

Project: Words the Word

Materials: Access to Microsoft Word (or other document creator)

Cost: \$2.00 / binder, .05-10¢ per print page.

Time: Extensive (eat this elephant one bite at a time).

Details: It may come as no surprise to suggest that Word documents can be used in scenarios. However, Word, Excel, and PowerPoint can have a dynamic impact on the simulation experience. Every scenario should be based on best practice. In the hospital, that best practice is found in the policy manual: ‘policy guides practice.’

Every skill and procedure in a simulation scenario should have a policy – not a checklist from a textbook – that can be referenced in a policy & procedure manual (Image ‘A’). P&P manuals allow the students in nursing roles to perform tasks, skills, or procedures correctly the first time. It also sets them up for locating proper references in practice. They become aware that everything they do has a policy behind it; they just need to know where the manual is.

- Create a table of contents (add to this as you create new policies)
- ‘Bookmark’ the policy within the manual (under ‘Insert’ tab / Links)
- Create a ‘Hyperlink’ to the ‘Bookmark’ in the table of contents
- Save a manual (hard) copy at the nurse’s station
- Create a PDF version for download. Students can then access electronically via laptop, cell phone or iPad with hyperlinks (or by using CTRL+F) to find needed information (I have ours saved to a website I created for the simlab)

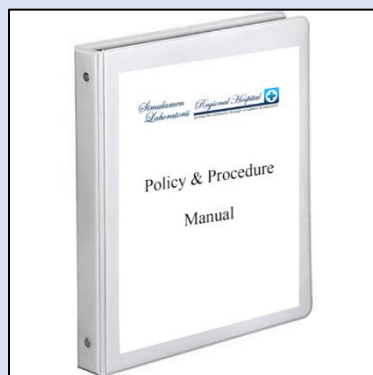


Image ‘A’

Table of Contents
In Word Documents: Ctrl + Click to follow link
In Adobe (PDF): Click on link

- A -

- [Admitting a Patient](#)
- [Alcohol Denatification](#)
- [Amputations](#)

- B -

- [Breast Swollen](#)
- [Red Eye Assessment](#)
- [Blood Issue/Polycythemia](#)
- [Blood Draw \(Phlebotomy Procedure\)](#)
- [Blood Transfusion](#)
- [Bulbous & Cecal](#)

- C -

- [Central Venous Access Device \(CVAD\)](#)
- [Chest Drainage System](#)
- [Chest Pain](#)
- [Code Blue](#)
- [Colostomy Care](#)

- D -

- [Discharge a Patient](#)
- [Discharge Administration](#)

Image ‘B’

PROTOCOL FOR: LIST TOPIC

PURPOSE:
To

POLICY:
All

PROCEDURE:
Insert

APPROVAL:
Nursing Standards Committee

Revision History

| Rev. | Date | Description of Change | Originator |
|------|------------|-----------------------|------------|
| A | 10-01-2012 | Initial Issue | D. Wells |
| B | 10-24-2014 | Policy Review | D. Wells |
| C | 03-07-2015 | Language Change | D. Wells |
| D | 09-30-2019 | Link Change | D. Wells |

Source:
<http://www>

Image ‘C’