

**SCHOOL OF NURSING, MIDWIFERY AND PARAMEDICINE
PROCEDURES**

The following are mandatory practices for students using the Clinical Simulation Laboratory and the Clinical Skills Laboratories.

STUDENT CODE OF CONDUCT (CLINICAL SKILLS AND CLINICAL SIMULATION LABORATORIES)	
Access	<ul style="list-style-type: none"> • Students are required to be punctual for learning sessions. Students who arrive late for sessions are a distraction therefore any students who is more than 15 minutes late will be denied entry to laboratories unless they have prior approval to be late from the unit coordinator. • Students are not to be in the laboratories without supervision from the clinical teacher. • Students should only enter the laboratories when advised by the clinical teacher.
Dress Code	<p>Adherence to the dress code is required. You must be in clinical uniform to participate in any activity in the laboratories. Students are also expected to wear their uniform when attending practice sessions, exams, manual handling and first aid training.</p> <ul style="list-style-type: none"> • For School of Nursing and Midwifery students this refers to the student dress standard requirement for clinical experience and laboratory attendance. • For students outside of the School of Nursing, Midwifery and Paramedicine this refers to your School's dress code for a clinical setting. • If there is no required dress code for your School you are required to wear appropriate attire as would be expected in a clinical setting. No jeans. • Enclosed foot wear is a mandatory health and safety requirement of the laboratories. Students will be denied access into the laboratories if they are not wearing correct foot wear. This is regardless of any exceptions of dress code as outlined in this section. <p>Clinical Skills Laboratories</p> <p>Students will be given one reminder regarding dress code in the first week of their first semester of a clinical practice unit. Following the first week the student will be unable to enter the labs if they are not in proper attire.</p> <p>Clinical Simulation Laboratory</p> <ul style="list-style-type: none"> • Students are required to wear their clinical uniform in the simulation laboratory. • Unless otherwise specified, students not in the required uniform will be denied access to the laboratory for the activity.
Food and Drinks	<ul style="list-style-type: none"> • Food is not permitted in the laboratories. • Water in a sealed container is permitted within the seminar rooms in the simulation lab and clinical skills laboratories

<p>Mobile Phones and Bags</p>	<ul style="list-style-type: none"> • All mobile phones and other digital devices are not permitted in the laboratories, unless instructed otherwise by the teacher. • Bags are to be stored in allocated areas as indicated in the clinical skills laboratory; bags and contents remain the responsibility of the student. • When using the clinical simulation laboratory, bags are to be stored in the lockable lockers in the female and male toilets.
<p>Behaviour</p>	<ul style="list-style-type: none"> • The laboratories are to be treated as a clinical setting at all times. Please treat all equipment with proper care and respect. • Please leave the bed areas as it would be found in a clinical setting e.g. rubbish in bins, patient charts where you found them and over bed table at the end of the bed. • Manikins are to be treated with respect. Handle them gently and with care, as if they were real patients. Use two people when positioning pillows under the manikin's head. • Professional conduct and communication are expected at all times in the laboratories. You will be participating and observing others during simulation experiences. Please maintain a respectful and safe learning environment for your colleagues. • It is expected that you will come to the laboratories having completed any assigned preparatory work, with a professional attitude and a desire to actively participate in the learning experience. • Do not sit on any surface other than chairs that have been provided. • Students are to be extra careful with the SimMan manikins and never move them from the set up positions. • Never write or draw on the manikin because it will permanently stain the skin. • When waiting for labs to commence students are to be considerate of others, not block foot traffic and minimise noise in the corridor. • Students should only arrive 15 minutes early to their scheduled lab class; noise is to be kept to a minimum and students must not sit on the floor in the corridors as this creates an Occupational Safety and Health hazard to staff and students.
<p>Equipment</p>	<ul style="list-style-type: none"> • Students must respect equipment borrowed from the laboratory office and are required to return equipment at the end of the three day loan period unless other arrangements have been made with the laboratory staff. • Do not use the equipment for any purpose other than specified; anyone who fails to comply with this request will be asked to leave the laboratory. • Manikins are to remain on the beds at all times. Equipment should only be relocated or removed by laboratory staff. • Only pencils are permitted in the simulation laboratories. Ink and dyes will leave a permanent mark on the manikins. • All beds should be lowered to a safe height with the bed rails down after each use. Linen should be properly placed back on the manikin after each use as if caring for an actual patient. • Some items in a laboratory are to be recycled in order to limit wastage. Please dispose of these items in the recycling buckets provided, as instructed by the staff member present and listed on the recyclables poster

	<ul style="list-style-type: none"> • Return all equipment to its appropriate location. Identify damaged, malfunctioning or missing equipment immediately to the staff member present. • Students are not permitted to take any equipment or consumables home with them from the laboratories. • Equipment, such as defibrillators carry a higher risk and should be used under direct supervision along with training accessories supplied
Health, Safety and Emergency Management	<ul style="list-style-type: none"> • In case of accident or emergency, inform your clinical teacher and/or dial 4444 from an internal phone or 9266 4444 from a mobile phone. All accidents/incidents or potential hazards must be reported to the staff member present. • An accident/incident or hazard must be reported online at the following by the person/s involved. http://healthandsafety.curtin.edu.au/event_and_hazard/index.cfm • Emergency evacuation posters are visible in the corridors – please follow instructions from staff in the laboratories when asked to vacate the building. • Only sharp objects e.g. needles, broken glass vials, are to be disposed of in sharps containers available in all laboratories. • Spikes from IV lines removed from IV fluid bags need to be cut with scissors provided at each sink and disposed of safely in yellow sharps bins provided • Dispose of any medical or general waste in the appropriate bins. • Mobile chairs with flip tablets situated within the simulation laboratory seminar rooms can pose a potential hazard, Use these chairs with care and for their intended purpose only. • Simulated medications and gas are not to be consumed or inhaled. • Always wash hands or use alcohol-based hand rub on entering, leaving and during patient interactions when in the clinical area, as per the 5 Moments of Hand Hygiene. • Please wash your hands or use alcohol-based hand rub gel before any contact with the manikins and/or equipment. Natural oils on your hands can destroy the “skin”. • Utilise gloves provided as you would in the clinical setting. • Always follow instructions from your clinical teacher and ask questions if unsure of procedures or equipment.

Contact Person	Laboratory Manager Hlth-nursinglabmanager@curtin.edu.au
Initial Reference Group	Dr Janie Brown, Bethany Patrick, Sarah Sheehan, Madeleine Linton
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