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As you travel through the Practical 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 of clinical. Simulation activities will be a key component of all these elements, whether it is using a simple task trainer, a complex full-bodied

1. The Nursing Skills Lab is an extension of your clinical and didactic Practical Nursing program. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (i.e., dress and behavior, etc.). See respective Practical Nursing Handbooks.

2. NO FOOD OR DRINK – may cause damage to equipment.

3. NO CHILDREN – risk of injury from equipment.

4. NO CELL PHONES during testing or in student work areas (turn phones off).

5. Students are required to wear their student ID at all times while in the lab and to follow the HCI College dress code.

6. Respect lab equipment at all times.

7. Students are expected to assist in clean-up of the lab at the end of each session.

8. **<u>Requirement:</u>** Start a Portfolio at the beginning of your nursing program – organize all skills lab related information (i.e., procedure sheets, skills check off forms, notes). These materials are utilized each semester. Place a copy of your BLS card, any certifications you may have (CNA, PCT, EMT, etc.). While these are not a part of the Practical Nursing program, these highlight your previous life experience and should be included in your professional portfolio. This will be checked periodically and is for a grade.
   a. Lippincott Skills modules assigned for each mandatory skill are assigned in alignment with the syllabi and are expected to be completed prior to being taught and demonstrated in the skills lab. Proof of completion of each module is to be kept in a binder and will be checked periodically and recorded as a homework grade by the instructor.

9. Students are responsible for reviewing and adhering to all skills lab policies and procedures:
   a. Scheduling
   b. No Call/No Show
   c. Skills Testing (checkoffs)
   d. Remediation Policy
   e. Competency Testing: Returning Students

10. Sign in and out of the lab with the attending instructor for both practice and testing.

11. Leave coats, book bags, valuables in your locked vehicle, NOT in practice or testing areas.

12. Students are responsible for reviewing the course syllabi for due dates and late assignment policies. Failure to meet deadlines may result in failure to meet course objectives.

13. Skills lab resource manuals, reference materials, and Lippincott learning modules/videos are available for reference. Resource manuals are kept in the virtual library and can be accessed through the Moodle classroom.

Definition:

Skills that are identified by faculty as mandatory skills will be evaluated during a specific course and align with the content in the syllabi. Checkoffs may require passage of simulation related material (see course syllabi for details).

Guidelines:

1. Skills will be taught in line with course syllabi and checked-off as the competency is demonstrated by the student individually. All mandatory skills must be completed with "S" satisfactory competency to receive a passing grade for the course.
2. Skills 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 a satisfactory performance rating.
4. Remediation and re-testing will be required if skill level performance is unsatisfactory. (See Remediation Policy)

Definition:

Required practice for all unsuccessful skill testing checkoffs.

Guidelines:

Students must successfully complete the Practical Nursing skills check-off by competently achieving the number of required objectives per skill as identified on the form.

Consequences of unsuccessful completion of a skill check-off are as follows:

1. Remediation must be documented to include, but not limited to the following: appointment with lab faculty for tutoring, Lippincott

For Nursing students seeking credit from prior nursing education at other institutions or returning nursing students:

Requirement for Testing:

For students returning or attempting prior learning credit as determined at the time of admission/re-admission.

Purpose:

Testing requirement for admission/re-entry into a practical nursing program. The College reserves the right to evaluate and assess a student's skill competency level. This may be a random testing of skills, including psychomotor skills, and assessment skills.

Testing will be scheduled with skills lab faculty.

Overall Appearance

1. Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.

2. Gum chewing is inappropriate, unprofessional and is not permitted at any time while in uniform.

3. Smoking is not permitted at any time while in uniform. Students who are smokers will be required to practice meticulous hand hygiene prior to client contact.

4. Some agencies may require their own identification badges in addition to the one issued by the College. **ID badges must be visible at all times.**

5. Lanyard (necklace) badge holders are **not** permitted in order to ensure the safety of the student.

6. **Hair**: must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non- ornamental, preferably matching the hair color or white. Due to the professional nature of the Nursing profession, hair color that occurs in nature and a conservative cut and style is required.

7. **Facial Hair:** Trimmed beard, moustache, sideburns (some clinical affiliates may not allow facial hair).

8. **Headwear:** No caps, headbands, bows, scarves or bandanas. Students who must wear a head covering and/or long sleeves due to religious preference or doctors order are to do the following:
   o Wear a white or black covering and if long, tuck it into the neck of their top.

9. **Make-up:** Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. **No artificial eyelashes are permitted.**

10. **Nails:** Short, clean, and well-manicured **(not beyond tip of finger); no nail polish, décor/jewelry, artificial or acrylic nails.**

11. **Jewelry:** Solid metal wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible if it does not extend over uniform (certain jewelry may not be permitted in certain clinical sites such as mental health and pediatrics).

12. **Body piercing:** One small stud permitted per ear lobe (no larger than ¼"); no other visible piercings are allowed (no hoops or dangling earrings). This includes all facial piercings including but not limited to tongue, nose, eyebrow, ear cartilage or other visible piercings.

13. **No visible tattoos:** tattoos must be covered at all times.

** Must wear HCI College Practical Nursing Program badge and/or facility-specific badge at all times; badge is to be worn over the chest pocket.

NOTE: Faculty reserves the right to determine that an individual student's appearance may be inappropriate; accordingly, inappropriate attire may result in that student being dismissed from the clinical or academic setting.

PRACTICAL NURSING SKILL/SIMULATION STUDENT

By initialing the following, the undersigned student acknowledges receipt of the materials listed and agreement to abide by the policies contained within the current HCI College Student Catalog.

_____   HCI College Admission Documentation, Clinical/Classroom Training, and Attendance Policy.

_____   Current HCI College Practical Nursing Skill/Simulation Student Handbook.

_____   I understand that I must meet all requirements to participate in clinical rotations including completion of the health screening requirements.

_____   I understand that I am to only function under the direct supervision of the Nursing Preceptor during all clinical experiences.

_____   I understand that I will not be used to meet staffing requirements at the clinical agency.

_____   I understand the passing grade for any Practical Nursing course is outlined in the appropriate syllabus.

_____   I acknowledge that I have been fully advised that my program of study may require exposure to blood and body fluids while performing universal precautions; as well as conducting myself in a professional manner by attending clinical sessions on time. I further acknowledge my responsibility to only perform the above activities under direct supervision of my instructor or externship coordinator.

_____   I agree to hold HCI College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are not the fault nor within the control of HCI College.

I acknowledge my responsibility under federal applicable law and agree to keep confidential any information regarding clinical facility patients, as well as any other confidential information of the facility. I agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel, any specific information regarding any patient. I further

I understand that I may be required to submit to a drug and/or background check prior to starting the program. The results of the drug and/or background check may have an impact on my placement at a clinical site and completion of the program. I understand that I am responsible for the cost of these tests.

I understand that I am required to complete a physical exam and provide proof of said exam check prior to starting the program., and that results of the exam may have an impact on my placement at a clinical site and completion of the program.

I understand that I must have my HCI College student badge visible at all times while serving in the capacity of an HCI College Practical Nursing student.

I understand that it is my responsibility to review the Practical Nursing Skill/Simulation Student Handbook