The Skills Lab serves all of the Health Occupations programs. Room 814 is considered the “front lab” area where lectures and demonstrations occur and the medication room is located. Room 813 is the “back lab” and contains the linen supply room.

**The Skills Lab is available for:**

- Practice of skills. Refer to Skills Lab Schedule on NVC Website for “OPEN LAB” practice times.  
  **Website:** [http://www.napavalley.edu/homex.asp?Q=homepage](http://www.napavalley.edu/homex.asp?Q=homepage) ----Napa Valley College----A-Z Index--
  ---“H”----Health Occupations----HEOC Skills Lab----Calendar
- Skills performance evaluations
- Scheduled small work groups or classes in designated areas
- Viewing of audio/visual materials- Front lab only
- Demonstration of skills by instructors.

**While in the Skills Lab the following rules will apply:**

- Name pins will be worn in lab at all times.
- Food and drinks are permitted but only on the tables. Keep food/drinks away from mannequins and beds, please.
- No sitting or lying or shoes on the beds. **Exception:** when student functioning as a “client”
- Professional conduct is expected of all students while in the skills lab
  ---The lab staff has the right to ask any student to leave the lab if that student is being disruptive or is not using their time effectively.
- Cells phones will be on **vibrate** while in the lab
  --Please, leave the lab area to answer phones and return only when there is a break in the lecture or demo.
- Students may wear student uniforms, lab coats or appropriate street wear (open lab time only) that will not hinder skills performance. If you have long hair, please fasten it back while practicing.
- **DO NOT disassemble mannequins** – Seek assistance from lab staff if alternate pieces are needed for your practice.
- Skills lab personnel not responsible for lost or stolen items.
  o **If you have lost something, check for it in the “Lost and Found” area in the back of the lab by the sinks.**
- Keep bags and back packs out of all walkways and working areas. Feel free to leave them on the tables.
- Most skills lab equipment is to be considered reference material and used only in the skills lab. Some equipment, such as blood pressure cuffs, may be checked out for 1 week at a time.
  o Students may sign out certain equipment in the “Lab Equipment Check Out” book located in room 814B (Crystal’s office)
  o Students are responsible for loss or damage of any “checked out” equipment.

***If you are exposed to a nosocomial infection in the hospital, you must change your clothing prior to entering the lab. All others you come in contact with are at risk for exposure***
When Practicing:
- **Always** bring your own lab bag with you to the lab for all practices and video tapings for the next 4 semesters!!
- Assemble necessary equipment; use your own lab bag materials.
- Clean work area and equipment and return to proper storage area(s) after use.

**SHARPS CONTAINERS:** Please, only put **needles** in these containers – no gauze, cotton balls, used gloves, paper towels or any plastic pieces that do not contain sharp parts!!!
Needles ONLY, please!!!

**Skills Lab Video Taping:**
- Sign up for a video taping time in the **Video Skills Taping** appointment book located in the lab.
  - If a change in your appointment must be made, it can only be done by a member of the lab staff.
  - Notify lab staff by phone, e-mail or in person if unable to make your scheduled appointment time.
- All “NO SHOWS” will be reported to the instructor.
- If you need to practice, come in prior to your appointment time to practice or, better yet, come in **several days before** your videotaping session to practice. See your Skills Lab Schedule for available practice times = OPEN LAB TIME.
- The voice recorder on the video cameras is very sensitive. It is able to pick up your voice even though it may be located several feet away from you. Please speak in a normal, conversational tone of voice when videotaping or else your voice may be picked up on the adjacent student’s videotape!
- You will have **30 minutes** to randomly select your skill to be videotaped, gather your supplies, videotape your skill and return any “borrowed” supplies to the supply table. You will not be allowed to exceed that time frame, so come prepared!! Remember to bring your own lab bag with you.

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- **Anytime you use the lab, please return all chairs, tables and equipment to their proper places. Your assistance with keeping the lab a nice place to practice or study will be greatly appreciated by the lab staff!!**
My signature below confirms that I have read and understood the Guidelines for the Napa Valley College Skills Lab and that I agree to follow and respect them as stated.

_________________________________  ________________________
Signature                                      Date

__________________________________________
Printed Name

ADN Program
First Semester