9. SIMULATED LEARNING LABORATORY (SLL) GUIDELINES

Purpose: The SLL is available to all nursing students throughout their educational program for the purpose of learning and practicing basic skills in preparation for clinical laboratory. Students are also encouraged to use the SLL for review and reinforcement of skill competency according to their learning needs.

Student Laboratory Manager: A student laboratory manager is on duty in the SLL to facilitate learning activities.

Procedure for Return SLL Demonstrations: For any psychomotor skill, the student is expected to practice independently in the SLL PRIOR to the scheduled return demonstration. Students are encouraged to seek assistance from SLL staff. Attendance at return demonstrations will be verified by SLL staff.

Competency: Satisfactory skill demonstration in the SLL does not mean that the student is competent to perform the skill independently in the clinical setting. Students must be supervised on performance of skills until approved for independent practice by clinical faculty.

Remediation: If the student is unable to perform the nursing psychomotor skills competently in the clinical setting, the faculty member may refer the student to the SLL for remediation.

Revised: SLL Committee/February 22, 2007
Approved Faculty Assembly Meeting/April 20, 2007

Point Reduction Process

- Point reduction system will be monitored by the SLL Director in conjunction with course coordinators. The first point will be subtracted from the final examination grade with subsequent points being deducted from the final course grade.

Point deductions will occur under the following conditions:

a) if the student fails to bring a lab coat, appropriate supplies from the Nurse Pac for each demonstration or is not prepared for skill demonstration (has not viewed A-V materials and completed readings/assigned module questions) the appointment will be canceled and one point deducted from final examination grade. Note: For Simulated Scenarios, students need to have all required clinical paperwork completed and must be in full clinical uniform, including stethoscope and wristwatch.

b) if an appointment is missed or a student is late to the designated skill time without sufficient notice.

c) failed skill due to lack of knowledge related to questions asked or poor skill technique

d) failure to reschedule within 24 hours of notification of points deduction

e) failure to show up for a required lab demonstration by faculty, the SLL Director or graduate assistant
f) failure (<85%) of skills (At the Junior level, this score may be affected by a combination of performance in the skills lab and the student’s score for on-line quiz associated with each skill. Please see the diagram on page ___ for how the total score is determined. In the Sophomore year, quizzes are associated with a grade in the student’s current nursing class and therefore an 85% score needs to be achieved in the skills lab and this score is not affected by quiz score.)

All failures (regardless of the cause) must be made up by testing with the SLL Director or a graduate assistant. Before retesting, a student must complete an observed practice with the SLL Director or graduate student to ensure skill competency.

The objective for imposing point deduction is to assure student accountability and efficient use of SLL resources. Consistent delinquency related to completion dates/point deduction will be reflected in clinical evaluation as unsatisfactory in the category of professional behaviors. This may result in course failure.

**Rescheduling Appointments**
Students may only reschedule an appointment twice each semester. This requires a 24 hour notice. Please reschedule ONLY if absolutely necessary. It is the student’s responsibility to be flexible with rescheduling.

Please refer to the Simulated Learning Lab Student Procedure Manual for other SLL policies. If a student has any further questions, s/he should contact the SLL Director.

Revised February 1994 and April 1998; Reviewed June, 2006
Revised: SLL Committee/February 22, 2007
Approved Faculty Assembly Meeting/April 20, 2007
Approved Faculty Assembly Meeting May 3, 2010
Approved by Faculty June 2012

10. **SLL Student Referral Guidelines**

1. Faculty completes a referral request (*Simulated Learning Lab Remediation Faculty Report* and submits the request to the SLL Director.
2. Student contacts the SLL Director to arrange time for practice.
3. SLL Director or a graduate assistant and the student will sign referral form after student completes the remediation plan and SLL Director will return the referral form to the faculty member to sign. The SLL Director will place a copy of the completed referral in the student’s file.

Faculty Assembly Approval 10/30/98; Reviewed June, 2006
Revised: SLL Committee/February 22, 2007
Approved Faculty Assembly Meeting/April 20, 2007
11. LPN Students Psychomotor Skills Exception Policy

Students who have a current license to practice as a Licensed Practical Nurse (LPN) and who have graduated within the past five (5) years or who have work experience of 1000 clinical hours within the last three (3) years may be excused from demonstrating all sophomore level skills in the Simulated Learning Laboratory (SLL). They may also be excused from demonstrating junior level skills with the exception of those pertaining to intravenous therapy, intravenous medications, and central venous access devices. Students who are LPNs must complete all senior level skills.

Approved 3/5/98; Reviewed June, 2009


a. Procedure for Audio-Visual Utilization

Students are required to seek assistance from the SLL lab manager for A-V materials. A formal sign-in and out lab procedure is required with your submission of a student identification for receiving A-V materials in the lab.

b. Audio-Visual Materials and Equipment Borrowing Policy

Only the chairperson of the Department of Nursing or a faculty member can authorize student/others' use of A-V equipment. Responsibility for safe return of A-V equipment rests with the borrower. Consult with course faculty on appropriate form to be completed.

c. Client Education Materials (CEM) Borrowing Guidelines

Most materials can be borrowed for a period of one week, and can be renewed if necessary. Any materials anticipated to be of high demand over a period of time can be designated by a faculty member to have a shorter borrowing period (e.g. one or two hours, 24 hours, 2 days).

SLL managers or staff are responsible for retrieving the requested materials from the locked Storage cabinets. The individuals borrowing materials are responsible for the replacement costs of the materials are damaged or lost.

Borrowers must complete the white card in the pocket attached to the materials, and sign their names. These cards are given to the manager to file in the designated card file box according to the due date, then by a CEM number.

A manager places a blue index card with the due date in the library pocket of the material being borrowed.

Upon return of the materials the lab manager removes the white card from the file box, notes the date returned and exchanges it for the blue card in the library pocket.

Materials with shorter borrowing times than usual will be marked for the lab managers to easily identify. Those designated for less than 24 hours will be signed out and in by students on a preprinted sheet instead of a card.
Penalties for failure to return materials

Lab managers will give the office the names of students with overdue materials and the due Date to the Department of Nursing secretary.

Students who have not returned all borrowed materials by the end of the semester will have HOLDS placed on their records by the Department of Nursing until the department receives the materials. (This means that grades and transcripts will not be sent out, the student may not be able to register for the following semester.) Similarly, the costs of replacing damaged or lost materials must be paid before HOLDS are released.

Approved Faculty Assembly Meeting March 26, 1999; Reviewed June, 2008
Approved Faculty Assembly Meeting May 3, 2010

13. Computer Equipment Utilization

The computer lab is available only to nursing students. Students are requested to seek assistance from the SLL Staff. **No food is allowed in the computer lab. However, covered drinks are permitted.**

Revised: SLL Committee/February 22, 2007
Approved Faculty Assembly Meeting/April 20, 2007
Approved Faculty Assembly Meeting/May 3, 2010

14. Student Employment

A. Outside the Department

In accord with the **Pennsylvania State Board of Nursing Rules and Regulations (21.112)**, the following parameters are outlined for student employment:

1. If students are employed in health agencies, they may not be employed as registered or practical nurses unless they are currently licensed.
2. Student employment shall be on a voluntary basis and not a requirement of the institution.
3. Remuneration for employment shall be within the range of the salary scale for the position.

B. Inside the Department:

Junior and senior nursing students who have earned a 3.0 QPA and have obtained a satisfactory performance review in their clinical courses are eligible to apply for a position as a SLL student manager. The job description and application forms are available from the Department of Nursing Office. In order to maintain employment as a lab manager, students must successfully complete all nursing courses each semester. Failing to do so may result in the termination of the student’s employment.
15. SLL Student Manager Guidelines

A. Objectives for SLL Student Managers
   1. Contributes to the instructional program in nursing by facilitating the learning of nursing students in the Simulated Learning Laboratory through the means of explanation, demonstration, and evaluation of students’ practice skills in SLL.

   2. Collaborates and works with the designated immediate supervisor to maximize utilization of the SLL areas on an ongoing basis and through scheduled SLL committee meetings.
   3. Works under the supervision of the SLL Director.

B. Responsibilities for SLL Student Managers
   1. Create an atmosphere where students feel free to ask questions or request help.
   2. Give demonstrations as needed for clarification after student preparation in the skills clinical laboratory.
   3. Supervise students’ practice of nursing skills following their viewing of audio-visual learning materials.
   4. Evaluate students’ return demonstrations of clinical skills in the lab as pass or fail based upon procedure checklists for each skill.
   5. Maintain an inventory of expendable lab supplies.
   6. Maintain security procedures:
      a. All cupboards should be locked when SLL managers are not in the lab area.
      b. Each evening, the SLL should be locked before the last SLL Manager departs.
      c. Access closed lab with Bloomsburg University ID card. All students must keep ID in safe place in order to prevent theft and therefore access to the lab by unauthorized personnel.
   7. Maintain equipment in operating condition through collaboration with SLL Director.
   8. Maintain the nursing lab in an orderly fashion at all times.
   9. Prepare clinical lab for one week and AV areas for at least two weeks in advance for each due date as designated by the course outlines and/or skill syllabus.
  10. Prepare a student: sign-up schedule for Fall (NURSING 213, NURSING 312, and NURSING 412), and Spring (NURSING 213 and NURSING 412) demonstrations based upon the number of skills, the amount of time each requires for return demonstration, and the lab managers’ schedules in collaboration with course coordinators.
  11. SLL Student Managers’ work hours:
      a. Submit SLL student manager’s name, hours of work after preregistration for each semester as tentative schedule for first week of each semester to the immediate supervisor.
      b. Permanent SLL student manager’s work schedules must be submitted to the immediate supervisor or designee by Thursday of the first week of class.
      c. Attend annual orientation of all SLL Student Managers.
      d. Attend meetings as required by SLL Director.

C. Required Knowledge, Skills, and Abilities:
   1. Knowledge of professional nursing theory and practice related to basic, selected psychomotor skills through review of clinical evaluations and interview with the immediate supervisor.
2. Ability to maintain effective working relationships with nursing faculty, students, and other university personnel and departments.

3. Be knowledgeable about the facilities and potential of the nursing lab.

4. Ability to keep records and prepare reports:
   a. Student course requirements for lab demonstration will be received from course coordinators at the beginning of each semester. Completion dates for all skills demonstrations will be included with the course requirements.
      Fall - Professional Nursing, Adult Health Nursing I, Maternal Child Health Nursing, and Adult Health Nursing II.
      Spring - Foundations of Nursing Practice and Adult Health Nursing II.
   b. Laboratory hours will be established and posted at the beginning of the semester.
      (Refer to #11 - SLL student manager’s work hours for posting of SLL manager hours.)
   c. A list of students and respective assignments will be submitted by the course coordinators to be placed in the laboratory record book by the end of the first week of each semester.
   d. As each student successfully completes a lab demonstration, the managers will indicate successful completion by his/her initials and the date.
   e. If a given student fails to complete the demonstration by the assigned date, the student managers will notify the SLL Director and enter the student’s name in the Points Deduction Binder.

2. Demonstrate basic skill in using computer laboratory computers, i.e., be able to use updated software sufficiently to answer student questions when using the computers and software.

6. Demonstrate basic skill in using all computer laboratory equipment.

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Approved by SLL Committee: April 1986
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Reviewed: June 2005
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