

BCIT BSN EXPERIENTIAL LEARNING OPEN LAB SPACE GUIDELINES

These guidelines are to be followed by students and instructors while in open lab. They are informed by the BSN Student Guidelines and Procedures, the BSN Experiential Learning Team (ETL) and Technicians.

The open lab is often facilitated by BSN Experiential Learning Team Faculty who provide confidential support for *review* of students their scope of practice psychomotor competencies and related knowledge, skills, attitudes, and clinical judgement. This support does not include teaching new skills.

Guidelines for Students and Clinical Instructors

Registration:

- **Refer to open lab schedule (hours of operation) found at Learning Hub at the beginning of the term. Check the schedule before coming**
- Students to sign in and out, using appropriate binder/system for their term
- When signing in – indicate if you are using open lab because of a clinical closure (Pivot = P)

Dress Code:

- Nametag, close-toed footwear
- Open lab is a scent-free zone
- Dress code is according to your clinical sites and BSN guidelines. Scrub top is sufficient for sites that use scrubs. Extra scrubs are in 3rd floor washroom, in the basket above lockers

Personal Items:

- Use lockers to store bags, coats, etc. Ensure to bring your own lock to secure your things.
- Food and drinks are not permitted in lab. Closed topped containers may be in the room however not at the bedside or sim area

Uses of Open Lab:

- Students practice of psychomotor skills according to their scope of practice
- Clinical pivot activities (i.e., clinical closures, instructor illness)
 1. **Instructor** notifies program head and Experiential Learning Coordinator (ELC)
 2. **Instructor** notifies students and sends pivot case & equipment list to ELT and group
 3. ELT ensures equipment is ready and reserves open lab space, ELT books a debrief room
 4. ELT does not provide teaching but can be a facilitative support
- Instructor office hours for 1:1 session with students (use steps above)
- All students and staff are expected to maintain confidentiality of student activity in open lab. Instructors will be able to see the lab attendance by looking in the sign-in binders

Available Educational Materials:

- Binders with paper copies of case studies organized per term
- Hard copy textbooks – please do not remove from premises
- iPads with guidelines and case studies organized per term (Must return iPad after use)

Conduct and Behavior Expectations:

- Students come to open lab with at least one peer to practice together
- Attendance of open lab is on first-come-first-serve basis

- If lab is full, students may need to wait or come at another time or another day
- All users are expected to use lab space and equipment for its intended purpose
- Students will use open lab as a hands-on learning experience
- All users will ensuring proper and respectful care of equipment and space
- Beds are not to be sat on, please use chairs
- Manikins must only be removed from beds or chairs with assistance of lab personnel
- Students are expected to use their 'goodie bag' for open lab
- Students will not be wasteful of supplies and will request permission to take supplies home PRN
- Invasive procedures are NOT TO BE PERFORMED on one-another (i.e., IV starts, glucose checks, NG tube inserts, and similar)
- Report to lab personnel if supplies/equipment are missing, broken, or pose a safety risk
- Students will leave lab in same or better order as found (tidy up, **make beds**, dispose of garbage)
- Any feedback, comments and concerns can be communicated to attending open lab instructor

Injuries in open lab:

Contact [BCIT Security](#) to request first aid treatment (604-451-6856). Report all injuries to a lab instructor or lab tech, and follow guidelines from BSN Student Procedures and Guidelines

Guidelines for BSN Experiential Learning Team

- Be in attendance during open lab operational hours
- Assist students to sign in. Capture attendance data and enter in the established database
- Assist and respond to the needs stated by students
- Do not teach any new skills or concepts
- Ensure equipment is used, stored, and disposed of appropriately
- Re-process used equipment if you have time (i.e., repackaging syringes, refill plastic vials)
- Report to ELC if you are ill or unable to attend clinical (attempt to find a replacement)

Equipment Disposal, Storage, and Recycling Reference (also see signs in lab)

Reusable equipment:

- IV tubing – please drain it after use and place on designated IV poles
- Plastic vials (saline vials, sterile water vials, and some medication vials) – place on a designated cart after use
- All syringes, including saline flushes and syringe tips, catheters, NG tubes – place on designated cart after use
- Used kits (dressing kits, catheter kits, trach suction), place on designated cart for re-wrapping
- Used packaging – please place on designated cart after use

Disposable equipment:

- IV bags – please drain the fluid in the sink and place the bag in garbage
- ALL SHARPS (glass vials, needles, lancets) – please place in designated sharp container
- Gauzes, alcohol swabs
- PPE