

**The Nevada State Simulation Center
(NSSC)**

**Nevada State University School of Nursing
Student Policies and Procedures Manual**



NEVADA STATE

U N I V E R S I T Y

Purpose

The purpose of this document is to outline the student policies and procedures for the Nevada State Simulation Center (NSSC), which is the simulation and laboratory training facility for the Nevada State University (NS) School of Nursing (SON). The following guidelines maintain safety while using the NSSC. It is expected that all involved in classrooms, simulation activities, and clinical skills will adhere to these guidelines.

There is an acknowledgement and consent form at the end of this manual that must be signed and submitted to the appropriate personnel to be able to participate in any simulation or lab activities.

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Professional Conduct and General Guidelines

- A. Students will adhere to the professional behavior expectations outlined in the SON BSN Handbook.
- B. Students will adhere to the simulation, laboratory, and skills practice uniform requirements set forth in the SON BSN Handbook.
- C. Students will adhere to the Guidelines for the Use of Electronic Devices set forth in the SON BSN Handbook. In addition, all electronics including cell phones, PDAs, cameras, camera phones, and video recorders are to be turned off during simulation unless approved by faculty.
- D. Students will adhere to the BSN handbook; students can use electronic devices in the skills lab **only** to look up information regarding drugs, diseases, diagnostic tests, or other clinical information if given instructor permission. Audio and video recording in the skills lab environment is strictly prohibited **in all spaces**. Exception: *Live simulations are recorded by Simulation Center Staff from an approved AV system and stored for training and educational use only. Third remediation attempts for high stakes skills testing is recorded per the course syllabi and lab policy for documentation purposes.*
- E. Simulation scenario work is a safe place for students to learn how to transfer didactic knowledge into appropriate and applied patient care based on the nursing process, critical thinking, and team communication. Learners are expected to participate in scenarios fully as a professional and treat simulation as a realistic patient care experience.
- F. Learners are expected to support and guide their peers in a positive and professional manner. Learners should never use demeaning, mocking, and negative verbal or non-verbal body language about a peer's action during or after a simulation scenario.
- G. All learners are required to leave the area in the condition that it was found. Conditions that do not reflect pre-activity standards requiring excessive maintenance by staff will be reported to the Simulation Lab Coordinator or Director of Health Sciences Lab and Simulation.
- H. No loitering, running, or yelling in the hallways. During testing, faculty or staff will provide a limited number of stools for those waiting outside the testing space. Seating is also available in the collaboration area and student lounge. Please keep voices at a low level and minimize unnecessary conversation in hallways to minimize classroom disruptions.
- I. Learners must check before entering a room if the room is in use. *Under no circumstances* are learners to enter a room where "Testing in Progress" or "Simulation in Progress" signs are posted without an instructor present.

Operating Hours and Keycard Access

- A. To provide adequate security, access to NSSC must be closely monitored. The NSSC can be accessed during regular operating hours, 7:00 am – 9:00 pm Monday through Saturday. The NSSC will be closed on all official NS holidays.
- B. Student access will be via use of student identification badges held up to a marlock entry pad at the main doors. Lost identification cards will be replaced at the learner's expense.
- C. Do not prop main entrance doors for any reason. Students caught doing this will be reported to the Director of Lab and Simulation or the Simulation Lab Coordinator for possible disciplinary action.
- D. Children and unauthorized personnel are not allowed in the lab space at any time.
- E. Learners are not allowed in simulation or lab areas without the supervision of staff or faculty.

Food and Drink

- A. **Classrooms, lounge, and simulation debrief rooms:** Food and drinks are allowed as long as the space is kept clean.
- B. **Ward and clinical skills lab:** *No food is allowed.* Bottled liquids with caps are permissible as long as items remain closed when not in use. All trash must be disposed of at the end of class and spills must be cleaned immediately. *No liquids are allowed near electronic equipment.*
- C. **Simulation labs:** No food or drink are allowed under any circumstances.
- D. Learners of NSSC are encouraged to eat in designated campus areas (*e.g., break room, student union*).

Utilization of Simulation Center and Equipment

- A. Due to the cost of simulators and equipment, special consideration must be taken before utilization. Learners are required to attend orientation/training before using designated simulators and equipment.
- B. Equipment and supplies are to be used safely and only for their designated purposes.
- C. Learners should never move simulators, manikins, and other equipment from their assigned bed or location unless approval is obtained from simulation and lab personnel.
- D. Learners are expected to immediately inform the simulation and lab personnel of equipment or simulator malfunction.
- E. Absolutely NO ink pens, felt-tipped markers, iodine, or betadine, is allowed near the manikins. These items permanently stain task trainer and manikin skins.
- F. All learners are expected to practice proper hand washing technique while at NSSC. This helps to keep manikins and equipment clean, reinforces the habit of hand washing, and decreases the chance of cross-contamination.
- G. Gloves shall be worn by learners during any contact with simulated body fluids or manikins.
- H. All doors and cabinets to lab supplies/equipment will remain closed when not in actual use. No items are to be removed from drawers/shelves unless instructed to do so.
- I. This center is for simulated learning only; the equipment will never be used for clinical diagnosis or treatment of live people.
- J. Failure to comply with this policy will result in the user not being able to participate in any simulation or lab activities.
- K. Nursing tote bags distributed at the beginning of the semester will be maintained by the students through graduation. If the students lose their nursing tote bags or need any equipment replaced, it will be done at the students' expense.

Hazardous Waste Disposal

- A. All sharps (*e.g., needles*) used at NSSC should be disposed of in the approved receptacle (*sharps container*), which are mounted on the walls.
- B. If sharps containers are full, inform a faculty or staff member. A designated transporter will remove all sharp containers.
- C. Learners will never tamper with a sharps container.
- D. Learners will not dispose of trash in the sharp's container.

Physical Safety

- A. Learners will be instructed in safe patient handling techniques prior to practice and demonstration. Learners should use caution when practicing lifting skills and should not lift another learner or manikin without assistance.
- B. The wheels of all equipment (*e.g., beds, wheelchairs, stretchers, etc.*) are to be locked during practice and after use.
- C. Learners will not sit on the beds, stretchers, or wheelchairs unless practicing a particular skill under supervision.
- D. Accidents and injuries need to be reported to faculty and staff immediately; an incident report will be filled out by both the individual sustaining the accident/injury, as well as any witnesses.

Simulation-Based Activity Evaluations

- A. Students' evaluation of their experiences and learning during the simulation activity is important to understand if the NSSC is achieving its goals. It is a significant piece of the quality improvement process for the simulation program.
- B. Simulation lab staff and faculty will set aside time at the end of the simulation experience for students to complete an evaluation of their experience.
- C. Students are expected to complete the simulation evaluation after every simulation day they participate in, prior to leaving the building.
- D. Students are to complete evaluations without staff and faculty present, to provide a safe space for constructive feedback to be given.

Confidentiality

- A. All NSSC learners will respect the privacy of all learners and always maintain confidentiality of learning experiences.
- B. It is essential for all learners to adhere to the SON BSN Handbook on professional conduct and client confidentiality.
- C. Learners will observe strict patient and peer confidentiality about simulation scenarios, team member actions, and debrief discussions.
- D. Simulation scenario work is videotaped and used as a guide during debrief. The recordings of simulation scenarios are electronically stored for learning, training, and research purposes but will never be used for promotional or public display unless written permission is obtained.
- E. Sharing scenario experiences and pre-simulation paperwork with fellow learners (current or past students of the program) is considered cheating and will result in *disciplinary action*.
- F. If a student violates the above policy or procedures, they will be referred to their instructor for further guidance and be held to the professional behavior deficiency policy in the SON BSN Handbook.

Nursing Skills Tote Bags

- A. Each new learner will receive a Nursing Tote Bag during their “Fundamental Nursing” skills lab (NURS 308).
- B. It is the learner’s responsibility to keep ALL items from the Nursing Tote Bag until they **GRADUATE**.
- C. Learners are to **KEEP** the following items: *Goggles, Foley kits, IV lines, IV extension and Start kits, tourniquets, NG tubes, Central line kits, Tracheostomy kits, Suction Catheter kit or ANY item that is made of plastic and/or silicone.*
- D. Learners are responsible for bringing their Nursing Tote Bags with them any time they are coming to BEHSC for *every Skills Lab, Skill review/refreshers/boot camp & Open Lab attended.*
- E. Learners who have misplaced their Nursing Tote Bags will need to notify the lead skills technician and instructor immediately. Students will be charged \$130 dollars as a replacement fee for a lost nursing tote bag

Civility

- A. Per the BSN handbook Code of Professional Conduct (page 22): Students who major in Nursing at Nevada State University (NSU) are expected to demonstrate behaviors that are appropriate for the profession of nursing. As a reminder of the code that was signed by students upon entering the program, students must adhere to each of the following behaviors:
1. Demonstrate honest, trustworthy, and caring behavior at all times.
 2. Attend all classes, labs, clinical rotations, and scheduled meetings.
 3. Be respectful in oral, written, and electronic communications and in all interactions with others. This includes maintaining professional interactions with peers, faculty, staff, healthcare professionals, patients, and their families.
 4. Maintain standards as defined by the Health Insurance Portability and Accountability Act regarding patient information. This includes but is not limited to photography, screen captures, audio/video recording, paper documentation, social media, streaming live (e.g., Skype, FaceTime), etc.
 5. Seek solutions to problems rather than engaging in blocking or blaming behaviors.
 6. Exhibit no discrimination, violence, and/or bullying against any person or group including but not limited to those protected under federal and state law.
 7. Collaborate with peers, faculty, staff, and healthcare professionals in all learning environments.
 8. Establish ethical and caring relationships in accordance with ANA Code of Ethics and the 10 Caritas Processes™ with peers, faculty, staff, healthcare professionals, patients, and their families.
 9. Demonstrate cultural competence in all interactions with peers, faculty, staff, healthcare professionals, patients, and their families.

In the event that any of these behaviors are breeched, students will be referred back to the handbook for review, will be required to meet with the Director of Lab and Simulation or the Simulation Lab Coordinator, and receive a professional behavior contract.

Attestation Form

Nevada State Simulation Center (NSSC)

I have read and understand the student manuals for the Nevada State Simulation Center. I agree to comply with the rules set forth in each manual. If I fail to adhere to the rules set forth in the manual, I understand that I may be dismissed and be subject to disciplinary action outlined in the SON BSN Handbook.

Student Full Name (Print Legibly): _____

Signature: _____ Date: _____