

Indiana State University  
School of Nursing  
Learning Resource Center

Procedures

## INTRODUCTION

The Indiana State University Nursing Learning Resources Center (LRC) provides a quality learning environment that functions to enhance teaching and learning activities. This realistic clinical environment in which students learn necessary physical assessment and psychomotor skills is an essential bridge between classroom learning and real-world nursing practice where critical thinking, decision making, delegation, and teamwork skills are strengthened. To promote student learning, the LRC endorses the incorporation of the Healthcare Simulation Standards of Best Practice from the [International Nursing Association for Clinical Simulation & Learning](#) (INACSL Standards Committee. (2021). Healthcare Simulation Standards of Best Practice™. *Clinical Simulation in Nursing*, 58, 66.) in all laboratory and workshop activities / simulations.

The LRC, located on the east side of the College of Health and Human Services, south of the spine, consists of 5 skills labs [C-9, C-10, C-11N (Union Health Nursing Skills Lab), C-11S (Union Health Nursing Skills Lab), and C-12 (Rich and Robin Porter Nursing Skills Lab)] and a study area (C-1). The Testing Assistant's office (C-03) / testing area (C-03A) and the LRC Director's office (C-05) are located adjacent to the study area. The College of Health and Human Service's Lactation room (C-02) is also adjacent to the study area. Efficient purchasing, processing, storage, circulation, and maintenance of various learning resources and equipment are provided in order to facilitate their effective use in the teaching / learning activities of the students and faculty of the School of Nursing programs, campus community, and various community health facilities.

Small groups are utilized to facilitate individualized instruction. Students use various learning resources and equipment including task trainers and moderate fidelity simulators to gain the knowledge, skills, and attitudes integral to Patient-Centered Care, Teamwork and Collaboration, Evidence-Based Practice, Quality Improvement, Safety, and Informatics. Outside of course-related events, the Nursing Skills Labs are reserved and available for independent, self-directed student practice.

## STAFFING

The LRC is staffed by the Director / Technology Coordinator Monday through Friday 8:00 am - 4:30 pm during the academic year when the University is open. Staffing during the summer varies depending on personnel availability and course / lab schedules. If and when the Director / Technology Coordinator is not immediately available in the office (due to meetings, lab responsibilities, troubleshooting, etc),

individuals needing assistance should either wait a few minutes for the Director to return or leave a message. (A sign is posted on the office door indicating where the Director can be found.)

The Director of the LRC is responsible for coordinating the use of the LRC facilities and for selection and purchase, storage, retrieval, utilization, security, and maintenance of lab supplies and equipment as well as the technology component of the LRC.

## CODE OF CONDUCT

Students shall read, sign, and submit the LRC Labs/Equipment Use Code of Conduct form prior to the use of labs and equipment.

## FACILITIES

### FUNDAMENTALS / HEALTH ASSESSMENT LABORATORY (C-12) (Rich and Robin Porter Nursing Skills Lab)

The Fundamentals / Health Assessment Laboratory (C-12) (Rich and Robin Porter Nursing Skills Lab) is equipped with 12 hospital bed units. The curtained bed units are available to provide privacy for clients and students during practice and assessment / evaluation and include a functioning headwall (simulated oxygen and backup power), a marker board, access to an EMR and a sharps container. A SAM II manikin as well as 12 patient care manikins are housed in the laboratory. Audiovisual equipment is available for digital / Zoom presentations. All equipment is to be turned off when leaving the room. A storage room (C-08A) is located adjacent to the laboratory.

The laboratory is available for various displays, modules, individual or group demonstrations, practice, and assessment / evaluation 8:00 am - 4:30 pm Monday through Friday when classes are in session. For lab sessions outside of regular hours, the course instructor is responsible for securing equipment as necessary, turning off equipment in the lab, and locking / closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

Reservations of the laboratory are to be made as described below in [resources](#). These requests are due as soon as possible in order for requested equipment to be available. Students may use the laboratory for independent practice at any time when the lab is open if adequate space is available, they do not disrupt scheduled labs in session, and they return equipment to its appropriate location / position when finished.

Faculty who offer extended skills lab sessions are to notify the Director / Technology Coordinator of the particular skill(s) to be practiced / reviewed 72 (regular working) hours prior to the planned lab session. (For example: lab session on Tuesday—deadline would be 4:30 p.m. on the preceding Thursday). The deadline is to assure that

the lab is reserved and that necessary equipment / supplies (if in stock) are prepared for student usage. Items made available for practice during extended hours are to remain in the LRC. (For information about checking out equipment / supplies from the LRC, see *Resources: Nursing* below).

Students using the laboratory for independent practice and faculty whose clinical groups use the lab are to insure that beds are left flat and neatly made with the side rails down. In addition, lab furnishings including chairs, curtains, linen, supplies, and equipment are to be returned to their proper location. Faculty are to return items to be secured to the storage room (C-08A). Faculty are responsible for locking and closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

In case of adverse weather during use of the lab, faculty are responsible for locking and closing the doors when leaving the lab for a severe weather warning or drill.

### PHARMACOLOGY LABORATORY (C-11 South) (Union Health Nursing Skills Lab)

The Pharmacology Laboratory (C-11S) (Union Health Nursing Skills Lab) is equipped with 3 hospital bed units that include a functioning headwall (simulated oxygen and backup power), a marker board, access to an EMR and a sharps container. Portable screens are available to provide privacy for clients and students during practice and assessment / evaluation. A medication administration system as well as 3 patient care manikins are housed in the laboratory. Audiovisual equipment is available for digital / Zoom presentations. All equipment is to be turned off when leaving the room. A storage room (C-08A) is located adjacent to the laboratory which houses a Virtual IV system and numerous IV poles and pumps.

The laboratory is available for various displays, modules, individual or group demonstrations, practice, and assessment / evaluation 8:00 am - 4:30 pm Monday through Friday when classes are in session. For class sessions outside of regular hours, the course instructor is responsible for securing equipment as necessary, turning off equipment in the lab, and locking / closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

Reservations of the laboratory are to be made as described below in [RESOURCES](#). These requests are due as soon as possible in order for requested equipment to be available.

Faculty who offer extended skills lab sessions are to notify the Director / Technology Coordinator of the particular skill(s) to be practiced / reviewed 72 (regular working) hours prior to the planned lab session. (For example: lab session on Tuesday—deadline would be 4:30 p.m. on the preceding Thursday). The deadline is to assure that the lab is reserved and that necessary equipment / supplies (if in stock) are prepared for student usage. Items made available for practice during extended hours are to remain

in the LRC. (For information about checking out equipment / supplies from the LRC, see *Resources: Nursing* below).

Students using the laboratory for independent practice and faculty whose clinical groups use the lab are to insure that beds are left flat and neatly made with the side rails down. In addition, lab furnishings including chairs, screens, linen, supplies, and equipment are to be returned to their proper location. Faculty are to return items to be secured to the storage room (C-08A). Faculty are responsible for locking and closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

In case of adverse weather during use of the lab, faculty are responsible for locking and closing the doors when leaving the lab for a severe weather warning or drill.

### MEDICAL-SURGICAL LABORATORY (C-11 North) (Union Health Nursing Skills Lab)

The Medical-Surgical Laboratory (C-11N) (Union Health Nursing Skills Lab) is equipped with 3 hospital bed units that include a functioning headwall (simulated oxygen and backup power), a marker board, access to an EMR and a sharps container. Portable screens are available to provide privacy for clients and students during practice and assessment / evaluation. A ventilator, a crash cart, an X-ray viewer, a medication administration system along with VitalSim Nursing Kelly and Nursing Anne manikins as well as a patient care manikin are housed in the laboratory. Audiovisual equipment is available for digital / Zoom presentations. All equipment is to be turned off when leaving the room.

The laboratory is available for various displays, modules, individual or group demonstrations, practice, and assessment / evaluation 8:00 am - 4:30 pm Monday through Friday when classes are in session. For class sessions outside of regular hours, the course instructor is responsible for securing equipment as necessary, turning off equipment in the lab, and locking / closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

Reservations of the laboratory are to be made as described below in [RESOURCES](#). These requests are due as soon as possible in order for requested equipment to be available.

Faculty who offer extended skills lab sessions are to notify the Director / Technology Coordinator of the particular skill(s) to be practiced / reviewed 72 (regular working) hours prior to the planned lab session. (For example: lab session on Tuesday—deadline would be 4:30 p.m. on the preceding Thursday). The deadline is to assure that the lab is reserved and that necessary equipment / supplies (if in stock) are prepared for student usage. Items made available for practice during extended hours are to remain in the LRC. (For information about checking out equipment / supplies from the LRC, see *Resources: Nursing* below).

Students using the laboratory for independent practice and faculty whose clinical groups use the lab are to insure that beds are left flat, neatly made, and in the low position with the side rails down. In addition, lab furnishings including chairs, screens, linen, supplies, and equipment are to be returned to their proper location. Faculty are to return items to be secured to the storage room (C-08A). Faculty are responsible for locking and closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

In case of adverse weather during use of the lab, faculty are responsible for locking and closing the doors when leaving the lab for a severe weather warning or drill.

## PEDIATRIC LABORATORY (C-10)

The Pediatric Laboratory (C-10) is equipped with a hospital bed unit, 2 crib units, and 1 bassinet unit that each include a functioning headwall (simulated oxygen and backup power), a marker board, access to an EMR and a sharps container. Portable screens are available to provide privacy for clients and students during practice and assessment / evaluation. A pediatric crash cart is housed in the laboratory along with the VitalSim Nursing Kid and VitalSim Nursing Baby manikins and numerous infant manikins. Audiovisual equipment is available for digital / Zoom presentations. All equipment is to be turned off when leaving the room.

The laboratory is available for various displays, modules, individual or group demonstrations, practice, and assessment / evaluation 8:00 am - 4:30 pm Monday through Friday when classes are in session. For class sessions outside of regular hours, the course instructor is responsible for securing equipment as necessary, turning off equipment in the lab, and locking / closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

Reservations of the laboratory are to be made as described below in [RESOURCES](#). These requests are due as soon as possible in order for requested equipment to be available.

Faculty who offer extended skills lab sessions are to notify the Director / Technology Coordinator of the particular skill(s) to be practiced / reviewed 72 (regular working) hours prior to the planned lab session. (For example: lab session on Tuesday— deadline would be 4:30 p.m. on the preceding Thursday). The deadline is to assure that the lab is reserved and that necessary equipment / supplies (if in stock) are prepared for student usage. Items made available for practice during extended hours are to remain in the LRC. (For information about checking out equipment / supplies from the LRC, see *Resources: Nursing* below).

Students using the laboratory for independent practice and faculty whose clinical groups use the lab are to insure that beds are left flat, neatly made, with the side rails down. In addition, lab furnishings including chairs, screens, linen, supplies, and

equipment are to be returned to their proper location. Faculty are to return items to be secured to the storage room (C-08A). Faculty are responsible for locking and closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

In case of adverse weather during use of the lab, faculty are responsible for locking and closing the doors when leaving the lab for a severe weather warning or drill.

## OB LABORATORY (C-09)

The OB Laboratory is equipped with a hospital bed unit, a birthing bed unit, an infant warmer unit, and two bassinets. The units include a functioning headwall (simulated oxygen and backup power), a marker board, access to an EMR and a sharps container. Portable screens are available to provide privacy for clients and students during practice and assessment / evaluation. A Noelle birthing manikin with 2 baby manikins is housed in the laboratory. Audiovisual equipment is available for digital / Zoom presentations. All equipment is to be turned off when leaving the room.

The laboratory is available for various displays, modules, individual or group demonstrations, practice, and assessment / evaluation 8:00 am - 4:30 pm Monday through Friday when classes are in session. For class sessions outside of regular hours, the course instructor is responsible for securing equipment as necessary, turning off equipment in the lab, and locking / closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

Reservations of the laboratory are to be made as described below in [RESOURCES](#). These requests are due as soon as possible in order for requested equipment to be available.

Faculty who offer extended skills lab sessions are to notify the Director / Technology Coordinator of the particular skill(s) to be practiced / reviewed 72 (regular working) hours prior to the planned lab session. (For example: lab session on Tuesday—deadline would be 4:30 p.m. on the preceding Thursday). The deadline is to assure that the lab is reserved and that necessary equipment / supplies (if in stock) are prepared for student usage. Items made available for practice during extended hours are to remain in the LRC. (For information about checking out equipment / supplies from the LRC, see *Resources: Nursing* below).

Students using the laboratory for independent practice and faculty whose clinical groups use the lab are to insure that beds are left flat, neatly made, and in the low position with the side rails down. In addition, lab furnishings including chairs, curtains, linen, supplies, and equipment are to be returned to their proper location. Faculty are to return items to be secured to the storage room (C-08A). Faculty are responsible for locking and closing the doors when leaving the lab. If faculty have deactivated the security system, it must be reactivated upon exit.

In case of adverse weather during use of the lab, faculty are responsible for locking and closing the doors when leaving the lab for a severe weather warning or drill.

## SKILLS LAB EQUIPMENT USAGE

Medical supplies and equipment in the LRC are not purchased with the intent of therapeutic patient care but rather simulation of patient care and cannot be guaranteed to be sterile or approved for human use. The supplies and equipment should therefore not be used in / on an actual person unless specifically approved by a course faculty. Medications used in the LRC shall not be ingested, injected, nor applied in any manner. Medications and the labels are for simulation purposes only and should not be considered to be accurate for any substance actually in the container (vial, capsule, tablet, inhaler, etc.). Real medications (even if expired) are only to be accessible for display / student viewing **when a faculty member is present**. Real medications (even if expired) shall not be manipulated / handled by students.

Guidelines for use of the beds in the labs in the Nursing Learning Resource Center include:

1. When finished with practice, used linen is to be placed in laundry hampers for laundering and the bed in the appropriate position.
2. No shoes are to be worn on the beds.
3. If a manikin / model is moved from the bed for practice, be sure to return it to the bed when finished unless instructed to leave out of the bed for the next scheduled lab(s).
4. The head of the bed is to be kept away from the wall to avoid scraping the wall when raising or lowering the bed or making contact with the headwall unit.
5. The brakes on the wheels of the beds are to be used for the safety of the patient.
6. Head boards on the Hill-Rom beds are removable to provide a firm surface for CPR.
7. IV poles may be inserted in the holder on the bed. Poles are stored between the headboard and the mattress in the clips available on the bed frame.
8. The metal bar at the foot some of the Hill-Rom beds is to be used to keep the mattress from sliding to the foot.
9. Side rails move under the bed or out, up, or down.
10. Controls on the rails or foot controls on the Hill-Rom beds raise and lower the head and foot of the bed.
11. Controls at the bottom of the foot of the Hill-Rom beds can be engaged to "lock out" the controls on the side rails. This feature is helpful for disoriented patients.
12. Head elevation on the Hill-Rom beds can be measured by the diagram on the side of the bed frame.
13. Controls at the foot or foot controls on the Hill-Rom beds raise and lower the bed.
14. Trendelenburg positioning button is available at the foot of the Hill-Rom beds.
  1. Trendelenburg - head down / feet up (shock or prolapsed umbilical cord)

2. Reverse Trendelenburg-head up / feet down (gastric emptying)
15. Overbed tables can be raised or lowered. They are to be placed over the foot of the bed at the completion of labs.

### Guidelines for use of equipment in the skills laboratories

1. Lab displays are not to be moved to accommodate backpacks or other personal items or if movement is necessary, the displays are to be reset / arranged as they were found when lab is finished.
2. Beds are not to be used as student study "seating".
3. When returning otoscopes to the equipment cart, please plug the battery handle into one of the wall power outlets in C-08A after cleaning.
4. Remember to treat any / all models used for practice / testouts as if they were real patients - purchasing replacements uses funds that could be used for other supplies in the lab (ie wash hands before touching, use gloves, do not poke holes or stick fingernails into models).
5. Empty glove boxes in the dispensers are to be replaced so that gloves will be available for the subsequent labs. Faculty can access additional gloves in C-08A
6. Other guidelines are addressed in the LRC Labs/Equipment Use Code of Conduct form

### SKILL OVERRIDERS

*These steps are important for every procedure. They must be followed if complete and responsible nursing care is to be delivered to the patient. Implementation sequence may vary.*

- Verify physician's orders
- Check patient care plan or Kardex®
- Identify patient
- Introduce self to patient
- Explain procedure to be done
- Wash hands (may be required multiple times per interaction)
  - before touching a patient
  - before clean/aseptic procedures
  - after body fluid exposure/risk
  - after touching a patient
  - after touching patient surroundings
- Gather equipment and charge appropriately
- Take all necessary equipment to room
- Provide privacy for the patient - pull curtain or screen around bed
- Raise bed to HIGH position
- Lower near side rail if it is elevated
- Drape patient (if appropriate)
- Perform procedure according to protocol

- Clean patient as necessary
- Remove drape and position patient for comfort
- Raise side rail to UP position if it is to be elevated
- Lower bed
- Replace call light
- Pull back curtain or remove screen
- Remove equipment and clean, dispose, and disperse used equipment
- Document findings

## MEDICAL SURGICAL RX PROGRAM

The Medical Surgical RX program was developed by medical surgical faculty to provide for additional lab practice for the student who may need additional review or practice for identified skills. The faculty indicates the skill(s) which the student needs to practice. The student is to contact the LRC Director to arrange a time for independent practice. The student is expected to spend adequate time reviewing the skill in order to successfully complete a skills check-off / test-out.

### Printing Area – C-01

Currently there is no printer in C-01, however, an OIT printer is available west of the Wellness Garden (near the west end of the spine). A list of available printers on campus is available on the bulletin board in C-01.

Wireless printing to the OIT printer is available for Indiana State University students. To print on the wireless printer, the printer must be [installed](#) on the user's computer. Printing can also be initiated from a [mobile device](#) .

After the user sends the print job to the appropriate printer (black & white or color), they must log into the printer by either swiping their Indiana State University ID or by entering login information on the touch screen , selecting the print job(s) to print, clicking on Print, clicking OK. The print job will print when the printer is sufficiently warmed up.

Refunds for problematic print jobs may be obtained by submitting the entire print job to the Technology Support Center in the basement of Stalker Hall, Room 009.

Photocopying on the student printers is not yet available.

### Automated External Defibrillator

An Automated External Defibrillator (AED) is located on the east wall of the east hallway near the south end of the hall housing the Nursing LRC. It is used to treat ventricular fibrillation which is a malfunction of the heartbeat. The AED is used to

administer an electrical current to the heart promptly after the onset of a cardiac arrest. There is an audible alarm and priority signals acknowledged by Public Safety when the AED is removed from its cabinet.

## OFFICE

The LRC Director / Technology Coordinator's office is in Room C-05.

## STORAGE

Storage for supplies, equipment, and audiovisual materials is located in Rm C-04, C-05, and C-08A.

## Re-Use And Re-Package Program

The Re-Use / Re-Package Program is intended to reduce resource utilization, resulting in cost-savings of LRC funds which will be used for other necessities while promoting realistic experiences in the LRC. This environmentally friendly program reduces waste as well as promoting student and faculty cognizance of conservation efforts and responsible spending.

At the completion of labs / workshops in which disposable supplies are used, students and faculty will place reusable supplies in the appropriate containers. The LRC Director will re-pack / re-wrap supplies and kits for the subsequent semester's labs / workshops.

- **RED SHARPS CONTAINERS:** Syringes with needles, IV catheters, stylets; lancets; items with blood / dried blood (ie used alcohol swabs); empty vials / ampules.
  - ***Should NOT contain: syringe wrappers, IV needle wrappers, alcohol swabs with no blood, nor alcohol swab packages, pills, or pill packages***
  - **BLACK HAZARDOUS WASTE CONTAINER:** sharp / potentially sharp items are NOT to be placed in this container – only hazardous / potentially hazardous items – simulated pills / medications.
- **REGULAR TRASH CONTAINERS:** used alcohol wipes (no blood) / wrappers; used swabs / wrappers / opened self-seal packages; used gloves; used incentive spirometer mouthpieces;
- **BLUE BINS:** Catheter kits/contents, suction kits/contents, trach care kits/contents, dressing trays/contents, packaging, wrappings, IV start kits/contents, glove packaging, labels, ANY/ALL caps, lids, connectors of ANY kind; Clave adapters, extension tubing, saline locks (**NOTHING WET**)
- **GREEN BINS:** IV tubing, bags, piggyback bags – IV CLAMPS SHOULD BE COMPLETELY CLOSED; Non-connected IV bags should be placed in the bin with the open end UP; other connectors that are wet.

## Review / Refresh Skills Sessions

- Sessions are scheduled in the Nursing labs for students to review / refresh skills learned in the labs. Students must register in advance of the planned sessions for adequate planning / provision of supplies.

## RESOURCES - NURSING

Labs and equipment are to be reserved as indicated below. Reservations / requests MUST be made electronically as described below. Requests must include faculty / staff name and phone extension, course number / name / group, number of seats needed, preferred and alternate room number, date, and start / end times of the class / meeting. Every attempt will be made to honor reservations; however, requests are filled based upon availability and specific needs.

Lab space requests for an entire course are to be arranged with the Associate Director of Academics when ADVANCED course scheduling is completed (usually early during *January of the previous spring semester*). (The lab reservation procedure noted above refers to additional rooms for skills testing or lab activities and various small group activities—not the ADVANCED scheduling of an entire course.) Duplicative requests (confirmations by the University scheduler and direct faculty requests for the same labs / times for entire courses) cause overbooking of rooms resulting in limited availability for legitimate requests.

The Associate Director of Academics shall forward Academic year / Summer schedules to the LRC Director / Technology Coordinator no later than 4 pm 4 weeks prior to the deadline established by the Office of Registration and Records for schedule entry into BANNER.

Resource Reservation During Semester	Timeframe to Reserve
Laboratory Space Rm C-09 Rm C-10 Rm C-11 North Rm C-11 South Rm C-12 (Rich and Robin Porter Nursing Skills Lab)	As far in advance as possible
Models / Supplies etc (reservation, not ordering)	As far in advance as possible -- minimum 2 days

To reserve the above, use the Nursing Reservation web form

Individual appointments for orientation sessions for faculty / staff using laboratory multimedia equipment may be scheduled by contacting the LRC Director /

Technology Coordinator. The LRC Director is not responsible for locking / unlocking rooms or any media cabinet for faculty.

Files may not be stored on the laboratory computers as such additions can alter the regular operation and interfere with other classes' use. Faculty are encouraged to store files on their ISU One Drive account. If faculty want to run a software program that is not part of the standard image and must be installed on the computer, the LRC Director / Technology Coordinator must be contacted by the faculty in advance to request installation / setup of the program. The faculty may also take their laptop to the laboratory for use in projection.

Requests for video previews are to be submitted to the LRC Director / Technology Coordinator who will submit the request to the appropriate vendor. Requests are to include name of instructor requesting preview, title, length, purchase cost, and vendor information for the video. A photocopy of the promotional material for the preview should be attached when submitted. Videos with charges for previewing or return postage will require approval of the Executive Director of Nursing.

Faculty will be notified when the requested video is available. Preview videos are to be returned to the LRC by 11:45 am on the date indicated on the video to avoid late charges and / or billing for the videos. If a video is not returned to the LRC Director / Technology Coordinator by the date indicated, the faculty person is financially responsible for late fees or the video costs assessed by the vendor. Delinquencies will be referred to the immediate supervisor.

When a preview video is returned, faculty are to complete a Media Preview Evaluation

The LRC Director / Technology Coordinator will be tracking preview requests as many vendors do not permit multiple requests for the same video by the same person / institution. In order to avoid postage and handling costs, faculty are not to request previews or rentals to be delivered directly to themselves, to the School of Nursing, nor to the College of Health and Human Services. Individuals who have media delivered outside of this process are responsible for the return of the media including video or postage costs. Videos obtained for preview are not to be shown in class / lab / clinical sessions. Videos on loan for preview may not be duplicated.

Requests for other equipment, models, skill supplies, nursing videos, etc. are to be submitted to the LRC Director / Technology Coordinator as described above. Early reservations are recommended to assure availability of equipment and adequate set up time. Resources requested for teaching / learning projects, recruiting, health fairs, etc. must be made **at least three days** in advance via the Nursing Reservation form to assure availability. (The more advanced notice that is given, the greater the likelihood of availability of specific resources). Items must be checked out from the LRC and a usage agreement signed. Items must be returned on the designated due date unless

alternative arrangements are made with the LRC. All equipment is due by the end of the semester or immediately upon exiting (completion or withdrawal) the nursing program or leaving the employ of the School of Nursing should that occur prior to the end of the semester. Student delinquencies will be referred to the course faculty / Associate Director for Students. Faculty delinquencies will be referred to the Executive Director of Nursing. Staff delinquencies will be referred to the immediate supervisor. ***Resources for classroom / lab use may be placed on a cart for faculty to pick up from and return to Room C-08A unless other arrangements are made.***

In addition to resources maintained in Cunningham Memorial, the LRC houses resources available for faculty and student use, according to supply and availability, including resource texts, posters, display boards, models, and other various supplies and equipment. The borrower is responsible for borrowed resources from check out until return. The length of time a resource can be checked out may vary in accordance with demand. Borrowed items must be returned by the end of the semester or immediately upon exiting (completion or withdrawal) the nursing program or leaving the employ of the School of Nursing should that occur prior to the end of the semester. These resources are to be used with reasonable care. Broken / damaged resources are to be reported to the LRC. ("Damaged" includes not only physical damage beyond the normal wear and tear, but also permeation of any resources by offensive odors i.e. smoke.) Student delinquencies will be referred to the course faculty / Associate Director for Students. Faculty delinquencies will be referred to the Executive Director of Nursing. Staff delinquencies will be referred to the immediate supervisor. Loan privileges shall be revoked for those who do not abide by the procedures. Student transcripts will be encumbered if resources are not returned.

Faculty requests for supplies / equipment / models for purchase for classroom / lab instruction and simulation are to be made to the LRC Director / Technology Coordinator via the Qualtrics form by **November 1** for the following spring semester, **March 1** for the following summer session and / or for the following fall semester. Every attempt will be made to obtain requested items. Specifications for desired items (submitted with the purchase requests) are helpful. Items requested after this deadline may not be available when desired. Supplies needed for **course** simulation at the RHIC Simulation Center are to be requested through the RHIC Simulation Director.

## CUNNINGHAM MEMORIAL LIBRARY -- MICROFORMS AND MEDIA

Resources housed in Cunningham Memorial Library (CML) may be picked up and returned by the faculty member or by his or her designated proxy ([proxy patron authorization form](#)). Items may be [placed on reserve](#) at the library's circulation desk located on the main floor. Items may be returned at the circulation desk or through the outside book drops located on the south, north, and east sides of CML. Reserve items should be returned directly to the circulation desk. Media items should not be returned via campus mail.

Requests for purchase of media with library monies must be directed to the School of Nursing's Library Representative.

## Indiana State University OWNED / LEASED COMPUTER EQUIPMENT

Per Information Technology policy, if someone other than a qualified Indiana State University employee or an appointed representative services a piece of equipment, OIT could refuse to service it further until satisfied that the machine is in proper working order. The cost to prove the equipment is in proper working condition would fall on the School of Nursing or the individual, depending on who authorized the initial service. The cost of any repairs necessary to make the machine operational would fall on the School of Nursing or individual. There should not be anyone outside of Indiana State University or Indiana State University's representative working on a machine without consent from Indiana State University.

## PERSONALLY OWNED COMPUTER EQUIPMENT

Office of Information Technology personnel are only permitted to perform service on personally owned computer equipment if it is a service they would normally perform on a University owned computer and if the faculty / staff member does not derive personal gain from the service.

## NURSING WEB SITE

The School of Nursing provides a web site for internet information dissemination to students, faculty, prospective nursing students, and laypersons. The LRC Director / Technology Coordinator serves as the nursing web maintainer. The nursing web site complies with the Indiana State University Web Style Guide.

Updates are posted as soon as possible after receipt. Posting may be delayed on evenings / week-ends / holidays and at other times depending on the LRC Director / Technology Coordinator's schedule. Material is to be submitted via email or Word files. Statements attributed to a particular person must be approved by that person.

Responsibility for content:

The individual who is responsible for a particular area / department (or their designee) is the person responsible for submitting information to the web maintainer:

<b>Area/Dept/Office</b>	<b>Responsible party</b>
School of Nursing	Executive Director of Nursing Programs
Learning Resources Center	Director
Academics	Associate Director
Students	Associate Director
Kaplan Testing	Testing Assistant

Nursing Program / Concentration / Track / Coordinator  
Clinical Placements / External Relations  
Student Nurses Association President; Faculty Sponsor  
Continuing Nursing Education Program Director

The nursing web site's maintenance follows University guidelines / policies.

## LATEX ALLERGY

Signs are posted in the nursing labs indicating that equipment in the lab MAY contain latex. Faculty / students who are allergic to latex shall notify their instructor and / or the LRC Director / Technology Coordinator.

A student who exhibits signs and symptoms of latex allergy (e.g., itching, rash or wheezing after exposure to lab equipment / models that contain latex) is to be referred to the UAP Clinic - Indiana State University Health Center. An incident report must be completed by the course faculty. Faculty who exhibit signs and symptoms of latex allergy are to be referred to the Union Hospital Center for Occupational Health.

In the case of a severe reaction, Public Safety should be contacted by dialing 911 on the Emergency Phone in the labs / classrooms.

## STANDARD PRECAUTIONS

Students who are learning invasive skills (using models) such as intradermal, subcutaneous, intramuscular, or intravenous procedures shall dispose of used, non-sterile or contaminated needles utilizing the safety-engineered mechanisms provided. To recap a sterile needle, a one-handed scoop method is acceptable. In the event of a needle stick injury, the exposed area must be washed immediately if blood or other body fluids contaminate the area.

**Any exposure incident** within the nursing labs shall be reported to the LRC Director to be recorded on the Sharps Injury Log (The Needlestick Safety and Prevention Act H.R. 5178). The Log is maintained in the LRC for a period of 5 years after the calendar year to which it relates (29CFR1904.6). An annual report is provided to the Nursing Executive Committee.

Any sharp or potentially sharp item (needles, ampule, glass vial, IV spike, etc) shall be placed in a wall-mounted SHARPS container in the skills labs. Sharp or potentially sharp items are NOT to be disposed of in the Black Hazardous Waste disposal container. When a container is full, the LRC Director / Technology Coordinator is to be notified for pick up. The Indiana State University Office of Environmental Safety shall be called for Sharps container pick-up (812.237.4022).

## Safety Data Sheets

Any materials available in the LRC for which a Safety Data Sheet (SDS) exists will have the SDS available from the SDS book in the west end of Room C-08 and

LRC Director / Technology Coordinator  
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