

# Lab Request Process

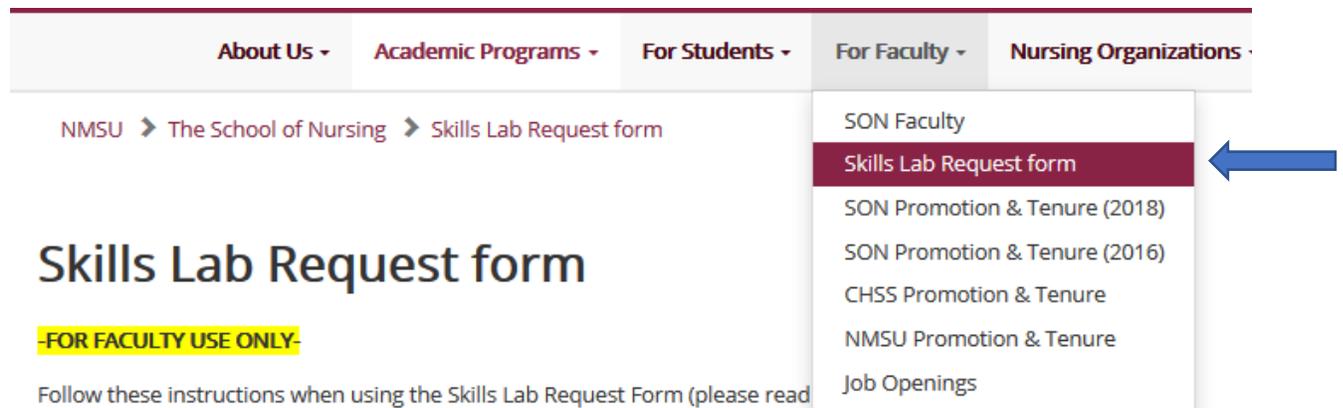
Fall 2019

The Skills Lab Request Form was updated over the summer to include new data fields on the Contact and Course Information page. The other improvements that were planned for were delayed, as the University’s migration to a new content management system called “Cascade” won’t be fully implemented until the end of the calendar year.

During the Fall 2019 semester, continue to use the current Lab Request Form. Please submit your request a week prior to your scheduled lab. We will try our best to accommodate your room preference but the Simulation Lab Coordinator may need to move your class due to scheduling conflicts. You will be notified by email if the requested room is not available.

## Accessing the Lab Request Form

Faculty should request rooms, equipment and course specific lab set-ups using the Skills Lab Request Form. The form can be accessed on the School of Nursing website using the following URL <https://schoolofnursing.nmsu.edu/skillslabrequest-form/>.



## Completing the Lab Request Form

### Step 1: Contact and Course Information

All fields must be completed. A red asterisk next to the data field indicates the information is mandatory.

Note: You will not be allowed to advance to the next section until all required fields are filled out.

## Nursing Skills Lab Equipment Request Form

Please complete the following form to indicate the equipment and supplies you need for your upcoming lab. Pick the equipment from the list of concepts and enter the quantity in the designated box. The supplies will be placed on a cart for you to set up the room as desired. Please place supplies back on cart when you are finished with your labs.

Step 1 of 2 - Contact and Course Information

0%

### Date of Lab \*

07/03/2019

### Lab Start Time \*

(enter hours and mins.)

8

HH

00

MM

### Lab End Time \*

(enter hours and mins.)

4

HH

00

MM

### Select Your Course \*

You must select one

Nurs294

### Nurse Skills Lab Room \*

You must select one

HSS RM 120

**Room Arrangement \***

You must select one

Supplies distributed around room on bedside tables 

**Number of students in lab \***

15

Please enter a value between 1 and 100.

**Faculty Name \***

Faculty of Record Name

Penny

First

Jimerson

Last

**Email \***

Enter a valid NMSU email address

pjimer01@nmsu.edu

Enter Email

pjimer01@nmsu.edu

Confirm Email

**Phone number**

optional

**Additional Requests**

**Click "Next" to continue**

On the next page you will be asked to indicate your equipment/supply needs and quantities for this lab.

Next



Click **Next** to go to the second part of the form.

## Step 2: Lab Equipment Needed

- On the left you will see a list of concepts. Select the **checkboxes** for the concepts you plan to teach during your scheduled skills lab.
- Select the **checkboxes** for the package you need for your skills lab.

**Note:** If you want to review what the students have received in their Level 1 or Level 3 Skills Packs, click on the links of the right-hand side of the Skills Lab Request Form page.

### Skills Lab Request form

#### **-FOR FACULTY USE ONLY-**

Follow these instructions when using the Skills Lab Request Form (please read before beginning form):

All fields must be completed (you cannot advance to the next section until all required fields are filled out). Click "Next" to go to the second part of the form.

On the left you will see a list of concepts. You can select/deselect these concepts to see the packages available. Click the package you would like and enter a quantity for the items that appear. Do not enter a "0" in qty field if item is not needed.

If an item is not on the lists that appear, use the "Special Requests" field (at the beginning of this form) to enter that information. Once you have selected all the items you will need for lab, click "Submit".

Upon submission, you will see a confirmation page. Make sure to check your email to see if you received a copy of the submission form. If you did not, complete the form again or contact **Penny Jimerson** to confirm request was received.

For any questions, please contact the School of Nursing Lab Staff at [nurseskillslab@nmsu.edu](mailto:nurseskillslab@nmsu.edu), or at 575-646-3699.

#### Skills Lab Inventory Lists by Concept

Equipment & Supplies

#### Levels I and III Skills Packs

[NMSU – Level 1 Skills Pack Contents](#)

[NMSU – Level 3 Skills Pack Contents](#)

Step 2 of 2 - Lab Equipment Needed

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#### **Nursing Concept**

The equipment and supplies available from the lab are categorized by concept.

**Please choose your concept(s) then proceed through the form and click submit when you are finished.**

- Elimination**
- Gas Exchange
- Mobility
- Nutrition
- Perfusion
- Safety
- Tissue/Skin Integrity
- Health Promotion

#### **Elimination**

Check the package box then select the quantity below (check both boxes if you want both).

- Urination package includes:**
  - Foley (indwelling) catheter
  - Condom catheter
  - Straight catheter
  - Red Rubbers
  - Measuring cylinders
  - Urinals
  - HCG indicators
  - Urine sample cups
  - Female catheter pelvis models
  - Female catheter model on stand
  - Male catheter pelvis model
- Bowel package includes:**
  - Normal bed pans
  - Fracture bed pan
  - Hat collection devices
  - Colostomy supplies
  - Enema supplies
  - Fecal occult blood tester (Guaiac)
  - Commodos
  - Prostate exam model
  - Enema display model
  - Ostomy half manikin (Surgical Sally)
  - Ostomy manikin attachments

- C. Enter a quantity for the items that appear for your package. Leave the field blank if an item is not needed. **Do not enter a "0"**.

Note: If an item is not on the lists that appear, use the "Additional Information" field (on the Contact and Course Information page) to enter that information.

**Foley (indwelling) catheter**

Please enter a value between **0** and **5**.

**Condom catheter**

Please enter a value between **0** and **5**.

**Straight catheter**

Please enter a value between **0** and **5**.

**Red Rubbers**

Please enter a value between **0** and **5**.

**Measuring cylinders**

Please enter a value between **0** and **5**.

**Urinals**

Please enter a value between **0** and **5**.

**HCG indicators**

Please enter a value between **0** and **5**.

**Urine sample cups**

Please enter a value between **0** and **5**.

**Female catheter pelvis models**

Please enter a value less than or equal to **2**.

**Female catheter model on stand**

Please enter a value between **0** and **2**.

**Male catheter pelvis model**

Please enter a value between **0** and **3**.

**Click "Submit" when you have selected all of your equipment and supplies.**

If you have any questions please email us at:

[nurseskillslab@nmsu.edu](mailto:nurseskillslab@nmsu.edu), or contact us at 575-646-3699.

You will now be redirected to our confirmation page.

Thank You



Previous

Submit



D. Once you have selected all the items you would like, click **Submit**. You have now submitted the Lab Request Form. You will see our confirmation page.

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Form Completed!



Thank you!

Your form has been submitted. You will receive an email with a copy of your request soon.

If you do not receive confirmation within the next few minutes, please contact us via email at [nurseskillslab@nmsu.edu](mailto:nurseskillslab@nmsu.edu) or call 575-646-3699.

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Make sure to check your email to see if you received a copy of the submission form. If you did not, complete the form again or contact [Penny Jimerson](#), Simulation Lab Coordinator, to confirm your request was received.