

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH  
EDUCATIONAL RESOURCE CENTER  
POLICY & PROCEDURE MANUAL**

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Subject: <b>SKILLS LAB – EXPANDED HOURS</b>	Original Issue Date: August 15, 2013	Policy #: <b>720</b>
	Supersedes: December 12, 2013	Effective Date: September 27, 2018
Individuals / Committees Consulted: Dean, School of Nursing Skills Lab Coordinator ERC Director Student Support Service	Reviewed & Approved by: College Governance	Approved by:  Director, Educational Resource Center (Signature on file)  Provost, College of Nursing & Allied Health (Signature on File)

**PURPOSE:**

To establish a process for providing students with access to additional opportunities to practice nursing skills

**POLICY:**

Expanded Skills Lab hours are:

- Offered prior to competency testing for School of Nursing (SON) students
- Determined by Dean, SON based on semesters competency testing schedule
- Communicated to students.

Supervision of Skills Lab during expanded hours is provided by the Skills Lab Coordinator and SON faculty as needed.

**PROCEDURE:**

Dean, SON:

- Determines tentative Skills Lab expanded hours schedule at the start of each semester, based on the competency testing schedule, in collaboration with semester coordinators and Educational Resource Center (ERC) Director
- Requests faculty volunteers to cover Skills Lab as needed at the beginning of the semester/as soon as expanded hours are determined
- Notifies ERC Director of:
  - Expanded hours dates and times at the beginning of each semester
  - Names and dates of faculty who will provide coverage

ERC Director:

- Informs students of expanded Skills Lab hours, that have confirmed faculty coverage, via ERC monthly Information Letter and Calendar, and Skills Lab Appointment book
- Confirms final faculty coverage with Dean, SON a minimum of two weeks prior to tentative date(s)

Students sign up for expanded hours in the Lab Appointment Book roster located in the Office of Educational Services by 3PM the day prior to the scheduled Skills Lab.

Subject:

**SKILLS LAB – EXPANDED HOURS**

Skills Lab Coordinator/ Designee:

- Monitors student sign up in Skills Lab Appointment book
- Shares responsibility for covering expanded skills lab hours as needed.

**PROCEDURE DOCUMENTATION:**

Skills Lab Appointment book  
ERC Monthly Calendar and Information Letter

**REFERENCES:**

**REVISION DATES:**

August 15, 2013  
December 12, 2013  
September 27, 2018