

Rules and Guidelines for Using the Nursing Laboratories

All users are required to read through the rules and guidelines before using the laboratories

I Booking Rules

1. Principles

- 1.1 BOOKINGS must be made prior to using the laboratories.
- 1.2 Bookings are made on a *first-come-first-served* basis.
- 1.3 Labs are **ONLY** for the purpose of undertaking practical of nursing skills
- 1.4 Students are advised to make group bookings, preferably for groups of **2-8 students**.
- 1.5 Booking could be made **within 7 days** AND
 - 1.5.1 For **Weekday** booking: at least **8 hours** in advance
 - 1.5.2 For **Saturday** booking: at least **ONE working day** in advance.
- 1.6 Each booking could be made up to 90 mins at most for 3 consecutive time slots (**30 mins as one-time slot**)
- 1.7 Students can make bookings immediately following expiry of the booked time slots.
- 1.8 Bookings must be made by the actual lab users. They are responsible for:
 - Arriving on time
 - Recording and reporting any loss or damage
 - Cleaning and tidying up the lab after use

Please note that use of the Nursing Labs is restricted to **CURRENT STUDENTS of SN and other approved personnel.**

All users must be ready to show their students ID card to lab. Staff upon request Booking account will be **FROZEN for those who ignore the principle till reasonable explanations given**

2. Procedure

- 2.1 Bookings should be made via the **ONLINE BOOKING SYSTEM**.
- 2.2 After submission, users can check immediately if their bookings have been successfully made. **Confirmation will be sent to the users by auto-reply.**

3. Reservation of equipment for lab practice

Prior reservation MUST be made at the time of lab booking via On Line Booking System.

II Special Situations

1. Cancellation of booking

When a lab session is no longer required, you could cancel booking through booking system by clicking the **"Delete"** button. Cancellation is only allowed **at least 2 hours before** the booking. Lab Staff may approach you if it happens frequently; perhaps we require your justification for cancellation.

2. Latecomers

The names of latecomers, i.e. those who arrive **15 minutes** after the allotted time will be recorded. Should such tardiness occur **more than 3 times** within a semester, the latecomer's account will be **inactivated** pending a reasonable explanation.

3. Special occasions or requests

Any special requests other than the normal bookings, students are required to approach the lab staff for information or support.

*** The records of frequent latecomers and of absentees, who will be sent to their Program Leaders***

Opening hours for the Nursing Laboratories:

(Except Sunday & Public Holidays)

Lab staff support from Mon – Fri: Semester I & II: - 08:15-18:30 AND Term Break: - 08:15-18:00

Contact Person	Ext.	Lab.	Location	Opening Hours for Booking
Anne Yeung anne.yeung@polyu.edu.hk	(3400)-3791	Nursing Therapeutics Lab I -II	GH185-186	MON. to FRI. 08:30 to 22:00 SAT. 08:30 to 17:30
Chris Lau chris-pl.lau@polyu.edu.hk	6547	Practice Laboratory	GH188	
Mabel Lee mei-po.lee@polyu.edu.hk	6402	Nursing Lab I -III	FG411-413	
Xavier Leung Xavier-hc.leung@polyu.edu.hk Vincent Cheng vincent.hy.cheng@polyu.edu.hk	6326 (3400)-3916	Nursing Therapeutics Lab III	FG516	

The Nursing Labs will be **closed TWO working days before Practical Examinations / Workshops**

III Regulations for Using the Nursing Laboratories

1. Keep the laboratories tidy at all times. Clean/clear up all used items and return them to their cupboards and shelves.
2. Handle equipment with care. In case of doubt, promptly contact the lab staff.
A file box with **user manuals** for all lab equipment is available for user's reference.
3. Report all loss or damage on the form **Record of Loss/Damage** which is available in the filing cabinet and return it to the laboratory staff.
4. Never remove items from the laboratories without prior permission.
5. Put the old or damaged items in a **Collection Box** inside the lab.
6. Approach Lab staff for help if running short of material,
7. Activities other than nursing practical or activities not under the supervision of SN teaching staff are strictly prohibited in the laboratories.
8. Lab for shooting or photo taken is ONLY allowed for learning activities through OnLine Booking System **OR** with lab staff prior permission.
9. Food, drinks and improper behavior are strictly forbidden.
10. Because the labs simulate a hospital ward, all safety codes and regulations for nursing practice in a hospital ward also apply in the labs.

IV Emergency and Safety Guidelines

1. Read through and follow the laboratory safety guidelines before using the labs.
2. Follow occupational safety regulations.
3. Fire exit maps are on the backs of lab doors.
4. Dispose of sharps **into the sharp box**.
5. An internal call phone is installed in each laboratory for emergency or assistance.
6. For safety reason and because of the delicate equipment involved,
 - Users with long hair and loose clothing are strongly advised to exercise caution.
 - Shorts, open-toed shoes or sandals **are prohibited**.
 You may be asked to leave the lab or wear a gown if there is necessary.
7. In view of security, the labs are monitored by **CCTV 24 hours** a day.
Please leave the **lights on and lock the doors** before leaving the laboratories.
8. For safety reasons, students are encouraged to leave their personal belongings outside the laboratories. Please put them in your lockers on campus.
9. **Report any accident or injury** immediately to lab staff for help or to the General Office of the School of Nursing at Ext. 4369 or to the Campus Security Office at Ext. **7666 / 7999 24 hours**
10. If there is injury, injured person needs to complete an Accident/Incident Report Form (HSE Form2) through the OnLine Reporting System <https://snapp.polyu.edu.hk/eReport> and send to supervisor or lab staff within 48 hours.
11. If Tropical Cyclone Warning Signal No. 8 or above hoisted or announcement is made that Signal No. 8 or above is likely to be hoisted within the next 2 hours, students should **NOT** use the labs for self-practice or other activities.

(Please refer to School Health & Safety Handbook on the School of Nursing Homepage)

V Laboratory Access

Within your booking, you are able to access the lab by presenting your student ID
All users should be punctual in attending and leaving the lab

For enquiry or assistance, please email to sn.lab@polyu.edu.hk

Please provide:

- ✚ **Use PolyU Student ID** to send email. Otherwise, the email may be ignored.
- ✚ **Provide** Name, Student ID, Programme code and class, contact Number.
- ✚ **State** the *content*.

Process can be done with COMPLETE information ONLY