



University Of Balamand

Faculty of Health Sciences

Nursing Program & Nutritional Sciences Department

Nursing / Nutrition Laboratory Manual

Main Campus

2019-2020

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Introduction

The Nursing-Nutritional Sciences (NURS-NUSC) laboratory provides our students with a safe learning experience in a dynamic and diverse environment.

It is important for nursing and nutritional sciences student to consider the training lab as a safe environment designed and aimed to allow them to become familiar and comfortable with the skills needed prior to starting their clinical practices in hospital settings.

The following guidelines facilitate learning and promote the safety of all participants during learning experiences held in the lab. It is expected that everyone adheres to these guidelines including faculty, staff and students. Lab supervisors will update the contents of this manual as needed, and will advise users of any changes that might occur.

We thank you in advance for your cooperation

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Guidelines for Faculty and Staff

- Faculty and staff are to review the laboratory manual shared by laboratory supervisors prior to use of the laboratory.
- Faculty and staff will be informed that a copy of the laboratory manual is in the laboratory.
- Faculty and staff must know and practice the safety guidelines at all times while using the laboratory.
- Students are introduced to the lab by faculty or staff to laboratory policies before using the laboratory spaces.
- Students will be instructed to review the laboratory policies; then they are required to sign the manual. Otherwise, he/she will not be allowed to use the lab
- Faculty and staff should explain to students the benefits, risks and potential complications associated with the performance of invasive procedures (procedures that invade the body such as IM, ID, SC, and IV) on each other.
 - Faculty and staff should obtain a student’s consent prior to any invasive procedure (refer to the Informed Consent Form).
 - Faculty and staff should respect a student’s decision to refuse any invasive procedure, even in cases where the refusal may not be rational.
- Faculty/staff are responsible for the direct supervision of their students. Students should NOT be left unsupervised when performing any learning experience within the laboratory setting.
- It is the responsibility of the student to inform the laboratory supervisor if they encounter any malfunctioning equipment.
- Do not use betadine, alcohol, ink or any other solution on the mannequins.
- Medications used in the lab and simulated events are placed and locked in a secure area when not in use.
- Laboratory is locked unless occupied by faculty or staff during clinical skills.
- Faculty and staff from other Faculties/Programs/Departments may utilize the NURS-NUSC laboratory. However, and in order to prevent time conflict, they must coordinate with the Administrative officer and fill the laboratory reservation sheet. The

Administrative officer should in his/her turn inform the NURS and NUSC laboratory Supervisors.

Guidelines for Students

- Students are expected to present a professional image and to adhere to the laboratory dress code at all times while in the laboratory.
- Students are expected to comply with the laboratory dress code:
 - Lab coat and name badge.
 - Women’s hair should be neatly groomed (above the collar), Men’s hair should be neat.
 - Minimal jewelry (wedding ring & small earrings) is allowed.
 - Nails must be short and clean. Only light colored nail polish is allowed.
- Students should inform Faculty/staff of latex sensitivity/allergy, illnesses or any communicable disease to take necessary precautions in the laboratory. A medical report approved by the designated authority may be needed before students with above-mentioned concerns will be allowed to participate in laboratory sessions.
- Student should recognize that unprofessional pictures, behaviors, and conversations taken in the laboratory and posted on social networks will result in disciplinary actions.
- Students should know how to handle and properly use any equipment prior to using it in the laboratory. Misuse of equipment may lead to disciplinary actions.
- Students should not use betadine, alcohol, ink or any other solution on the mannequins.
- Students should know that food, beverages and smoking are not allowed in the laboratory.
- Students are only allowed to use the laboratory machines related to their Program/Department.
- Students are required to leave the laboratory in a clean and organized manner.

Role of the laboratory Supervisor

Being a lab supervisor entails heading and monitoring all activities related to the laboratory and reporting to the Coordinator/Director of the Program/Department. A lab supervisor is responsible to:

- Initiate development of policies and procedures for utilization of the laboratory.
- Ensure maintenance of biomedical and non-biomedical equipment.
- Monitor use and stock of purchases monthly.
- Conduct a survey among participating faculty at the end of each semester to determine needs for new equipment/material.
- Provide equipment and supplies needed for demonstration of clinical procedures.
- Keep inventory which is updated on a yearly basis.
- Ensure report on accidents within the premises of the laboratory.
- Preserve records of acquisition of new supplies, equipment, incident report, borrow form, copy of the laboratory policy signed by users. etc.
- Orient new faculty members, students and staff to the laboratory policies and procedures.
- Coordinate with the administrative officer the schedule of the NURS-NUSC laboratory
Collaborate with the coordinator/director the expansion and development of the laboratory.
- Assume added responsibilities as required.
- Ensure that Nursing students enrolled in NURS 211 course have taken 3 doses of Hepatitis B vaccine.

Borrowing Equipment

- Faculty may sign out equipment for educational activities outside the Nursing laboratory.
- To facilitate the check-out of any lab equipment, borrowers have to email the lab supervisor at least one week prior to the date of request.
- It is the responsibility of borrower to replace the missing equipment that has not been returned.
- Borrowers should complete the borrowing equipment form.
- Borrowers should take and return equipment during normal working hours.
- All equipment must be returned within 1 week unless otherwise approved.
- It is the responsibility of the laboratory supervisor to check the equipment for damage and/or missing pieces before leaving the laboratory and upon return to the laboratory.

Laboratory policies

Key holder

The administrative officer will be the official key holder of the NURS-NUSC laboratory. Extra keys will be held with the laboratory supervisors.

Room setup

Before leaving the lab, Faculty and students should ensure the following:

- Beds should be positioned back in the lowest position, side rails elevated, bed linen straightened, and curtains pulled back.
- Mannequins should be placed neatly and aligned in the bed, clothed and covered.
- Lines, tubes, catheters and tape placed on the mannequin should be removed/ cleaned off at the end of each session.
- Wipe the bench top and trolleys with disinfectant and paper towel.
- Trays and kidney basins must be cleaned with disinfectant and paper towel before storing them back in the drawer.
- Chairs must be arranged after use.
- Windows should be closed and lights should be switched off.
- Waste materials should be picked up and placed in trash containers.
- Training materials and/or supplies should be returned to their appropriate storage areas. Lockers and drawers should be locked and keys stored in the key box.
- All used materials are to be properly disposed of.
- Soiled linen is to be placed in the hamper.
- Students using the beds as patients should first remove their shoes to maintain a clean bed. Bed linen should be then changed.
- It is the student's responsibility to safeguard their belongings and personal items (i.e. coats, I pads).
- Personal items found in the lab will be handed over to the secretary.

Vaccination

All students in the Nursing Program are required to complete the Hepatitis B vaccine series if not already completed. Students are required to complete the series during the spring semester when enrolled in the NURS 211: Introduction to Nursing Practice course and before starting the NURS 214: Service Training I.

Physical safety

- Wheels of all equipment (beds, patient trolley, etc.) should remain locked.
- Electrical cords should be used with caution. Using them around water or wet materials should be avoided.

Universal precautions/safety guidelines

Laboratory supervisors manage and supervise the waste management of the laboratory.

Students and faculty are expected to maintain standard precautions during all simulation activities including:

- Washing hands and wearing gloves when necessary.
- Disposing needles and sharps in the sharp container and never into regular trash.
- Returning unused needles and syringes to the designated locked drawer.
- An incident report form should be completed by student and supervising faculty in case of injury occurring in the laboratory (i.e. sharps injury by clean needle stick or other items). The lab supervisor will follow up with the necessary procedures. Uncontaminated sharps and waste material such as cardboard boxes, paper towels, and plastic bottles should be placed in the black bag (ordinary trash can) for disposal.
- Biological waste (items contaminated with bodily fluids such as gloves, gauze, and swabs) must be disposed of in the orange bag for disposal. Sharp waste (items that are intended to cut or penetrate skin such as needles, and cracked glass) must be placed in the designated plastic boxes (sharp containers) even if unused. Needles that are contaminated with blood or any other biological material should be treated in the Sharps Terminator® before disposing of it as described earlier. Sharp boxes should be sealed off when they reach allowed capacity, and then placed into the red bag for disposal.



University of Balamand
Faculty of Health Sciences
NURSING Program - NUSC Department

Laboratory Engagement form

I, the undersigned, have received a current copy of the Nursing/Nutrition laboratory manual. I have read and understood the laboratory rules. I agree to abide to the policies and guidelines set forth.

Name:

ID No:

Signature:

Date:

Person to contact in case of emergency

Name:

Relationship:

Phone number:



University of Balamand

Faculty of Health Sciences

Nursing Program & Nutritional Sciences Department

Laboratory Reservation Sheet

I, the undersigned....., will need to reserve the NURS-NUSC laboratory on....., from.....till.....for the following purposes: and will need the following materials.

Thank you,

Signature

Approval of laboratory supervisor:

.....



University Of Balamand

Faculty Of Health Sciences

Nursing Program

Incident Report Form

Date of the incident: Time of the incident:

Campus:

Injured person name: ID #:

Phone number: Email:

Reporter name:

Course code and title:

Incident:

Description of the incident:

Measures taken in the lab:

Actions and recommendations of the center referred to:

Signature:

.....



University Of Balamand

Faculty Of Health Sciences

Nursing Program

Equipment Borrowing Form

I agree to the safekeeping of the equipment and I understand that it is my responsibility to adhere to the above terms detailed in the borrowing equipment section page 8 of the NURS-NUSC laboratory Manual.

Name :

Email :

Faculty: Campus :

Item :

Borrowing purpose :

Pick-up Date: Return Date:

Borrower Signature:

Laboratory supervisor signature:

.....

Return of equipment

Date: Borrower sign-in:

Condition:

Lab supervisor signature:



University Of Balamand

Faculty Of Health Sciences

Nursing Program

Informed Consent Form

Certification of student

Igive permission to Ms./Mr.participating in
(course code and title)to perform the
following procedure(s)in the
Nursing lab atcampus under the supervision of the instructor of the course.

Date:

Time:

Signature:

Certification of course instructor

I hereby certify that I have explained the purpose, benefits, risks and possible complications associated with the above mentioned procedure(s).

Date:

Time:

Signature:

References

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