

POLICY MANUAL

FOR

COMPUTER LAB



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DEPARTMENT OF COMPUTER LAB

NARAYANA COLLEGE OF NURSING

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HARDWORK DISCIPLINE SERVICE TRIUMPH



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DEPARTMENT OF COMPUTER LAB

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INTRODUCTION

Department of Computer lab was established in 2003 with the intake of B. Sc nursing students and in 2010 M.Sc. Nursing and P.B.B. Sc Nursing. The key objectives for the subject of Mental Computer lab Nursing are developing an understanding of the modern approach to Computer, Lab identification, prevention, and nursing management of common Computer, Lab with special emphasis on therapeutic interventions for individuals, families, and communities. Department promotes quality teaching and attentive and accurate training by the department faculties.

VISION

The vision of our department in Narayana College of Nursing is to be a universal leader for innovations, research, education, attitude, and practice to create positive changes in Computer lab care settings and better outcomes by training the nursing students competently. Computer lab will be a focus of excellent training and practice for Computer lab care assessment, education, counselling, and research.

MISSION

To fulfill our vision, we are catalysts for optimizing Computer lab care through nurse-led health care by integrating education, application, research, and technology to create innovative solutions and to prepare psychiatric nurses for global Computer lab nursing care to improve health for all.

Based on the department mission, Computer lab will provide a suitable environment where the students can learn and apply cognitive, psychomotor, and social skills, and instructors can guide with proper study skills and measure the student performance and competency.

LAB OBJECTIVES

1. Reinforce learning through practicing Computer lab procedures.
2. Provide hands-on training experiences specific to course objectives as directed by the nursing curriculum.
3. Prepare educational materials for awareness creation among people in the hospital and community.
4. Prepare the nursing students before the introduction to hospital training
5. Offer independent student learning opportunities.
6. Promote evidence-based nursing practice through novel research applications.

LAB LAYOUT

Department is currently placed on the 1st floor of the college. A Computer lab for 1800 sq. is also associated with the department on the 1st floor. The lab offers facilities to practice and learn a wide range of Computer lab nursing skills in a safe environment.

PURPOSE OF POLICY & PROCEDURES

- Policies and procedures are proposed to guarantee that the Computer Lab is maintained as an efficient learning area for students' training and assessment of Computer Lab problems.
- Maintenance and Policy & Procedures must be followed by all its users.
- The Lab promotes safe and effective practice by demonstrating and reinforcing the highest level of performance and readiness.
- Strategies are skill demonstration, practice and return demonstration, case scenarios, consistent use of medical terminology; application of the nursing process in skill

performance, care plans, documentation, audio and video-assisted teaching; and individualized instruction.

JOB DESCRIPTION OF MEMBERS

A. FACULTIES

1. Orient the students in the lab.
2. Updating lab policies and procedures as needed.
3. Monitoring procedures performed by the students.
4. Supports students who require additional assistance with learning Computer Lab skills.
5. Ensure the maintenance of equipment by maintaining the lab inventory register.
6. Determining the inventory needs of the lab.
7. Preparing and ordering supplies as needed.
8. Recommending general cleaning in the lab.
9. Maintain lab lending & lab utilization registers.
10. Maintain lab with safety regulations.

B. STUDENTS

1. Return the equipment used for lab practice.
2. When practicing with scenarios, approach situations as if they are actual patient interactions.
3. Maintain cleanliness of the area where they are practicing.
4. Display professional conduct.
5. Share the opportunity to practice.

6. Report damage or malfunction of the lab equipment.
7. Inform the instructor if handouts or supplies are running low.
8. Inform the concerned faculty of any particular learning needs.
9. No students are to be in the lab without the Lab faculty.
10. Doors must be locked when the lab is not in use.

LAB CONDUCT/BEHAVIOR

1. All Students should participate in a lab orientation conducted by Computer Lab.
2. Students should review procedures and scenarios prior to the lab session.
3. Follow lab hours strictly as mentioned in the timetable.
4. Students need to fill out their logbook as part of the completion of the curriculum requirement.
5. No cell phones are allowed in the lab.
6. No food or drink is allowed in the lab.
7. No equipment or supplies can be taken out of the lab without permission.
8. Any equipment or furniture used should be returned clean, in proper form and in proper place ready for the next use.
9. Replace the equipment and chairs when leaving the area.
10. Always sign in and out of the lab for both practice and presentation.

EQUIPMENT USE POLICIES

A. Inventory Policy

1. The lab in charge faculty should maintain an inventory register.
2. In charge faculty will update the list of equipment needed for the Lab each year and provide the list to the College Principal/Dean.
3. The College Principal/Dean is responsible for the initiation of all equipment purchase orders.
4. Final purchase decisions are made by administration.
5. The lab in charge faculty is responsible for receiving, and inspecting the equipment into the list of inventories.
6. Procedure for fixing equipment purchased clinical skills

B. Utilization Policy

1. A lab utilization register should be followed by the lab.
2. It should be clearly mentioned the date, time and purpose of using the lab in the register.
3. The register should be duly signed by the faculty who is using the lab.
4. Ensure by the faculty and students, the lab is in a good condition after each utilization.

C. Lending Policy

1. The College of Nursing reserves the right to add equipment that is Considered for curriculum goals and objectives.
2. The College of Nursing will take up authority to dispose of equipment believed inappropriate for addition to the Lab.

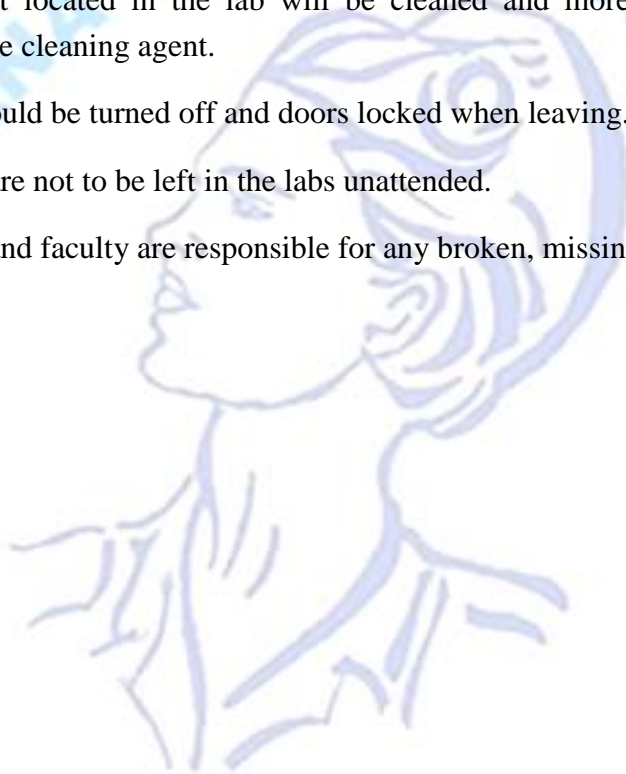
3. All lending educational materials and equipment from the lab to the other lab for practical exam purpose or practice purpose should be documented in the lending register and make sure the same returned in proper condition.

LAB SAFETY POLICY

1. All faculty, staff, and students must know and practice the safety guidelines while using the lab.
2. Failure to obey to guidelines can result in disciplinary action.
3. This manual will be available in the lab and students will be instructed to review the contents during the orientation time itself.
4. All labs are locked unless occupied by faculty or students during class or practice.
5. Students are expected to come to lab prepared by having read the scheduled lab objectives prior to the start of the lab period.
6. Students should be well-informed of the care, handling, and proper use of equipment prior to using it in the laboratory.
7. Students should report recent injuries, illnesses, or communicable diseases to the faculties as soon as possible so that necessary precautions may be taken.
8. Faculty and students are responsible for reporting any problems encountered with electrical equipment such as any frayed electrical cords, cracked plugs, missing outlet covers, etc.
9. In case of fire or fire emergency, students and faculty should become familiar with the location of the nearest fire extinguishers.
10. Each faculty member will be responsible for her own and as well as student's safety.

MAINTAINING CLEANLINESS

1. The Lab in charge faculty will be responsible for the maintenance of equipment and monitoring of the labs at all times.
2. The Lab in charge faculty may delegate this task but will be responsible for the overall performance of these duties.
3. Students and faculty are responsible for the cleanliness of the lab during and after use.
4. Floors, and furniture will be cleaned by appropriate personnel at the end of each week.
5. Equipment located in the lab will be cleaned and more often as necessary with the appropriate cleaning agent.
6. Lights should be turned off and doors locked when leaving.
7. Students are not to be left in the labs unattended.
8. Students and faculty are responsible for any broken, missing or unclean equipment.



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