

Lab Policy and Procedure

MHPC OCCUPATIONAL THERAPY ASSISTANT PROGRAM

Subject: Lab

Number: 601

Title: Centralized Lab Usage Policy for All Home Campuses (Fall and Spring)

Date: 01-16-2025

Reviewed/Revised: 01/16/2025

Purpose: The purpose of this policy is to establish a centralized lab environment for the MHPC **Occupational Therapy Assistant (OTA)** program, to be utilized by all five home campuses during the Fall and Spring terms one or more times during the term. This centralized lab aims to provide consistent, high-quality learning experiences, foster collaboration, and optimize resource allocation for OTA students and faculty across all campuses.

Scope: This policy applies:

- All Occupational Therapy Assistant (OTA) students across the MHPC five home campuses.
- Faculty, Instructors, and staff involved in the OTA program.
- The centralized OTA lab located at the Sedalia campus and any virtual or supplementary resources that are integrated into the lab.

Policy Overview

To ensure uniformity in the educational experience and to facilitate efficient use of resources, the centralized OTA lab will be shared among all campuses during the Fall and Spring terms. The lab will provide essential equipment, resources, and space for clinical simulations, hands-on practice, and faculty-led training activities. Each campus is required to schedule and coordinate lab usage in advance, according to the established guidelines below.

Objectives

- **Efficiency & Accessibility:** Ensure all OTA students from the five campuses have equal access to lab resources for hands-on training and simulation.
- **Resource Optimization:** Maximize the utilization of lab space, equipment, and instructional staff across all campuses.
- **Collaboration:** Foster interaction and collaboration between students and faculty across campuses.
- **Standardization:** Provide a consistent learning environment for all students participating in OTA clinical coursework.

Lab Location

The centralized OTA lab will be located at 3201 W 16 Street Sedalia MO 65301 Tech II building. The lab will be equipped with the necessary tools, technology, and learning aids to support hands-on practice, simulation, and student evaluation activities.

Usage Guidelines

1. Scheduling

- **Request Process:**
 - All lab usage must be scheduled through the centralized OTA lab coordinator or administrative office. Requests should be submitted at least **two weeks** in advance of the desired date.
 - Each campus will submit a schedule request based on the course curriculum and clinical needs for the Fall and Spring terms.
- **Priority Scheduling:**
 - Faculty-led OTA classes and required clinical simulations will have priority.
 - Requests from individual students or groups for additional practice time will be considered based on availability.

2. Access & Supervision

- **Student Access:**
 - Students are allowed to use the centralized lab only during scheduled hours. Independent use outside of scheduled hours requires approval from the lab coordinator and must be supervised by a faculty member.
- **Faculty & Staff Supervision:**
 - A designated faculty member or staff member will be responsible for overseeing the lab during its scheduled hours. Faculty may be assigned to supervise students during both in-person sessions and independent practice periods.

3. Lab Equipment & Resources

- **Equipment Use:**
 - All lab equipment must be treated with care and used according to established safety protocols. Any damage to equipment must be reported immediately to the lab coordinator for repair or replacement.
 - Students and faculty are responsible for ensuring that equipment is properly sanitized and returned to its correct place after use.
- **Inventory Management:**
 - The centralized lab coordinator will maintain an up-to-date inventory of all lab resources, including supplies, equipment, and educational materials.
 - Any shortages or requests for new materials should be communicated promptly to the lab coordinator.

4. Training and Orientation

- **Mandatory Orientation:**

- All students, faculty, and staff must undergo a mandatory orientation session prior to utilizing the centralized lab. This orientation will cover lab policies, equipment usage, safety protocols, and best practices for effective learning.
- **Ongoing Training:**
 - The lab coordinator will offer periodic refresher training for faculty and students to ensure consistent adherence to safety protocols and efficient use of resources.

Coordination Among Campuses

- **Communication:**
 - The lab coordinator will serve as the main point of contact for all scheduling and logistical matters related to the centralized lab. Communication between campuses will occur through regular meetings or email updates, ensuring that each campus is informed of lab availability and any changes to policy or scheduling.
- **Inter-Campus Collaboration:**
 - The policy encourages inter-campus collaboration in the form of joint simulations, group projects, or faculty exchange sessions that will enhance the learning experience across campuses.
 - Periodic meetings between campus directors and lab staff will assess the success of the centralized lab program and propose improvements as needed.

Health & Safety Protocols

- **Sanitation:**
 - All equipment and surfaces in the lab must be sanitized before and after each use. Proper hygiene protocols must be followed by all lab users to minimize the risk of cross-contamination.
- **Safety Measures:**
 - Personal protective equipment (PPE) such as gloves and masks may be required depending on the nature of the activities. All users must follow any additional health and safety protocols provided by the institution or state regulations.
- **Emergency Procedures:**
 - Clear instructions on emergency exits, first aid kits, and emergency contact numbers will be posted in the lab. Instructors and lab users are required to familiarize themselves with these procedures.

Accountability & Compliance

- **Policy Enforcement:**
 - Non-compliance with this policy, including improper equipment usage, failure to follow safety procedures, or disruptive behavior, may result in suspension of lab access or disciplinary action.
- **Feedback & Evaluation:**
 - Feedback from students and faculty regarding the effectiveness of the centralized lab will be gathered through surveys or informal discussions. This will inform future improvements to the policy and lab operations.

Exceptions

- Any exceptions to this policy must be submitted in writing and approved by the OTA program director or designated faculty member.

Conclusion

The centralized OTA lab serves as a vital resource for the Occupational Therapy Assistant program across all campuses. By standardizing lab usage and scheduling, this policy ensures that students receive a consistent, high-quality education while optimizing the use of resources. All faculty, staff, and students are expected to adhere to this policy to ensure a safe, efficient, and productive learning environment.

Contact Information: For further information or to schedule lab time, please contact:
Jennifer Smith: jsmith140@sfccmo.edu
Brett Butler: bbutler6@sfccmo.edu