

Lab Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Lab

Number: 600

Title: Lab Usage Policy for the Occupational Therapy Assistant Program

Date: 01-16-2025

Reviewed/Revised: 01/16/2025

Purpose: This policy outlines the guidelines for the use of the laboratory (lab) space in the Occupational Therapy Assistant (OTA) Program. The purpose is to provide a structured and organized environment where students can develop and refine their clinical skills, participate in hands-on training, and engage in the simulation of therapeutic techniques and interventions.

Scope: This policy applies to all students enrolled in the MHPC Occupational Therapy Assistant (OTA) program, faculty members, clinical instructors, and support staff who utilize the OTA lab.

Procedure:

1. Lab Access and Hours

a. Access

- i. Access to the OTA lab is restricted to students enrolled in the OTA program, faculty, and approved staff members.
- ii. All lab usage must be approved and scheduled through the OTA Program Coordinator or Lab Supervisor.

b. Hours of Operation

- i. The lab is open during designated hours, posted by the OTA Program.
- ii. Specific hours for open lab sessions, lab demonstrations, and faculty-assisted practice will be communicated at the beginning of each term.

c. Scheduling

- i. All student must sign up for lab times in advance through the designated scheduling system to ensure equal access and to prevent overcrowding.
- ii. Priority will be given to scheduled class activities, workshops, and mandatory simulation exercises.
- iii. Unsanctioned lab use outside of scheduled hours is prohibited.

2. Lab Equipment and Supplies

a. Inventory

- i. The OTA lab contains a variety of equipment, tools, and materials intended for skill development and simulation activities.
- ii. A detailed inventory list will be made available to students at the beginning of each semester. Students are encouraged to familiarize themselves with the available equipment and its proper use.

b. Proper Use

- i. All equipment should be used according to established protocols and instructions from faculty or lab staff.
- ii. Students must seek guidance if unsure about using any equipment or performing a procedure.
- iii. Any malfunctioning of each student to clean and disinfect all equipment and work areas after use.

c. Maintenance and Cleanliness

- i. It is the responsibility of each student to clean and disinfect all equipment and work areas after use
- ii. Students should also return any borrowed items or materials to their designated locations.
- iii. Any equipment damaged during use must be reported to the faculty member in charge.

3. Lab Conduct

a. Safety Protocols

- i. Safety is the top priority in all activities conducted within the OTA lab. Students must follow all lab safety procedures, including wearing appropriate protective gear and following any specific safety instructions provided by faculty or staff.
- ii. Personal protective equipment (PPE), including gloves, masks, or eye protection, must be worn when required.
- iii. Food, drink, and tobacco products are strictly prohibited in the lab at all

b. Behavioral Expectations

- i. Students are expected to maintain a professional demeanor when using the lab. Respect for others, collaboration, and proper communication are essential.
- ii. Disruptive behavior, negligence, or failure to follow lab protocols may result in disciplinary action, including loss of lab privileges or referral to the program coordinator.

c. Supervised Activities

- i. Certain activities in the lab (e.g., client simulation, role-playing exercises) require faculty supervision. These activities must be pre-approved by the instructor, and students must follow all guidelines provided during these exercises.

d. Attendance and Participation

- i. Attendance in lab sessions is mandatory for successful completion of the OTA Program.
- ii. Participation in lab activities and exercises is necessary for skill development, and any missed sessions must be made up at the discretion of the course instructor.

4. Student Responsibilities

a. Preparation:

- i. Students must come to lab sessions prepared by completing any assigned readings, pre-lab exercises, or review of protocols.
- ii. Students should dress in comfortable, appropriate attire that allows for mobility and practice of therapeutic interventions.

b. Collaboration

- i. The lab is a collaborative learning environment. Students are encouraged to work together to develop clinical skills, share insights, and assist peers as needed.

c. Reporting Incidents

- i. Any accidents, injuries, or near-misses that occur during lab activities must be immediately reported to faculty, the Lab Supervisor, or the Program Coordinator.
- ii. Students should report any observed unsafe practices or equipment malfunction promptly.

5. Faculty and Instructor Roles

a. Supervision

- i. Faculty and clinical instructors will be present during scheduled lab sessions to provide guidance, demonstrate techniques, and supervise the practice of students.
- ii. Faculty members are responsible for ensuring the lab environment is safe, organized, and conducive to student learning.

b. Training

- i. Instructors will provide training on proper equipment use, safety procedures, and clinical techniques as part of lab orientation sessions.

c. Evaluation

- i. Faculty members may assess student performance during lab activities through direct observation, skills checklists, or formal evaluations.
- ii. Feedback will be provided to students to support their clinical development.

6. Lab Emergency Procedures

a. Emergency Protocol

- i. In the event of an emergency, students must follow the established emergency response protocol, which includes notifying faculty, evacuating if necessary, and contacting emergency services.
- ii. All students will be oriented to the lab's emergency exits, fire extinguishers, first aid kits, and emergency contacts at the start of the program.

b. Accidents or Injuries

- i. In case of accidents or injuries, immediate first aid must be administered, and faculty should be notified to ensure proper reporting procedures are followed.

7. Policy Violations

a. Non-Compliance

- i. Failure to adhere to the guidelines and protocols outlined in this policy may result in a range of consequences, including loss of lab privileges, failure of a course, or disciplinary action as per the institution's student conduct code.

b. Appeals

- i. Any student who believes they have been unfairly penalized for a violation of this policy may file an appeal with the Program Coordinator or Department Chair within [number of days, e.g., 10 business days] of the incident.

8. Policy Review

This policy will be reviewed annually and updated as necessary to ensure compliance with accreditation standards and best practices for lab management in the Occupational Therapy Assistant program.