

## PP94 HANDLING NURSING EQUIPMENT POLICY

### PURPOSE

The purpose of this policy is to ensure the effective use of Nursing equipment by trainers/assessors and students and avoiding misuse of equipment.

### SCOPE

This policy applies to all trainer and assessor of Nursing courses and all students enrolled in either HLT51612 Diploma of Nursing (Enrolled-Division 2 Nursing) or HLT54115 Diploma of Nursing course.

### DEFINITIONS

SCEI	Southern Cross Education Institute
Student	Active, on-campus student with a current course of enrolment with Southern Cross Education Institute. Includes a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
Trainer	Current Nursing Trainer

### POLICY

1. Trainers will use the Nursing Lab for all the practical sessions where possible.
2. Where equipment is needed in the classroom for demonstration, the trainers will take equipment from Nursing Lab to the classroom
3. Trainers will ensure the effective use of equipment by the student and avoid any misuse of equipment.
4. Trainers will notify the Nursing Coordinator and/or Clinical Lab Supervisor at least 2 weeks prior to the equipment required in the classroom.
5. Trainers will follow SCEI's work health and safety procedure for handling heavy equipment.
6. Nursing Code of Conduct: Mandatory
  - 6.1. SCEI Nursing students are only permitted to use the equipment in the presence of Nursing Trainer / Clinical Lab Supervisor.
  - 6.2. Use of all equipment and mannequins with care is **compulsory** at all times.
  - 6.3. At the end of each practical session, the equipment must be left clean & tidy and returned to its point of origin.
  - 6.4. Removal of any equipment including items in storage is not permitted unless under the direct supervision of a nursing educator/ Clinical Lab Supervisor.
  - 6.5. Any items or equipment found faulty or broken must be reported to the supervising Nursing Educator/ Clinical Lab Supervisor and must be removed immediately.
  - 6.6. Simulated mannequins are **only** permitted to be moved under the supervision of Clinical Lab Supervisor to avoid any potential damage to fibre optic cables set within each mannequin.
  - 6.7. Adequate footwear must be worn during the practical sessions due to the nature of the equipment and potential for injury, any student wearing thongs or open toe footwear will not be permitted entry.
  - 6.8. Students are not permitted to consume food or drink in the lab at all times.
  - 6.9. Student behaviour must be exemplary in the session. In case of behaviour deemed inappropriate, the student will be asked to leave the area.
  - 6.10. Where a student is required to lay on the bed, shoes must be removed to prevent staining the linen.

### PROCEDURE

1. The trainers will notify the Nursing Coordinator/ Clinical Lab Supervisor 2 weeks prior to the need of equipment in the classroom through a written request using FOR275 Lab Equipment Request Form.
2. Nursing Coordinator/ Clinical Lab Supervisor will allocate the equipment on the requested date and time
3. The trainer will sign the RGTR20 Lab Equipment Register at the time of receiving and returning the equipment.
4. Trainers and students will follow the Nursing Code of Conduct at all times during practical session.
5. Staff will also follow PP99 Staff Code of Conduct Policy
6. The student will also follow PP79 Student Rules Policy

### RELATED DOCUMENTS

PP08 Critical Incident Policy and Procedure  
PP79 Student Rules Policy  
PP99 Staff Code of Conduct Policy  
RGTR20 Lab Equipment Register  
FOR2765 Lab Equipment Request Form

### RESPONSIBILITIES

The position(s) responsible for implementing and ensuring compliance with the policy are:

- Nursing Coordinator
- Assistant Nursing Coordinator
- Clinical Lab Supervisor
- Trainers and Assessors (Nursing)

The position(s) or groups who should be aware of the policy content are:

- SCEI Nursing Student
- Nursing Staff

Students must abide by this policy.

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