



***UT College of Nursing Learning Resource Center:
“Improving the nursing profession one student at a time”***

Learning Resource Center Policies and Procedures

Welcome to UT College of Nursing Learning Resource Center (LRC)! The team of educators in the LRC consists of your course faculty member, the director of the LRC, and eight teaching assistants (TA's). Our team is committed to providing the necessary tools to help you learn nursing fundamentals.

General Guidelines

Each student is assigned to a lab group. Each lab group is assigned a *learning* time and a *testing* time. The “*Lab Group*” schedule is posted on the course website and this form will inform you of your learning time and your testing time. Also posted on the course website is the “*Skills Schedule*”. The *skills schedule* document indicates what skill will be taught and what skill will be tested each week.

Each student will be given a folder that will be kept in the lab. This folder will contain a pink document called “*Evaluation of Student Performance*”. This document serves as a tracking system for completion of required skills and the student’s ability to maintain professionalism. This folder will also contain a yellow or green document called “*Student Progress Report*”. This document serves as a tracking system for students who miss a lab or require more time to achieve beginning level competency of a skill.

Rules to Live By

Safety and Professionalism are of utmost importance in the LRC, therefore the following rules will be enforced:

Do not:

1. Eat, drink or chew gum in lab
2. Use cell phones, pagers, laptops or any other electronic device while in the lab
3. Sit or lie in bed if you are not the patient

Do:

1. Come prepared to learn by reviewing content in book, viewing media, and printing off 2 skill competency sheets
2. Wear your nametag and a watch with a second hand to every lab
3. Place book bags, coats and personal items in the locker
4. Dispose of all needles in red sharps containers
5. Keep your voice down so others can concentrate
6. Ask questions while in the lab
7. Put all equipment away and clean up your space before leaving lab
8. Dress appropriately (see professional dress guidelines)

Attendance

Attendance to every scheduled laboratory is *mandatory*, and attendance will be taken. Time will be allotted for instruction and practice during each class and students must stay until dismissed by a TA. Student's assignment to a lab group is very complicated with over 400 students using the lab per semester: therefore, students are not allowed to move out of their assigned lab time or group. Since class time to learn and practice is limited, students need to arrive 5 minutes early to be prepared to start on time. If a student is late they must fill out a pink slip and have it signed by a Teaching Assistant (TA). Three "late arrivals" will require student to make an appointment with the Director, Marty Sexton PhD(c),RN, CNS at martha.sexton@utoledo.edu to discuss issues of professionalism.

Missed Lab Policy

If you miss a lab due to an unforeseen circumstance follow this procedure:

1. E-mail Pat Evans RN, Teaching Assistant, at patricia.evans@utoledo.edu prior to class time.
2. Meet with a classmate and attend open lab to review the material.
3. Complete a three page *Professional Journal Article Summary* covering the content missed submitted to Pat Evans, at patricia.evans@utoledo.edu prior to the next class time. (see guidelines below)
4. A student who misses more than 3 classes will need to make an appointment with the Director of the LRC, Marty Sexton by requesting an appointment at martha.sexton@utoledo.edu to discuss issues of professionalism.

**Failure to follow policy will lead to failure of the course*

Competency Check-offs

Students will learn a skill during their scheduled lab time. In the following weeks students are required to demonstrate beginning level competence of the skill taught. Competencies are designated as *individual, group, or practice*. This designation indicates the forum for which the skill will be tested. *Individual* skills will be tested one on one with a TA. *Group* skills require a group of 2-4 students to work together to demonstrate beginning level competence of the skill. *Practice* skills require the student to spend time independently reviewing the skill. Our Teaching Assistant (TA) team will determine if a student is successful or if a student or groups of students need more practice. This decision will be based on a standard point system for each skill. The following guidelines apply to all individual and group competency testing:

1. Students will come prepared to their competency by:
 - a. Dressing professionally with lab coat and name tag
 - b. Arriving 10 minutes ahead of scheduled time
 - c. Bringing a clean copy of the skill being tested and filling out top portion
 - d. Retrieving folder from file cabinet
2. Not showing up for testing time will be considered an "unsuccessful" and will require student to follow the "unsuccessful completion of skill competency policy".

** All individual, group, and practice competencies must be completed by the end of the semester to pass the course*

Unsuccessful Completion of Skill Competency

If a TA determines the student needs more practice the following policy applies:

1. If a student is unsuccessful for the first time on a skill, the student must sign in to open lab for one hour of practice prior to retesting on the skill.
2. If a student is unsuccessful for a second time on the same skill, the student must make an appointment with one of the TA's for one on one practice time, students will be retested by 2 TA's on their third attempt.
3. If a student is unsuccessful for the third time on the same skill, the student is required to meet with the director and repeat the course.
4. If a student is unsuccessful one time on more than two skills they must make an appointment with the Director who will complete a *Baccalaureate Admission Retention and Progression Form* which will contain an action plan.
5. In addition, it is the *student's* responsibility to sign up with a teaching assistant to perform the skill again (repeat test).

**Failure to follow up and/or to not successfully complete all skill testing within the semester enrolled in course will result in a failure of the course.*

Professional Dress*Learning Time*

1. Do dress appropriately
2. Do not wear revealing tank tops or short shorts
3. Limit jewelry to 2 earrings, one necklace, one bracelet, 2 rings
4. No facial or tongue piercings
5. Hair should be pulled back out of face
6. Shoes worn at all times
7. Female assessment students must wear a sports bra that fits properly during assessment of heart, lungs and head to toe
8. All assessment students must wear shorts during assessment of neuromuscular, and head to toe

Testing Time

1. Do dress professionally
2. Must wear lab coat and your name tag for all testing
3. May wear long shorts, Capri's and T-shirts if they are professional in appearance
4. All rules as stated above in learning time also apply

**Students who fail to adhere to professional dress policy will be asked to meet with the Director to discuss issues of professionalism and potential failure of the course.*

I have read and understand the Policies and Procedures of the CON Learning Resource Center.

Signature_____ Date_____

PROFESSIONAL JOURNAL ARTICLE SUMMARY GUIDELINES

Please choose a professional Nursing Journal article that relates to your missed lab. Search for an article on current research or evidence based practice related to the topic.

This assignment is Sat/Unsat. Student must receive 23 points to receive a satisfactory grade.

After reading the article complete the following: Points in Bold - 25 points possible: Please include a copy of the article with your final draft. Plagiarism is considered means for dismissal from program.

- **(10)** Summarize what the article was about. Identify who the author is and the main purpose of the article. Include key concepts and main ideas. (Minimum of 2 paragraphs)
- **(5)** Identify how this topic is important to the nursing profession. How does this article and information impact nursing or nursing care? (Minimum of 1 paragraph)
- **(5)** Explain what you personally learned from the article, what your opinion of the article was, and how you may be able to use this information in your future career as a nurse. (Minimum of 1 paragraph)
- **(5)** Please use APA format to complete assignment. This includes a title page, the body of the paper, and a reference page. Assignments should be typed, concise, and include all elements without exceeding three pages double spaced. Submit completed assignment and article to patricia.evans@utoledo.edu by your next scheduled learning lab time.

Online Resource for APA Formatting and Style Guide (Purdue University)
<http://owl.english.purdue.edu/owl/resource/560/01/>