

**GODAVARI FOUNDATIONS**

**GODAVARI COLLEGE OF  
NURSING JALGAON**

**POLICY OF LABS**

# GODAVARI COLLEGE OF NURSING

## **Policy: LABORATORY**

Godavari College of nursing jalgaon believes that the effective utilization of laboratory facilities will improve the clinical skills of the students there by promoting quality patient care.

- All the labs are assigned to a staff in charge
- The articles in each lab are under the supervision of the staff in-charge
- An inventory register, issue register and gate register should be maintained in the lab.
- The lab in-charge should take inventory monthly
- No one is expected to enter the lab without the permission of the lab in-charge
- Damaged article should be sent for repair through proper channel.
- The lab in-charge should issue the articles after entering in the issue register. .

## **Policy: COMPUTER LAB**

Computer lab use policy consist of the following rules and policies listed below

- NO food or drink at computer workstation .Eating ,drinking from uncovered containers and the use of tobacco are not allowed
- No disruptive behavior.
- No users are allowed to install any new software in the computer of this lab.
- Keep sound Levels to a minimum.
- No illegal copying of any materials .removal documentation, software or equipment from the lab is prohibited.
- The labs are for students, research scholar, staff and faculty ONLY. We reserve the right to check IDs
- Please leave the station ready for the next person. Leave the monitor on the login screen.
- Abuse of computing resource is considered a serious offense that may result in disciplinary action by the management.
- Using hardware and software properly.
- Backing up your own data and protecting your own information.

## **POLICY: AUDIOVISUAL AIDS LAB**

Following policies are to be followed by the audiovisual aids

- Issue register is strictly maintained while issuing aids for the user who can provide high-tech educational media to support the teaching learning activities of the students.
- Damage /loss of any audio visual aids may incur fine to the user.
- Effective utilization of audio visual aids lab is highly appreciated.
- Ensure timely replacement of the articles taken from the lab
- Misplacement of the issued articles is not entertained.
- Ensure functioning of the items taken from audio visual aids lab before getting issued and on replacing them.
- The in-charge is responsibility for the maintenance of the inventory register and further verification.
- The lab incharge should check the working condition of the audio visual aids frequently and maintenance /servicing needed should be informed to the concerned authority promptly.

## **POLICY: MATERNAL LAB**

**(68-74 Sq.mtr)**

Godavari College of nursing jalgaon believes that the effective utilization of laboratory facilities will improve the clinical skills of the students there by promoting quality patient care.

- A faculty from the department is assigned as the in-charge of the lab.
- No one is expected to enter the lab without the permission of the faculty in charge.
- Ensure that all students should maintain silence during teaching / practice hours.
- The articles are under the supervision of the faculty in-charge.
- An inventory, register, issue register and a gate register should be maintained in the lab.
- Eating or drinking is not allowed inside the labs.
- Students are not allowed to bring bags inside the labs.
- Lab in charge should make clear that all the instruments are in working condition and linen items are sent to laundry regularly.
- In case of damage or loss of an item by any students, ask the students to make arrangements to replace them. Please notify the lab in charge if any equipment is broken, missing, or need to be replacement.
- Damage articles should be sent for repair through proper channel.
- Instructors are responsible for the direct supervision of their students assigned to any learning experience within the laboratory setting.

- Any item in the lab can only be condemned after reporting to the principal.
- The lab in-charge should take inventory monthly and it should be signed by in charge and approved by the principal.

# **POLICY: NURSING FOUNDATION LAB**

**(63-50 Sq.mtr)**

Foundation of nursing lab being the key area where all the basic procedures are practiced should be maintained with almost care.

The goal of the nursing lab is to enhance learning by doing. skill lab are considered as mock clinical area and professional behavior expected in clinical area is being taught from the skill lab setting itself .it is safe place to make mistakes and learn from them.

## **POLICIES FOR FACULTY**

Foundations of nursing lab being the key area where all the basic procedures are practiced should be maintained with almost care

- All faculties entering the lab for practical must follow the dress code and this coat not be worn in non laboratory areas.
- Ensure that all the students keep the lab as quiet as possible during teaching /practice time.
- Ink permanently stains the mannequins, make sure that the students only use ink pens at the table at the end of the bed.
- Mannequins should be treated like people. Do not misuse the mannequin or leave the mannequin exposed.
- Eating or drinking is not allowed in the lab.
- Ensure that the students respect instruction given at all time.

- No one is expected will to enter the lab without the permission of the lab in charge.
- The article will be issued by the lab in charge only after entering it in the issue register.
- Instructor is responsible for the direct supervision of their students assigned to any learning experience within the laboratory setting.
- Switch off lights, fans and any other electrical equipment when not in use.
- Make sure that all the doors are locked properly and hand over the key to the concerned person.

## **POLICIES FOR STUDENTS**

- All students entering the lab for practical must follow the dress code and this coat should not be worm in non laboratory areas.
- Students must keep the lab as quiet as possible during teaching / practice time.
- Mannequins should be treated like people.
- Do not misuse the mannequin or leave the mannequin exposed.
- Make sure that all the doors are locked properly and hand over the key to the concerned person.
- Please notified the lab in charge if any equipment is broken, missing or need to be replaced.



- No one expected to enter the lab without the permission of the lab in charge.
- Eating and drinking is not allowed in the lab
- Switch off lights, fans and any other electrical equipment when not in use.
- Lab in-charge should make clear that all the instrument is in working condition and linen items are sent to laundry regularly.
- In case of damage or loss of an item the student must take arrangement to replace them
- Students may sign out specific laboratory equipment for use outside of the laboratory setting with the written permission of the lab incharge.

## **POLICY: ADVANCED SKILL LAB**

Advanced skill lab being the key area where all the procedures are practiced using advanced equipments and simulators, should be maintained with almost care

- All faculties and students entering the lab for practical must follow the dress code and this coat not be worn in non laboratory areas.
- Ensure that all the students keep the lab as quiet as possible during teaching /practice time.
- Ink permanently stains the mannequins, make sure that the students only use ink pens at the table at the end of the bed.
- Mannequins should be treated like people. Do not misuse the mannequin or leave the mannequin exposed.
- Eating or drinking is not allowed in the lab.
- Students are not allowed to bring bag inside the labs.
- Students are not allowed to sit or put any personal items on the beds, stretchers or wheelchairs unless practicing that particular skill under supervision.
- Students must respect instructions given by lab personnel at all time.
- No one is expected to enter the lab without the permission of the lab in charge.

- The article will be issued by the lab in charge only after entering it in the issue register.
- Lab in charge should make clear that all the instruments are in working condition and linen items are sent to laundry regularly.
- In case of damage or loss of an item by any students, ask the students to make arrangements to replace them. Please notify the lab in charge if any equipment is broken, missing, or need to be replacement.
- Damage articles should be sent for repair through proper channel.
- The lab in charge should take inventory monthly and it should be signed in charge and approved by the principal.

## **POLICY: CHILD HEALTH LAB**

**(33-34 Sq.mtr)**

Godavari College of nursing jalgaon believes that the effective utilization of laboratory facilities will improve the clinical skills of the students thereby promoting quality patient care.

- All faculties entering the lab for practical sessions must follow the dress code and this coat not be worn in non laboratory areas.
- A faculty from the department is assigned as the in charge of the lab.
- No one is expected to enter the lab without the permission of the faculty in charge
- Ensure that all the students keep the lab as quiet as possible during teaching /practice time.
- The articles are under the supervision of the faculty in charge.
- Ink permanently stains the mannequins, make sure that the students only use ink pens at the table at the end of the bed.
- Mannequins should be treated like real baby/child. Do not misuse the mannequin or leave the mannequin exposed.
- Eating or drinking is not allowed in the lab.
- Ensure that the students respect instruction given at all time.
- No one is expected will be issued to enter the lab without the permission of the lab in charge.
- The article will be issued by the lab in charge only after entering it in the issue register.

- Lab in charge should make clear that all the instruments are in working condition and linen items are sent to laundry regularly.
- In case of damage or loss of an item by any students, ask the students to make arrangements to replace them. Please notify the lab in charge if any equipment is broken, missing, or need to be replacement.
- Damage articles should be sent for repair through proper channel.
- The lab in charge should take inventory monthly and it should be signed in charge and approved by the principal.

## **POLICY: ANATOMY LAB**

Godavari College of nursing jalgaon believes that the effective utilization of laboratory facilities will improve the clinical skills of the students thereby promoting quality patient care

- All faculties entering the lab for practical must follow the dress code and this coat not be worn in non laboratory areas
- All faculty from the department is assigned as the in charge of the lab
- Ensure that all the students keep the lab as quiet as possible during teaching /practice time.
- Lab in charge should regularly monitor formalin level
- Specimen container should be sealed properly
- Students are not allowed to sit or put any personal at all time.
- Ink permanently stains the mannequins, make sure that the students only use ink pens at the table at the end of the bed.
- Mannequins should be treated like people. Do not misuse the mannequin or leave the mannequin exposed.
- Eating or drinking is not allowed in the lab.
- Ensure that the students respect instruction given at all time.
- No one is expected will be issued to enter the lab without the permission of the lab in charge.
- Decayed specimens should be replaced after informing in to the higher authority.

- Bones and models will be issued by the lab in charge only after entering it in the issue register.
- The article will be issued by the lab in charge only after entering it in the issue register.
- Lab in charge should make clear that all the instruments are in working condition and linen items are sent to laundry regularly.
- In case of damage or loss of an item by any students, ask the students to make arrangements to replace them. Please notify the lab in charge if any equipment is broken, missing, or need to be replacement.
- Damage articles should be sent for repair through proper channel.
- The lab in charge should take inventory monthly and it should be signed in charge and approved by the principal.
- Formalin solution should be regularly changed in between 6 month interval in the ratio of 1:10
- Specimen container should be sealed properly.
- Switch light, fans, and any other electrical equipment when not in use.
- Make sure that all the doors and window are looked properly and hand over the key to the concerned person after use.

## **POLICY: COMMUNITY HEALTH NURSING LAB**

**(55.11Sq.mtr)**

Godavari College of nursing jalgaon believes that the effective utilization of laboratory facilities will improve the clinical skills of the students thereby promoting quality patient care

- All faculties entering the lab for practical must follow the dress code and this coat not be worn in non laboratory areas.
- All faculty from the department is assigned as the in charge of the lab
- Ensure that all the students keep the lab as quiet as possible during teaching /practice time.
- Puppets should be available to the students in community lab.
- All the type of AV Aids are available in the lab to stimulate the students for the community health nursing practices.
- Demonstrations on different procedures are given prior to inform in community area to meet the student's clinical objectives.
- Eating or drinking is not allowed in the lab.
- Ensure that the students respect instruction given at all time.
- No one is expected will be issued to enter the lab without the permission of the lab in charge.



- The article will be issued by the lab in charge only after entering it in the issue register.
- Lab in charge should make clear that all the instruments are in working condition and linen items are sent to laundry regularly.
- In case of damage or loss of an item by any students, ask the students to make arrangements to replace them. Please notify the lab in charge if any equipment is broken, missing, or need to be replacement.
- Damage articles should be sent for repair through proper channel.
- The lab in charge should take inventory monthly and it should be signed in charge and approved by the principal.

# **POLICY: NUTRITION LAB**

**(56.25Sq.mtr)**

GODAVARI COLLEGE OF NURSING belief that the effective utilization of laboratory facilities will improved the clinical skill of the students.

## **AIM:**

To acquire knowledge of nutrition for maintenance of optimum health at different stages of life and its application for practice of nutrition.

## **OBJECTIVES**

- To describe the relationship between nutrition and health
- To described the classification, function, sources and recommended daily allowance of carbohydrates.
- To describe the sources, functions and requirement of water and electrolytes.
- To describe various national programmes related to nutrition
- A faculty from the department is assigned as the in charge of the lab.
- All faculties entering the lab for practical must follow the dress code and this coat not be worm in non laboratory areas.

- Ensure that all the students keep the lab as quiet as possible during teaching /practice time.
- Eating or drinking is not allowed in the lab.
- Ensure that the students respect instruction given at all time.
- No one is expected will be issued to enter the lab without the permission of the lab in charge.
- The article will be issued by the lab in charge only after entering it in the issue register.
- Lab in charge should make clear that all the instruments are in working condition and linen items are sent to laundry regularly.
- In case of damage or loss of an item by any students, ask the students to make arrangements to replace them. Please notify the lab in charge if any equipment is broken, missing, or need to be replacement.
- Damage articles should be sent for repair through proper channel.
- The lab in charge should take inventory monthly and it should be signed in charge and approved by the principal.

## ACTIVITIES

- To introduce students about cookery rules and preservation of nutrients.
- To prepare and serve simple beverages and different types of foods
- To aware about principles, methods of cooking and serving
- To give knowledge regarding calculation of balance diet for different categories of people.