

## Nursing Resource Center Guidelines

The Nursing Resource Center (NRC) is the simulated patient environment that contains costly patient care equipment, human patient simulators, and bedside computers.

### Food and Drinks:

- NO chewing gum, food, or drinks are allowed at the bedside.
- Drinks in covered containers are allowed at the long tables only.

### Dress Code:

- Please refer to the “Professional Attire and Attitude” policy on page 12 of the student handbook.

### Rooms:

- To reserve a room in the NRC, please contact Jenny Nanson (352-273-6441, [jnanson@ufl.edu](mailto:jnanson@ufl.edu))
- The NRC may be divided into three rooms. Faculty are respectfully reminded that there may be occasions to divide the lab into individual rooms. Faculty needing the lab will be informed of these rare occasions in advance.

### Supplies and Equipment:

- After administration posts the semester schedules on the shared drive, the Teaching Lab Specialist II (Jenny Nanson) will e-mail the current supply list to those faculty identified as leading the skills lab/simulations for the following semester. **Those faculty are expected to review and confirm the items on the supply list and return the list with any changes six weeks prior to commencement of the course.** This period of time is required to ensure supplies are received from our vendors in a timely manner. If you have questions or need assistance, please feel free to contact the NRC.
- Some courses also have designated storage bins with additional items not contained on the supply lists. Faculty will be notified if their course has a designated storage bin and will be required to look through these bins to review the relevance of these items in relation to course content.
- A detailed plan of where supplies, materials, and equipment are to be set out for skills labs/simulations must be received on the Friday prior to your scheduled session. Please e-mail this plan to Jenny Nanson at [jnanson@ufl.edu](mailto:jnanson@ufl.edu). If no e-mail is received by the Friday preceding your lab/simulation, a cart with the required supplies will be placed in the assigned room to allow faculty to set up the room.
- Please submit all requests for additional supplies and materials to the NRC.  
**NOTE:** Any items purchased by faculty will no longer be reimbursed.
- Dispose of all sharps in the sharps containers, which are for disposal of **sharps only**. Do not re-wrap or re-package a tray/kit containing any sharps.

- Faculty or students will notify NRC staff of all broken or malfunctioning equipment, which should be removed from use and tagged until repaired.

**Assistance:**

- Please ask NRC staff for assistance in obtaining supplies from the supply room. This will assist us in maintaining supply levels and keeping the supply room organized.

**Clean-Up:**

- Faculty, please ensure all users of the NRC leave the rooms in the condition in which they were found. At the conclusion of your lab, please remind students to:
  - straighten beds,
  - replace equipment to original location after ensuring its cleanliness,
  - place trash in trash cans, and
  - return chairs to original positions at the tables.

Should students be allowed to leave the lab before the above items are completed, it is expected that faculty will complete the clean up themselves.

We are striving to make the NRC the best it can be, running with efficiency and enabling learners to enjoy a safe and clean environment. We thank you for your help in achieving this goal!

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