

Skills Pack and Equipment Use Agreement

Western KY University LPN to RN Program

You are receiving a "Skills Pack". This pack contains items that will be used for your practice of nursing skills. The contents are solely to be used for educational purposes and are not safe for use on humans or animals.

It is strongly advised that you maintain the items in a highly organized manner so that you may gain the utmost educational benefits. If you keep your items until further into the program, you may practice as needed to refresh yourself on skills. Some items may be used for more than one skill so it is best not to discard anything until sure it is no longer needed. When practicing, it is better to simulate some things in order to keep contents dry. (Example, you may not really want to wet a gauze, but practice as if wet.) Several nursing skills are based on learning "sterile technique." Therefore, take time to repack items in kits so you will be able to practice the skill more than once.

Needles should only go in red sharp's boxes located in lab when discarding. If contamination of a needle occurs by accidental needle stick, the needle should be discarded and new one obtained by lab coordinator or faculty. Needles, syringes, and biohazard red bags should not go in trash. At the conclusion of skills check offs, any needles from the skills packs will be accounted for and discarded in sharp's containers designated for needles.

Upon receipt of your pack, you agree to the following:

- 1) I agree to use the contents of the skills pack only for educational purposes. I understand the contents of the pack may be 'simulated' and therefore not sterile or fit for human use. I agree to keep out of reach of children.
- 2) I agree to use the contents of the pack in a safe and legal manner, in compliance with instructions given in relation to skills. I agree that I am accountable for all practice syringes and needles and will return any I have obtained to lab to discard. If not returned, I may not be allowed to check off on the skill.
- 3) I agree that I am responsible for bringing the appropriate products to class for scheduled lab time. Failing to bring the appropriate items to the lab may result in being considered unprepared. This means that items should be brought each clinical skill's day so it will be available for practice.
- 4) I understand and agree that any supplies or equipment used in the Nursing Lab that is not a part of my pack must remain in the Lab. If further supplies are needed, I will see the Nursing Lab Coordinator to check out those supplies.
- 5) I understand that the Nursing Lab is a professional "simulated" clinical environment provided to enhance my learning as well as my performance in the actual clinical setting. I agree to abide by the lab rules, policies, and any staff or faculty requests. I understand the staff and faculty are in the Lab to benefit my educational experience.

I have read the entire signature agreement. Neither Western Kentucky University, nor the faculty/staff of the associate degree nursing department of WKU are responsible for misuse of any items contained in the skill's packs.

Printed Name:

Signature:

Date:

IV supply: (Found in main compartment of tote) -----packed in small plastic bag

Prefilled flush syringes 2x2's gauze alcohol wipes
Saline lock IV extension set IV start Kit
IV 100ml bag and 250 ml bag of IV Fluid
IV Clear link primary and secondary IV Tubing

Central Line Dressing Change Tray (main compartment of tote) -----

Wound supply (found in main compartment of tote) -----Packed in small plastic bag

4x4's (pack of 10) (one pack) Paper Tape
Abdominal pad dressing (three) Cotton Tip Applicators (10 sterile packs)
Suture Removal Tray Wound measuring guide
Small bottle of demo dose saline
Red bag

Other: Main compartment of tote

Nasogastric Tube (1) -----
Irrigation Tray with piston syringe for NG tube practice-----
Tracheostomy Care Tray (1) -----
Suction Catheter Kit (1) -----

You may obtain a set of sterile gloves according to size if needed for practice.

You may sign out some IV catheters if needed for practice, however any needles must be returned to lab to discard in appropriate red sharps container.

You may ask lab coordinator for further supply as need arises, and it will be given to students if inventory available. Please try to recycle as much as possible-----especially your own supplies.

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C134 Computer Lab: 7:30-4:30pm: The computer lab is on an automatic lock system; if you arrive early in am and lights are off, the door should open by 7:30am. The door locks at 4:30pm. Be careful leaving belongings in the computer lab after it is locked. If faculty and staff are unavailable after the door is locked, you may not be able to retrieve your things. Propping the door open can set off an alarm. The computer lab is frequently used for testing. If a sign is posted about "testing in progress," you will not be able to use the lab at that time. No eating or drinking in computer lab. If you have a cold or allergy and need a water bottle, please make sure it has a cap and keep away from computers.

C133 and C125 Resource Nursing Labs: 8am-4:30 pm (or opened as needed for early check off by instructor)

See Lab information sheet for further instructions.

C125 is the lab used for our **LPN to RN students**

Lab Coordinator Note: Due to the nature of my job, I will sometimes be unavailable or out of office due to simulations or other work involving meetings or extended campus. If you cannot find me in lab or in my office, and you have an immediate need, please see one of your instructors if available. If it can wait, please see me the following day, email me, or call my office number. Voice mail messages will relay to my email automatically. I will get back to you as soon as possible. You may also check with staff in the nursing office for example if you need in the lab and it is locked. It will not be opened up after hours.

C136A Simulation Lab (adjacent to my office), only used for assigned simulations

For Printing: May go to the open computer lab at south campus. You have a copy allowance that can be used in this lab. You will need your **WKU ID** to use printer. **Room C223**. There are also open computer labs on the main campus that you may use for study or printing.

- Items should not be removed from lab without asking. Some things may be checked out and others may not. The supply room is for faculty/staff only.
- Items found at each station are for practice and check offs. Please try to leave those items found at each station instead of taking items from one area and moving it to another. This just makes it easier for students to come in and practice with items available at each bedside. Keep in mind some items may be at a bedside station for another class and should also be left there.
- Sharps, needles, and red biohazard bags do not go in trash. Sharp containers are located at each bedside. Biohazard bags will be collected by lab coordinator and disposed of. These bags can be reused for practice if not wet.
- Reuse items as much as possible. However, if you open a needle and use it, then it should be discarded in a needle box by you. **DO NOT SHARE USE OF NEEDLES.** Needles should not be recapped with the exception of those given to you for your personal practice. And any practice needles or IV caths will be returned by student for discard upon completion of check offs.
- Injections: Injection pads are available for practice.
- IVs: IV arms and IV pads are available for practice. Unless they have tubing coming out of the end, it is not advised to instill fluids due to absorption and damage to arms. If a student is using an IV arm or pad that is compatible with flushing, use simulated flush of distilled water, (may use syringes prefilled in IV caddies,) or ask for assist, or Use pretend flush (air in syringe) always keeping in mind this is never done on a real person.
- Practice of IV calculations and fluid must be done over a container. Be careful with clamps when priming tubing. Use caution to keep fluids off floor to prevent falls.
- Colostomy: Please leave appliance (wafer) in place at stoma site. Reuse items from student to student as much as possible.
- Real fluids should not be used on any mannequins unless instructed otherwise. Always pretend to use the fluids such as when flushing NG tube, or doing irrigations of colostomy, etc. G tubes are usually connected to a drainage bag and can be flushed. Whenever allowed to use real fluids, use blue pads and or towels to protect sheets.
- Accidents can happen---Report any spills, wet beds, broken equipment, or broken mannequins, etc.
- Maintain your own practice supply fanny pack or back pack and keep the supply available for practice time both during regular clinical days and during any other days you want to come in to practice. Repack items so you may practice more than once.
- Remember to gather all your personal belongings when finished in lab and clean up your space. Lab coordinator is not responsible for lost items.
- Supplies should not be removed from the supply room or lab without assistance from lab coordinator or faculty. If you are repeating a course and need new items for your red tote, please see lab coordinator for items. If you need extra items because you have practiced and the items are no longer usable, please see her for those items also. Thank you in advance for recycling what you can for repeated practices.

*****No Children allowed in lab area.

***** No food or drinks in lab at any time.

WKU ADN Program
"Committed to Caring and Striving for Excellence."

