Policy #F-7

POLICY: Nursing Arts Lab Safety Policy

Please also note UPT’s policies related to emergency operations procedures found at:

http://www.upt.pitt.edu/site/cpolice/docs/EOP%20for%20website.pdf

I. INTRODUCTION

It is the intent of the faculty and administration in the Department of Nursing to provide a safe learning experience for all students.

The following policies and procedures are established to provide instructions in maintaining safety for students, staff and faculty while using the Nursing Arts Lab (hereby referred to as "Lab" within the UPT Department of Nursing. These policies and procedures shall be adhered to by all concerned.

The Nursing Faculty along with the Director of Nursing will update the contents of this manual every two years or more often as necessary. All students, staff, and faculty will be advised of these revisions. Note that this document is consistent with the safety policies and procedures of the UPT campus. The Nursing faculty operating the Lab is responsible for enforcing the regulations set forth in this manual.

II. GENERAL GUIDELINES

A. All faculty, staff, and students must know and practice the safety guidelines at all times while using the labs. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the lab. Students will be instructed to review the contents upon admission to the clinical component of NUR 0300 and NUR 0350 and/or when utilizing the laboratory during simulations. All faculty and students will complete the Blood Borne pathogens module annually found at:

https://cme.hs.pitt.edu/ISER/servlet/IteachControllerServlet?actiontotake=loadmodule&moduleid=11061 as well as the Chemical Hygiene training module upon entrance to the program for students, and every three years for faculty- found at:
https://cme.hs.pitt.edu/ISER/servlet/IteachControllerServlet?actiontotake=loadmodule&moduleid=11041
B. Following the review, participants will be required to sign and date a form stating that they understand the policies and procedures of the nursing lab. The signed forms and completed module certificates will be kept in the lab manual during the period of student enrollment.

C. All labs are locked unless occupied by faculty and/or students during class or practice. Campus Security (Dial 4488) must be notified if a break in or suspected break-in occurs.

D. Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period, paying particular attention to skills that have the potential for harm to self or others.

E. Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction and gained familiarity with. Students should at all time practice safe and appropriate techniques while learning and practicing skills in the lab.

F. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.

G. Students should report pregnancies, physical handicaps, allergies, recent injuries, illnesses, surgeries, or communicable disease to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance from a physician as well as permission of the Director of Nursing and course instructor(s) is required before students with aforementioned concerns will be allowed to utilize the laboratory spaces.

H. Students are not permitted to be present in the lab unless a nursing faculty member is present in the lab with them.

III. LABORATORY SAFETY

A. Infection Control

1. All students shall practice proper hand washing technique while utilizing skills lab.

2. Universal precautions should be followed at all times when there is exposure or potential exposure to blood or body fluids. Students are NOT to practice any invasive procedures on each other that could result in blood or body fluid exposure.

3. The lab is a learning environment that is often intended to simulate a real clinical setting. As a result eating, drinking and smoking are not permitted.

4. Gloves are to be worn by students and faculty during any contact with blood and body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. The Department of Nursing will provide sterile and non-sterile gloves for faculty and students.

   a. Students/Faculty must be aware that it is impossible to provide a totally Latex-free lab environment. Every effort will be made to utilize products that are latex free, but there is still a remote possibility that you will be exposed to latex just like a real hospital environment. If you
do have a known latex allergy, please notify the Nursing faculty and carry an emergency epi pen with you at all times.

b. Students/Faculty are advised that latex allergies can develop over time as nurses are exposed to numerous latex products in a normal work environment so they need to educate themselves on the risks and on the symptoms of latex allergy. Please refer to Policy # FS-7 Latex Exposure Policy.

B. Physical Space

1. Do not use the space for socializing
2. Keep all doors and cabinets closed when not in use.
3. Keep the work spaces, floors, beds and desk areas clean
4. Report any misconduct occurring in the lab to security or faculty
5. Laboratory doorways will be accessible at all times. Furniture will not be placed to obstruct the exits/entries.
6. The lab will not be used as a health center for ill students, staff, or faculty.
7. Unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of UPT.

C. Simulation Guidelines

1. In order to preserve costly equipment, there is absolutely no food or beverages allowed in the nursing arts lab.
2. Nursing uniforms or proper attire are required for all activities with the Simulation mannequins in order to protect the equipment. Students are also expected to participate fully in all scenarios to the best of their ability and to treat the mannequin as a “real client.”
3. All users of the Simulation equipment are expected to display courteous and professional conduct.
4. No cell phones, pagers or other electronic devices are allowed in the lab. These items must be switched off or silent.
5. No liquids, markers, pens, or betadine are permitted near the mannequins.
6. Students will be held responsible for damage to the equipment as a result of not following nursing arts lab policies and procedures.
7. Use of the Simulation lab beds is restricted to mannequin use only unless otherwise specified. Please do not sit or lie on Simulation lab beds.

D. Medications and Fluids

1. When breaking glass ampules for practice, students should protect their fingers by using an ampule breaker and should break the ampule in the opposite direction of their body.

2. Placebos (candy pieces, commercially prepared PRACTI-med and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled for use when simulating preparation of an actual medication order.

3. IV fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are not for internal or actual use but for practice with manikins only.

4. Bottles, containers or fluids mixed in the lab will be minimally labeled as follows: actual contents, date, and the initials of the preparer.

E. Needle Safety

1. Used needles are to be disposed of the Sharps containers provided throughout the lab space.

2. Needles provided for practice of injection are used at the skills laboratories only when the faculty are present for assistance.

3. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.

4. Students are to practice injections only on the manikins provided in the skills lab.

5. Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab. Do not place in Sharps containers CAPPED!

6. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.

7. All drawers/cupboards with needles should be locked at the end of lab use and containers, bags or equipment with needles should also be secured.

F. Electrical Safety

1. Wet materials may not be used around electrical outlets or equipment.
2. Faculty and students are responsible for reporting to the appropriate faculty/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.

3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.

4. Electric hospital beds in the skills lab will be inspected as needed for repairs.

5. Electric beds shall be maintained in the lowest position.

6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

G. Ergonomics

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.

2. Students should use caution when practicing lifting skills and should not lift equipment, manikins, and other students who are too heavy without assistance.

3. The equipment needed for body mechanics practice (bed, wheelchairs, etc.) will be kept in good working condition. Any faulty or broken equipment should be reported immediately to the Director of Nursing.

4. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

IV. REPORTING OF AN INJURY

A. Any incident occurring in the skills, computer, or clinical labs during school hours must be reported immediately to the faculty.

B. For student or occupational exposures—notify the School health nurse Kim Roser.

C. Protocol for a physical injury/occupational exposure.

1. Immediately report the incident to the Nursing Faculty member (primary contact).

2. A faculty member will assess the student/staff and notify the School nurse Kim Roser to come and assess the student if needed.

3. The faculty/staff/student will be assisted to the Student Health Center, appropriate agency, or personal physician depending upon the nature of the injury. Campus Security may be called to
assist in transporting a student to a health care agency or call 911 depending on the severity of the injury.

V. CLEANING AND MAINTENANCE OF THE LABORATORY AND EQUIPMENT

A. It is the responsibility of all those who use the lab for keeping equipment and the physical space clean, particularly students and faculty during and after use.

B. Floors, counters, and furniture will be cleaned by appropriate personnel at the end of each semester and more frequently if needed.

C. If faculty should notice that equipment is not functioning or malfunctioning, place a label on the equipment stating not to utilize it and describe the problem noted and notify the Director of Nursing.

D. Equipment located in the skills lab will be cleaned by faculty as needed. The protocol for cleaning equipment is directed by the product manufacturer. Linen on beds will be changed and laundered when soiled, after extensive use, and at the end of each academic year.

VI. SHARPS WASTE DISPOSAL

A. Sharps disposal is handled by a professional disposal service. When Sharps containers are ¾ full they are to be taken to the loading dock in BSC (notify the Academic Affairs Secretary) so that they can be collected by our biohazard waste pick up service. The secretary must be notified so that the waste management company is aware to pick up the container. (First Monday of every month if they are notified of a pick-up)

B. The Nursing Faculty will conduct a yearly evaluation of Sharps safety in September. The evaluation will examine clinical agency product and policy changes, as well as new Sharps-safety research and products. Laboratory supply and environmental upgrades/changes will be made accordingly. This will be done and documented at the September Faculty Organization meeting.

VII. EMERGENCIES

A. Fire

1. Alert people in area to evacuate.

2. Activate nearest fire alarm or call 4488 (Notify campus security).

3. Close doors to confine fire.

4. Evacuate to safe area or exit building through stairwell-Do not use elevator.
5. Provide emergency personnel with any pertinent information. Students and faculty should become familiar with the location of the nearest fire extinguishers and pull boxes for fire alarm. Fire extinguisher is located in the nursing lab.

B. Other Emergencies

Contact Campus Security (4488) for other emergencies including: Alcohol poisoning, assault, bomb threats, chemical spill, criminal activity, fire, suspicious person, shelter in place, medical emergency, severe weather, mental health, utility failure and weapons.