



UCD School of Nursing, Midwifery and Health Systems
UCD College of Health and Agricultural Sciences

Clinical Skills Laboratory Policy

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1 INTRODUCTION

The Clinical Skills Laboratory (CSL) provides students with an opportunity to practice clinical skills in a safe environment and to develop key competencies in preparation for professional nursing and midwifery practice. This guideline has been developed to ensure that the CSL is maintained as a professional clinical area for teaching and learning. It outlines the acceptable standard of behaviour expected when using the CSL. It must be read in conjunction with the UCD School of Nursing, Midwifery and Health Systems Code of Conduct.

UCD Student Code of Conduct

http://www.ucd.ie/registry/academicsecretariat/docs/student_code.pdf

2 GENERAL INFORMATION ABOUT THE CLINICAL SKILLS LABORATORIES

2.1 OPENING HOURS

The CSL are open according to bookings made in advance, usually during the hours of 9am-6pm, Monday to Friday, excluding Bank Holidays.

2.2 BOOKING A CLINICAL SKILLS LABORATORY

The use of a CSL requires advance notice and they are subject to availability. To book a clinical skills lab please contact Enda Fitzsimons in the School Programme Office.

The clinical skills manager (Liz Greene) co-ordinates the CSL. A lesson plan, including equipment required for the CSL, should be sent in advance of the lab to the clinical skills manager.

Contact details

Enda Fitzsimons UCD School of Nursing, Midwifery and Health Systems B106, UCD Health Sciences Centre, University College Dublin, Belfield, Dublin 4, Ireland. Tel: 01 716 6488 Email: enda.fitzsimons@ucd.ie	Liz Greene Clinical Skills Manager B239, UCD School of Nursing, Midwifery and Health Systems B106, UCD Health Sciences Centre, University College Dublin, Belfield, Dublin 4, Ireland. Tel: 01 7166405 Email: liz.greene@ucd.ie
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2.3 LAYOUT OF THE CLINICAL SKILLS LABORATORIES

The CSL consists of six separate teaching and learning spaces. They are laid out and equipped to reflect clinical areas similar to what students will encounter in practice.

They are laid out as follows

Second Floor: B230, B231, B240, B243.

Third Floor: B336, B337.

3 RESPONSIBILITIES OF STUDENTS AND OTHER USERS OF THE CSL

3.1 SCHEDULED CLINICAL SKILLS

Skills sessions will form part of the semester timetable and it is the responsibility of the student to check their timetable and attend at the designated time. Students are expected to attend and participate in all scheduled skills labs. Students who do not attend on the designated date and time for clinical skills sessions will not be facilitated at a subsequent session. Normally students are not permitted to swap times with any other student and must ensure that they are in the correct lab that they are registered to according to the module timetable. Students will be required to sign in to all clinical skills sessions.

3.2 MANDATORY CLINICAL SKILL SESSIONS

Some modules have compulsory clinical skills, and will be outlined by the programme director and/or module co-ordinator. Please note that non- attendance at mandatory clinical skills sessions may delay or prevent commencement of clinical placement. Students will be required to sign in to all clinical skills sessions.

3.3 DRESS CODE

The clinical skills laboratories are a simulated clinical environment and students are expected to present themselves in a manner that is conducive to the teaching and learning activities that take place in them. In preparation for clinical practice and for health and safety reasons users of the CSL are asked to adhere to the following dress code*:

- 3.3.1 Flat, closed, non-slip shoes must be worn at all times in the CSL to protect from accidental injury. Sandals, high-heels or open toed shoes are not permitted.
- 3.3.2 All students should dress in a manner that is considerate of modesty and respect for all users of the CSL.
- 3.3.3 In undergraduate programmes, students should wear the t-shirt provided (at the discretion of the module co-ordinator)
- 3.3.4 Hair should be neatly groomed. Long hair should be tied up.
- 3.3.5 Fingernails should be clean and short. The use of nail polish and acrylic or false nails is discouraged.
- 3.3.6 A “bare below the elbow policy” in relation to jewellery is adopted. Do not wear wristwatches, bracelets or rings. A wedding band is permitted. All visible piercings other than stud, ear-lobe piercings, should be removed or covered.

*or as required by module co-ordinator

3.4 LAB ETIQUETTE

All users of the clinical skills labs must act in a manner that does not disturb the teaching and assessment activities occurring in the labs. The CSL environment and equipment must also be respected in an appropriate manner. To ensure this, all users of the CSL should adhere to the following:

- 3.4.1 Use of the clinical skills laboratories is only permitted under appropriate supervision and at authorised times.
- 3.4.2 Students are expected to arrive for their laboratory session on time. Students who arrive late may not be allowed to enter the clinical skills laboratory.
- 3.4.3 Users of the CSL must follow the instructions provided by the facilitator during the session. Any behaviour deemed disruptive or unsafe will result in the facilitator asking the student to leave the laboratory.
- 3.4.4 Do not use the equipment for any purpose other than specified.
- 3.4.5 Any equipment malfunction should be reported immediately to the facilitator who will inform the clinical skills manager via email: cslfaults@ucd.ie
- 3.4.6 Use of the computers is restricted to assigned classroom work and they are not for personal use.
- 3.4.7 Use of mobile phones is normally prohibited in the clinical skills laboratories.
- 3.4.8 No eating or drinking is permitted in the clinical skills labs.
- 3.4.9 Bags and coats must be stored in the designated location as indicated by the facilitator.
- 3.4.10 Foldaway chairs must be returned to storage trolley after use. They must be stacked correctly, lying flat.
- 3.4.11 All facilitators and students who use the clinical skills laboratory should tidy up at the end of the session so the lab is left safe, clean, organised and ready for the next session. All furniture and large equipment should be returned to its original location as indicated by the facilitator. Smaller equipment and consumables should be returned to the appropriate trolley or storage unit.
- 3.4.12 If any items require disposal, this should be done in the appropriate manner (See section 4.2).

3.5 RESPECT AND CONFIDENTIALITY

Respect and confidentiality among users of the CSL should be maintained during all clinical skills sessions. Safeguarding confidentiality includes the appropriate use of information technology and social media.

Photos should not be taken unless consent has been obtained from individuals concerned and also the CSL facilitator. Recording of videos via any device is not permitted unless prior knowledge and consent has been obtained from the clinical skills facilitator.

In some situations, clinical skills or assessments may be video and/or audio recorded by the facilitator as a way to enhance teaching and learning and/or as part of an assessment. Students will be informed of this prior to the session. In some situations, videos may need to be retained by UCD for a period of time, stored in a confidential environment, particularly if they are used as part of a module assessment.

4 HEALTH AND SAFETY

All users of the clinical skills laboratories should conduct themselves in a manner which is mindful of health and safety. All users of the CSL should refer the School of Nursing, Midwifery and Health Systems Safety Statement and also the University Parent Safety Statement.

<http://www.ucd.ie/safety/parentss.html>

UCD staff should refer to the relevant Health Science and Allied Subjects Risk Assessments and also those General Risk Assessment which apply during clinical skills sessions.

<https://intranet.ucd.ie/sirc/riskassessmentcategories/healthsciencesandalliedsubjectsriskassessments/index.html>

<https://intranet.ucd.ie/sirc/riskassessmentcategories/generallabriskassessments/index.html>

Hard copies of all safety documents are also held in the clinical skills manager's office.

4.1 SHARPS SAFETY

All users of the CSL should adhere to standard precautions when handling needles, syringes, lancets, scalpels, stitch cutters or any item that may cause a break to the skin. Sharps bins are provided in each CSL for safe disposal of sharps at the location of use and also at the time of use. The lid to the sharps bin should be kept closed at all times. If any CSL user notes that a sharps bin is full (i.e. over $\frac{3}{4}$ full) and requires replacement it should be reported to the CSL manager.

Any needle stick injury caused by a contaminated implement should be immediately reported to the clinical skills manager and the Safety, Insurance, Operational Risk and Compliance (SIRC) Office and the victim must seek immediate medical advice.

4.2 WASTE DISPOSAL

All users of the CSL should ensure that waste generated in the course of the CSL session is disposed of appropriately. The white bins should be used for all household waste (non-risk waste). The yellow bins are for clinical waste (risk waste only). All sharps must be disposed of immediately in the appropriate manner (See section 4.1).

4.3 FIRE SAFETY

Users of the CSL must familiarise themselves with fire exits and ensure that all exits remain free of obstruction at all times. If fire is observed, activate the fire alarm by breaking one of the red wall mounted break glass units located throughout the building and if possible inform the emergency line Ext. 7999.

In the event of the fire alarm sounding, everyone must leave the building immediately in an orderly fashion by following the green man running signs to the nearest exit. Assemble at the nearest assembly point outside the building. Do not collect any belongings or block the exits on leaving. For more information, please see the Health Sciences Centre Fire Safety Notice as displayed in all clinical skills labs.

4.4 LATEX GLOVES AND LATEX ALLERGY

In some clinical skills sessions, users may be exposed to latex in either gloves or in equipment that is used. If you have a latex allergy or sensitivity, inform the relevant member of staff or clinical skills manager in advance of the clinical skills session.

4.5 INCIDENTS OR ACCIDENTS

In the event of an emergency contact the UCD 24 hour emergency line: extension 7999 or 01-7167999. There are telephones in each CSL. CSL users must report any incidents or accidents immediately to the facilitator or the clinical skills manager. An incident/accident report form must be completed by the staff member who witnesses the incident/accident or by the staff member it has been reported to. Forms are available from the clinical skills manager or the safety office.