

Policy No. 2-18

Subject: Safety in Health Care Instructional Programs

Last Revised: 07/06/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Academic Deans	Vice President of Instruction and Student Services	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to identify and implement best practices for the safety of all programs designed to provide instruction for health care occupations.

II. PERTINENT INFORMATION

- A. This policy provides for the safety and welfare of VHCC students and employees.
- B. The following instructional programs have been identified as health programs at VHCC:
 1. Emergency Medical Services Technology
 2. Medical Assisting
 3. Nurse Aide
 4. Nursing
 5. Practical Nursing
 6. Radiography

III. DEFINITIONS

- A. Clinical: off-campus setting where a third-party provider regulates the safety environment.
- B. Preceptor: An academically and experientially qualified person who has received formal training to function as a resource and role model for nursing students. When specified, preceptors must meet the stated requirements for the level of nursing education offered. Examples include, but are not limited to, requirements set by a state regulatory agency for nursing or requirements set by the governing organization/nursing education unit.
- C. Skills Laboratory: sessions throughout the semester focus on demonstration of direct patient care skills. The student is expected to prepare, attend, understand, and demonstrate competency in the designated skills.
- D. Simulation Laboratory: instruction in a simulated environment on-campus.

IV. GENERAL GUIDELINES

- A. Students will be supervised at all times while skills laboratories, simulation laboratories or clinicals are in progress.
- B. Any additional operating time must be supervised by the faculty member, preceptor, or safety designee.
- C. If the faculty member, preceptor, or safety designee must leave the laboratory for any reason, students will stop working.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice President of Instruction and Student Services the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. SACSCOC Standard 13.8
- B. VCCS Policy 10.7 – High Risk Instructional Programs Incident and Accident Reporting and Lab Safety.

VII. OPERATING REQUIREMENTS

- A. Faculty, preceptor, or safety designee will stay current in skills laboratories, simulation laboratories or clinical safety procedures for which they are responsible.
 - 1. Laboratories will be maintained in a clean and organized manner at all times; and
 - 2. Safety signage will be properly displayed in all laboratories.
- B. Faculty, preceptor, or safety designee maintain familiarity with all emergency equipment in laboratories for which they are responsible.
- C. Faculty, preceptor, or safety designee will develop and maintain laboratory or clinical safety guidelines for laboratories in which they are responsible. The guidelines should include:
 - 1. Rules for laboratory or clinical behavior; and
 - 2. Procedures for laboratory or clinical safety.
- D. Faculty, preceptor, or safety designee will ensure laboratory or clinical safety information is clearly communicated with students.
 - 1. An updated copy of the laboratory or clinical guidelines will be provided to students.
 - 2. Students will sign an assumption of risk form indicating that they have been informed of safety guidelines.
- E. Faculty, preceptor, or safety designee will enforce safety guidelines in laboratories or clinicals for which they are responsible.
- F. Faculty, preceptor, or safety designee will maintain Safety Data Sheets (SDS) for all hazardous chemicals in the laboratory for which they are responsible.

- G. Faculty, preceptor, or safety designee will maintain proper labeling of containers in the laboratory for which they are responsible.
- H. Faculty, preceptor, or safety designee will be responsible for management of biological and chemical waste in the laboratory for which they are responsible.