



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

Hong Kong Nang Yan College of Higher Education

School of Nursing and Healthcare

Nursing Laboratory Regulations and Safety Manual

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Prologue

Enlightenment is always there. Small enlightenment will bring great enlightenment. If you breathe in and are aware that you are alive – that you can touch the miracle of being alive – then that is a kind of enlightenment.

Thich Nhat Hanh

Hong Kong Nang Yan College of Higher Education

Nursing Laboratory Manual

Nursing Laboratory is where students will be introduced to new skills, be expected to practice, and be evaluated on their skills. Students are encouraged to include lab practice time into their schedules for consolidating their skills before having clinical practicum. For security issues, the laboratories are monitored by CCTV during opening hours and users' valuable should be well kept by users. In order to maximise the use of the facilities, maintain condition of the facilities and ensure users' safety, the general user, laboratory booking, emergency and safety guidelines are provided in this manual. Please read through this manual before using and booking the facilities and equipment in nursing laboratory.

General Information

Location:

Rm 203- Paediatric Lab (2 incubators, 2 infant beds, 2 paediatric beds)

Rm 204- Gerontic Lab (6 adult beds, 1 massage table)

Rm 601- Adult Lab (13 adult beds)

Rm 602- Adult Lab (7 adult beds)

Rm 603- Paediatric High Dependency Unit

Rm 604- Adult Intensive Care Unit

Opening Hour: 08:30-21:00

Unauthorized personnel are not allowed in the labs at any time

User's Responsibilities

- 1 All safety codes and regulations for nursing practice in a hospital ward also apply in the laboratories.
- 2 Professional behaviours (including decent dress code and behaviour) should be maintained in both clinical and academic settings.
- 3 Practising nursing skills is the only purpose for using nursing laboratories.
- 4 All students are required to wear valid student ID card or show their valid ID card upon request by Laboratory Technician and School staff. The nursing laboratories are restricted to current students and staff of the School, and approved personnel.
- 5 Bookings must be made before using the nursing laboratory.
- 6 Laboratory Technician and School staff should be respected. If running short of materials, please approach Laboratory Technician and School staff for help.
- 7 Laboratories should be kept tidy (including cleaning and clearing up ALL used items and return them to their original position). Beds should be kept in appropriate position with linens straightened before leaving. Change bed linens if soiled and

- place the soiled linen in laundry bag.
- 8 Users must sign on the Laboratory Booking Record on time (all bookings without signature will be considered as absent). Latecomers (i.e. arrive 15 minutes after the booking timeslot) and absentees occur more than 2 times in a semester, the account for booking nursing laboratory will be inactivated pending a reasonable explanation or be sent to Programme Leader if no improvement was noted.
 - 9 Equipment should be handled with care. Please report all damage, malfunctioning or loss equipment to Laboratory Technician and School staff promptly in person or by email.
 - 10 Damaged or malfunctioning equipment should be put in a COLLECTION BOX next to front desk of nursing laboratory (6/F). For bulky/ heavy equipment, put it in its original place with a label and notify Laboratory Technician or School staff the exact location.
 - 11 NO item should be taken away from the laboratories without prior permission.
 - 12 NO shooting or photo is allowed in the nursing laboratories except with prior permission from NYC teaching staff.
 - 13 NO food or drink (including all drugs, placebos or juice provided in laboratories) is allowed in the nursing laboratories.
 - 14 Use beds for practice and testing purpose only. Individuals serving as patients are to remove their shoes when lying on the beds.
 - 15 All equipment and supplies for practice are to be reused, unless otherwise instructed. Please keep all caps & wrappers unless directed by Laboratory Technician/ NYC teaching staff.
 - 16 DO NOT move the manikins or remove manikin parts without the assistance of the Laboratory Technician/ NYC teaching staff.
 - 17 DO NOT use markers/ betadine on the manikins.
 - 18 Transfer of manikins should be done under instruction, and without pulling on arms, legs or the head.
 - 19 Alert NYC teaching staff of allergies, such as latex, alcohol...
Some of the equipment in the lab contains latex. If a student has sensitivity/allergy to latex, he/she should take precautions while using or handling the latex parts by wearing non-latex protective gloves.
 - 20 Turn off all ignition sources, water taps, electric switches, light and air conditioner(s), and lock all windows and doors before leaving the laboratory.
 - 21 Students should report problems relating safety matters to Laboratory Technician at 3996 1051, tutor and/or other to the Campus Facilities Office at 3996 1092.

Nursing Laboratory Booking System

- 1 Available laboratory sessions will be released 2 weeks in advance. Booking laboratory session should be reserved through the online booking system (Nursing Laboratory Booking System: <http://210.3.66.108:8080/web>) or contact Ms. Gloria Yeung at 3996 1070, 8 hours before using the nursing laboratories but no more than 7 days in advance.
- 2 Only the booked “bed unit” can be used by students for self-practice.
- 3 Student ID number and password of mobile phone number are required for log-in the Nursing Laboratory Booking System as Figure 1.

Hong Kong Nang Yan College of Higher Education
School of Nursing and Healthcare
Lab Booking System

Add Entry

Brief description:

Full description:

Start: All day

End:

Area:

Rooms: Use Control-Click to select more than one room

Type:

Repeat type: None Daily Weekly Monthly Yearly

Repeat end date:

Skip past conflicts:

Name of nursing skills

List of equipment required for practising nursing skills

Press “Save” for confirm booking after selecting date and timeslot for practising skills

Figure 1

- 4 Bookings are made on a first come, first served basis.
- 5 One laboratory session refers 30 minutes. Each student will have maximum quota of two laboratory sessions per day.
- 6 Bookings are required to be made by the actual laboratory users via online booking system.

- 7 Students can make bookings immediately following expiry of the booked sessions.
- 8 For cancellation of laboratory booking (Figure 2), please cancel the booking via Nursing Laboratory Booking System at least 4 hours before the booking session.

The screenshot displays the 'Lab Booking System' interface for 'Foley catheter insertion'. The header identifies the institution as 'Hong Kong Nang Yan College of Higher Education School of Nursing and Healthcare'. The booking details include:

- Description:** Foley insertion: Foley catheter, lubricant, 10 ml syringe, 10 ml normal saline, urinary bag, urinary bag hanger, Models for Foley insertion (female and male)
- Room:** 2/F - Bed 4
- Start time:** 09:30 - Friday 27 April 2018
- Duration:** 30 minutes
- End time:** 10:00 - Friday 27 April 2018
- Type:** Student
- Created by:** florence
- Modified by:**
- Last updated:** 19:00 - Thursday 03 May 2018
- Repeat type:** None

Below the details are four buttons: 'Edit Entry', 'Delete Entry', 'Copy Entry', and 'Export Entry'. A red bracket groups these buttons, pointing to a text box that states: 'Users can edit, confirm or cancel the booking through the online system'. At the bottom left, there is a link to 'Return to previous page'.

Figure 2

Emergency Guidelines

- 1 Fire
 - 1.1 Follow NYC staff instruction.
 - 1.2 Keep yourself and others calm.
 - 1.3 Stop all practice immediately.
 - 1.4 Alert surrounding people to evacuate (fire exit maps that are on the wall of the learning commons and entrance).
 - 1.5 Activate fire alarm or inform Campus Facilities Office at 3996 1092.
 - 1.6 Switch off electrical devices and stop laboratory operations that are not safe to be left unattended (if applicable).
 - 1.7 Bring along with your mobile phone if readily at hand.
 - 1.8 Help those who need special assistance.
 - 1.9 Close but do not lock doors to confine fire.
 - 1.10 Evacuate to safe area or exit building through the nearest staircase- DO NOT use lifts.
 - 1.11 Wait at the Designated Assembly Point for instructions from College staff.
 - 1.12 Do not re-enter the building until told by College staff/fireman that is safe to do so
 - 1.13 Be familiar with the location of nearest fire hose reel and breakable glass boxes for fire alarm. Building diagrams that indicate fire escape routes and locations of fire escape are located in each laboratories.
- 2 Water leak
 - 2.1 Inform Campus Facilities Office at 3996 1092 or Laboratory Technician at 3996 1051 with providing reporter's name and contact number.
 - 2.2 Report any injury incidence and the nature of the injury if applicable.
 - 2.3 Attempt to stop flow of water or confine flood area if it is safe to do so.
- 3 Any accident or injury must be reported immediately to Laboratory Technician at 3996 1051 or to the Campus Facilities Office at 3996 1092.
4. If Tropical Cyclone Warning Signal No. 8 or above hoisted or announcement is made that Signal No. 8 or above is likely to be hoisted within the next 2 hours, students should *NOT* use the labs for self-practice or other activities.
5. Report any operational problems to the Laboratory Technician. For technical problems, seek assistance from the academic staff or Laboratory Technician.
6. In an emergency, alert the Campus Facilities Office at 3996 1092 immediately, or contact the emergency services on "999" stating whether you are calling for police, ambulance or Fire Services.

Safety Guidelines

- 1 Sharps and needle safety
 - 1.1 Needles provided in laboratory are for purpose of practicing nursing skills only.
 - 1.2 Needles provided for practice of injection are used in the lab only when the Laboratory Technician or teaching staff are present. Students must demonstrate safety precautions while properly utilizing needles during practice.
 - 1.3 Injection practice will only occur on the manikins or practice injection pads provided in the lab.
 - 1.4 Follow strictly safety measures and practice instructed in class.
 - 1.5 DO NOT recap needles.

Needle and other sharp objects should be disposed into the sharp box. Sharps must NOT be discarded in the trash or left unattended in the lab at any time.
 - 1.6 Inform Laboratory Technician to replace sharp box when it is $\frac{3}{4}$ full.
 - 1.7 Call Laboratory Technician/ Campus Facilities Office when breaking glass ampoules or glass containers during practice in laboratories.
 - 1.8 “Clean” Needle stick injury:
 - Inform laboratory personnel
 - Rinse the wound under running water
 - perform first aid as needed
 - 1.9 “Contaminated” Needle stick injury
 - Inform Laboratory Technician and NYC teaching staff
 - Rinse the wound in running water
 - Have the wound inspected, cleansed and dressed
 - Seek medical treatment at nearby A&E department
 - Complete the “Incident Report Form” for follow up actions.
- 2 Infection control
 - 2.1 NO eating or drinking in laboratories.
 - 2.2 Follow standard precautions strictly and use gloves when there is exposure or potential contact with body fluids.
- 3 Ergonomics
 - 3.1 Students must learn the principles of body mechanics before practising moving, lifting and transferring skills.
 - 3.2 Staff and students should be caution when practising lifting and transferring skills, and should not lift heavy equipment, manikins, or other student without assistance.

Equipment with wheels (including electronic lifting device, wheelchairs, stretchers and beds) should be locked at all the time.
 - 3.3 Manikins or other heavy equipment must be transported by trolley, stretcher

or wheelchair.

- 4 Medications and fluids
 - 4.1 All drugs (including placebos and juice) and IV fluids provided in laboratories are for teaching or practising purpose only.
 - 4.2 Keep all drugs in their original boxes/ bags after use except those in lotion form. Clean up all medication cups, spoons and containers after use.
- 5 Electrical safety
 - 5.1 Only sockets and plugs met the standard of EMSD should be used to power equipment in the laboratories.
 - 5.2 NO wet materials should be placed around electrical outlets or equipment.
 - 5.3 Inform Laboratory Technician for any damaged electrical cords/plugs/socket and any problems encountered when using electrical equipment.
 - 5.4 DO NOT attempt to repair any broken sockets or equipment by self.
- 6 Physical space
 - 6.1 Keep cabinet doors close all the time.
 - 6.2 Keep laboratories (including floor, bed and bench areas) clean and tidy after use.
 - 6.3 Keep laboratory doorways clear all the time.
- 7 Personal injury or serious sickness
 - 7.1 Any accident/incident/ serious sickness occurring in the lab must be reported immediately to the teaching staff or Laboratory Technician.
 - 7.2 A School member will assess the student/staff and administer first aid as needed.
 - 7.3 Vital signs will be taken if necessary.
 - 7.4 Campus Facilities Office may be called to assist in transporting the injured to seek medical advice or call 999 depending on the severity of the injury. Registry shall notify the emergency contact person as soon as possible.
 - 7.5 The injured should complete the “Incident Reporting Form” and report to Programme Leader for follow up actions within 72 hours.

Useful Telephone No.

	Tel No.
Campus Facilities Office	3996 1092/ 93481298
School of Nursing and Healthcare	3996 1070
Laboratory Technician	3996 1051
Registry Office	3996 1000/ 3996 1001