

**Florida Gulf Coast University  
College of Health Professions  
Practice Center Operation Procedures**

**Purpose:**

This policy establishes minimal requirements for use and operation of The Practice Center located in Ben Hill Griffin III Hall (BHG) Room 102-104 and is applicable to all faculty and students with direct or potential access to The Practice Center and its equipment.

**Room Reservations and Scheduling/Access  
Housekeeping & Equipment Maintenance  
Equipment Loan  
Biohazard Disposal  
Practice Parameters  
Emergency & Safety Procedures**

**Room Reservations and Scheduling/Access:**

Use of Practice Center is scheduled through the Dept of Physical Therapy and Human Performance (PT/HP) Secretary or the Occupational Therapy and Community Health (OT/CH) Secretary. The Practice Center is for the sole use of PT/HP and OT/CH faculty and students. Priority for scheduling shall be given to the OT/CHP and PT/HP departments; course scheduling shall be finalized amongst these two departments, and a timetable for all courses for each subsequent semester shall be submitted to the OT/CH and PT/HP secretaries.

For additional time needed in the practice center or for scheduling of non-course activities, departments should contact their respective secretaries. In the event that these individuals are unavailable a read-only copy of the semester schedule is available on the share drive at: Moray\BHG practice center

When scheduling the room, the faculty must indicate side A (or BHG 102), side B (BHG 104) or the whole room. (Side A contains the conference table and chairs; Side B contains the exam tables and practice area.) Technology

is available on Side B, and while not permanently installed in Side A, can be ordered from Instructional Technology.

Access to the room is by reservation only. Occupational Therapy and Community Health and Physical Therapy and Human Performance Faculty and Staff needing access to the room have been issued keys to facilitate entry into the room.

### **Housekeeping & Equipment Maintenance:**

All equipment and work surfaces will be cleaned according to manufacturer instructions and following University Policy outlined in the Environmental Health and Safety Manual located at <http://admin.fgcu.edu/ehs/manual.htm>

To ensure compliance with FDA and OSHA guidelines, the Department of Physical Therapy and Human Performance at Florida Gulf Coast University has established these minimum requirements for the safety of faculty/students/staff (See [www.fda.gov](http://www.fda.gov) or [www.osha.gov](http://www.osha.gov) for guidelines).

This policy establishes minimum requirements for the safe use of electrical equipment owned by the Department of Occupational Therapy and Community Health and the Department of Physical Therapy and Human Performance and utilized for the practice and instruction of occupational therapy, physical therapy, human performance, community health or athletic training in the teaching laboratories located on and off the campus of Florida Gulf Coast University. It is applicable to all faculty/staff and students with direct or potential access to electrical equipment in the facility.

#### **Policy**

All equipment utilized by faculty/staff/students shall be inspected and cleaned in accordance with manufacturer's guidelines, prior to and following use and on a monthly basis. Guidelines and instructions for maintenance and cleaning are kept on file in the Department of Physical Therapy and Human Performance. Cleaning and maintenance documentation is on file in the Department of Physical Therapy and Human Performance. (See cleaning/maintenance schedule)

All electrical equipment utilized for the practice and instruction of students and located in the teaching classrooms/laboratories will be

inspected for safety and certified on a yearly basis by a Certified Electrical Technician.

Each item shall have a sticker with date of inspection. Documentation of inspection shall be kept on file in the Department of Physical Therapy and Human Performance.

All equipment is stored in the appropriate cabinet or closet at the end of each class session. All cabinet and closet doors must be closed and locked at the end of each class session. Any equipment that is damaged should be tagged as such and reported to department faculty. At the end of each session, faculty and/or faculty assistants are responsible for ensuring that equipment is cleaned, disinfected, and stored in the appropriate location(s).

Gloves and disinfectant are provided in the Practice Center. Faculty will notify the department secretary when supplies need to be replenished.

Absolutely no eating or drinking is allowed in the practice center area (side A or side B). Food and drink will not be kept in refrigerators/freezers, on shelves, in cabinets or on countertops. The countertops will be kept free of debris.

Stacking chairs and folding tables have been provided to allow classroom activities. Tables and chairs may be stacked to allow open space for laboratory activities. Mat tables are attached to each wall and when not in use should be folded up with chain lock in place for safety. Mat tables will only be used for demonstration/practice; they are not to be used as “chairs”. At the end of each class session, tables and chairs should be placed in the appropriate area to ease the transition for the next class; all surfaces and equipment should be disinfected using available supplies.

**Linens:**

Linens for use in the practice center are provided in the linen cart located in the Practice Center. A contract is negotiated annually for laundering.

**Equipment Loan:**

Equipment from the OT/CH and PT/HP may be available for use by students with prior permission from the appropriate faculty. All equipment borrowed for use in locations other than the practice center will need to be checked with the Department secretaries or Assistant Ins.

**Biohazard Disposal:**

Policy and procedures outlined by the Environmental Health and Safety Committee regarding the handling of Biohazardous materials and Exposure will be followed. See <http://admin.fgcu.edu/ehs/exposure.htm>

Biohazardous waste is removed from the Practice Center in Ben Hill Griffin III Hall at the end of the class session and placed in the durable leak-proof boxes and placed in BHGIII Room 210.

**Practice Parameters:**

- Students are not allowed in the Practice Center without prior approval by department faculty.
- Students are not permitted to practice invasive procedures or skills on other persons that would require a licensed or properly credentialed designee without direct supervision of an appropriately licensed professional.

**Emergency & Safety Procedures:**

Emergency Contact #: 1911 (on campus)

First aid supplies are available in the practice center.

See the University Health and Safety Policy located at <http://admin.fgcu.edu/EHS/section5.htm> for Emergency and First Aid Procedures.