

13 Skills Lab Rules for Faculty

- 1) All set up requests are due two weeks prior to the scheduled lab.
- 2) All Lab requests must be detailed, number of items requested, number of students, and if specific layout of the lab is required please note where you would like it set up. Skills lab request forms can be found at (<http://www.austincc.edu/health/skillslab/NursingSimulationRequestForm.php>).
- 3) Lab requests must be resent each semester. Please save an electronic copy on your computer to easily make changes and submit for future semesters.
- 4) If set ups need to be altered, canceled, or postponed please notify skills lab manager ASAP (lab time is in high demand).
- 5) Please allot the last 10 minutes of lab time for students to clean up.
- 6) Encourage students to use their own equipment (lab packs) when ever possible.
- 7) Equipment check out policies have changed. See the Lab Manager for details.
- 8) Please monitor equipment for damage or theft when your students are in the lab.
- 9) If your class ends after the skills lab manager has gone please make sure that the doors to the office and to the lab are closed and locked before you leave.
- 10) No students are allowed in skills lab managers' office with out a faculty escort.
- 11) No ink pens around the mannequins or date stickers from IV and central line tegaderm as they stain the mannequin.
- 12) No food or drink allowed in the lab.
- 13) Office supplies on the Skills Lab Managers desk are her property. Please ask if you need to borrow something.