Welcome to the Nursing Labs!

Welcome back to all faculty, staff, and students for another year in the nursing labs! As your new lab team, we are very excited to welcome you to what will be an exciting and very busy academic year. Many changes have happened over the summer and will only prove to improve the lab experience for everyone at UML. Christine is the new lab program manager and has been working this summer to organize and begin streamlining laboratory supplies, equipment, and procedures. Kim is coming on as our new Simulation Specialist and will spend much of her time working with high-fidelity simulation for our senior class and expanding our simulation offerings across the curriculum.

As you all know, we are welcoming both the sophomores and juniors as a double group for our assessment labs this fall and our seniors are integrating high-fidelity simulation into their weekly clinical curriculum. This being said, it will be a very busy and crowded time in our labs. We thank you in advance for cooperating with our policies & procedures, making sure your labs are picked up and organized after your session, and continued open communication with the lab staff regarding any questions or concerns.

Christine and Kim are both teaching a number of labs and simulations this semester and thus may not be in their offices or around the labs at any given time. Please see hours posted outside their offices. Please feel free to email them or leave them a message at any time if you are unable to get into contact with them at your convenience.

In the following pages you will find a plethora of information regarding the labs: notices for faculty and students, where things are located, how we keep inventory, what to do in an emergency, etc. In addition, both Christine and Kim’s contact information is below. We trust that with everyone’s help and cooperation we will have an enjoyable and successful year!

Christine L. Repsha  
Nursing Lab Program Manager  
Office 240  
Ext 4-4418  
Christine_Repsha@uml.edu

Kimberly McEwen  
Simulation Specialist  
Office 232  
Ext 4-6837  
Kimberly_McEwen@uml.edu
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**Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine</td>
<td>Nursing Lab Program Manager</td>
<td>978-934-4418</td>
<td><a href="mailto:Christine_Repsha@uml.edu">Christine_Repsha@uml.edu</a></td>
</tr>
<tr>
<td></td>
<td>After hours emergency (cell)</td>
<td>732-543-6995</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kimberly</td>
<td>Simulation Specialist</td>
<td>978-934-6837</td>
<td><a href="mailto:Kimberly_McEwen@uml.edu">Kimberly_McEwen@uml.edu</a></td>
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<tr>
<td></td>
<td>Email</td>
<td></td>
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<tr>
<td>Environmental and Emergency Management</td>
<td></td>
<td>978-934-2615</td>
<td></td>
</tr>
<tr>
<td>UML Police</td>
<td></td>
<td>978-934-2911</td>
<td></td>
</tr>
<tr>
<td>UML Health Services (M-F 8:30am-5:00pm)</td>
<td></td>
<td>978-934-6800</td>
<td></td>
</tr>
</tbody>
</table>
Notices for Faculty & Staff

- Please inform lab manager as soon as possible for supplies and equipment you will need for a particular date
- Please ask your students if anyone has a latex allergy. Refer to page __
- Refer to the section on safety and injury for additional information
- Students are invited to sign out certain equipment from the lab for additional practice on their own time. Please defer to lab manager or a work study student for assistance in signing out equipment
- No needles or syringes of any kind are to leave the lab under any circumstances
- Remind students about appropriate use, handling, and disposal of sharps
- Open labs are available throughout the semester for students to practice any skills
  - If you are sending a student to open lab for remediation, please complete the remediation prescription and submit electronically to Christine_Repsha@uml.edu
- Please contact lab manager if you wish to reserve time in any of the labs outside of scheduled class times
- If you come across any broken equipment please remove from lab, place in appropriate drawer in nursing station room 248, and tag appropriately with the problem – this will help us in expediting repair and return to use
- We are open to any suggestions and requests for equipment and/or supplies, please contact lab manager
  - Deadlines for ordering requests are:
    - Fall semester: July 1
    - Spring semester: November 1
    - Summer session: April 1
- Do not use betadine, iodine, lubrication, or any other solutions or ink on or near any manikins
Notices for Students

- The goal of the nursing lab is to enhance your learning
  - It is a safe place to make mistakes and learn from them
  - This being said, what happens in the lab stays in the lab
- Open lab is a time when students can come to practice skills and use equipment, see hours posted in nursing station room 248
  - Faculty may send students to open lab for remediation on certain skills, if this is the case please be sure the faculty member has completed a prescription for remediation
- Certain equipment may be borrowed from the lab for your use independently, if you wish to borrow equipment please see any lab staff member to sign it out
- No needles or sharps to leave the lab at any time under any circumstances
- If a needle stick or other injury should occur please notify your faculty member immediately
  - If injury occurs during open lab notify lab manager
- If you come across any broken equipment please notify work study student or lab manager to ensure it is properly documented
- If you have a latex allergy please refer to page ___
- All medications used in this lab are for demonstration purposes only, they do not consist of any actual drugs
- Please leave the labs in a clean and organized manner
- Do not use betadine, iodine, lubrication, or any other solutions or ink on or near any manikins
Lab Policies

1. Universal Precautions are to be utilized in all nursing simulation and skills laboratory procedures consistent with policies of the Environmental Health and Safety Exposure Control Plan [http://www.uml.edu/docs/UMass%20Lowell%20Exposure%20Control%20Plan_tcm18-91024.pdf](http://www.uml.edu/docs/UMass%20Lowell%20Exposure%20Control%20Plan_tcm18-91024.pdf), College of Health Sciences and the University. A copy of this plan will also be kept in the Nursing Laboratory.

2. All laboratory instructors* and students utilizing any nursing laboratories will participate in specific training and orientation related to Environmental and Emergency Management blood borne pathogen/biosafety training [http://www.uml.edu/EEM/EHS/Policies-procedures.aspx](http://www.uml.edu/EEM/EHS/Policies-procedures.aspx).

3. All individuals utilizing sharps in the laboratories are responsible for disposing of them in designated impermeable needle boxes and never into regular trash.

4. Any person who encounters an improperly disposed needle should notify the lab manager immediately.

5. All needles and injectable syringes purchased for the laboratories will be equipped with safety devices.

6. All unused needles and syringes must be returned to their designated locked location and not left unattended in the laboratory.

7. An Incident Report known as University of Massachusetts Lowell Emergency Incident Report Form, available within the Nursing Laboratory and online at the Environmental Health and Safety Office (EHS) [http://www.uml.edu/docs/UML%20Emergency%20Incident%20Report%20Form_tcm18-116830.pdf](http://www.uml.edu/docs/UML%20Emergency%20Incident%20Report%20Form_tcm18-116830.pdf), will be completed by students and supervising faculty for injuries occurring in the laboratory including any sharps injury by a needle stick, lancet or other item. Follow directions on the incident report form immediately notifying (1) EHS and (2) the Nursing Lab Program Manager (x4418), or if not available, the School of Nursing (x4538).

8. Instructors are responsible for the direct supervision of their students assigned to any learning experience within the laboratory setting.

9. Syringes, needles and medications may not be removed from the laboratory for practice at any time by either instructors or students.

UML School of Nursing, C. Repsha 8/2015
Lab Policies (continued)

10. Wherever possible, latex-free items have been ordered; however some items within the lab including mannequins may contain latex. It is the responsibility of the individual student or instructor to make it known if they have a latex sensitivity and to take appropriate precautions. Only latex free gloves will be purchased for the laboratory.

11. Students are required to sign an informed consent form for procedures performed upon them by another student, for physical exams, nursing skills, and for audio or video recording of their performance during simulation or other learning activities.

12. Students may sign out specific laboratory equipment for use outside of the laboratory setting with the written permission of the nursing laboratory staff. Sign-out sheets will be kept until equipment is returned and will be monitored by person authorizing sign-out.

13. Please notify the nursing laboratory staff if any equipment is broken, missing or needs to be replaced. Broken equipment should be placed in the designated area in room 248 and appropriate documentation completed.

14. Please request assistance as needed to recharge items such as ophthalmoscopes or otoscopes or replace batteries so that all equipment remains fully charged.

15. Please do not apply povidone-iodine, ink or any substance to the mannequins or patient simulators unless specifically identified as compatible for use with the equipment.

16. Instructors and students using the laboratory should request assistance from the nursing laboratory staff if unfamiliar with any equipment or supplies in the laboratory.

17. All individuals using the laboratories are expected to leave the laboratory in an orderly and clean condition, including disposing of trash, returning equipment to designated locations and organizing the laboratory after each use.

18. Hours of availability for the nursing laboratories and scheduled classes are posted outside of each laboratory room. Scheduling additional laboratory sessions/rooms are available by request.

* Laboratory instructors include faculty, staff, teaching assistants and undergraduate/graduate tutors.
Policy Regarding Products Containing Latex

Wherever possible, latex free products and equipment have been purchased for the laboratory and simulation centers. However, some essential products and manikins do contain latex and therefore the labs are not entirely free of it. Individuals with latex sensitivity are responsible for notifying lab instructors of anticipated risk of latex sensitivity and faculty should ask their students if they have any sensitivity to latex. Sim Baby, SimMan 3G, and Sim Annes do contain some latex. Most of the latex contained in the internal compartment of the manikin, but there may be a small risk of exposure during use. It is advised anyone with a latex allergy should wear gloves and/or mask when working with this equipment.

If anyone experiences respiratory distress while working with manikins appropriate emergency procedures must be met. Notify UML campus police at extension 4-2911, notify lab manager, and complete a UML Emergency Incident Report Form.

Safety and Reporting of Injuries

Safety is always the first priority in the nursing laboratories. All faculty and staff working in the laboratories are expected to complete nursing lab-specific safety training. Universal precautions are to be maintained at all times as well as protocol by the Environmental Health and Safety Exposure Plan. A copy of the plan is available in room 248. The Nursing CHP is located in the nursing lab manager’s office, room 240.

Should an injury occur at any time in any of the nursing or simulation laboratories, an Emergency Incident report form must be completed. Notify the Nursing Lab Program Manager immediately as well as the Environmental Health and Safety Office. If emergency services are required please call UMass Lowell Police. All contact information is available on page 4 of this manual.
Open Lab

“Open lab” is a time when the instructional and/or assessment lab is scheduled as “open” for student use. During these times undergraduate and graduate students are welcome to use the labs to practice skills or refresh on material. All students attending open lab are required to sign-in.

Open labs are scheduled when labs are not in use by classes and a professional staff member is available to assist students. Scheduled times are posted outside of rooms and in room 248. Creating groups to come and practice certain skills is encouraged. By doing so and notifying lab manager ahead of time labs supplies and equipment can be made setup in advance.

Faculty sending students to open lab for remediation of skills should complete the remediation form and submit (preferably electronically) to Christine Repsha. Remediation form is available on the Faculty Resources page on the school of nursing website, by emailing Christine, or hard copy in room 248.

Additional Resources for Nursing Students

Audio-Visual Media Equipment - The University Media Center, South Campus has a large volume of programs in house as well as the availability of online programs from Films on Demand http://library.uml.edu/media/. Most classrooms on campus are Smart Classrooms with computer, digital document camera, DVD/VCR player, laptop connection, network connection, integrated sound and a system that controls all audio and video from the lectern.

Student Resource Center – The College of Health Sciences offers the Student Resource Center in Weed 103. The center offers an area for students to study, meet, and get extra help. Computers and projector are available as well as various learning materials including skeleton, flashcards, books, and 3D models. Free peer tutoring is also available. These resources are available for all health sciences courses.

Computer Laboratories - The College of Health Sciences has two computer laboratories (Weed 212 and 216) available to students enrolled in courses within the college. The laboratories are under the direction of the College of Health Sciences Computer Network Administrator and computer laboratory personnel. Laboratories are open five days a week; the regular hours are 8:30 am to 9:00 pm Monday through Thursday and 8:30 am to 6:00 pm on Friday. The extended night hours are based on the availability of student assistant funding. Please check the schedule outside the laboratory door as to its availability as classes, testing, and other events may be scheduled thus the laboratory is unavailable at this scheduled time. Please note that student documents are erased from the laboratory computers on a daily basis. Make certain that you have saved a copy on a memory device or sent a copy to your email account. Lastly, there is no smoking, eating, or drinking allowed in any of the computer laboratories.

UML School of Nursing, C. Repsha 8/2015
Donna Manning Simulation Laboratories

The simulation laboratories are well-suited to enhance students’ clinical experience and expertise through a variety of scenarios, vignettes, and practice use. SimMan 3G is our newest high-fidelity simulator located in room 279. SimBaby, Maternity Noelle, Pedi Hal, three Sim Anne with SimPads and a variety of low-fidelity manikins are available for use in the labs.

Purpose
Clinical simulation creates a safe learning environment while providing realistic hands-on clinical experiences. This opportunity offers students to practice and learn from their mistakes without risk of harm to patients. Clinical simulation is used in weekly assignments in the senior year Acute Care Practicum 33.414 and is incorporated in other various courses across the curriculum. Clinical simulation can also be used for tutoring and remediation to allow students to practice a skill multiple times until competency is achieved.

Advantages
- Students can experience a specific simulated learning activity prior to entering the actual clinical sites
- Allows for evaluation of specific learning activities in the academic setting
- Infrequent clinical experiences can be created, replicated, and offered to all students
- The Sim View system allows students and faculty to record simulated activities for review and debriefing
- Clinical simulation used for tutoring and remediation provides students extra assistance in a safe and confidential setting
- Clinical simulation may serve as an alternate clinical site experience
Manning Simulation Laboratories Guidelines

Expectations

❖ Students are expected to arrive on-time to all simulation activities. Being late may inconvenience your entire group and/or cause the late student to miss report on their patient

❖ Students are to complete all assigned activities prior to attending clinical simulation activities. Please review any conditions and/or procedures you anticipate in the simulation prior to attendance to provide the best learning experience possible

❖ Students and faculty are expected to treat all simulation experiences with realism and professionalism at all times
  o Maintain standard precautions during all simulation activities including hand washing and wearing gloves when necessary
  o Keep patients clothed and covered at all times when not performing procedures that necessitate exposure
  o UMass Lowell scrubs and nametags may be required when participating in simulation

❖ Simulation activities may be video recorded on a closed-circuit system to allow for review by involved students and instructors
  o No videos will be shown outside of simulation activities without prior consent from all parties involved
  o If any student has a concern regarding recording please speak with your simulation faculty prior to any simulation activities

❖ Strict confidentiality is maintained in all simulation and laboratory activities
  o Do not discuss patient cases, outcomes of scenarios, or interactions with students outside of the direct group involved in that scenario
  o Respect the learning process and the other students involved in simulation
  o Students may be asked to sign a confidentiality agreement

❖ Please seek assistance to move simulators or manikins from beds

❖ No cell phone use is permitted during simulation activities

❖ No food or drink is permitted in the simulation suites or during any simulation activities
Policy for Borrowing Equipment

Students and faculty are invited to borrow certain equipment from the nursing laboratories to enhance their learning and allow for additional practice of skills outside of classroom or laboratory time.

Anyone borrowing equipment will need to complete and sign an agreement with nursing lab staff and fulfill the expectations as written. Equipment may be borrowed for up to two weeks with the exception that all equipment must be returned prior to the semester of which was borrowed in. Nursing lab staff will keep track of all equipment removed from the labs. Failure to return equipment or reimburse for broken equipment will be reported to the student’s faculty advisor.

*Textbooks located in Nursing Station Room 248 are for reference only and are not to be removed from the laboratory.

NP Student Assessment Bags

Graduate nursing students enrolled in Advanced Health Assessment 33.651 have the opportunity to borrow canvas bags containing equipment necessary for a head-to-toe assessment by a healthcare provider. Some contents of the bag are permanent and must be returned and some are consumables for use during the course. Contents are outlined in the sign-out agreement. Students must sign the agreement which will be kept on record in the nursing lab. All equipment and bags must be returned to Christine Repsha, Nursing Lab Program Manager or other available nursing lab staff member before the end of the semester.

If at any point a piece of equipment malfunctions or breaks while in your possession please see Christine Repsha or Valerie King as soon as possible.

UML School of Nursing, C. Repsha 8/2015
# Environmental & Emergency Management

**University of Massachusetts Lowell Emergency Incident Report Form**

<table>
<thead>
<tr>
<th>Name of Person making report</th>
<th>Phone Number</th>
<th>Date</th>
<th>Time</th>
<th>Building &amp; Room location of incident</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Description of Incident**

<table>
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<tr>
<th>Injured Person(s):</th>
<th>Address:</th>
<th>Contact#</th>
<th>Type of Injury:</th>
</tr>
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<tbody>
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</tbody>
</table>

**Actions Taken:**

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*Forward copy to EEM Office Fax# 4-4018*
**Remediation of Nursing Skills**

<table>
<thead>
<tr>
<th>Name of Student:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Course:</td>
</tr>
<tr>
<td>Name of Faculty Recommending Remediation:</td>
</tr>
<tr>
<td>Date of Remediation Request:</td>
</tr>
<tr>
<td>Name of Lab Staff Completing Remediation:</td>
</tr>
<tr>
<td>Date of Remediation Sessions:</td>
</tr>
<tr>
<td>Learning Objectives for the Student (completed by Faculty):</td>
</tr>
</tbody>
</table>

**Recommended Specific Skills to be Completed (completed by Faculty):**

*Please limit to three per remediation.*

1. 
2. 
3. 

**Plan for Remediation Sessions (completed by lab staff):**

**Feedback, Evaluation, and Recommendations :**

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Signature ___________________________ Date ___________________________

07/2015 - CLR

UML School of Nursing, C. Repsha 8/2015
UNIVERSITY OF MASSCUSHETTS LOWELL
COLLEGE OF HEALTH SCIENCES – SCHOOL OF NURSING

Confidentiality Agreement and Consent for Simulation Lab Use

As a student in the University of Massachusetts Lowell Nursing Simulation Lab, I understand the significance of confidentiality with respect to information concerning simulated patients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all other federal and state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my instructor or to the Nursing Lab Program Manager.

I agree to the following guidelines:

• All patient information is confidential. Any inappropriate viewing, discussion, or disclosure of this information is in violation of this UML policy.
• The simulation manikins are to be used with respect and treated as if they were live patients
• The simulation lab is a learning environment and situations simulated in the lab are to be used for learning and evaluation purposes only.
• All scenarios, regardless of their outcome, should be treated in a professional manner. The student(s) participating in the scenario should have everyone's respect and attention
• This information is privileged and confidential regardless of format including electronic, written, overheard, or observed.
• I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of UML policy and may be a violation of HIPAA and other state/federal laws.
• I acknowledge and understand that photographs and/or video may be made during my experience, and I consent to being photographed or videotaped
• I further understand that my photography may be used in advertising or training literature or videos, and I consent to such use by the University of Massachusetts Lowell

Signature: _____________________________________________________________________________________________________
Printed Name: _________________________________________________________________________________________________
Date: __________________________ Instructor: __________________________________________________________________
Circle one: Sophomore,  Junior,  Senior,  Graduate Student,  Faculty,  Guest
Course: _________________________________________________________________________________________________________
Borrowed Equipment Agreement – Property Pass

Name (print): _______________________________________________________________  SiS #: ___________________________

Email: ______________________________________________________________  Phone: ______________________________

✓ I agree that within the period as outlined below I am borrowing the documented equipment for use to enhance my own learning as a nursing student. I understand that the equipment is maintained under the ownership of UML School of Nursing while in my possession. I agree that in the event that the property is lost or damaged while in my custody to reimburse the University for the repair or replacement of the equipment with costs equal to the same model and manufacturer or in the like kind at the option of the Chair of the School of Nursing.

✓ I understand that equipment may be borrowed for up to two weeks unless it will be needed for a scheduled class during that time frame. I understand that all equipment must be turned in by the end of the semester or it may affect my ability to enroll in future classes.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TAG/SERIAL #</th>
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<tbody>
<tr>
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</tbody>
</table>

Date of agreement/borrowing date: ________________________________

Anticipated return date: ________________________________

Borrower signature: _____________________________________________

Authorizing signature: ___________________________________________

Lab staff member name: ___________________________________________

***************************************************************************************************

RETURN OF EQUIPMENT

Date: ________________________  Borrower sign-in: _____________________________________________

Staff member accepting equipment: _______________________________________________________

Staff member signature: _______________________________________________________________

Condition: _____________________________________________________________________________

____________________________________________________________________________________

UML School of Nursing, C. Repsha 8/2015
GRADUATE NURSING
NP ASSESSMENT BAG SIGN-OUT AGREEMENT

All equipment borrowed from the nursing laboratories remains property of the University. The undersigned borrower agrees that equipment will be used for university-related academic purposes within the scope of the graduate nursing student’s clinical practice learning experience under the direction of the faculty of the University of Massachusetts Lowell. Equipment is not to be used for any personal or private purposes. The borrower agrees to pay for repairs or replacement costs of any broken, damaged, or lost equipment at current market value. Failure to return equipment before the close of the current semester may result in a delay in registration for subsequent semesters.

Nurse Practitioner Assessment Bag Contents that must be returned:
- 1 otoscope/ophthalmoscope kit
- 1 reflex hammer
- 1 medical tuning fork
- Rosenbaum pocket vision screening card
- Pain scale pocket chart
- 1 retractable measuring tape
- 1 sharp/dull discrimination wheel
- Canvas bag

Disposable bag contents:
- Disposable ear speculums for otoscope (size 2.5 and 4.0)
- Gloves
- Cotton applicators
- Cotton balls
- Tongue depressors
- Alcohol swabs

Course number & section: ____________________________________________

Faculty: __________________________________________________________

Expected return date: ____________________________

I agree to the above terms as they are stated.

Name (printed): __________________________________________________

Signature: ____________________________ Date: ________________________

Phone: ____________________________ Email: __________________________

Date returned: ____________________________ Received by: __________________

Broken, non-useable equipment or maintenance needed? ____________________

____________________________________________________________________

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