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Clinical Simulation Laboratory Guidelines:

- **Clinical Skills Laboratory Guidelines**

- **Dress Code and Clinical Polices**

- **Skills Lab Learner Guidelines**

- **Competency Booking Guidelines**
  (Student Lab Booking System)

- **Safe Disposal of Sharps Guidelines**

COLLEGE OF NURSING
JEDDAH
King Saud Bin Abdulaziz University for Health Sciences

Clinical Skills Laboratory Guidelines:

Objective:

The purpose of these guidelines is to inform all clinical/simulation Lab laboratory users about the rules and procedures associated with its use.

Overview

The Nursing Clinical Simulation Laboratory (CSL) is located on the second floor of the College of Nursing building. The CSL allows learners to learn and practice beginner to advanced nursing skills in a safe and controlled environment. The CSL consists of 11 laboratories corresponding to various nursing specialties and can accommodate various students. Nursing students may practice with various level of fidelity patient simulators and task trainers.

Lab Operating Hours:

- The clinical simulation lab is open from 8:00 AM to 5:00 PM.
- To secure and maintain equipment the access to CSL is restricted to authorized individual teaching staff and learners who have regularly scheduled or booked practice sessions).
- A designated staff or faculty member must be present for all activities with learners.
- Students are expected to arrive on time for scheduled sessions. Teaching staff may allow late students to participate at their discretion, provided the student can explain their tardiness.

Scheduling CSL for Courses:

- Clinical Affairs allocates CSL to each clinical course based on the specialty and number of students once the lab sections (students per section) are received from Academic Affairs.
- The lab custodian communicates the CSL allocation to each course coordinator.
- Resources (staff, space, supplies, equipment, mannequins, and simulators) are distributed fairly in the nursing skills lab.

Scheduled Laboratory Sessions:

- Lab sessions are cumulative throughout the semester.
- Attendance is mandatory, and unexcused absences will affect the student's attendance mark.
- Lab sessions may require pre-lab activities (reviewing clinical skill logbooks and watching skill videos), and participation during lab time is crucial.
- Participation and performance in lab sessions are reflected in clinical evaluations.

Booking System and Practice Sessions:

- The CON-J has built a booking system allowing the faculty and learners to book a lab for practice sessions.
- The students choose a date, time, and target skill(s) from 8:00 AM to 4:00 PM on weekdays, and the lab custodian sends a booking plan and confirmation to the students based on the lab and teaching staff availability.
- The lab custodian and teaching staff prepare all required resources (equipment or mannequins) for the students' practice.
- Students may book multiple sessions daily based on space availability and teaching staff.
- In case of cancelation, it must occur 24 hours before the due time.
- No Show students for Lab appointments will receive a warning letter for the first incident. Then, an incident report will be completed for subsequent incidents. Moreover, it is to be submitted to clinical Affairs.
- For external requests to use the CSL, an official email is sent to Clinical Affairs and the lab custodian for approval. The email includes the length of the workshop, the number of students, the types of skills and procedures, and the needed resources. Upon approval, a confirmation email will be sent to the requester.
- The CSL custodian is responsible for resolving scheduling conflicts and discussing alternative arrangements with the requester.
- CSL staff must be notified of cancellations at least 24 hours before the event.

Self-Study Module:

- In fostering self-learning and lifelong learning, each course has self-study modules for identified concepts or skills. Students complete these at their own pace, with assessments conducted through pre-and post-tests.

Skill Evaluation:

- Course teaching staff assess formative skills competence throughout the semester following predetermined objectives and standardized rubrics and checklists.
- Students must be prepared for assessment and perform tasks while the assessor evaluates the accuracy and knowledge base. Each task must be completed within the estimated time for the specific skill.
- To ensure a fair evaluation process and involve the students in their own learning, using the tracking feature in the booking system, CON allows the students to book time for training at their convenience and approve or appeal their competency marks. Both students and faculty also use the system to track the progress of students' skills throughout the course.

Debriefing:

- All lab and clinical sessions should include planned debriefings to promote reflective thinking, allowing students to gain insights into future performance.
- Debriefing should occur in a safe and supportive environment, fostering open communication between teaching staff and students without judgment.
- Students should be given time to ask questions about the lab sessions or nursing procedures.

Dress Code and Clinical Policies:

- No make-up is allowed (including eyelashes, lenses, nail polish)

- No accessories or jewelry except for a wedding ring and watch with seconds

- No tight or short scrub

- No short lab coat (above the knee)

- No tight lab coat

- No long nails

- Shoes are black or white

- Blue scrub (any color is allowed for lab, but you should wear **sky blue** for the hospital)

- White or black scarfs

- The ID badge should be on and visible all the time

- Follow precautions rules (distance, wearing masks, gloves, frequent hand hygiene).

- Come with your lab equipment (stethoscope, small scissors, calculator, pen light, small notebook)

- Do not bring any personal, large bags or tablets since there will be no locker or storage, which are not allowed in the patients/ clinical areas.

- Adhere to the hospital's policies: no loud voice, no exit without permission, no extended breaks, no sitting on the ward benches.

Skills Lab Learner Guidelines:

These guidelines outline the responsibilities of learners in the clinical skills lab, emphasizing the importance of proper dress and behavior in this simulated clinical environment. Students should treat manikins and equipment with Care and respect.

- Learners must adhere to the official dress code and exhibit professional conduct and communication in the CSL. Phones must not be used, and electronic devices should be "off" or "silent." Refer to the Professionalism Guidelines.
- No food or beverages are allowed in the CSL.
- Students must be punctual and refer to the Attendance Guidelines.
- Hand hygiene must be performed before handling manikins and equipment, and gloves must be worn, as in clinical settings.
- Avoid the use of any substance that may leave permanent stains on manikins.
- Manikins must always remain on the beds, and equipment should be neatly arranged after use. Only authorized personnel may relocate equipment.
- Unauthorized recording procedures during simulations are prohibited.
- Students must ensure the cleanliness of the CSL before leaving. Trash should be disposed of properly, work areas cleaned, and equipment returned to its designated place. Any damaged or missing equipment should be reported immediately.
- Follow Laboratory Guidelines and Safety Guidelines when using sharps and syringes. Any needle-stick or other injury requires an injury report. The most important step to prevent infection following any bite, scratch (or puncture from sharps exposure) is to immediately and thoroughly wash the injury with soap and water. Inform a supervisor or the lab responsible and record the injury in the bite and scratch log located in the animal facility (KSAU-HS Laboratory Manual, p. 72).
- Clinical lab staff will manage reusable clinical supplies and guide them at the beginning of the sessions.
- Non-compliant students will be asked to leave the lab environment.

Use & Reuse of Equipment & Supplies:

- Reusable items will be inspected to ensure they are still usable.
- Some supplies must be disposed of after expiration, while others may be used cautiously with manikins but never with simulated patients.
- All non-usable items will be disposed of appropriately.

Aftercare, Maintenance, Inventory, and Supplies:

- Reusable consumable supplies should be neatly left where set up, and any equipment damage should be reported immediately to the CSL custodian.
- Ink pens, felt-tip markers, iodine, and betadine should never be used near mannequins, as they can permanently stain equipment.
- Simulator and manikin skin must be cleaned as needed, following manufacturer instructions.
- Lab equipment, furniture, supplies, and manikins should remain intact and functional.

Universal Precautions, Safety, and Security:

CON-J adheres to the KSAU-HS University Laboratory Manual and Safety Management Services guidelines.

- Safety orientations must be conducted at the start of each semester.
- Students must inform their teaching staff of any physical limitations to allow for necessary precautions, and medical clearance is required for students returning after an injury, illness, surgery, pregnancy, or communicable disease.

Hand hygiene, including washing hands, using hand sanitizers, and wearing PPE.

Competency Booking Guidelines:

- The students are allowed to book for a skill assessment "competency " between 8:30 am to 3:30 pm each working day according to the suitable date & time for her that are available on the system.
- The SLBS will be available for students booking 24hrs, and the lab custodian will manage the system from 8am to 5pm every working day.
- Bookings are not allowed during the student's lectures time.
- A student can book more than one competency in a day according to the availability of the assessors for that day and time.
- Each skill has to be completed within the estimated task time for the specified nursing skill.
- The lab custodian (SLBS admin) allocates an assessor (TA/faculty) to assess the student during that scheduled time.
- The student can check her SLBS account to view the assigned assessor and lab.
- The assessor has to check her SLBS account to view the bookings assigned to her.
- After the student performs the skill, the assessor has to log in to SLBS and change the status of the student's booking from (**Active** to **Attended** ((pass or fail)) OR **No show**.)
- Dishonoring booking (not showing up on time) is not allowed.
- Booking cancellation should be done by the SLBS admin upon the student's request (before the scheduled time of booking) otherwise, if the student does not come, it will be considered as **no show**.

Student Lab Booking System (SLBS):

Link: https://conj.ksau-hs.edu.sa/standalone/slbs/student/student_login.php

QR Code:

Safe Disposal of Sharps Guidelines:

Objective:
These guilines are established to provide a process governing the safe practice for handling and disposal of sharps, with the aim to eliminate unsafe practices which may cause irreversible injury to students and staff within CON.

RELATED REFERENCES
These guilines are adapted from the MNGHA's existing Policy; kindly refer to the following appendix.
- Appendix A "Guidelines for the safe handling of sharps"
- Appendix B "Guidelines for the utilization of approved sharps containers
- Appendix C "Guidelines for the disposal of sharps containers"
- Appendix D "Installation guidelines for sharps containers".
- Appendix E "Safety Reporting System (SRS) Form"

Guidelines for the safe handling and disposal of sharps:
- All clinical skill labs must establish a complete program for the safe management of waste materials.
- Sharps containers should be available and be kept in an easy accessible location in each lab rooms.
- All sharps must be disposed of in the approved sharps containers by the person who used it.
- Approved sharps containers must be placed in all areas where sharps are utilized.
- Items not considered as sharps, e.g. syringes without needles, vials and alcohol swab sachets, should not be disposed of in sharps containers.
- The disposal of sharps in a non-appropriate sharps container, i.e. waste receptacles, linen, or floor, will constitute grounds for penalties.
- Sharps are never to be discarded directly into regular trash. (See Appendix A - Guidelines for the Safe Handling of Sharps).
- Sharp Containers must be mounted as per Appendix D.
- Disposal containers must be not overfilled. Filled containers (not more than 75% full) must be properly sealed by push the lid cap until tight.
- Sealed containers need to be handed over to lab custodian for proper disposal.
- Lab custodian will arrange with Environmental Services Department to safely disposal the containers.
- Environmental Services Department will place the containers in yellow bags and remove them from the facility.
- Staff or students exposed to needle stick or sharp injuries will report immediately to: Employee Health Clinic during regular working hours with a completed SRS as applicable.

APPENDIX A

GUIDELINES FOR THE SAFE HANDLING OF SHARPS

- Sharps must never be discarded directly into regular trash bins.

- Needles must not be clipped or bent.

- Needles must not be recapped by any method, including the 'one-handed' method.

- The user will be responsible for proper disposal of sharps.

- Sharps must not be left on furniture, equipment or countertops.

- Sharps must never be carried or placed inside user pockets.

- Needles/sharps used at a distance from a disposal container must be transported safely to the disposal area using a puncture resistant basin or container.

- Disposal containers are puncture proof. Filled containers must be handled with caution due to the possibility of sharps penetrating or protruding the containers under certain conditions.

- Disposal containers must not be overfilled. Filled containers (not more than 75% full) must be properly sealed and disposed of in yellow plastic bags.

APPENDIX B

GUIDELINES FOR THE UTILIZATION OF APPROVED SHARPS CONTAINERS

- Syringe units with needles permanently attached, needles alone, and all other sharps must be discarded directly into the sharps container.

- The sharps container must be easily available in all areas (e.g. patient rooms, labs, medication rooms, soiled utility areas etc) where clinical sharps are utilized, but not accessible to psychiatric or pediatric rooms.

- The lid of the container must be left open until the container is ready for disposal. When sharps reach the maximum fill level displayed on the container, the lid must be secured over the opening by pushing the cap until tight, while ensuring full view of the opening to ensure no sharps/needles become stuck.

- Sharps used at a distance from available disposal containers must be carried safely to the disposal container using a puncture resistant basin or other similar container.
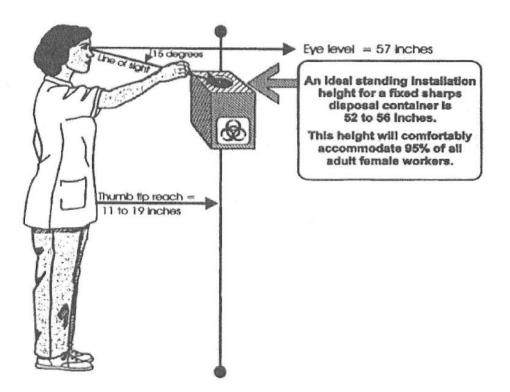
APPENDIX C

GUIDELINES FOR THE DISPOSAL OF SHARPS CONTAINERS

- Sharps containers must be inspected prior to use to avoid overfilling or injury.

- Filled containers are closed appropriately and replaced by housekeeping staff.

- All filled containers are considered to be infectious waste and must, after being properly capped or closed, be placed in yellow plastic bags bearing the phrase '*Hazard-Sharp Items*' (in Arabic and English) and the '*Bio-Hazard*' logo.

- Handle with caution. Sharps containers are puncture proof. Do not press down infectious waste to accommodate additional sharps containers.

APPENDIX D

INSTALLATION GUIDELINES FOR SHARPS CONTAINERS

Ergonomic installation height for a wall-mounted work station

APP 1433-03: Safe Disposal of Sharps – Appendix D, June 2015

Safety Reporting System (SRS) Form

Person Affected :

Write information about the person who was or could have been affected by the event.

Classification of Person Affected :   ☐ **Employee**   ☐ **Homecare Patient**   ☐ **In-patient**   ☐ **Out-patient**

☐ **Visitor**   ☐ **Person Not Applicable**

MRN No.   : ....   First Name : ....   Last Name : ....

Date of Birth : ....   Age   : ....   Gender   : ☐ **Male**   ☐ **Female**

Details of the Event :

Write details of the event and give a brief factual description. Do not assign blame in your description.

Specific Event Type   : ....

Injury Incurred   : ....

Equipment Involved   : ....

Brief Factual Description :

Immediate Actions Taken : ....

Communicable Disease Type (if applicable)   : ....

When Event Occurred :

Event Date : ....   Time   : ....   Incident Shift : ....

Where Event Occurred :

Specific Occurrence Location : ....

Reporting Unit   : ....

File Entry Information :

Reported by :

Name   : ....   Badge No. : ....

Signature : ....   Date   : ....