

# Student Lab Guide: Health Simulation Labs

## 1.0 Preamble

The Health Simulation Labs provide an opportunity for students to learn in a realistic environment, using real-world tools and technology to best prepare for their future careers.

Access to these spaces is a privilege that comes with it responsibility. The following document outlines the expectations and responsibilities for students accessing these spaces.

Programs that have scheduled classes in the Health Simulation Labs include: Paramedic (PMD), Respiratory Therapy (RT), Practical Nursing (PN), Personal Support Worker (PSW), Occupational Therapist Assistant and Physiotherapist Assistant (POA) and Developmental Service Worker (DSW).

## 2.0 Student Preparation

It is expected for students to arrive to lab on time and prepared to be fully engaged with the knowledge and skills during each lab. It is the student's responsibility to complete the assigned readings, assignments, discussions, modules etc., in relation to the weekly topic(s) outlined in the coincided course outline.

Students will arrive to lab dressed appropriately, with appropriate materials and supplies.

**Food and drink is not permitted in the labs.**

## 3.0 Code of Professional Conduct

As stated in Fleming College [Student Rights and Responsibilities Policy \(#5-506\)](#), "Admission to Fleming College carries with it certain rights and responsibilities. There is an expectation that students will conduct themselves as responsible members of the College community."

Fleming College students are representatives and ambassadors of the organization and have a responsibility to conduct themselves in a respectful and professional manner, on and off campus. Failure to demonstrate professional conduct in the labs, could result in sanctions under Student Rights and Responsibilities.

### 3.1 Respect for Persons

- Students will treat their peers, faculty, and staff with respect.
- Students will communicate in a respectful, professional, and appropriate manner, without the use swearing, profanity or demeaning speech.

### 3.2 Respect for Property and College Facilities

- Students may not remove equipment or supplies from labs without express consent to do so.
- Students will treat all equipment with respect and dignity.
- Students will not share swipe access and will not facilitate access to an individual who does not have authorization.
- Students will respect and follow the rules of the lab.
- Students will clean up their work area after use.
- Students will follow all health and safety regulations.
- Students will follow all procedures to accessing and booking lab spaces.

### 3.3 Maintain Orderly Learning and Working Environment

- Students will follow the direction of faculty and staff.
- Students will respect that the labs are a shared space and will not limit access of peaceful use for their peers.

### 3.4 Alcohol, Cannabis and Prohibited Substances

- Students may not arrive to lab or engage in lab activities in a state of intoxication due to alcohol consumption or other substance.
- Students may not be in possession of alcohol while accessing the labs.
- Students may not be in the possession of any substance controlled under the Controlled Drugs and Substances Act or the Food and Drug Act while accessing the labs.

### 3.5 Honesty

- Students are expected to demonstrate honesty and integrity, as per the ethical guidelines of respective professional organizations.

## 4.0 Privacy and Confidentiality

### 4.1 Privacy & Confidentiality

The Health Simulation Labs, and areas accessed during lab time are to be treated as clinical areas.

The privacy of peers should be observed. Discussion related to performance in lab, should not be discussed outside of lab time.

#### 4.2 Cell Phone Use & Photography

The use of cellphones and photography is prohibited during lab. Recording lessons during lab time is not permitted.

Exceptions may be made if recording is required to enhance learning opportunities (i.e.: reflecting on lifting form, etc.). Faculty will inform you if this is the case. Please keep in mind of permitted to record, to obtain consent prior to recording and to have an awareness of bystanders who may be in the background of the shot. **Under no circumstances may images/videos from these recordings be shared on social media platforms.**

### 5.0 Attendance

Student attendance to lab classes is mandatory; students are expected to attend all scheduled lab classes. Please also refer to Fleming College [Class Absence Operating Procedure \(#2-205 OP\)](#) for expectations regarding class absences.

Students must provide at least five college business days prior to any sanctioned or planned absences. Make-up labs will only be scheduled when appropriate supporting documentation is provided for sanctioned, planned or unexpected absences at faculty discretion. Please see section 4.0 of Policy #2-205 OP for more information regarding the provision of supporting documentation.

#### 5.1 Planned Absence Procedure

If students are unable to attend the lab due to an approved absence the following steps are to be implemented:

- Notify the lab faculty.
- Discuss the potential to make-up lab and/or additional assignments.
- It is the student's responsibility to initiate a make-up lab time. This must be done within a reasonable time frame, prior to end of semester.
- It is the student's responsibility to ensure that the make up lab does not affect any other class time/tests.

### 5.2 Make-Up Lab Procedure (PN, PSW, PMD Programs)

- Students must notify your clinical faculty of the missed skill. All skills must be practiced in the lab prior to performing the skill in the clinical setting. This will be monitored with lab faculty and the clinical coordinator.
- Each student is only entitled to **TWO** make up labs per semester.
- Student must provide as much advance notice as possible when missing a scheduled lab. This can be done by emailing the faculty member directly indicating the course and section in the subject line.
- Provide appropriate documentation (i.e., physician's note, obituary, etc.) if student will be absent from a scheduled lab.
- Arrive at the pre-determined scheduled make-up lab time. If the student is not able to produce appropriate documentation for their absence, they must provide a receipt from the Registrar's Office indicating that \$100.00 make-up lab fee has been paid in full.

### 5.3 Implications for Non-Compliance (PN, PSW, PMD Programs)

- **No more than two (2) make-up labs will be scheduled for any one student per semester.** Failure to attend more than two regularly scheduled skills labs per semester will preclude the student from completing the mandatory skills lab course.
- Make-up labs will not be rescheduled. Students will be given one opportunity to complete a make-up lab. If the make-up lab is missed, the student will not be permitted to continue in their skills lab course, or in clinical.
- All make-up labs must be completed **prior to final practicums.**

## 6.0 Uniform Expectations

Students are expected to arrive to lab professionally dressed in program uniform. Uniform expectations include:

- Clean, pressed, full uniform
- Fleming OneCard presented on upper chest
- No rings or bracelets (a plain wedding band is allowed)
- No perfumes or scented products -- the labs are a scent free environment
- Due to infection control, no nail polish, or artificial nails
- Hair off the shoulders in a secure fashion
- Studded facial and ear piercings only
- Clean, closed-toe/heel footwear

### 6.1 Practical Nursing

- Fleming College approved scrubs only

- No jackets or sweaters
- Arms bare below elbows
- Working watch with a second hand

### **6.2 Personal Support Worker**

- PSW program scrubs (blue)
- Working watch with a second hand (semester two)

### **6.3 Paramedic**

- Uniform tech pants with safety belt
- Paramedic Program shirt, tucked in -- option of 1) button down uniform shirt (navy); 2) black t-shirt; 3) long sleeve shirt (navy); 4) paramedic high visibility sweater
- Green patch safety footwear, black, laces properly tied
- Personal driver's licence on their person always
- Stethoscope
- Outer wear (high visibility) as appropriate for lab/outdoor activities
- **No hoodies or unapproved paramedic sweaters**

### **6.4 Respiratory Therapy**

- RT Program scrubs (burgundy)
- No jackets or sweaters
- Arms bare below elbows
- Working watch with a second hand

### **6.5 Occupational Therapist Assistant and Physiotherapist Assistant**

- Clean lab shirt
- Clean professional black pants (no yoga pants or jeans)

### **6.6 Developmental Support Worker**

- Clean professional attire (no yoga pants or jeans)

## **7.0 Lab Kits**

Program lab kits are considered a mandatory course material for students in Practical Nursing, Personal Support Worker, Paramedic and Developmental Service Worker programs. Kits are available for purchase at the Campus Store, one kit per student.

Lab kits are required for each lab class, unless otherwise instructed by faculty. Students who arrive to lab without their kit, are unprepared and must schedule a make-up lab. Students are to bring their lab kit to each lab.

Supplies for use during lab activities will be used from student purchased kits and will not be provided by technologists of faculty. Students may purchase additional items for individual practice from the Campus Store.

For PN and PSW programs, testing kits are included with the purchase of a lab kit. Students who do not purchase a lab kit, will not be permitted to complete practicum.

## 8.0 Equipment Use Expectations

### 8.1 Appropriate Use & Storage

Students must handle all supplies and medical equipment in accordance with recognized standards for proper care and cleaning.

Students may use equipment and supplies **only** for which they are trained. When accessing equipment, students must ensure that equipment is powered down, returned to its proper storage space, and placed on charge if required.

Manikins **must** be treated as human patients. Ensure proper care, handling and respect.

**Lab equipment is for demonstration and practice only.** Medical devices in lab should not be used for diagnostic, therapeutic or lifesaving procedures. If a medical emergency arises, follow the emergency procedure, outlined in section 10.2 of this document.

### 8.2 Cleaning

Ensure that indoor shoes are worn in lab. If safety footwear is required for your program, please ensure that footwear is appropriately cleaned before entering lab, and that floor is cleaned if dirt is tracked into the lab.

All workstations will be cleaned **prior** to end of lab and/or practice.

### 8.3 Physical Fitness & Lifting

It is expected that students have awareness of their abilities, and work within them. Students should not use lifting equipment if they are not able to safely do so. This can create a risk of injury, as well as a risk of damage to equipment.

Equipment must not be loaded beyond the manufacturers indicated weight limits.

## 8.4 Reporting

If a piece of equipment is damaged, take out of service and place a note on the item. If during regular lab time or scheduled practice time, inform faculty and/or technologist and/or mentor.

If equipment is damaged during independent lab time, inform Simulation Centre Staff by emailing [Simulation@FlemingCollege.ca](mailto:Simulation@FlemingCollege.ca) outlining what happened, and what is not functioning properly. If the equipment was damaged resulting in physical injury or a near miss for physical injury, an incident must be reporting. Reference section 10.1 for further detail regarding incident reporting.

## 8.5 Ambulance

Students enrolled in the Paramedic Program may drive the Fleming College Ambulance to satisfy course driving requirements. Refer to the Standard Operating Guidelines—Student Ambulance Bookings for details relating to student use of the ambulance. This document will be posted on relevant D2L course page.

# 9.0 Practice Labs

Each program addresses practice time differently, as determined by the unique needs of each program. Regardless of the program, lab use expectations are the same in practice lab, and during independent lab use as they are during scheduled course time.

**Access to labs is strictly limited to only students who are enrolled in the program for each associated lab.**

## 9.1 Scheduled Practice Labs

Students accessing scheduled practice lab time with supervision may drop-in at a time that works within their schedule. Students must arrive in uniform, with practice supplies for the skills they would like to practice. Students may request the equipment that they would like to use from the supervising lab assistant or technologist. Workstations must be left clean and organized following use.

Students accessing practice lab, must sign in using the practice lab QR code posted in the lab.

## 9.2 Booking Procedure

Students who are accessing the lab for unsupervised independent lab practice must book their time in advance by emailing [Simulation@FlemingCollege.ca](mailto:Simulation@FlemingCollege.ca).

- Requests will receive a response within 2 business days. More than one student group may book the lab at one time, as such resources must be shared respectfully. In

addition, resources will be prioritized for scheduled academic activities and/or mentorship.

- Bookings will not be approved automatically; a confirmation email will be sent when the request has been processed.
- Booking requests are not monitored outside of core business hours (0800-1600, Monday-Friday, excluding holidays).
- A maximum of four, minimum of two students may book labs in a group at one time in 2-hour blocks. Up to six groups will be permitted to book the lab concurrently.
- The students' names and student numbers must be provided when a booking request is submitted.
- Booking requests may not exceed four hours in one day, subject to availability and pending requests.

Students may book the lab during the regular semester if the College is open.

It is expected that the lab is left clean and tidy, and that all equipment is returned to its proper storage area.

Students accessing the lab for unsupervised independent practice, must sign in using the practice lab QR code posted in the lab.

**Health Lab D (A1134) is classified as a high hazard lab and cannot be booked for student use without supervision.**

### 9.3 Privilege

Student use of the Health Simulation Labs is a privilege afforded to students to develop skills and competency in clinical practice. If it is discovered that students are not abiding by the rules of the lab or the Code of Professional Conduct this privilege can be **revoked** at any time.

### 9.4 Intercession Procedure

In unique situations, students may be granted access to practice time during intercession periods. Student must continue to request to book the space during these times. Restrictions will be in place during these times, including:

1. Students may only book during regular business hours (0800-1600), Monday-Friday and not on holidays.
2. Student enrollment must be confirmed for the upcoming semester.
3. Students must complete a Lab Access Waiver and submit to [Simulation@FlemingCollege.ca](mailto:Simulation@FlemingCollege.ca) for approved access.



## 10.0 Health and Safety

### 10.1 Incident Reporting

Any medical incidents that occur in the Health Simulation Labs must be reported. College security must be contacted, and a report must be filed for liability mitigation, see section 10.2 for contact information.

In addition, an incident report must be filed electronically. The [Student Accident/Incident Report Form](#) can be found on the [Fleming College Health & Safety website](#).

Inform Simulation Centre Staff of an incident by emailing [Simulation@FlemingCollege.ca](mailto:Simulation@FlemingCollege.ca).

### 10.2 Emergency Procedures

It is crucial that all faculty, staff, and students are familiar with emergency procedures in the event of an unplanned incident.

- In the event of an emergency in which police, paramedic(s) and/or firefighting measures are required, call 9-1-1 immediately, followed by Campus Security at ext. 4444.
- For other non-life-threatening incidents, contact Campus Security at ext. 8000.

In the event of a suspected gas leak in A1134:

- Turn off Emergency shut off located at the panel on the half wall at the front of room A1134.
- Call Security Ext. 4-4-4 immediately.
- Remove all equipment, flowmeters and regulators from headwalls.

### 10.3 Biosafety and Sharp Safety

Routine practices and universal precautions should be employed for any lab activity sharps involving needles, lancets, or medication vials/ampules.

- Gloves will be worn and disposed of immediately and changed between each patient.
- Only safety engineered needles with guards may be used in the Simulation Labs.
- All sharps are to be disposed of immediately into a puncture and leak proof sharps container.
- Needles will not be re-sheathed.
- Sharps containers will not be filled more than  $\frac{3}{4}$  full or past the marked fill line.
- Position the sharps container near the point of use i.e.: within 2-meters of the workstation.
- Uncapped sharps will not be transported away from a workstation.
- Do not cut, bend or shear needles.

Blood glucose determination will only be completed with a faculty member present and supervising.

#### **10.4 Use of Oxygen, Medical Gases and Suction**

- Due to risk of aerosolization and contamination, students are to use mobile and mounted suction devices for simulated fluids only.
- Oxygen should be applied only to manikins in simulated environments, never for human consumption.
- Oxygen must not be used near heat, flame, or petroleum products.
- All flowmeters and regulators will be checked at the end of each lab to ensure that they have been closed/turned off.
- All tubing and/or equipment connected to oxygen, medical gas and/or suction must be disconnected from headwalls in A1134 at the end of each lab.
- Oxygen cylinders are to be stored in a secure, upright position when not in use.

#### **10.5 Safe Patient Handling and Lifting**

Safe Patient Handling involves the use of ergonomics and safety procedures to avoid using manual exertion and limit the risk of injury. Students may be required to lift and transfer colleagues, manikins or other equipment as a requirement for their program. There are inherent risks associated with improper posture and body mechanics, including possible musculoskeletal injury that could be caused by poor lift technique, so it is important that appropriate teaching and monitoring is exercised for injury prevention.

##### **General Safety Guidelines for Patient Handling and Lifting**

- Keep weight close to body.
- Avoid bending, twisting, and jerking.
- Ensure there is a clear path prior to initiating lift or transfer.
- Ensure proper body mechanics and spinal alignment when lifting; ensure lifting with legs rather than with back.
- Be aware of the weight limitations of lifting/transferring equipment; reference manuals as necessary.
- Mechanical lifts must be always operated by two individuals.
- Ensure proper footwear is worn when lifting (i.e. no slip shoes, steel-toed boots).
- Ensure effective communication when lifting/transferring with a partner.
- Do not participate in a lift/transfer you are not physically able to complete safely.
- Communicate any injuries or medical reasons for which you may not be able to lift the prescribed weight.
- Any lifting must always include two attendees.

## 10.6 Student Responsibilities

- Comply with Code of Professional Conduct in section 3.0 of this document.
- Comply with uniform expectations.
- Comply with Fleming College Health and Safety policies and regulations.
- Be present for health and safety lessons and/or training and plan with faculty if a lesson is missed.
- **Inform faculty of any health-related contraindications to specific lab activities.**
- Follow all classroom and equipment safety rules and procedures.
- Practice safe work procedures.
- Report all unsafe conditions, equipment, practices, and injuries to the instructor.
- Use safety equipment, materials, chemical and equipment as directed by the instructor and as they were designed.
- Do not use equipment or attempt routines if untrained, unsure, or unsupervised.
- Clean equipment, waste and spills as created as to avoid slip hazards.
- Students are to ensure that they are familiar with the College's emergency response procedures and the location of safety and emergency equipment.