

1. PURPOSE

The purpose of this instruction is to determine the usage rules of the Nursing Skills Laboratory.

2. SCOPE

This instruction covers all faculty members and students who use the Nursing Skills Laboratory of the Faculty of Health Sciences.

3. RESPONSIBILITIES

Teaching staff and students are responsible for the implementation and fulfillment of this instruction, and the Faculty of Health Sciences is responsible for the preparation and revision of the document.

4. DEFINITIONS AND ABBREVIATIONS

4.1. UBYS: University Information Management System.

4.2. Extremity: Limb.

5. PROCEDURES

5.1. General

- 1) The laboratory must never be entered without a faculty member present.
- 2) When the term begins, a list of the students and faculty members who will use the skills laboratories is prepared and posted at the entrance of the relevant skills laboratory.
- 3) The materials to be used during the term are delivered complete and intact to the faculty member who will use the skills laboratory, using the Skills Laboratory Usage Form, and are received back complete and intact at the end of the term.
- 4) Consumable supplies are prepared for each skills laboratory in a quantity equal to the number of students plus an additional 5, and delivered to the faculty member of the relevant laboratory.
- 5) The consumable supplies used are recorded with the Skills Laboratory Consumable Supply Usage Form and deducted from stock.
- 6) To ensure the safe storage of materials and educational equipment, student use of the laboratory is always carried out under the guidance of a faculty member, and after use, the door of each laboratory and the main entrance door are locked.
- 7) In the event of a technical malfunction during the use of the laboratories, the faculty member reports the malfunction to the Technical Department using the Malfunction Notification Form (from UBYS).
- 8) To prevent harm to students, faculty members, and staff during the use of the laboratories, a medical waste box and a sharps/cutting instrument box are used.

5.2. Use of Training Manikins

- 1) Extremities must not be moved in the opposite direction of their range of motion
- 2) Extremity joints must not be forced
- 3) Manikins must not be drawn/marked on with pens or similar instruments.
- 4) After each procedure, the manikin must be returned to a flat, supine position.
- 5) The manikin's accessory parts, such as dentures, must be stored in appropriate locked cabinets.
- 6) Manikins are cleaned once a month, and whenever necessary, by wiping with soapy water and drying.

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- 7) Since the laboratories are used by different groups of students, the faculty member conducting the procedure is responsible for placing the materials and educational equipment back into the treatment carts and cabinets after each procedure.
- 8) After each procedure, the materials are put away, and the cabinets are locked with the key located on them.
- 9) After each procedure, the faculty member using the laboratory checks that the taps, windows, and lights are turned off.
- 10) The laboratories are cleaned on designated days of the week and whenever necessary.
- 11) When faculty members request to use laboratory materials outside of scheduled practice hours, they notify the faculty members responsible for the operation and organization of the laboratory, and receive the materials they need. They are responsible for returning the materials they received before the end of the term.
- 12) The departments that use the skills laboratories during the term are responsible for the materials used and for the cleanliness of the laboratory during their period of use.
- 13) Materials requested for the laboratory are received and checked by the relevant departments.
- 14) At the beginning of the term, requests are made for the materials required for the new academic term.
- 15) The requested materials are stored in locked cabinets.
- 16) FOOD AND DRINK must never be brought into the laboratory.
- 17) The laboratory must be kept clean and tidy.
- 18) When the class ends, after turning off the computers, the laboratory is handed over with the equipment used left in an orderly manner.
- 19) The computer and educational equipment materials in the laboratory must be checked by the course instructor before and after class, and when handed over to another faculty member, must be delivered with a note of their condition (deficiency, malfunction, etc.).

6. RELATED DOCUMENTS

6.1. Internal Documents

- FRM-0068 BIDB-Malfunction Notification Form

6.2. External Documents

There are no external documents.

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