



SKILLS LAB POLICY

1. Aim of skills lab

To improve the quality of health personnel education through standardized practical competence, skills, and communication ability based on excellence in theoretical background and intellectual skills that meet international standards.

2. Overall objective of skills lab center

- Train long life learners
- Bridge theory to practice
- Ensure competence based teaching
- Secure learning environment
- Promote problem based learning
- Promote student-centered learning
- Activities of skills lab center
- Demonstrations of skills lab center
- Training of clinical instructors
- Review of teaching materials (curricula)
- Elaborating modules/checklists/simulations materials, videos, DVD, for procedures.
- Organizing Objective Structured Clinical Evaluation
- Use of simulated patient for communication
- Training to health workers
- Work with clinical instructors to supervise students in clinical placement

3. OPENING HOURS

- Monday to Sunday 8 am -12 and from 2 Pm to 5 Pm Evening: from 5 Pm to 9 Pm
- Saturday: 8 Am to 12 M and 5 Pm to 9: Pm

4. GENERAL BEHAVIOR IN SKILLS LAB

- ❖ All students must be honest and be in conformity with KP academic regulation
- ❖ No eating and drinking in skills lab
- ❖ When students enters in skills lab she/he must wash hands and sign in the Skills lab attendance book and submit the students attendance Notebook to the skills lab Demonstrator.
- ❖ Students should be in their clean uniforms and possess their student ID Card



- ❖ Students should have their checklist no student who will be allowed to attend in skillslab without checklist.
- ❖ No cell phone allowed entering in skills lab
- ❖ No bag allowed entering in skills lab
- ❖ Skillslab materials (resource)[checkilist,audiovisuals,Books etc]cannot leave the skills lab
- ❖ The room should kept clean and the materials rearranged
- ❖ Students must always keep the skills lab quiet as well as possible every time the, student who do make noise will get 0 on the attended day and he/she will retake the attended day.
- ❖ Is not allowed to sit or to put persanal items on the bed
- ❖ Every time after finishing rearrange materials as you have found and left every thing in its appropriate place.

5. Attendance at Scheduled TIME in skills lab

- The attendance requirements for student are specific in every Unity for group booking for those Units in which the student is enrolled in.
- During scheduled time if a student needs to use skills lab Machine or other resourses will ask the skills lab unity and be facilitate for access.
- 100% attendance in skills lab is usually required to achieve a pass in the relevant module.
- Missed days due to illness or personal circumstances might be justified with support documentation.
- Additional absence or part days missed in skillslab requires either a medical certificate/s or a statutory declaration/s.
- Students must be ready to begin their skillslab day at the designated starting time, which in some cases may mean arriving at the venue 15 minutes prior to the commencement time.
- In the event of running late for skilslab, the student must contact their skillslab educator/supervisor by telephone and advise the relevant person of anticipated time of arrival.
- Text messages or emails are not acceptable unless students receive amended advice from their skills lab coordinator.

6. Absence while skills lab:

Students must attend all allocated hours for each skills lab scheduled time. However there are circumstances that will prevent students from attending in skills lab,

Student may become ill during skills lab time (almost 10 minutes before commencement time).



- Students are required to contact the rotation supervisor or activity supervisor as soon as possible on that day to inform them that they will be unable to attend.
- If the absence is likely to be prolonged, appropriate documentation should be provided.
- If the reason for absence is covered by the University' Special Consideration policy, application for special consideration should be made.
- If a student is unable to report for placement because of illness or circumstances described in the special consideration policy of KP Regulation, the following action must be taken by the student:
 - ✓ Contact their immediate supervisor in the workplace by telephone no later than 15 minutes prior to the commencement of the shift and tell them they will not be reporting for their time table.
 - ✓ The student must contact the Unit / skillslab Coordinator by email and advise that they are unable to commence or complete a shift, or continue a medical certificate issued by a health professional (for illness) or credible authority (for other reasons) or a statutory declaration will be required to be submitted to the skillslab Coordinator within 24 hours or as soon as practicable.

7. Implications of absence in skills lab

- ✓ Students absent in skillslab period may be required to undertake additional skillslab experience.
- ✓ Where the circumstances may be relevant for Special Consideration, the Unit Coordinator will consider an application for Special Consideration.
- ✓ Where Special Consideration is granted, any additional skills lab will be at the discretion of the School/Department or Faculty.
- ✓ Additional skills lab time can only be made available when it is convenient for the organization of KIBOGORA POLYTECHNIC and should be paid.
- ✓ The decision concerning the offer of additional Skills lab experience will be conveyed in writing by the Skills lab Coordinator to the student as soon as practicable.
- ✓ Details of the dates and location of the additional skills lab experience will be conveyed in writing by the skills lab Coordinator to the student as soon as the information becomes available and at least one or 2 days prior to the experience.

8. Conditions preventing students from continuing Skills lab

A student may be withdrawn from skills lab if they are not fit to practice, that is, unable to exercise appropriate duty of care to simulated patients, instructor, educators/supervisors or peers due to mental or physical health conditions, or it is deemed the student is at risk.



Skills lab Unity, skills lab Coordinator under with HoD may, under such conditions, decide to withdraw a student.

A student may be withdrawn for unprofessional conduct.

9 . Unprofessional behaviour includes:

- Misconduct,
- Unethical or unsafe behaviour or any break professional confidentiality.
- Unprofessional behaviour in this context includes, but is not limited to, **the following student behaviour:**
 - ❖ Failure to arrive punctually at the commencement of each shift, without substantial reason for the occurrence.
 - ❖ Failure to attend skillslab or complete the required number of skillslab hours, without prior approval of the skillslab unit/coordinator.
 - ❖ Failure to notify the Unit Coordinator and skillslab supervisor of any absence or inability to attend or complete the prescribed hours in any allocated skillslab schedule days;
 - ❖ Failure to obide by the policies of KIBOGORA POLYTECHNIC.
 - ❖ Failure to maintain personal cleanliness according to professional standards, policies and procedures.
 - ❖ Failure to wear or maintain prescribed uniform.
 - ❖ Repeated failure to follow the directions of the skillslab practice educator
 - ❖ Breacking the national registration requirements of a registered student with the RWANDAN Health Practitioner Regulating Authority of NCNM.
 - ❖ The Unit Coordinator must advise the student in a written report of the action to be taken in relation to the alleged behaviour and be provided with a copy of this advice.

10. Dress Code

Professional appearance is fundamental to professional skillslab. Adhering to professional dress codes can assist health professionals to acquire the confidence of their clients and the broader community.

Health professionals have a professional responsibility to ensure safety and hygiene of their clients, and to observe occupational health and safety requirements relating to the practice environment. Schools and departments have professional dress codes for all students designed to promote KP students as well presented. The dress code is designed to be practical for delivering students training for client care, minimising potential cross infection, promoting safety for students and clients, functionality, considerate of cultural and religious sensitivities, and



addresses institutional rules and expectations. Where prescribed, uniform is to be worn by all students undertaking practice components of their courses in skillslab.

Patient physical examination and care/service provision engages students in physical activity and as such it is important that clothing worn does not inadvertently become revealing. What may seem acceptable under other circumstances may seem less suitable when engaged in close patient contact. Identification badge (student ID card), must be worn at all times during skills lab. These should be affixed to the front of the uniform or professional attire in a position where they are clearly visible and able to be read but where they will not cause injury to the simulated patient.

11. Student Presentation in skills lab

- ❖ Hair must be kept neat, tidy and clean at all times. Long hair must be tied up at all times. Scrunchies, hair combs and other hair fasteners are to be of a neutral colour, or a colour that complements the professional attire. Fluorescent or extreme hair colours are not permitted.
- ❖ Facial hair must be clean shaven or neatly trimmed.
- ❖ Nails must be short, clean and well manicured. In those disciplines where there is hands-on patient contact, fingernails must not be visible over the ends of the fingers when the hands are held with the palms facing up. Coloured nail
- ❖ Varnish and false nails are *not* to be worn during in skills lab.
- ❖ flat band rings, sleepers, studs or small earrings that sit on the lobe of the ear and do not pose a danger to simulated patients/clients or the student are the only permissible items of jewellery where there is hands-on simulated patient contact.
- ❖ For safety reasons, students must wear flat or low heeled, covered footwear without embellishment (no buckles or bows). Students will be on their feet for long periods and should wear comfortable shoes.
- ❖ Uniforms are to be laundered, ironed and presented at a professional standard.

- ❖ Students must pay attention to their own personal hygiene, use deodorant and observe dental hygiene.
- ❖ T-shirts and other underclothes should not to be visible underneath uniforms.
- ❖ Religious headwear may be worn and should complement uniform colour.



- ❖ To comply with religious requirements, long sleeves may be worn but students must be able to adapt their attire to ensure compliance with hand washing procedures and infection control policies.
- ❖ Revealing clothing such as hipster or tight fitting trousers, mini-skirts or short shirts are unprofessional and are not to be worn.

The assessment is done on the student who attended/participated and who fulfill the all requirements in skills lab.

- Fully attended all required scheduled time in skills during demonstration and self directed learning.
- Students who attended the competent level of all demonstrated technical
- Students who paid for all demonstrated courses (modules)

To attend in OSCE (OBJECTIVE STRUCTURE CLINICAL EVALUATION)

All students might retake in all scheduled stations according to the type of evaluation and got a note of 60% in each station passed to be allowed to pass the OSCE.

- The students who are irregularly attended in skills lab and who do not fulfill their hours will not be allowed to pass the evaluation /and to be allowed to pass the OSCE other credible source is required to explain any inability to attend.
- The student who fails in OSCE doesn't go in clinical placement.
- The teachers complete the marks and communicate the results within 3 days after OSCE.
- The students who missed the OSCE will paid 2500 /per station.
- The students who fails in a station will be given a time equal with 1 week intensively for repractice
- The student who fails at the second sitting will no longer be allowed to go in clinical placement .he/she to retake the skills lab and pay for it and repractice for 1 week till she/he performed well.