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Reviewed & Approved by: Director of Compass Career College
All efforts have been made to ensure the completeness and correctness of this handbook. Any significant changes to this handbook will be disseminated to students in writing. This Handbook is evaluated on an annual basis for continued accuracy.
COMPASS CAREER COLLEGE PRACTICAL NURSING PROGRAM
CLINICAL LAB AND SKILLS LAB HANDBOOK

INTRODUCTION

It is the intent of the Compass Career College Director and Practical Nursing Program to provide a safe learning experience for all students and provide guidelines for the development, implementation, and maintenance of a comprehensive school safety program. The following guidelines are established to provide instructions in maintaining safety for students, staff, and instructors while using the skills and computer laboratories within the Practical Nursing Program. These guidelines shall be adhered to by all concerned.

The Director of Compass Career College will update the contents of this handbook every two years or more often, if necessary. All students, staff, and instructors will be advised of these revisions. The Director of Compass Career College and the Practical Nursing Instructors are responsible for enforcing the regulations set forth in this manual.

In addition to the safety guidelines, an Exposure Control Plan has been developed in accordance with the Occupational Health and Safety Administration (OSHA) Blood borne Pathogens Standard, 29 CFR 1910. 1030. (See Complete Exposure Policy in Policy Manual) Students and instructors must follow the Exposure Control Plan of each clinical site.

The purposes of the exposure control portion of this handbook is to assist in eliminating or minimizing occupational exposure of instructors, staff, and students to blood and/or certain other body fluids and to discuss protocols for reporting, treating, and following-up of an exposure.

This handbook has been developed with guidance from various national organizations and academic health care institutions. It should be considered flexible and subject to updates as new and additional knowledge is acquired.

GENERAL GUIDELINES

1. All instructors, staff, and students must know and practice the safety guidelines at all times while using the skills and computer labs. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the labs and students will be instructed to review the contents upon admission to the clinical component of the curriculum.

2. All labs are locked unless occupied by faculty and/or students during class or practice. Any break in security must be reported immediately to Director of Compass Career College.

3. The computer laboratories are secured by an alarm system. Any break in the security alarm system in the computer lab should be reported immediately to Director of Compass Career College.

4. Students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab period. Students should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory.

5. Students should report pregnancies, physical handicaps, recent injuries, illnesses, surgeries, or communicable diseases to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance from a physician is required before a student with physical injuries, illness, surgery, pregnancy, or who has a reported communicable disease will be allowed to practice or return demonstrates in clinical or skills lab.
6. It is the right of the instructor and/or clinical agency to determine whether a student in any of the situations above is capable of safely performing the necessary skills and providing care for patients.

**SKILLS LAB GUIDELINES**

1. There shall be no eating or smoking in the labs during student use, demonstration or return demonstration.
2. Access to the doorway in the labs will be evident at all times. Furniture will not be placed to obstruct the exits.
3. All doors and cabinets shall remain closed when not in actual use.
4. The skills lab will not be used as a health center for ill students, staff, or instructors.
5. Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of Compass Career College.
6. All students shall practice proper hand washing technique while utilizing skills lab.
7. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. The Practical Nursing Program will provide sterile and non-sterile gloves. *Avoid using petroleum-based hand creams.* These can interfere with glove integrity.
8. The labs (skills and computer) are not to be used as a social area.
9. Students should report any misconduct occurring in the skills or computer laboratories. **Students may be held responsible if misconduct is discovered and was not reported.**

**SKILLS LAB SAFETY**

**MEDICATION/FLUID ADMINISTRATION**

1. Students will be instructed to practice and return demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the laboratory prepared according to the prior instruction on the procedure.
2. Students should at all times practice safe techniques while learning in the skills and computer labs. Standard precautions should be followed at all times.
3. When breaking ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their face.
4. Needles provided for practice of injections are used in the skills laboratories **ONLY** when instructors are present for assistance.
5. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible failure to pass that skills lab.
6. Students are to practice injections **ONLY** on the manikins provided in the skills lab.
7. Students are never to recap needles and must discard used needles in the sharps disposal container provided in the skills lab.
8. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
9. Students will return demonstrate **venipunctures** with a partner using sterile technique. Each student will receive sterile equipment and will be directly supervised by a practical nursing instructor. **STUDENTS WILL NOT BE ALLOWED TO PRACTICE VENIPUNCTURE ON EACH OTHER WITHOUT SUPERVISION OF AN INSTRUCTOR.**
10. Informed consent must be read and signed by each student with one witness and a faculty signature. Any student requesting NOT to participate will receive their grade by demonstration on a manikin. (See Appendix A)

11. Placebos (candy pieces, commercially prepared practice-med and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.

12. I.V. fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are **NOT** for internal use, but for practice with manikins only. Any IV fluids and tubing which have been used will be discarded at the end of each semester.

**ELECTRICAL SAFETY**

1. Wet materials may not be used around electrical outlets or equipment.
2. Instructors and students are responsible for reporting to the appropriate instructor/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
4. Electric hospital beds in the skills lab will be inspected as needed for repairs.
5. Electric beds shall be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

**PHYSICAL SAFETY**

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Student should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.
3. Students practicing lifting techniques will not perform these procedures in a foolish or unsafe manner. Irresponsible behavior will result in the student's failure to pass that particular skills lab.
4. Equipment used for body mechanics practice (bed, wheelchairs, stretcher, etc.) will be maintained in good working condition. Any broken part will be reported immediately to Director of the College and/or PN instructors.
5. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

**CLINICAL LAB SAFETY**

1. The policies and procedures of the specific clinical agency/site will be adhered to as well as those policies and procedures of Compass Career College Practical Nursing Program by both instructors and students during the clinical experience.
2. Each student will submit evidence of a health examination, required laboratory studies and vaccinations as required by the Practical Nursing Program at time of admission.
3. Each student must submit a completed “Change in Health Status” form specifying any changes in the student’s health. Evidence of current CPR certifications and PPD, as well as any other requirements indicated by affiliating clinical agencies must be submitted annually.
4. A syllabus will be provided for each clinical nursing course with additional clinical safety guidelines, as appropriate.
DRUG TESTING

Compass Career College is committed to maintaining a campus free of illegal drugs and alcohol abuse. Drug testing is performed initially upon entrance into Practical Nursing Program and thereafter on a random basis, as deemed necessary by the Director of the College, Program Coordinator, or Instructor, and/or post accident. Drug testing is required as indicated by each clinical agency’s policy. Students must participate in the immediate test or report to the designated testing site within the time period specified. Violation of this policy is grounds for disciplinary action which may include permanent dismissal from Compass Career College. Drug testing costs are incurred by the student.

REPORTING OF AN INJURY

1. Any incident occurring in the skills, computer, or clinical labs during school hours must be reported to the instructor, PN Program Coordinator and Director of the College immediately.
2. An incident report must be filled out for the injury. The report must be signed by the instructor and the student involved as soon as possible after the incident. Incident forms are available in the main office and in each clinical instructor binder.
3. Protocol for a physical injury/occupational exposure:
   - Report the incident to instructor, PN Coordinator and Director of the College.
   - An instructor will assess the student/staff and administer first aid as needed.
   - Vital signs will be taken if necessary.
   - The instructor/staff/student will be assisted to appropriate agency, or personal physician depending upon the nature of the injury. Call 911 depending on the severity of the injury.
   - Drug and alcohol testing may be conducted.
   - The Director of the College will follow up with the student within 3 working days.
   - A copy of the incident report and a written follow up report will be kept in the office of the Director of the College.
   - Refer to Exposure Control Plan, for paperwork to be completed.
   - If injury involves occupational exposure, refer to Exposure Control Plan.

CLEANING OF LABORATORY AND EQUIPMENT

1. The PN Program Coordinator and instructor will be responsible for the disinfection and maintenance of equipment, and monitoring of the labs at all times.
2. The PN Program Coordinator may delegate this task, but will be responsible for the overall performance of these duties.
3. Students and instructors are responsible for the cleanliness of the lab during and after use.
4. Floors, counters and furniture will be cleaned by appropriate personnel at the end of each day and more frequently if needed.
5. Equipment located in the skills lab will be cleaned after each skills lab section and more often as necessary with the appropriate cleaning agent.
6. Linen on beds will be changed when soiled, after extensive use, and at the end of each skills lab section.
7. Bedspreads may be used more than once during return demonstration of bathing.
8. All soiled linen will be cleaned as per the Director of the College and stored in a clean, closed cabinet upon return to the school.
HAZARDOUS WASTE DISPOSAL

1. Potential infectious wastes are collected, contained, stored, and disposed of according to the Occupational Safety and Health Administration (OSHA) guidelines.
2. Any breakage of thermometers resulting in spillage of mercury will be handled by placing the mercury in a closed bottle while wearing gloves and then notifying the Director of the College for proper disposal. Compass Career College is in the process of becoming a mercury free campus.
3. Batteries used in skills lab equipment will be disposed of properly.
4. Biohazard contaminated supplies used during competency labs are collected and stored in designated area of skills lab. All biohazard waste will be picked up by a designated transporter.
5. Biohazard contaminated supplies used during community clinical activities are collected in biohazard-labeled containers and transported to Compass Career College to be stored in designated areas until transported by contracted biohazard company.

FIRE AND EMERGENCY MEDICAL

The Compass Career College protocols will be followed in case of fire or emergency. See Policy and Procedure Manual for complete policy.

Fire

- Raise the Alarm
- Make sure all doors are closed
- Evacuate all persons from the building
- Everyone must exit at the nearest location. After exiting the building all students and staff must meet by the tree in the student parking area. Please be aware of any traffic entering the parking area.
- Instructors must conduct a roll call to ensure that everyone is present and not left in the building.
- Contact the proper authorities.

Emergency Medical

- If student, visitor or employee becomes sick, has a health emergency, or an accident occurs an RN or LPN on staff shall take charge.
- A call to 911 is made immediately
- The injured individual should be made as comfortable as possible. This is at the direction of the RN/LPN in charge
- If bleeding is evident, using appropriate PPE, the wound shall be covered and direct pressure applied to control the loss of blood.
- Every effort shall be made to keep the injured person as calm as possible.
- Do not attempt any significant medical procedures.
- Wait for paramedics to arrive!
- Notify the Director immediately. He / She will assume responsibility to inform the Institution’s insurance carrier.
WORK PRACTICE CONTROLS & COMPLIANCE METHODS

Standard precautions will be observed at Compass Career College in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual. Engineering and work practice controls will be utilized to eliminate or minimize exposure to instructors, staff and students on this campus. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. Engineering controls and work practice controls may include, but are not limited to, the following:

1. **Handwashing**
   - Hands or any other skin area should be washed with soap and water, or mucous membranes flushed with water immediately or as soon as feasible following contact of such body areas with blood and other potentially infectious materials; or,
   - When provision of handwashing facilities is not feasible, appropriate antiseptic hand cleaner or antiseptic towelettes will be used. When antiseptic hand cleansers or towelettes are used, hands shall be washed with soap and running water as soon as feasible.

2. **Handling and Disposal of Needles and Sharps**
   - Needles and other sharps will not be bent, recapped, broken or reused.
   - Scoop method to cover needle is recommended.
   - Contaminated sharps shall be disposed of immediately after use in an appropriate container. These containers must be puncture resistant, labeled as biohazard, and leak proof on sides and bottom. Containers that are moved from one location to another must have fully sealable caps.
   - Sharp containers must be disposed of when 2/3 full.

3. **Handling and Disposal of Non-sharp Infectious Waste**
   - Non-sharp infectious waste is placed in a designated infectious waste container.
   - The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standard. When utilizing Standard Precautions in the handling of all specimens, the labeling/color coding of specimens is not necessary provided containers are recognizable as containing specimens.
   - If outside contamination of the primary container occurs, the primary container shall be placed within a second container, which prevents leakage during handling, processing, storage, transport or shipping of the specimen. Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant.

4. **Transport of Biological Waste**
   The Director of the College handles the disposal of biohazard waste when notified by the instructors that the containers are full.

5. **Personal Protective Equipment (PPE)**
   Appropriate PPE will be available to instructors and students exposed to infectious materials. Personal protective equipment (PPE) will be chosen based on the anticipated exposure to blood or other potentially infectious materials. PPE will be considered “appropriate” only if it does not permit blood or other potentially infectious materials to pass through or reach the instructor’s or student’s clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.
If blood or other potentially infectious materials penetrate a garment, the garment(s) shall be removed immediately or as soon as possible. All PPE shall be removed prior to leaving the work area. When PPE is removed it shall be placed in an appropriately designated area or container for storage, washing, decontamination, or disposal.

A. Gloves
- Must be worn when it can be reasonably anticipated that there will be exposure to blood, body fluids, mucous membranes or non-intact skin of any patient.
- Must be worn when demonstrating procedures in skills lab.
- Must be worn by the instructor and/or student when he/she has non-intact skin such as cuts, lesions or chafed hands or dermatitis. The student with weeping dermatitis may not practice in skills lab until lesions are no longer weeping.
- Gloves should be of appropriate size, material, and quality.
- The use of gloves does not exclude the necessity for handwashing.
- Disposable (single use) gloves such as surgical or examination gloves shall be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when the integrity of the glove material is compromised.
- Disposable (single use) gloves are not to be reused.

B. Masks, Eye Protection, and Face Shields
- Masks in combination with eye protection devices, such as goggles or glasses with solid side shields shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
- Students are expected to wear the issued protective eyewear in skills lab for demonstration of procedures.
- Students are to bring the issued protective eyewear to all skills lab and clinical labs.

C. Gowns, Aprons, and Other Protective Body Clothing
- Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.

D. Surgical Caps, Hoods, Shoe Covers or Boots
- Surgical caps or hoods and/or shoe covers or boots shall be worn in instances when gross contamination can reasonably be anticipated (operating room, delivery room).

E. Uniforms
- All students and faculty must carry a change of clothing or second uniform/lab coat with them during all clinical assignments.
- Uniforms, lab coats and other apparel that is soiled with blood or other body fluid must be handled as contaminated laundry.
- In the clinical facilities, remove it immediately when noticed, if feasible, and have it decontaminated by the clinical facility, if provided.
- For instructors and/or students in non-clinical or non-traditional health care settings, apparel must be removed, appropriately bagged and transported.
- When removed at home, wash the item as a single item in hot water and bleach solution.
- Appropriately labeled biohazard bags must be used to contain and transport contaminated apparel.
6. **Miscellaneous Guidelines**
Skills and clinical labs will be maintained in a manner to eliminate or minimize occupational exposure.

- Instructors and students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses in areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials.
- All procedures will be conducted in a manner that will minimize splashing, spraying, splattering and generation of droplets of blood or other potentially infectious materials.
- If an instructor’s and/or student's skin or mucous membranes come into contact with blood, he/she is to wash with soap and water and flush eyes with water immediately.
- Instructors and students must wash their hands immediately or as soon as feasible after removing protective equipment. If soap and water are not immediately available, other handwashing measures must be employed, such as moist towelettes or hand sanitizer. Faculty/students still must wash with soap and water as soon as possible.
- Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens.
- All equipment, environmental and working surfaces shall be cleaned and decontaminated with appropriate disinfectant solution. Broken glassware that may be contaminated shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dustpan, tongs, or forceps.

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**POST EXPOSURE EVALUATION AND FOLLOW UP**

Students should report any incident considered to place them at risk (needle stick, puncture or cut from a potentially contaminated source) to instructor and to the appropriate clinical facility personnel. Instructor/student exposure incidents must be reported to the PN Program Coordinator and the Director of Compass Career College within **24 hours** of the exposure incident. **NOTE: ALL COSTS INCURRED RELATIVE TO EXPOSURE INCIDENTS, INITIAL AND FOLLOW-UP, ARE THE RESPONSIBILITY OF THE INDIVIDUAL STUDENT.**

**Clinical Agency**
Summary of actions to be taken when an exposure incident occurs:
1. Report the incident to instructor/clinical agency/ Director of Compass Career College.
2. Seek immediate medical attention/testing.
3. File required paperwork at Compass Career College and clinical agency.
4. Complete post exposure follow up and record keeping according to OSHA Guidelines and Compass Career College protocol.

**Skills Lab**
Summary of actions to be taken when an exposure incident occurs:
1. Report incident to the instructor, PN Program Coordinator and Director of Compass Career College.
2. Complete Accident/Incident Report Form obtained from Student Affairs Office.
3. Complete the ORM-Loss Prevention questionnaire regarding accident/incident.
4. Post-exposure follow-up and record keeping will be according to OSHA Guidelines.

**Community Clinical Experiences**
Summary of actions to be taken when an exposure incident occurs:
1. Report the incident to instructor/ community agency (if applicable)/ Director of Compass Career College.
2. Seek immediate medical attention/testing
3. File required paperwork at Compass Career College and community agency (if applicable).
4. Complete post exposure follow up and record keeping according to OSHA Guidelines and Compass Career College protocol.

COMMUNICATION OF HAZARDS

Education regarding hazards and warning labels is discussed in the orientation program for faculty and students and at least annually thereafter. Additional information shall be made available to instructors and students when changes such as modifications of tasks or procedures or institution of new tasks or procedures affect the instructor’s/student’s occupational exposure.

RECORD KEEPING

Student and instructor health records are maintained in a separate file from performance/academic records. The Director of Compass Career College shall establish and maintain an accurate record for each instructor/student with an occupational exposure. These records are separate from health and performance records and are kept in the departmental office. Confidentiality is maintained in that only the Director and PN Program Coordinator have access to these records.

TRAINING RECORDS

The PN Program Coordinator and Clinical Instructor Coordinator will maintain training records regarding Standard Precautions viewed at the PN School of Nursing. Instructors and students will attend any required presentation on Standard Precautions at each of the individual clinical facility sites.

PLEASE NOTE: Refer to Policy and Procedure Manual for review of complete Policies and Procedures.
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ACKNOWLEDGMENT & RECEIPT OF
THE PRACTICAL NURSING STUDENT SKILLS LAB AND
CLINICAL LAB POLICIES/PROCEDURE HANDBOOK

The Practical Nursing Student Skills Lab and Clinical Lab Policies & Procedure Handbook is an important document intended to help the student achieve his/her highest potential for the duration of enrollment at Compass Career College.

The contents of the Practical Nursing Student Skills Lab and Clinical Lab Policies & Procedure Handbook will be updated every two years or more often, if necessary. All students, staff, and instructors will be advised of these revisions. The Director of Compass Career College and the Practical Nursing Instructors are responsible for enforcing the regulations set forth in this manual.

This handbook should be considered flexible and subject to updates as new and additional knowledge is acquired. Compass Career College will take reasonable steps to inform all students and employees of any changes.

Please read the following statements and sign below to indicate acknowledgement and receipt the Practical Nursing Student Skills Lab and Clinical Lab Policies & Procedure Handbook.

- I have read, understood and received a copy of the Student Skills Lab and Clinical Lab Policies & Procedure Handbook. I understand that the policies, rules and benefits described in it are subject to change at any time at the sole discretion of the college.

- I understand that my initials on the previous page and signature below indicates that I have read, understand and have received a copy of the Student Skills Lab and Clinical Lab Policies & Procedure Handbook.

_________________________________________  ______________________
Student’s Printed Name                        Date

_________________________________________  ______________
Student’s Signature                           Date

Revised 11/2010
### Veni-Puncture/Phlebotomy Consent Form

<table>
<thead>
<tr>
<th>Student Data</th>
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<td>Full Name: Last, First, Middle Initial</td>
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<td>Enrollment Date</td>
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Please select one:

- [x] I agree:
- [ ] I do not agree:

Please initial each statement:

- [ ] I am fully aware and recognize that I will be totally responsible for my own health and safeguards in the classroom and laboratory areas of my assigned courses. I have been advised that the College recommends I carry my own health insurance. I have submitted the Student Health Insurance Verification/Waiver form.

- [ ] I recognize that if I require emergency treatment for illness or injury due to needle punctures, lacerations, or contact with infectious diseases while carrying out my assignments I will be responsible for payment for treatment rendered and any and all costs that may result from injury and/or illness.

- [ ] I understand that veni-puncture and phlebotomy blood draws are invasive procedures and risks or complications of this procedure including (if applicable) but not limited may be accompanied by minor discomfort at the site of the needle entry, may result in slight bruising, hematoma, infection and/or a feeling of faintness.

NOTE: Each student will receive sterile equipment and will be directly supervised by an instructor. **STUDENTS WILL NOT BE ALLOWED TO PRACTICE VENIPUNCTURE/PHLEBOTOMY STICKS/FINGER STICKS ON EACH OTHER WITHOUT SUPERVISION OF AN INSTRUCTOR.**

Student Signature ______________________ Date________________

Witness __________________________

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