LEARNING RESOURCES HANDBOOK

2012 – 2015
(Revised 7/2014)

Library/Learning Resource Center &
Skills Simulation Lab

Re-designated as a Center of Excellence in Nursing Education 2012~2016

CarePoint Health
School of Nursing
176 Palisade Avenue
Jersey City, NJ 07306
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LEARNING RESOURCES

OVERVIEW

CAREPOINT HEALTH SCHOOL OF NURSING

Library/Learning Resource Center (LRC)
The Library/LRC exists to support the School’s educational program by providing services and resources that support the educational needs of its students and faculty.

Resources include:
- Books
- Journals
- Audio Visuals
- Electronic databases
- Educational learning programs are available in the computer lab

For more information about resources and services please pick up a brochure in the library.

Skills Simulation Lab
In the Skills Simulation Lab students have opportunity to learn and practice nursing skills in a state-of-the art learning environment with the assistance of Skills Simulation Lab instructors and assistants. Students are encouraged to visit the Skills Simulation Lab and practice procedures prior to performance in the clinical areas.

Staffed hours are posted during the school year.

Tutoring
Academic and clinical tutoring is available by Skills Simulation Lab instructors and assistants; and nurse residents. Peer tutoring is also available by qualified students.

HUDSON COUNTY COMMUNITY COLLEGE

Support Services
Support services at Hudson County Community College (HCCC) include:
- Academic tutoring
- Computer Laboratory
- Library

These services are available with a valid HCCC student photo ID. For more information please visit www.hccc.edu.
LIBRARY/LEARNING RESOURCE CENTER

Hours
During the school year:
- Monday - Thursday: 8am – 9pm
- Friday: 8am – 4pm

Weekend hours are posted at the start of each semester. Schedule changes are posted on the course management system and library bulletin board.

Location
CarePoint Health School of Nursing, first floor
169 Palisade Avenue, Jersey City

Contacts
<table>
<thead>
<tr>
<th>Katherine Vargo</th>
<th>Samina Younus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Resources Specialist Librarian</td>
<td>Library Technician</td>
</tr>
<tr>
<td><a href="mailto:kvargo@christhospital.org">kvargo@christhospital.org</a></td>
<td><a href="mailto:syounus@christhospital.org">syounus@christhospital.org</a></td>
</tr>
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</table>

Telephone:
(201) 418-7044

Access privileges
Full Access (all library services and electronic resources)
- CPHSON faculty, students, staff and graduates who have exited the program and not passed NCLEX, within 6 months of graduation, with a $40 deposit
- CH employees with a valid CH ID

Limited Access (on-site use of library and computer lab)
- CH Radiography students with a valid CH-ID
- Hudson County Community College students with a valid HCCC ID

Borrowing policy
Books.......................4 weeks; no renewals
Audiovisuals...........circulate as designated
Journals....................in-library only
Reference books......in-library only
Reserves...............in-library only

- A valid CH ID badge must be presented to borrow.
- No limit to the number of books that may be borrowed.
- Borrowers are responsible for borrowed items.
- Borrowing privileges are suspended if books are not returned 2 weeks after the due date.
- Nursing students: All borrowed materials must be returned before final nursing exams.

Late fees and lost items
Books.......................10¢ per day
Videos/DVDs.............25¢ - $1.00 per day

- Overdue notices are sent one week after the due date.
- Failure to receive an overdue notice does not excuse a user from late fees.
The charge for a lost or damaged book is the cost of replacement with the latest edition.

Library catalog
The Library Catalog is used to find books by author, title or subject.

The catalog is on the CH Intranet accessible in the computer lab or from any CH computer.
To use: click > Internet Explorer / School of Nursing Links / Library Online Catalog.

Photocopying and printing
CPHSON students and Radiography students must purchase a copicard to copy and print.
Other users may buy a copicard for self-service copying and printing or copy and print at 5¢ per page.

Electronic Resources
Login information for all electronic resources is available at the library help desk.

- **Ebooks**
  Titles include reference books and supplemental books for nursing courses.

- **Databases**
  CINAHL Plus with Full Text provides full text to many nursing journals.

- **Videos**
  Medcom videos are selected by faculty for nursing courses.

- **Learning Programs**
  EDGT online tutorials and tests are interactive and review nursing concepts, principles and skills.

Audiovisuals
 Login information for remote access to online videos is available at the library help desk
Audiovisuals, housed in the library, may be viewed in designated areas during library hours.

Computer Lab
The computer lab is located on the first floor of the School of Nursing next to the library. Its hours are the same as the library hours.

The computer lab is available to CPHSON administration, faculty, staff, students and graduates up to six months following graduation; CH employees; CH Radiography students; and HCCC students.

In the computer lab, authorized users have access to the Internet, educational programs, databases, the library catalog, and Microsoft Office programs

Study rooms
Sixteen study rooms are available for individual or small groups and viewing DVDs. A reservation is required to use a study room.

Sign-up sheets are available weekly on Monday at 8am at the library help desk.

Expected behavior
- An atmosphere conducive to reading and studying is expected in the library and computer lab.
- Absolutely no food or drink is permitted in the computer lab.
- Students are expected to leave study rooms clean and tidy.
- Resources and services may be denied to anyone who does not abide by the Library/LRC rules and regulations

Security
Computers are monitored by the CH Information Technology Department and the library is electronically monitored.
How do I find articles?
CINAHL Plus with Full Text is the major database for nursing information. Obtain login information at the library help desk.

CPHSON students and faculty also may use databases provided by the HCCC library. To access databases go to www.hccc.edu and link to the library. Your student/faculty HCCC ID and password are required.

How do I get articles not available in the library or online?
Articles not available in the library or online may be obtained by placing a request at the library desk. Allow at least 2 days to receive the articles.

How do I request a literature search?
Complete a request form at the library help desk or email request to kvargo@christhospital.org. Turnaround time is usually 5 days.
**POLICY:**
CarePoint Health School of Nursing Library/Learning Resource Center serves CPHSON administration, faculty, staff and students.

Other users who may use the Library/LRC’s resources and services with restricted privileges include:
- CPHSON graduates, who have exited the program and not passed NCLEX, within six months following graduation with a $40 deposit, refundable after all borrowed materials are returned, are provided full use of library services and resources.
- CPH radiography students may use the library for studying and the computer lab.
- CarePoint Health Christ Hospital employees with a valid CarePoint Health Christ Hospital ID may borrow books and use the computer lab.
- Hudson County Community College students with a valid HCCC ID may use the library for studying and the computer lab.

Library / LRC privileges may be denied or limited to anyone in violation of the Library/LRC’s policies/procedures and rules of conduct.

**PURPOSE:**
To specify when and who has access to the Library/LRC’s resources and services.

**PROCEDURE**
The Library/LRC is located on the first floor of the School of Nursing.

**HOURS**
The Library/LRC is open during the school year:
- Monday – Thursday  8:00 AM – 9:00 PM
- Friday – 8:00 AM – 4:00 PM

Additional hours, changes, and holiday schedules are posted at the library entrance, Course Management System, and on the library’s answering machine.
POLICY: Library/Learning Resource Center: Selection

Effective Date: 6/1997

Last Revised Date: Reviewed and Revised: 6/2006, 6/2013

Prepared By: Learning Resources Committee

Policy Number: SN-6920-700.7.100

Number of Pages: Page 1 of 2

Approved By: Faculty Organization


Policy:
The Library/LRC provides access to authoritative and up-to-date resources to support the administrative, teaching and learning needs of CarePoint Health School of Nursing.

Criteria determining selection of print and non-print resources include:
1. Curriculum content
2. Material already owned
3. Critical reviews
4. Demand of topic
5. Reason for request
6. Publication date and timeliness
7. Cost

Additional criteria for non-print resources include:
8. Program evaluation
9. Accuracy of content
10. Technical quality
11. Instructional quality
12. Length of program
13. Compatibility with existing library/LRC technology
14. Licensing agreements
15. Copyright laws

Resources added to the Library/Learning Resource Center’s holdings may be suggested by: CPHSON administration, committees, faculty, students and CPHCH employees.

Resources added to the Library/Learning Resource Center’s holdings may be:
1. complimentary copies.
2. donations (whose acceptance are based upon criteria for selection of new materials).

Final approval of all recommendations rests with the Dean.
PROCEDURE

BOOKS
Books are ordered throughout the year.

JOURNALS
Once a year recommendations for new subscriptions and cancellations are considered by the Learning Resources Specialist/Librarian at the time of renewal.

NON-PRINT RESOURCES
In most cases, non-print resources must be evaluated before considered for purchase. Program evaluations may be submitted to the Learning Resources Specialist Librarian at any time. Recommendations are generally considered once a year, usually in June, but may be purchased as needed throughout the year. Refer to Policy SN-6920-7.102.

PROCEDURE:
To maintain current and comprehensive collections of print and non-print resources.
**Policy:**
The Library/Learning Resource Center’s collections are reviewed by the Learning Resources Specialist/Librarian for identifying potential withdrawals. (Books – annually; Journals – every five years; Audiovisual and Computer Programs every five years.)

The Learning Resources Specialist Librarian notifies faculty regarding audiovisual and computer programs that are no longer current and up-to-date.

**Books** to be considered for deletion include:
1. Older than five years, prior to the current year
2. Missing for one year
4. Damaged and irreparable

**Books** older than five years may be retained based upon:
1. Uniqueness
2. Historical value
3. Inherent interest

**Journals** to be deleted include:
1. Older than five years, except for designated journals

**Audiovisual and Electronic Resources** to be considered for deletion include:
1. Older than five years
2. Outdated information
3. Poor physical condition
4. Faculty member recommends withdrawal
5. Superseded by a more current program

**Purpose:**
To maintain current and comprehensive collections of print and non-print resources.

**Procedure:**
Learning Resources Specialist/Librarian determines materials to be considered for deletion. Faculty is notified to review potential withdrawals. Learning Resources Specialist/Librarian arranges for disposal of withdrawals.
POLICY:
Library/Learning Resource Center: Recommending Non-Print Resources

PURPOSE:
To identify protocol faculty will follow when requesting NON-PRINT RESOURCES FOR ACQUISITION. Non-print resources include electronic and multimedia formats, and audiovisuals.

PROCEDURE:
To preview a non-print resource:
1. Submit to Learning Resources Specialist/Librarian
   a) Title
   b) Publisher, and
   c) Approximate date needed (if applicable)
2. Return program to Learning Resource Center on or before due date.

TO RECOMMEND A PROGRAM FOR PURCHASE:
1. Complete and submit Resource/Service Request Form to the Learning Resources Specialist/Librarian.

POLICY:
Generally, before a non-print resource is considered for purchase, it must be first previewed and an Evaluation Form filed with the Learning Resources Specialist/Librarian. Program evaluations are used to make purchasing decisions.

Non-print resources are purchased at the end of the spring semester or as needed throughout the year.
**Interlibrary Loans**

The library is a member of various library networks and consortia that provide for interlibrary lending. As a member, the library participates in the lending and borrowing of materials in accordance with contractual agreements and the copyright law.

Interlibrary loan requests (ILL) are processed within 24 hours. Delivery usually takes 2 days. Only loans that can be obtained for free are processed.

Interlibrary loan requests are provided to CarePoint Health School of Nursing administration, faculty, staff, and students; CarePoint Health Christ Hospital employees, and Hudson County Community College students.

**Purpose:**

To obtain articles not available at the CarePoint Health School of Nursing Library.

**Procedure:**

For articles, submit literature search with wanted articles checked; or, complete and submit the Interlibrary Loan Request Form.
**POLICY:**
Instructors may place materials on reserve. If the item is in circulation, the Learning Resources Specialist/Librarian will recall the item and notify the instructor when it is returned.

Maximum time an item may be reserved is the duration of one semester. At the end of the semester, items are returned to the respective faculty or returned to its library location.

Reserve materials are for in-library use only.

Photocopying of print reserve material must be done in the library. Items may not be removed from the library to be photocopied.

Reserve materials are kept in closed stacks and available when library staff is present.

**PURPOSE:**
To specify placement of materials on reserve by faculty for their students.
PURPOSE:
To provide CarePoint Health School of Nursing graduates borrowing privileges to prepare for the NXLEX-RN exam while ensuring borrowed materials are returned.

POLICY:
CPHSON graduates, who have exited the program and not passed NCLEX within six months of graduation, may borrow library resources with a $40.00 cash deposit. The deposit is returned to the graduate, upon request for return of deposit, within six months after graduation; and after all resources are returned.

After nine months, unclaimed deposits are deposited into the appropriate account.

PROCEDURE:
1. Graduate makes a payment of $40.00 in cash.
2. Transaction is recorded in the receipt book.
3. Graduate notifies library staff when no longer needs borrowing privileges.
4. Deposit is returned to the graduate within six months post graduation.
5. Unclaimed deposits, after nine months post – graduation, are deposited into the designated hospital account.
**Policy:**
CarePoint Health School of Nursing administration, faculty, staff and selected CarePoint Health – Christ Hospital personnel may borrow portable audiovisual equipment overnight for hospital-related presentations and community education.

**Purpose:**
To specify borrowing audiovisual equipment for off-site usage.

**Purpose:**
1. Make reservation with Library Technician at least three days prior to need.
2. Specify date and time of return.
3. Return equipment to Library Technician.
### Policy: Equipment: Classrooms

**Effective Date:** 4/2001  
**Last Revised Date:** Reviewed & Revised: 6/2010, 6/2014  
**Prepared By:** Learning Resources Committee  
**Policy Number:** SN-6920-700.7.50  
**Number of Pages:** Page 1 of 1  
**Reviewed, No Changes.**  
**Name of Reviewer:** LEARNING RESOURCES COMMITTEE  
**Date:** 6/2008, 3/2011

#### Purpose:
To maintain the availability, accessibility, and security of school owned audiovisual equipment for classroom use.

#### Procedure:
**Standard Equipment** should not be moved except under extenuating circumstances. If moved, equipment must be returned by user to its proper location after use.

**Portable Equipment** must be returned by user to its proper storage area after use.

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<td><strong>Equipment: Classrooms</strong></td>
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<td><strong>Standard Equipment in Each Classroom Includes:</strong></td>
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<tr>
<td>1. Projection screen</td>
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<td>2. VCR / DVD equipment</td>
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<td>3. Overhead projector</td>
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<td>4. Data Projector with laptop computer and Internet access</td>
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<td>5. WiFi</td>
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<td><strong>Portable Equipment Includes:</strong></td>
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<td>1. Floor easel</td>
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All equipment is labeled with its room location.
**Policy:**
Clientele who can use the Computer Lab include CPHSON administration, faculty, staff, students, and graduates up to six months post graduation; CPH radiography students; HCCC students; and CPHCH employees.

The Lab is available during posted hours.

No personal work may be saved on the hard drive. Use of computers is restricted to and for educational purposes only.

Library/Learning Resource Center staff assists with equipment and electronic resources.

Use of computers may be limited, restricted, or extended by the Learning Resources Specialist/Librarian, as necessary.

Computer Lab rules are posted in the Lab. Intentional tampering, misuse, or damage to hardware, files, or screen environment will result in disciplinary action. (See Student Handbook: Conduct Subject to Disciplinary Action).

Internet users are expected to be in compliance with CarePoint Christ Hospital Information System’s policy on Internet use.

Hospital employees must present their hospital ID and HCCC students present their HCCC ID to library staff before entering the computer lab.

**Purpose:**
To specify responsible usage of Computer Lab.

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<td><strong>Computer Lab: Usage: General</strong></td>
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<td><strong>Effective Date:</strong> 4/2001</td>
<td><strong>Policy Number:</strong> SN-6920-700.7.700</td>
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<td><strong>Last Revised Date:</strong> 6/2010, 6/2013</td>
<td><strong>Number of Pages:</strong> Page 1 of 1</td>
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<td><strong>Prepared By:</strong> Learning Resources Committee</td>
<td><strong>Approved By:</strong> Faculty Organization</td>
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<tr>
<td><strong>Reviewed, No Changes.</strong></td>
<td><strong>Date:</strong> 6/2008, 3/2011</td>
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<tr>
<td><strong>Name of Reviewer:</strong> Learning Resources Committee</td>
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**Policy:**
The Computer Lab or a specified number of computers may be reserved for educational, school and work related purposes of the School of Nursing and CarePoint Health Christ Hospital.

Reservations should be made with the Learning Resources Specialist/Librarian at least five (5) working days prior to the date the Lab is needed.

When the Computer Lab is reserved, the date and time is posted outside the Library. Depending on the number of computers needed, the entire Lab may be closed to all other users or a select number of computers may be reserved and users may use computers not reserved.

Person(s) reserving the lab are expected to supervise the group unless other arrangements are made with the Learning Resources Specialist/Librarian.

**Purpose:**
To assure availability of computers and to accommodate groups at scheduled times.

**Procedure:**
Schedule with Learning Resources Specialist/Librarian date and time lab is needed.
POLICY:

Skills Simulation Lab hours are determined each semester based on students’ needs.

Skills Simulation Lab hours are posted each semester on the Skills Simulation Lab bulletin board, library bulletin board and on the online Course Management System.

PURPOSE:
To make Skills Simulation Lab accessible to the student body.

PROCEDURE:
1. Students may utilize Skills Simulation Lab for practice during lab hours.

2. Hours of operation are posted on the Skills Simulation Lab bulletin board, students’ bulletin board and library bulletin board.

3. Students may contact the Skills Simulation Lab Coordinator or assistants to make an appointment for supervised practice.

4. Students will sign in the Skills Simulation Lab attendance book when entering and leaving the Skills Simulation Lab.

5. Students will adhere to all policies regarding use of the Skills Simulation Lab.
### Policy: Skills Simulation Lab: Access: Graduates and Alumni

#### Effective Date:
6/1999

#### Last revised date:
6/2012, 6/2013, 6/2014

#### Prepared by:
Learning Resources Committee

#### Reviewed, no changes.
Name of reviewer: Learning Resources Committee

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### Manual: Learning Resources

#### Policy number:
SN-6920-700.7.801

#### Number of pages:
Page 1 of 1

#### Approved by:
Faculty Organization

#### Date:
6/2008

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### Policy:

To allow graduates and alumni access to the Skills Simulation Lab for reinforcement of nursing skills.

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### Purpose:

To make the Skills Simulation Lab available to graduates and alumni for reinforcement of clinical nursing skills.

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### Procedure:

1. Graduates and alumni may utilize Skills Simulation Lab when a Skills Simulation Lab instructor or assistant is present.

2. Graduates and alumni will sign in the Skills Simulation Lab attendance book their name, telephone number, and identify themselves as alumni.

3. Alumni are to adhere to all policies regarding use of the Skills Simulation Lab.

4. Current students are given priority to utilize the Skills Simulation Lab.
**Policy:**
To clarify procedure for referring students to Skills Simulation Lab for academic or clinical enhancement.

**Purpose:**
To encourage student mastery of clinical and academic skills through utilization of the Skills Simulation Lab.

**Procedure:**
1. Faculty referring a student to Skills Simulation Lab will complete the Skills Simulation Lab Referral form and send a copy to the Skills Simulation Lab Coordinator.

2. The student will be informed by the faculty to make an appointment with a Skills Simulation Lab instructor as soon as possible.

3. Within one week (seven working days) following the teaching/learning session, the Skills Simulation Lab Attendance Report form will be completed and submitted to the appropriate faculty.
**Policy:**
Clinical simulations are to be treated in the same way as clinical assignments and students are expected to be prepared for scenarios that are to take place on the assigned day. Review of case and patient information may be provided prior to each simulation.

**Purpose:**
To provide students with opportunities to deliver nursing care during various clinical simulations in a safe controlled simulated environment in the Skills Simulation Lab.

**Procedure:**
1. Students are to be dressed in full clinical uniform and expected to have appropriate clinical supplies required.

2. Students must address and communicate with the mannequin as a real patient, using assigned name.

3. Students must be prepared to intervene with the mannequin presenting symptoms and complaints with appropriate rationales according to their knowledge base.

4. Those not participating must observe the scenario in progress, taking note of the participants’ interactions and interventions.

5. Debriefing will take place after each scenario and students are expected to discuss their experience and provide feedback regarding the activity.

6. Scenario is to be treated as a true clinical learning experience.
**Policy:**
SimMan is to be handled in a safe and effective manner as mandated by Laerdal.

**Purpose:**
To prevent damage to SimMan and to maintain functionality and integrity of SimMan.

**Procedure:**
1. Gloves must be worn when in contact with SimMan.
2. No SimMan or parts of SimMan should be moved without supervision of Skills Lab personnel.
3. SimMan must be handled gently to avoid damage to any of its working parts.
4. SimMan can only be utilized under supervision of Skills Simulation Lab personnel.
5. Maintenance, directions for use, and care of equipment is available in the Skills Simulation Lab folder.
6. Mishandling of SimMan may result in disciplinary action.
**CAREPOINT HEALTH SCHOOL OF NURSING**  
**POLICY AND PROCEDURE MANUAL**

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<th>POLICY: <strong>SKILLS SIMULATION LAB: EQUIPMENT/SUPPLIES: RECOMMENDING</strong></th>
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<td>PREPARED BY: <strong>LEARNING RESOURCES COMMITTEE</strong></td>
<td>APPROVED BY: <strong>FACULTY ORGANIZATION</strong></td>
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</table>

**POLICY:**  
Faculty may request equipment/supplies to be purchased for the Skills Simulation Lab.

**PURPOSE:** To provide mechanism for recommending supplies and equipment needed.

**PROCEDURE:**

1. Complete and submit Skills Simulation Lab Equipment/Supplies Request form to Skills Simulation Lab Coordinator.

2. Skills Simulation Lab Coordinator seeks request approval from the Dean.

3. Upon approval, the order will be placed through the CarePoint Health School of Nursing Office Coordinator, who prepares a purchase requisition for approval and forwards to the Materials Department at CarePoint Health – Christ Hospital for final processing and purchase.

4. Requestor is notified when equipment arrives.
POLICY:
Skills Simulation Lab equipment, with the exception of needles, syringes, and mannequins may be borrowed by faculty. Equipment may be borrowed for one week. If extension is needed, notify Skills Simulation Lab Coordinator.

PURPOSE:
To maintain the availability, accessibility and security of school owned Skills Simulation Lab equipment.

PROCEDURE:
1. Faculty may request equipment by notifying the Skills Simulation Lab Coordinator one week in advance.
2. Borrower must complete Skills Simulation Lab Sign Out Form for Equipment and submit to Skills Simulation Lab Coordinator.
3. All borrowers are responsible for returning equipment undamaged to the Skills Simulation Lab.
**Purpose:**
To establish a policy on Video Recording in the Skills Simulation Lab.

**Policy:**
All students will sign an authorization form for video recording.

**Procedure:**
1. During Freshmen Orientation, all students will sign the Authorization for Video Recording form (*see attachment*).

2. The authorization form specifies that video recording will be done during simulations for training and educational purposes only.

3. The authorization form is valid from the date it is signed.
I ________________________, authorize CarePoint Health School of Nursing (CPHSON), Skills Simulation Lab to video record my training/learning experience.

This authorization is valid from the date it is signed.

<table>
<thead>
<tr>
<th>Participant Signature</th>
<th>Date</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Skills Simulation Lab Coordinator</th>
<th>Date</th>
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6/2013
The purpose of the faculty orientation to simulation policy is to ensure familiarity with the various simulation mannequins and process for planning, implementing and evaluation of clinical simulations.

**Policy:**
All part time, full time and adjunct faculty as well as Skills Simulation Lab personnel will be orientated to clinical simulations.

**Procedure:**

1. The Assistant Dean will notify the Skills Simulation Lab Coordinator to schedule orientation for new faculty members to clinical simulation.

2. The Skills Simulation Lab Coordinator or designee will contact the new faculty or new Skills Simulation Lab personnel to establish a date and time for orientation.

3. The Skills Simulation Lab Coordinator will complete the Orientation to the Skills Simulation Lab Checklist (*see attached copy*) and forward a copy to the Faculty Development Committee secretary.

4. Orientation to clinical simulation will include observation of a simulation and debriefing session.

5. The orientation to clinical simulation must be completed prior to the actual simulation scheduled in the course.
**CarePoint Health School of Nursing**

**Policy and Procedure Manual**

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**CarePoint Health School of Nursing**

**Skills Simulation Lab Orientation Checklist**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE AND INITIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Meet with Dean and Assistant Dean. Review job description and evaluation.</td>
<td></td>
</tr>
<tr>
<td>2. Distribution of Faculty Handbook, Learning Resources Handbook, School Calendar and Day/Evening Meeting Dates.</td>
<td></td>
</tr>
<tr>
<td>3. Tour of the School of Nursing.</td>
<td></td>
</tr>
<tr>
<td>4. Meet with the Skills Simulation Lab Coordinator.</td>
<td></td>
</tr>
<tr>
<td>5. Tour of the Skills Simulation Lab.</td>
<td></td>
</tr>
<tr>
<td>7. Review of the Skills Simulation Lab Responsibilities;</td>
<td></td>
</tr>
<tr>
<td>a. Process for ordering supplies based on skills/subjects taught in each course.</td>
<td></td>
</tr>
<tr>
<td>b. Setting up stations for Skills Demonstration and Skills Testing.</td>
<td></td>
</tr>
<tr>
<td>c. Orientation to Mannequins: High Fidelity, Medium Fidelity and Low Fidelity Mannequins.</td>
<td></td>
</tr>
<tr>
<td>d. Locations of Supplies</td>
<td></td>
</tr>
<tr>
<td>e. Log book for students’ signatures.</td>
<td></td>
</tr>
<tr>
<td>f. Scheduling and Tutoring Schedules.</td>
<td></td>
</tr>
<tr>
<td>g. Tutoring Session</td>
<td></td>
</tr>
<tr>
<td>h. Students Referral forms (Instructions).</td>
<td></td>
</tr>
<tr>
<td>i. Skills Simulation Lab Manuals and Binders.</td>
<td></td>
</tr>
<tr>
<td>8. Orientation to Simulation a. Orientation with the Mannequins (low to high fidelity)</td>
<td></td>
</tr>
<tr>
<td>b. Use of Mannequins on how to set up and run scenarios for each course.</td>
<td></td>
</tr>
<tr>
<td>c. Orientation to Simulation Lab, Control Room, and Debriefing Room.</td>
<td></td>
</tr>
<tr>
<td>d. Maintenance and care of the Mannequins.</td>
<td></td>
</tr>
</tbody>
</table>

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**Employee’s Signature & Date**

**Dean/Assistant Dean’s Signature & Date**

**Skills Simulation Lab Coordinator’s Signature & Date**

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**Evaluation of Orientation Program**
CAREPOINT HEALTH SCHOOL OF NURSING
POLICY AND PROCEDURE MANUAL

CAREPOINT HEALTH SCHOOL OF NURSING
EVALUATION OF ORIENTATION PROGRAM

Name ____________________________________________________________

Date ____________________________________________________________

Please answer the following questions:

1. Were faculty/ staff informative and friendly when you sought information?
   Yes _____ No _____

2. Was the orientation time adequate for your learning?
   Yes _____ No _____

3. What were the strengths of your orientation program?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________

4. What areas would you suggest for improvement related to your orientation program?
   ____________________________________________________________
   ____________________________________________________________
   ____________________________________________________________
PURPOSE:
To identify the sources for development of clinical simulation scenarios.

POLICY:
All scenarios for clinical simulation will be kept in the Skills Simulation Lab Coordinator’s Office.

PROCEDURE:
1. The course coordinator or her designee will be responsible for the development of scenarios for clinical simulations.
2. Scenarios may be developed by faculty or obtained from other established resources.
3. Scenarios that are developed must follow the NLN format.
4. All scenarios must be forwarded to the Skills Simulation Lab Coordinator.
5. Scenarios that are newly developed will be printed and discussed and approved at a course meeting to determine further use by course faculty.
6. Scenarios on-the-fly will or can be used by faculty.
**CarePoint Health School of Nursing**

**Policy and Procedure Manual**

<table>
<thead>
<tr>
<th><strong>Policy:</strong></th>
<th><strong>Skills Simulation Lab: Debriefing for Clinical Simulations</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Effective Date:</strong></td>
<td><strong>December 2011</strong></td>
</tr>
<tr>
<td><strong>Last Revised Date:</strong></td>
<td><strong>6/2012, 6/2014</strong></td>
</tr>
<tr>
<td><strong>Prepared By:</strong></td>
<td><strong>Skills Simulation Lab Personnel</strong></td>
</tr>
<tr>
<td><strong>Purpose:</strong></td>
<td>To identify a standard method for conducting debriefing for clinical simulations.</td>
</tr>
<tr>
<td><strong>Policy:</strong></td>
<td>All faculty must ensure that there is a debriefing period for each clinical simulation conducted.</td>
</tr>
<tr>
<td><strong>Procedure:</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>After each clinical simulation or case scenario debriefing will take place.</td>
</tr>
<tr>
<td>2.</td>
<td>The clinical instructor is responsible for following the Guideline for Clinical Simulation Debriefing as outlined in the Faculty Handbook (see attachment).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Manual:</strong></th>
<th><strong>Learning Resources</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy Number:</strong></td>
<td><strong>SN-6920-700.7.905</strong></td>
</tr>
<tr>
<td><strong>Number of Pages:</strong></td>
<td><strong>Page 1 of 3</strong></td>
</tr>
<tr>
<td><strong>Reviewed, No Changes.</strong></td>
<td><strong>NAME OF REVIEWER:</strong></td>
</tr>
<tr>
<td><strong>Approved By:</strong></td>
<td><strong>Faculty Organization</strong></td>
</tr>
<tr>
<td><strong>Date:</strong></td>
<td><strong>11/2011</strong></td>
</tr>
</tbody>
</table>
DEBRIEFING

- Serves as a valuable tool when used with simulation.
- Reinforces the positive aspects of the experience and encourages reflective learning.
- Allows the participant to link theory to practice and research, think critically and discuss how to intervene professionally in very complex situations.


PURPOSE OF DEBRIEFING:

- It is an evaluative process that is not stagnant
- It provides reflective analysis
- It isn’t about telling participants what they did wrong
- It leads students through the process of discovery

FACILITATOR’S ROLE:

- Support reflection by drawing on participant’s experiences
- Encourage – do not rush
- Focus on positive
- Be positive – no underlying negativity or disapproval
- Don’t bury a question
- Acknowledge – be specific
- Display interest in responses
- As you listen, evaluate the response
- Listen actively
  - Can you paraphrase the response?

EXAMPLES OF QUESTIONS:

- How do you feel about it?
- What was the experience of caring for this patient like for you?
- Can you explain further?
- What went right?
- What were the challenges and areas for improvement?
What are some of the reasons this did not work well as you had hoped?
What can be done to make this work better?
Was it effective / appropriate?
What were your outcomes?
What would you change, if anything in the future?
How would you do next time and what would change that?
What behaviors do you plan to incorporate into your practice next time?
What if any obstacles did you encounter?

- Avoid WHY questions. Rephrase to WHAT, HOW, COULD.
- Facilitate and let the participants lead the discussion
- Focus on possibilities
- Emphasize lessons learned
- Have the student close their eyes and envision another patient and silently work through the nursing process with that patient and to closely consider what might be similar to the patient in the simulation experience and what might be different.
- Remember: keep it positive and a safe environment
- Assure confidentiality
### Purpose:
The purpose of the policy on Scheduling of Skills Lab Demonstrations, Testing and Clinical Simulations is to establish an orderly process for planning demonstrations, testing and/or clinical simulations in each course.

### Policy:
All demonstrations, testing and clinical simulations must be pre-scheduled with the Skills Simulation Lab Coordinator.

### Procedure:
1. The course coordinator for each course will meet with the Skills Simulation Lab Coordinator during the semester prior to the beginning of the course.
2. The course coordinator will provide a calendar identifying the date and time for the Skills Simulation Lab demonstration, testing and clinical simulation(s) for the course at that meeting.
3. The course coordinator will provide the developed or case scenario for each simulation.
4. The course coordinator will complete the requisition form to clearly identify the number and type of supplies and equipment needed for the Skills Simulation Lab demonstration, testing and simulation(s) for the course (see attachment). Complete one form per activity.
5. The course coordinator and Skills Simulation Lab Coordinator must agree upon the identified date and time for the demonstration, testing and/or clinical simulation(s).
REQUISITION FORM FOR SCHEDULING
SKILLS SIMULATION LAB DEMONSTRATION/ TESTING
AND
CLINICAL SIMULATION

REMINDER: Complete one form per activity.

COURSE: ________________________________

DATE: ________________________________

CHECK THE TYPE OF DEMONSTRATION, TESTING AND/OR CLINICAL SIMULATION:
1. Skills Simulation Lab Demonstration_______
2. Skills Simulation Lab Testing___________
3. Clinical Simulation _________________

INDICATE THE DATE AND TIME OF DEMONSTRATION, TESTING AND/OR CLINICAL SIMULATION:
1. Date_______
2. Time_______

INDICATE THE NAME OF THE DEMONSTRATION, TESTING AND/OR CLINICAL SIMULATION:
1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

INDICATE THE NUMBER OF STATIONS REQUESTING TO BE SET UP ________.

INDICATE IF YOU WILL REQUIRE THE SET UP OF THE VITAL SIMS, SIM MAN AND/OR SIMMAN3G.
1. Vital Sims________
2. Sim Man________
3. Sim Man3G ________
INDICATE WHAT SYSTEMS OR SCENARIOS YOU NEED.
1. Heart Sounds
2. Breath Sounds
3. Bowel Sounds
4. Pulse
5. Blood Pressure
6. Scenarios (Please Attach)

INDICATE THE TYPE, SIZE AND NUMBER OF SUPPLIES YOU ARE REQUESTING:

**Example:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Size</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. syringes</td>
<td>3ml</td>
<td>10</td>
</tr>
</tbody>
</table>

INDICATE WHAT EQUIPMENT NEEDED FOR THE DEMONSTRATION, TESTING AND/OR CLINICAL SIMULATION:

1. IV Pump (example)
2.
3.
4.
5.
6.
7.
INDICATE IF ANY CHARTING INFORMATION WILL BE NECESSARY FOR THE DEMONSTRATION, TESTING AND/OR CLINICAL SIMULATION.

1. Medication Kardex
2. Physician Orders
3. EMR (electronic medical record) charting
4. Graphic Sheet for Temperature, pulse and respirations and blood pressure

ATTACH COMPLETED PHYSICIAN ORDERS AND MEDICATION KARDEX.
COPYRIGHT LAW GUIDELINES

SUMMARY OF THE LAW

The copyright law is about “fair use”. It permits copying for the purposes of:
1. Criticism
2. Comment
3. News reporting
4. Teaching (including multiple copies for classroom teaching)
5. Scholarship
6. Research

The factors considered in determining what constitutes “fair use” are:
1. The purpose and character of the use (whether the copy will be for the commercial or nonprofit educational purposes).
2. The nature of the copyrighted work.
3. Amount of copying in relation to the copyrighted work as a whole.
4. Effect of the copying upon the market or value of the copyrighted work.

CLASSROOM PHOTOCOPYING

A single copy of the following may be made by or for a teacher for scholarly research or in preparation to teach a class:
1. A chapter from a book
2. An article from a periodical or newspaper
3. A short story, essay, or poem
4. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

Multiple copies can be made by or for a teacher for classroom use for discussion provided one copy is made per student in a course and:
1. The copying meets tests of brevity and spontaneity:
   a) A complete article of less than 2500 words
   b) An excerpt from a prose work not more than 1,000 words or 10% or the work, whichever is less, but a minimum of 500 words
   c) One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

2. The copying meets the cumulative effect test:
   a) The copying is only for one course in the School.
   b) Not more than one article, essay, or two excerpts may be copied from the same author during one class term.
   c) Not more than three articles or essays may be copied from the same periodical volume during one class term.
3. Each copy must include a notice of copyright.

The copyright law prohibits copying in the following cases:
1. “Consumable” works, i.e. workbooks, exercises, standardized tests and test booklets.
2. Repeated copying of the same item by the same teacher from term to term.
Copying that substitutes for the purchase of books or periodicals.

A library can photocopy material for the library in the following cases
1. For preservation and security purposes
2. To replace damaged, deteriorating, lost or stolen material providing no replacement copy can be obtained at a fair price.

A library can photocopy for a patron in the following cases:
1. The photocopy if given to the patron.
2. The copying is done for private study, scholarship, or research.
3. A notice of copyright must be displayed where requests are made and stamped on the copy.

A library can request articles through Interlibrary Loan under following conditions:
1. The library does not request more than five articles from same periodical title during any calendar year, not including articles more than five years old.

A library and its staff are not held responsible for copyright infringement when patrons do their own copying, if copying is done on unsupervised machine and machine bars copyright notification.

Reed, Mary. The Copyright Primer for Librarians and Educators, Chicago Press Corp., 1987.
To: Skills Simulation Lab Instructor

Date of Referral: ___________________________  Student: ___________________________

Instructor: ___________________________

Course: __________________________________________

Reason for Referral: __________________________

Check the appropriate reason:

☐ Clinical Skill  ☐ Concept Map
☐ Assessment Skill  ☐ Tutoring
☐ Organizational Skill  ☐ Test Taking

Comment: __________________________

____________________________________

____________________________________

Date Student must complete referral by: ___________________________

Student was placed on warning:  ☐ Yes  ☐ No

cc: 1 copy to Skills Simulation Lab Instructor for Skills Simulation Lab file
CAREPOINT HEALTH SCHOOL OF NURSING  
Skills Simulation Lab Equipment / Supplies Request Form

Requestor: ________________________ Date: ______________

Request is for:

_____ Equipment

_____ Supplies

Item: _______________________________________________________

Vendor: ____________________________________________________

Order No.: ____________________  Cost: _______________

Date Needed: ______________________

Reason for request: ___________________________________________

If possible, please attach catalog-ordering information.

-------------------------------------------------------------------------------------------------------------------------------

Action taken:

_____ Ordered

_____ Not ordered

Signature: ____________________________  Date: ______________

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CAREPOINT HEALTH SCHOOL OF NURSING
Skills Simulation Lab Sign-out Form for Equipment

Date: ____________

Borrower’s Name: ______________________________________________
Skills Simulation Lab Instructor: ___________________________________
Expected Date of Return: _________________________________________
Reason for Borrowing Equipment: _________________________________

_______________________________________________________________
Borrower’s Signature:____________________________________________

Faculty is responsible for equipment borrowed and returning undamaged. If there are any problems with the Equipment, please contact the Skills Simulation Lab Coordinator.

Items Borrowed:

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________
6. __________________________________________________________
7. __________________________________________________________
8. __________________________________________________________

Date Returned: ______________________

Print Name: _________________________
Signature: __________________________

Skills Simulation Lab Instructor: ________________________________

Created 5/18/2012
CAREPOINT HEALTH SCHOOL OF NURISNG  
Library / LRC Resource / Service Request Form

Requestor: ____________________________  Date: ____________________________

RESROKE

Request is for:

☐ Book  ☐ Equipment
☐ Journal  ☐ Computer Program
☐ Video  ☐ Other

Please provide pertinent information about item.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

SERVICE

What new service would you like added:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reason for Request (Resource or Service)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Action taken:

_____ Ordered

_____ Not ordered

Signature: ____________________________  Date: ____________________________
<table>
<thead>
<tr>
<th>Instructor:</th>
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<tbody>
<tr>
<td>Date:</td>
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<tr>
<td>Course:</td>
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<tr>
<td>Semester:</td>
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</tr>
<tr>
<td>Item Name:</td>
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<td># Of Pages:</td>
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