

**POLICY MANUAL  
FOR  
NUTRITION LAB**



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**HARDWORK DISCIPLINE SERVICE TRIUMPH**

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DEPARTMENT OF NUTRITION LAB

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## **INTRODUCTION**

Department of Nutrition 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 Nutrition are developing an understanding of the modern approach to Nutrition, identification, prevention, and nursing management of common Nutrition problems 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 Nutrition care settings and better outcomes by training the nursing students competently. Nutrition Lab will be a focus of excellent training and practice for Nutrition care assessment, education, counselling, and research.

## **MISSION**

To fulfill our vision, we are catalysts for optimizing Nutrition care through nursing care and nursing diagnosis by integrating education, application, research, and technology to create innovative solutions and to prepare nurses for global Nutrition Lab care to improve health for all. Based on the department mission, Nutrition 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 Nutrition 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 acute care setting community.
4. Prepare the nursing students prior to the clinical exposure and learning
5. Offer independent student learning opportunities.
6. Promote evidence-based nursing practice through novel research applications.

## LAB LAYOUT

Department is currently placed on the 1<sup>st</sup> floor of the college. A Nutrition lab for 1500 sq. is also associated with the department on the 1<sup>st</sup> floor. The lab offers facilities learn and to practice and learn a wide range of Nutrition skills in a safe environment.

## PURPOSE OF POLICY & PROCEDURES

- Policies and procedures are proposed to guarantee that the Nutrition Lab is maintained as an appropriate area for students to gain knowledge assessment and practice to provide care for the clinical with Nutrition problem
- The Lab promotes safe and effective environment by demonstrating and reinforcing the highest level of performance and readiness
- Maintenance of Policy & Procedures followed by all its users.

- Facilitate 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 Nutrition 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. Display professional conduct.
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. Return the equipment used for lab practice.
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 programme conducted by Nutrition department.
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 inside 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 department.
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 that the faculty and students, check and the lab is in a ready to use 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.



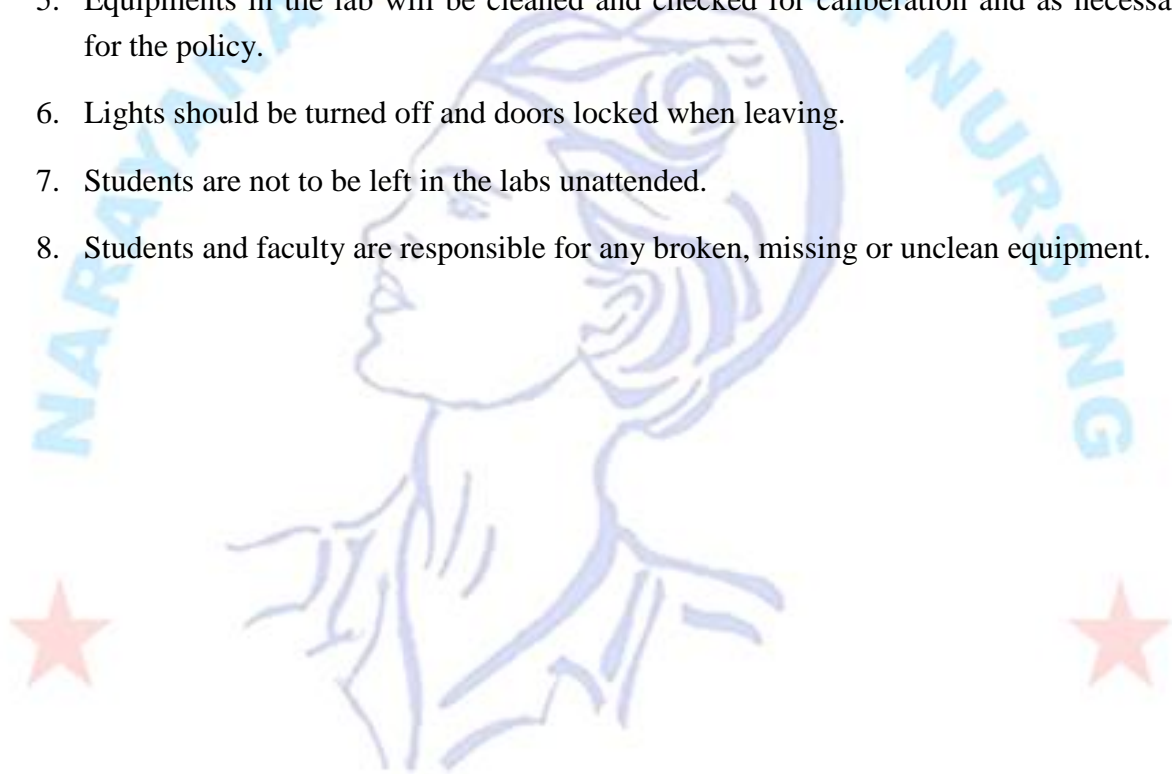
3. All lending educational materials and equipment that are lend from the lab to the other lab for demonstration practical exam purpose or practice purpose should be documented in the lending register and make sure the same returned in proper condition.

## 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 periodically..
5. Equipments in the lab will be cleaned and checked for caliberation and as necessary as for the policy.
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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