordinator in the procurement/requisition of equipment and supplies.
8. Directly responsible on the documentation of usage of laboratory, laboratory equipment and supplies.
9. Ensure that the laboratory rooms are clean, safe, and organized.
10. Accomplishes the Daily Nursing Skills Lab Follow-Up Sheet.
11. Promote safe laboratory practices.
12. Ensure the completeness of the first aid kit everyday. He/she will replace supplies as needed.
13. Responsible for the Nursing skills laboratory lock/key.

H.3 Laboratory Instructors

1. Submit a copy of practice laboratory classes and clinical examinations.
2. Notify the laboratory technician on the scheduled skills laboratory classes/demonstrations/practice sessions three days prior to the set activity. Submit skills

requisition slip specifying the nursing procedure to be done, needed equipment and supplies and number of students. *Please see Appendix for the standard operating procedure in borrowing and using laboratory equipment and materials.*

3. Observe, supervise and provide student feedback during return demonstrations and clinical examination
4. Keep abreast of the new and best practices in nursing skills laboratory on regional/national/international changes.
5. Ensure that the borrowed laboratory equipment and supplies are respectfully returned to the laboratory technician after use.
6. Strictly uphold the guidelines and policies for laboratory usage and care and laboratory safety.

H.4 Laboratory Coordinators

1. Spearhead the improvement of the nursing skills laboratory.
2. Establish and update laboratory policies and procedures as necessary.
3. Orient students, new faculty and staff to the nursing laboratory.
4. Assure orientation material/lab manual is current and up to date.
5. Double check the inventory report of the laboratory technician regularly.
6. Maintain laboratory usage records, laboratory equipment and supplies status and purchase reports.
7. Oversee strict implementation of the laboratory guidelines and policies.
8. Manage problems arising from laboratory usage and provide report to the Department Supervisor.
9. Responsible for the requisition of equipment and materials.

H.5 Demonstrators

1. Act as assistant to laboratory Instructors
2. Responsible for the student skills acquisition in the absence of the laboratory instructor.

Appendix A

Standard Operating Procedures in Borrowing and Using Laboratory Resources

1. Laboratory Instructors should notify the Laboratory technician of the equipment/materials that will be used in their demonstration by accomplishing Skills Laboratory Requisition Slip three working days prior to scheduled laboratory classes indicating the procedures to be done, materials and equipment needed, number of students and date and time of the skills lab class.
Please see Appendix for the Skills Lab Requisition Slip.
2. Equipment can only be borrowed for legitimate educational purposes.
3. Laboratory technician prepares the equipment/materials that will be used in the scheduled demonstration.
4. On the day of the laboratory class, the laboratory instructor must secure the equipment and materials needed. She or He must be at the laboratory 15 minutes prior to the scheduled laboratory class to prepare materials needed. She or He must also log in on the Daily Nursing Skills Lab Usage form.
5. Responsible and proper handling of the laboratory resources should be observed.
6. The laboratory users (laboratory instructor and students) should make sure the equipment/materials used are in good condition before returned/endorsed to the Laboratory Custodian. The equipment and materials used should be returned after each skill laboratory class and/or the return date specified. Disposable materials should be properly discarded.
7. Use the same for in returning the materials and equipment and get a copy of it.
8. Accomplish separate for if the procedure will take more than one day.

Appendix B.1

**SKILLS LABORATORY REQUISITION AND RETURN SLIP
(FOR STUDENT)**

Control No. _____

Date: _____

Time: _____

Name of Students

Students Number

Students Signature

Nursing Procedure _____ Date of Lab. Class/ Time _____

Quantity	Materials and Equipment's	Remarks		Returned	Not Returned	Consumed	Date Returned	Signature of the Custodian
		Available	Not Available					

Remarks:

Permitted By: _____
Name and Signature

Received By: _____
Laboratory Technician

Appendix B.2

**SKILLS LABORATORY REQUISITION AND RETURN SLIP
(FOR FACULTY)**

Control No. _____

Name of Lab. Instructor _____

Date of Request _____

Employee Number _____

Nursing Procedure _____

Date of Lab. Class/ Time _____

No. of Students _____

Quantity	Materials and Equipment's	Remarks		Returned	Not Returned	Consumed	Date Returned	Signature of the Custodian
		Available	Not Available					

Remarks:

Requested By: _____
 Name and Signature

Received By: _____
 Laboratory Technician

Appendix C

Standard Operating Procedures in Requisition, Servicing and Replacement of Laboratory Resources

Requisition

1. Depleted lab materials must be reported by the lab technician to the lab coordinator.
2. Requisitions will be prepared by the Lab coordinator. Consultations with Course Coordinators shall be made as needed. All requisitions will be submitted to the Office of the Supervisor for review and approval.
3. The requisition shall be forwarded to the Office of Department Head for further action.

Servicing and Replacement

1. All reports concerning damages and losses shall be reported to the Office of the Supervisor.
2. The Supervisor shall forward the report to the Office of the Laboratory Unit of FAMS for further action.

Appendix C.I
DAMAGES AND LOSSES FORM

Name: _____

Date of Report: _____

Others Involved:

Date and Time of the Incident: _____

1. _____

Technician/ / lecturer on Duty

2. _____

3. _____

4. _____

5. _____

Equipment Damage or Lost: _____

Quantity _____

Detailed Statement of Damage and Losses:

Signature over Printed Name

Action to be taken: (To be filled up by the Laboratory Technician or in-charge personnel)

_____ Repair _____ Replace

Remarks:

Signed and Witness by:

Approved by:

Laboratory Technician

Supervisor

Appendix D

Standard Operating Procedures in Reporting an Incident/Injury

1. Any incident occurring while using the nursing lab during skills laboratory classes must be reported to the laboratory coordinator and supervisor of the Department immediately.
2. Immediate assessment and first aid must be done accordingly.
3. Appropriate personnel must be informed as soon as possible in case transport to hospital is needed. The laboratory instructor/staff/student should be assisted to appropriate agency, or personal physician depending upon the nature of the injury.
4. An incident report must be filled out for the injury within 24 hours. The report must be made by the laboratory instructor and the student/s involved as soon as possible after the incident. The incident/injury forms are available from the laboratory custodian or from the laboratory coordinator. The concerned student/s and laboratory instructor should submit the incident report to the skills laboratory coordinator and supervisor of the department.
5. The laboratory coordinator must follow-up with the involved laboratory user within 3 working days and makes a follow-up report to be submitted to the office of the supervisor.
6. A copy of the incident report and a written follow up report should be kept in the office of the supervisor.

Appendix D.I

Incident/Injury Report Form

Date	
Time	
Place	
Person involved	
Clinical instructor on duty	
Description of the incident	
Action implemented	
Signature(s)	_____

Appendix E

List of Equipment Available In the Nursing Laboratory

Training Manikins/Simulators

1. Advanced Delivery and Maternal & Neonatal Emergency Simulator
2. SimMan 3G Adult
3. Resusci Anne
4. Resusci Junior
5. Resusci baby
6. Little Anne
7. Megacode Kelly Adult
8. Full-Functional Nursing Manikin, child
9. Full-Functional Nursing Manikin, infant
10. Full-Functional Nursing Manikin- adult

Training Models

1. Advanced Nasogastric Tube and Trachea Nursing Model
2. Tracheostomy Care Model
3. Training BP Arm
4. Advanced Wound care Model
5. Airway Intubation Model
6. CPR Simulator
7. Enema Administration Model
8. Gluteal Model
9. Ostomy Care Model
10. Pelvis model, with fetus, with 6 vaginal covers and extra cord and placenta
11. Stump Bandaging Model
12. Breast models
13. CPR training model, pedia; trunk only
14. CPR training model, pedia, full manikin
15. Suture models

Medical Equipment

1. SureTemp Thermometer Welch Allyn
2. Gemini PC-I Volumetric Infusion Pump
3. ECG Machine
4. Suction machine
5. Injectomat MC Agilia GB
6. Aneroid sphygmomanometer
7. Bed sheet
8. Blanket
9. Droplight
10. Forceps holder (soaking tube)
11. Hamper
12. Hospital Bed
13. Instrument Table
14. Instrument Holder; mobile, with basin
15. IV Stand
16. Kidney basin
17. Medication Dispense Cart
18. Overbed Table
19. Privacy screen
20. Pillow
21. Pillow case
22. Puncture proof container
23. Stethoscope
24. Tray; steel
25. Towel clip
26. Wheelchair
27. Ambu Bag
28. Endotracheal intubation models
29. Cardiac Monitor
30. Dressing trolley
31. Foot stool
32. Adult weighing scale
33. Baby scale
34. Birthing table without stirrups
35. Gown, green, reusable
36. Hot sitz basin, plastic
37. Infant bath tub, plastic
38. Infant Incubator
39. Mayo table, with tray
40. Nebulizer
41. Chest drain
42. Commode
43. Crutches; in pair
44. Dressing trolley
45. Oxygen tank cylinder, big
46. Oxygen tank, portable
47. Patient Hoist

- | | |
|--------------------------------|------------------------|
| 48. Retractors (OR instrument) | 53. Weighing scale |
| 49. Scrub suit (in pair) | 54. Extrication collar |
| 50. Snellen chart | 55. Spine board |
| 51. Urinal | 56. Stretcher |
| 52. Wheelchair, pedia | |

Anatomy Models

1. Eyeball
2. Ear Anatomy
3. Auditory Ossicles Model
4. Inner ear auditory ossicles and tympanic membrane
5. Median Sagittal section of Nasal Cavity
6. Set of Teeth of an Adult
7. Larynx
8. Nasal, Oral, Pharynx and Larynx Cavities
9. Thoracic Cavity Model
10. Lung Segments Model
11. Head, Neck with Vessels, Nerves and Brain
12. Brain
13. Neuron Model
14. Spinal Cord with Nerve Branches
15. Fifth Cervical Vertebrae
16. Muscles of Male with Internal Organs
17. Muscles of male with Internal Organs
18. Human Skeleton with One-side Painted Muscles
19. Muscles of hand with Main Vessels and nerves
20. Hand Section
21. Hand Section
22. Lymphatic System
23. Internal Surface of Jejunum
24. Urinary System
25. Median Section of Female Pelvis
26. Median Section of Male Pelvis
27. Male Genital Organs
28. Magnified Testicle
29. Fertilization Process
30. Placenta Model
31. Mammary gland in Lactation

Kingdom of Saudi Arabia
Ministry of Higher Education
University of Tabuk
Faculty of Applied Medical Sciences
Department of Nursing



المملكة العربية السعودية
وزارة التعليم العالي
جامعة تبوك
كلية العلوم الطبية التطبيقية
قسم التمريض

Appendix F

Standard Operating Procedures during Fire Incidents

IF YOU DISCOVER FIRE!

1. Leave the fire area, take the key.
2. Close all doors behind you.
3. Activate the fire alarm, use pull station.
4. Call the Civil Defense, (never assume this has been done).
5. Know and give the correct address and location of fire in the building.
6. Use emergency to leave the building immediately.
7. Do NOT use elevators.
8. Do not return until it is declared safe to do so by Fire Official.

IF YOU ARE IN A ROOM AND A FIRE ALARM IS HEARD!

1. Before opening door, feel door knob for heat.
2. If not hot, brace yourself against door and open slightly.
3. If you feel air pressure or hot draft, close door quickly.
4. If you find no fire or smoke in corridor, take room key, close door behind you and leave by nearest emergency exit.
5. If you encounter smoke in corridor or stairwell, consider taking corridor to other side of building where another stairwell may be clear.

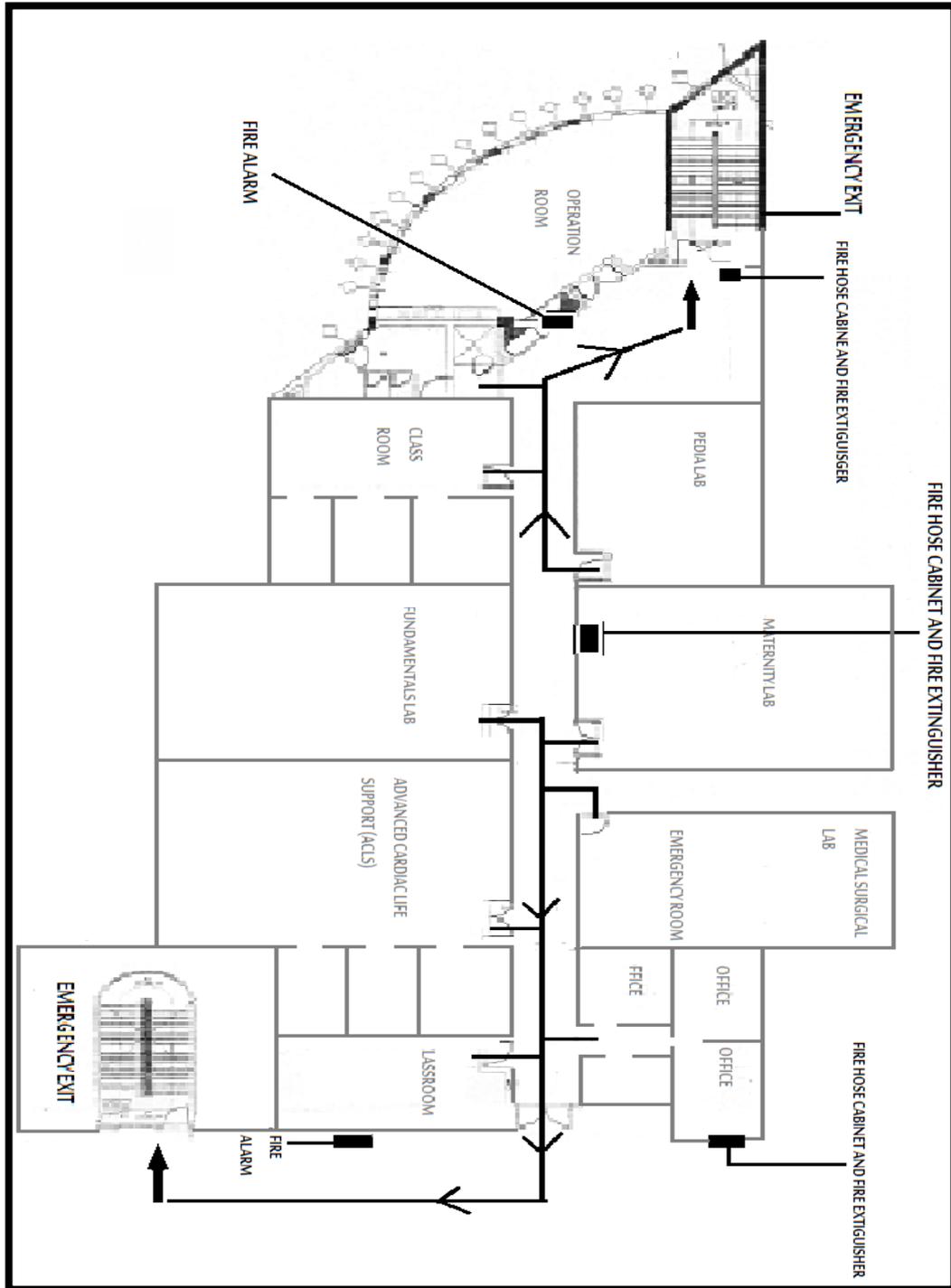
IF YOU CANNOT LEAVE YOUR ROOM OR HAVE RETURNED TO IT BECAUSE OF FIRE OR HEAVY SMOKE, REMAIN IN YOUR ROOM, AND:

1. Close the door.
2. Unlock door for possible entry or firefighter.
3. Call Fire Department where you are, then signal to firefighters by waving a sheet.
4. Seal all cracks where smoke can get in by using wet towels or sheets to seal mail slots, transoms and central air conditioning outlets if necessary (roll of wide strong masking tape is useful).
5. Crouch low to the floor if smoke enters the room & move to the balcony or most protected room and partially open the window for air (close window if smoke comes in).
6. Wait to be rescued – remain calm – do not panic or jump.
7. Listen for instructions or information which may be given by authorized personnel or over loudspeakers.

Appendix F.I

Floor Plans

Male Section



Female Section



Agreement Form

Date: _____

I, _____ a BSN student of the University of Tabuk, Faculty of Applied Medical Sciences, Department of Nursing have read, understood, and studied the contents of this manual, swear this day (____/____/____) that I will abide all the policies and procedures indicated in this manual.

I agree that I have had the opportunity to ask questions regarding the contents in this manual. I will always keep in mind that any misconduct and disobedience has a corresponding disciplinary action and will be reflected on my general evaluation.

My signature implies that I agree to follow the specified guidelines and policies.

Student's Name and Signature

~~~~~  
Date: \_\_\_\_\_

I, \_\_\_\_\_ (name) \_\_\_\_\_(year level) student of the University of Tabuk, Department of Nursing have read, understood and studied the contents of this nursing skills laboratory manual, swear this day (\_\_\_\_/\_\_\_\_/\_\_\_\_) that I will abide all the policies, rules and regulation indicated in this manual.

I agree that I have had the opportunity to ask questions regarding the policies and information contained in this manual. I will always keep in mind that any misconduct and disobedience has a corresponding disciplinary action and will be reflected on my general evaluation.

My signature implies that I agree to follow the specified guidelines and policies.

\_\_\_\_\_  
Student's Name and Signature