



Scheduling of the Helen Jewett Advanced Nursing Skills Lab

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| Status: | 8.1.19 |
| Effective: | 8.1.19 |
| Initiated by: | Coordinator, Simulation/Experiential Learning |
| Relevant WAC/ Standards/References: | 2015 International Fire Code Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.1030 WAC 246-840-518 |

Purpose

The purpose of this policy is to ensure fair and equitable allocation of the resources (including staff, faculty, space, supplies, equipment, manikins, and simulators) available through the Helen Jewett Advanced Nursing Skills Lab, and to avoid disruption of classes, laboratory sessions and simulations occurring in the Lab. These experiences can include an array of structured activities that represent actual or potential situations in education and practice. They can allow participants to develop or enhance knowledge, skills, and attitudes and/or analyze and respond to realistic situations in a didactic or simulated environment, or through an unfolding case study.

General Information

1. The Helen Jewett Advanced Nursing Skills Lab is viewed as a clinical site.
2. In order to properly secure and maintain the equipment and facility, access to the Lab must be closely coordinated.
3. All users of the Lab must be in compliance with the 2015 International Fire Code.
4. Maximum room occupancy is 23 people.
5. The door leading to and from the Lab is to remain closed and doors should never be propped open.

Policies and Procedures

1. The Helen Jewett Advanced Nursing Skills Lab can be accessed during regular operating hours and will be closed on all official university holidays.
2. Scheduled and open Lab hours can be viewed on the HU Outlook calendar.
3. The Lab hours are generally 0800-1700, Monday through Friday, year round. Accommodations can and will be made for events scheduled outside of these hours.

Scheduling

1. To ensure fair and equitable allocation of the resources available within the Helen Jewett Advanced Nursing Skills Lab, all users (external and internal) are required to complete a

- Booking Request Form – see attached. This form can be found on the Nursing Common Drive.
2. Nursing students will have first priority for all educational/performance assessment sessions. The Helen Jewett Advanced Nursing Skills Lab is automatically booked for Nursing Skills Laboratory classes and simulations.
 3. Following that, scheduling is done on a first-come, first-served basis.
 4. To reserve Lab space, access the Booking Request Form from the Nursing Common Drive.
 5. For questions regarding Lab reservations, contact either the:
 - Administrative Coordinator, Nursing, 509.865.8551, (internal extension 2337) or Sanchez_M1@heritage.edu,
 - Coordinator, Simulation/Experiential Learning 509.865.8596, (internal extension 2328) or shoup_a@heritage.edu
Monday through Friday from 0800-1600.
 6. Any changes to initial reservation requests must be submitted to the Nursing Department Administrative Coordinator or the Coordinator, Simulation/Experiential Learning.
 7. Deadlines for scheduling requests will vary according to the complexity and demands of each session.
 - Due to limited resources, all Lab users are encouraged to make reservations with as much lead time as possible.
 - Sessions that require case development (standardized patient or high-fidelity simulation) require 6-8 weeks prior to the date of the experience.
 - Sessions that require task-training models and/or virtual reality simulators require two weeks prior to the date of the experience.
 - High-fidelity simulation sessions with an established case require two weeks prior to the date of the experience.
 - Make-up sessions, classroom/didactic sessions may be scheduled on short notice depending on availability.
 - If disposable supplies are needed for clinical labs please note that arrangements must be made with the Coordinator, Simulation/Experiential Learning a minimum of two weeks prior to the lab event. Additional time may be required for some supplies. Reimbursement arrangements will be discussed at that time.
 8. When scheduling requests are made, faculty must indicate:
 - Course or event
 - Number of students
 - Need for assistance by Coordinator or Sim Tech
 - Specific requests (not setup) for supplies
 - Requested time, including and accounting for setup and breakdown
 9. When conflicts arise in scheduling, the Helen Jewett Advanced Nursing Skills Lab staff will work with users to accommodate specific needs of all parties.
 10. Helen Jewett Advanced Nursing Skills Lab staff must be notified if any scheduled event will be cancelled at least 48 hours prior. Violation of this cancellation policy will be handled at the discretion of the Director of the BSN Program.
 11. If scheduling conflicts arise, the determination of Lab use will be made by the Coordinator, Simulation/Experiential Learning.

General Policies

1. The Coordinator, Simulation/Experiential Learning will collaborate with requesting faculty to determine the most appropriate supplies/equipment for the requested activity.

Policy #042

Title: Scheduling and Use of the Helen Jewett Advanced Nursing Skills Lab

2. Please report maintenance issues, operating problems or equipment damages to the Coordinator, Simulation/Experiential Learning or the Administrative Coordinator immediately.
3. No equipment or supplies should leave the Lab unless properly checked out with the Lab staff.

Policy Reviewers

Proposed revisions of this policy should be reviewed by:

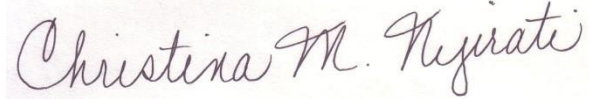
1. Director of the BSN Program
2. Policy & Bylaws Committee
3. Nursing Faculty Assembly

Forms

Helen Jewett Advanced Nursing Skills Lab Booking Request Form

References

None



Signature: _____