



Associate Degree in Nursing **Skill/Simulation Handbook**

2024 – 2025

ADDRESS

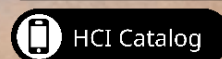
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CONTACT

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HCI COLLEGE CAMPUS LOCATIONS

West Palm Beach #2077 (Main Campus)

1764 North Congress Ave

West Palm Beach, Florida 33409

(561) 586-0121 Office

Registration, Admissions & Financial Aid:

1760 North Congress Avenue

Suites 101 and 102

West Palm Beach, Florida 33409

Fort Lauderdale #5625 (Branch Campus)

1201 West Cypress Creek Road, Suite 101

Fort Lauderdale, FL 33309

(954) 626-0255 Office



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INTRODUCTION

As you travel through the Nursing program, you will spend time in the Nursing Skills Lab each semester, whether you are learning new skills, reviewing previously learned skills, or being evaluated in preparation of clinical. Simulation activities will be a key component of all these elements, whether it is using a simple task trainer, a complex full-bodied manikin or a peer.

Critical thinking is encouraged by incorporating the rationale for what you are learning as well as understanding the Nursing assessments and responsibilities that accompany these skills. Evaluation is a continuous process utilizing skills lab, faculty evaluations, course skills testing and clinical experiences. The Nursing Skills Lab faculty collaborates with the nursing faculty to integrate nursing theory and clinical labs.

You will have the opportunity to practice independently, with your peers, and with faculty to develop your skills. How much time you dedicate to practice is dictated by how quickly you learn and by the difficulty level of the skills. You all have your own style and pace of learning; therefore, plan your time and needs accordingly. Practice is completed on your own time. Testing may be completed during scheduled lab time or during open skills lab. Testing during open skills lab must be completed within two weeks of the date the topic was covered.

The Nursing skills lab is an integral part of your Nursing education where you have the opportunity to overcome your own fears and insecurities while working with a variety of task trainers, simulators, and actual hospital equipment. By using the provided equipment and supplies, you are able to simulate a clinical environment where you have the ability to learn and practice safely without causing harm to your patients. The clinical setting is not a practice setting. Therefore, skills may not be checked off during the clinical experience. The primary goal of the Nursing skills lab is to provide an environment for you to become competent with your Nursing skills and thereby become a safe practitioner while working towards excellence in Nursing.

Definition of Skills – an inclusive term for psychomotor skills that includes rationale, critical thinking, physical assessment, and basic nursing skills competencies taught throughout the nursing program.

All Nursing program policies, including Academic Integrity will be adhered to in Skills Lab. Refer to the HCI College Student Catalog and Nursing Student Handbook. If you have questions, please feel free to consult a faculty member or the Director of Nursing for additional clarification or assistance. We are here to support and assist you in meeting your goals.

Best Wishes,

The HCI College Nursing Department

NURSING MISSION STATEMENT

The Nursing Program within HCI College provides our students with an education whereupon graduation they are equipped to confidently enter the work force, and to successfully engage and compete with their peers and colleagues. Our dedicated faculty and staff continually seek to improve our environment, skills, and professionalism to ensure that our mission is accomplished. By proactively pursuing our vision we will be able to accomplish our goal to educate and train nursing professionals to provide safe, quality healthcare.

STANDARDS OF ATTENDANCE

Attendance

- Regular and punctual attendance at classes, labs and clinical/simulation learning experiences is expected of all students and is an important aspect of meeting the objectives of the Nursing courses.
- Attendance is taken and recorded via CourseKey. Students are accountable for their own attendance in CourseKey. Students have access to view their attendance in each class. Students are required to check in and out for every class, lab, and clinical experience via CourseKey.
- Faculty will verify that the CourseKey roster is accurate at the end of the day.

Laboratory & Simulation

Human simulation experiences are an integrated part of Nursing education. All students will participate in simulation and skills labs during their Nursing education. Each course has specific simulation and skills labs requirements.

Students are expected to contact the instructor or the Director of Nursing via e-mail or leave a phone message prior to the start of the lab if they will not be able to attend or will be arriving late. The message should include the reason (e.g., illness, family emergency).

- Students are expected to arrive on time to every class.
- Tardy is considered after 15 minutes. Three tardies equals one absence.
- **More than two (2) missed days will result in failure of the course.** Absences due to extenuating circumstances may require verifiable documents to be considered excused. Students are responsible for material missed. There are no make-ups for practice exams, quizzes, assignments. Exceptions for extenuating circumstances may be made at the discretion of the Program Director.
- Excused absences due to extenuating circumstances with verifiable documents, i.e., death in the immediate family, medical emergency of student or immediate family member, or illness/injury to student that is accompanied by a healthcare provider note. Extenuating circumstances do NOT include illness/injury without a healthcare provider note, childcare issues, or absences due to work related duties. Upon the third unexcused course absence, the student will be withdrawn from that course.
- All lab experiences missed must be made up within 5 business days of the missed experience.
- **NOTE:** Asking a classmate to inform the instructor that you will be late/absent does NOT constitute proper notification.

The lecture and skills lab for Nursing I are tied together and must all be completed successfully. A failing grade in either class means the student must repeat both successfully before being advanced to the next level.

ADMINISTRATIVE ACTIONS

1. **Written Warning:** 1st offense of “no-call-no-show” during core courses
2. **Final Written Warning:** 2nd offense of “no-call-no-show” during core courses
3. **Program Dismissal:** 3rd offense of ‘no call – no show” during core courses

COMPLETION OF MISSED WORK DUE TO ABSENCE

If a student is absent from any learning activity, they are responsible for completing missed work at the discretion of the instructor. Students who are absent from laboratory experiences may not be permitted to participate in certain clinical activities for safety reasons, due to lack of practice of Nursing skill sets. All clinical make-up hours must have prior approval from the Director of Nursing and must be considered an extenuating circumstance with verifiable documentation.

Once approved by the Director of Nursing, the student must meet with the Clinical Coordinator for clinical make-up availability.

STUDENT SKILLS LAB RESPONSIBILITIES GUIDELINES

1. The Nursing Skills Lab is an extension of your clinical and didactic Nursing program. Therefore, all the same requirements for maintaining professional behaviors in both Clinical and Academic settings apply (i.e., dress and behavior, etc.). See respective Nursing Handbooks.
2. NO FOOD OR DRINK – may cause damage to equipment.
3. NO CHILDREN – risk of injury from equipment.
4. NO CELL PHONES during testing or in student work areas (turn phones off).
5. Students are required to wear their student ID at all times while in the lab and to follow the HCI College dress code.
6. Respect lab equipment at all times.
7. Students are expected to assist in clean-up of the lab at the end of each session.
8. **Requirement:** Start a Portfolio at the beginning of your nursing program – organize all skills lab related information (i.e., procedure sheets, skills check off forms, notes). These materials are utilized each semester. Place a copy of your BLS card, any certifications you may have (CNA, PCT, EMT, LPN, etc.). While these are not a part of the Nursing program, these highlight your previous life experience and should be included in your professional portfolio. This will be checked periodically and is for a grade.
 - a. ATI Skills modules assigned for each mandatory skill are assigned in alignment with the syllabi and are expected to be completed prior to being taught and demonstrated in the skills lab. Proof of completion of each module is to be kept in a binder and will be checked periodically and recorded as a homework grade by the instructor.
9. Students are responsible for reviewing and adhering to all skills lab policies and procedures:
 - a. Scheduling
 - b. No Call/No Show
 - c. Skills Testing (checkoffs)
 - d. Remediation Policy
 - e. Competency Testing: Returning Students
10. Sign in and out of the lab with the attending instructor for both practice and testing.
11. Leave coats, book bags, valuables in your locked vehicle, NOT in practice or testing areas.
12. Students are responsible for reviewing the course syllabus for due dates and late assignment policies. Failure to meet deadlines may result in failure to meet course objectives.
13. Skills lab resource manuals, reference materials, and ATI learning modules/videos are available for reference. Resource manuals are kept in the library. DO NOT remove from library.

14. **Practice/Testing areas:** Follow directions/signs for use of lab space and equipment. Ask for directions and for the location of practice or testing equipment.
15. If at any time your equipment becomes faulty, please inform your instructor so that it may be repaired or replaced.
16. Designated equipment, supply practice carts and/or cupboards are available. All equipment and supplies for practice are to be reused unless otherwise instructed. DO NOT ACCESS other areas unless instructed to do so.
17. **Lab Resources:** Space and equipment (manikins, simulators, IV pumps) are limited during high usage times, i.e., right before and during testing times.
18. Sharing of resources (space & supplies) when practicing may be necessary. 4-6 students per bed/manikin is acceptable. Working in groups is also beneficial for learning. Students are expected to adhere to all cleaning and infection control protocols.
19. **Manikins:**
 - a. Use gloves when handling all manikins and parts.
 - b. DO NOT MOVE MANIKINS OR MANIKIN PARTS WITHOUT THE HELP OF FACULTY.
 - c. DO NOT use betadine, pen or markers on manikins. Use of soap or lubricant is permitted for tubes.
 - d. DO NOT use inked labels for dressings on manikins as these will permanently tattoo the manikins.
 - e. DO NOT use ink pens near the manikins as these will permanently tattoo the manikins.
 - f. Ask for assistance when using Simulation units. The simulators have specific requirements for care, and are only to be used by students under direct supervisor from trained faculty.
20. Use beds for practice and testing purposes only.
21. Individuals role playing as patients are to remove their shoes when lying on the beds.
22. Individual role playing is an integrated part of the lab learning experience.
23. New equipment will be issued for most checkoffs. If you are returning for a repeat check-off, you may not use new equipment.
24. If you are aware that you have a latex allergy, or suspect that you do, it is your responsibility to notify skills lab faculty. Non-latex gloves and equipment is available upon request.
25. Ensure that your workstation has been cleaned and is tidy after use and prior to leaving the area.

SKILLS/SIMULATION CHECK-OFF POLICY

Definition:

Skills that are identified by faculty as mandatory skills will be evaluated during a specific course and align with the content in the syllabi. Check-offs may require passage of simulation related material (see the course syllabi for details).

Guidelines:

1. Skills will be taught in line with the course syllabi and checked-off as competency is demonstrated by the student individually. All mandatory skills must be completed with “S” satisfactory competency to receive a passing grade for the course.
2. Skills testing is considered an assignment, therefore; if late, current course policy regarding late assignments will be followed (see syllabus).
3. Students must be able to demonstrate a satisfactory performance rating.
4. Remediation and re-testing will be required if skill level performance is unsatisfactory. (See Remediation Policy)

SKILLS LAB TESTING REMEDIATION POLICY

Definition:

Required practice for all unsuccessful skill testing check-offs.

Guidelines:

Students must successfully complete the Nursing skills check-off by competently achieving the number of required objectives per skill as identified on the form.

Consequences of unsuccessful completion of a skill check-off are as follows:

1. Remediation must be documented to include, but not limited to the following: appointment with lab faculty for tutoring, ATI Skills Module Completion, ATI remediation template, etc.
2. Skills lab and/or clinical instructor will complete a Skills Remediation Form listing specific remediation needs of the student and will refer student to on-campus skills lab for remediation. The student will present within three days to the lab supervisor to set an appointed time for remediation. The lab supervisor will complete the remediation form and return to the referring instructor.
3. Completion of ATI Skills Module Lesson and test of failed skills must be presented to skills lab faculty upon remediation and retesting.
4. If first attempt at skills check-off is unsuccessful, a mandatory one-hour (minimum) practice with skills lab faculty is required.
5. If student is able to demonstrate competency, the skill may be checked off during the remediation session. If additional practice is needed, a skills check-off appointment must be made with the skills lab instructor for the second attempt.

Note: If student is unsuccessful after 2nd attempt, there is no remediation and student fails the course.

COMPETENCY TESTING POLICY

For Nursing students seeking credit from prior nursing education at other institutions or returning nursing students:

Requirement for Testing:

For students returning or attempting prior learning credit as determined at the time of admission/re-admission.

Purpose:

Testing requirement for admission/re-entry into a nursing program. The College reserves the right to evaluate and assess a student's skill competency level. This may be a random testing of skills, including psychomotor skills, and assessment skills.

Testing will be scheduled with skills lab faculty.

DRESS CODE

Proper professional dress and appearance are required. Approved Nursing attire and College ID badges must be worn for ALL Nursing classroom, skills laboratory, clinical experiences, and any time they are on campus, or at a college sponsored function representing HCI College.

Uniform

- Navy blue scrubs embroidered with HCI College name, logo, and student name.

Uniform Standards of Appearance

- Clean, well-maintained and pressed.
- Appropriately fitted (not too-tight or too-loose); fit must be conservative so as not to be revealing in nature.
- Cannot be altered in appearance other than approved HCI College embroidered logo.
- Cannot be worn outside of HCI College Nursing experiences.
- An optional white lab coat may be worn over the scrub uniform.
- An optional white, long or short-sleeved t-shirt may be worn underneath the scrub top.
- Other than a white lab coat, no articles of clothing may be worn over the scrub uniform. No sportswear, jackets, sweaters, or hoodies are allowed.
- Uniforms that appear worn, dingy, stained or torn must be replaced at the student's expense.
- Undergarments must be worn and not be readily visible/extending beyond the scrub top with the exception of a small area at the neck of the garment.
- If scrub pants are too long, they must be altered so that the hem falls at shoe level but does not touch the floor (no folding or cuffs are permitted).

Laboratory Coats

1. Must be white (no other colors are permitted).
2. Clean, well-maintained, and pressed.
3. Appropriately fitted.
4. Cannot be altered in appearance.
5. Must be worn whenever entering the clinical setting for clinical preparation.
6. Cannot be worn outside of HCI College Nursing experiences.
7. Must be removed prior to administering patient care.
8. HCI College name badge must be worn over the left breast pocket.

Shoes

1. White leather/vinyl.
2. Free of visible lettering (all-white).
3. Comfortable but snugly fit (preferably with ties).
4. Full-coverage/closed-toe (**no sling-backs, no clogs, no Crocs**).
5. Clean (including ties); well-maintained/in good repair.
6. Socks must be clean, white and cover the entire foot and ankle area.

Overall Appearance

1. Good hygiene and grooming; free of body odor and perfumes/colognes; overall body appearance must be commensurate with a professional presentation.
2. Gum chewing is inappropriate, unprofessional and is not permitted at any time while in uniform.
3. Smoking is not permitted at any time while in uniform. Students who are smokers will be required to practice meticulous hand hygiene prior to client contact.
4. Some agencies may require their own identification badges in addition to the one issued by the College. **ID badges must be visible at all times.**
5. Lanyard (necklace) badge holders are **not** permitted in order to ensure the safety of the student.
6. **Hair:** must be clean, neat, trimmed, off the collar, away from the face and secured (must not fall forward when bending over); securing devices must be simple/non- ornamental, preferably matching the hair color or white. Due to the professional nature of the Nursing profession, hair color that occurs in nature and a conservative cut and style is required.
7. **Facial Hair:** Trimmed beard, moustache, sideburns (some clinical affiliates may not allow facial hair).
8. **Headwear:** No caps, headbands, bows, scarves or bandanas. Students who must wear a head covering and/or long sleeves due to religious preference or doctors order are to do the following:
 - o Wear a white or black covering and if long, tuck it into the neck of their top.
9. **Make-up:** Mascara, eyeliner, lipstick, foundation, and eye shadow are acceptable if applied conservatively. **No artificial eyelashes are permitted.**
10. **Nails:** Short, clean, and well-manicured (**not beyond tip of finger**); **no nail polish, décor/jewelry, artificial or acrylic nails.**
11. **Jewelry:** Solid metal wedding/commitment bands only; dangling earrings are not permitted; single, simple necklace is permissible if it does not extend over uniform (certain jewelry may not be permitted in certain clinical sites such as mental health and pediatrics).
12. **Body piercing:** One small stud permitted per ear lobe (no larger than ¼”); no other visible piercings are allowed (no hoops or dangling earrings). This includes all facial piercings including but not limited to tongue, nose, eyebrow, ear cartilage or other visible piercings.
13. **No visible tattoos:** tattoos must be covered at all times.

** Must wear HCI College Nursing program badge and/or facility-specific badge at all times; badge is to be worn over the chest pocket.

NOTE: Faculty reserves the right to determine that an individual student's appearance may be inappropriate; accordingly, inappropriate attire may result in that student being dismissed from the clinical or academic setting.



NURSING SKILL/SIMULATION STUDENT ACKNOWLEDGEMENT OF RESPONSIBILITIES

By initialing the following, the undersigned student acknowledges receipt of the materials listed and agreement to abide by the policies contained within the current HCI College Student Catalog.

_____ HCI College Admission Documentation, Clinical/Classroom Training, and Attendance Policy.

_____ Current HCI College Nursing Student Skill/Simulation Handbook.

_____ I understand that I must meet all requirements to participate in clinical rotations including completion of the health screening requirements.

_____ I understand that I am to only function under the direct supervision of the Nursing faculty during all clinical experiences.

_____ I understand that I will not be used to meet staffing requirements at the clinical agency.

_____ I understand the passing grade for any Nursing course is outlined in the appropriate syllabus.

_____ I acknowledge that I have been fully advised that my program of study may require exposure to blood and body fluids while performing universal precautions; as well as conducting myself in a professional manner by attending clinical sessions on time. I further acknowledge my responsibility to only perform the above activities under direct supervision of my instructor or externship coordinator.

_____ I agree to hold HCI College harmless for any and all consequences (including transmission of blood borne pathogens) of such participation which are not the fault nor within the control of HCI College.

_____ I acknowledge my responsibility under federal applicable law and agree to keep confidential any information regarding clinical facility patients, as well as any other confidential information of the facility. I agree, under penalty of law, not to reveal to any person or persons except authorized clinical staff and associated personnel, any specific information regarding any patient. I further agree not to reveal to any third party any confidential information from the facility.

_____ I understand that I cannot be subject to call/duty in any way during didactic, skills, or clinical portions of the program.

_____ I understand that I may be required to submit to a drug and/or background check prior to going out on the clinical experience portion of the program. The results of the drug and/or background check may have an impact on my placement at a clinical site and completion of the program. I understand that I am responsible for the cost of these tests.

_____ I understand that I am required to complete a physical exam and provide proof of said exam check prior to going out on the clinical experience portion of the program., and that results of the exam may have an impact on my placement at a clinical site and completion of the program.

_____ I understand that I must have my HCI College student badge visible at all times while serving in the capacity of an HCI College Nursing student.

_____ I understand that it is my responsibility to review the Nursing Student Skill/Simulation Handbook in its entirety and seek clarification on any questions, concerns or points in which I need clarification.

_____ I understand that the Nursing Student Skill/Simulation Handbook may be amended and/or changed during my enrollment.

_____ In the event of any change or amendment during my enrollment, I will receive notification of the changes. I understand that it is my responsibility to review the changes and/or amendments in their entirety. I will seek clarification on any questions, concerns, or points for which I do not understand.

_____ I understand that it is my responsibility to follow all policies and procedures as outlined.

_____ I understand if I fail to adhere to the requirements, I may be withdrawn or receive a failure for the course.

I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS DOCUMENT. FURTHERMORE, I UNDERSTAND THAT FAILURE TO MEET AND COMPLY WITH THE REQUIREMENTS OF THIS PROGRAM MAY RESULT IN MY TERMINATION FROM THE PROGRAM.

_____ Student Printed Name

_____ Student Signature

_____ Date

_____ Instructor/Witness Name

_____ Instructor/Witness Signature

_____ Date