Florida Gulf Coast University
Marieb College of Health & Human Services

Policy for use of the Department of Rehabilitation Sciences Practice Labs

Purpose:

This policy establishes minimal requirements for use and operation of the Department of Rehabilitation Sciences Laboratories that are located in Marieb Hall (101, 103, 110, 111, 109, 105) and Ben Hill Griffin (170) and is applicable to all faculty and students with direct or potential access to Department of Rehabilitation Sciences Laboratories and their equipment. Henceforth in this document, the Department of Rehabilitation Sciences Laboratories will be referred to as the “Labs”.

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

Room Reservations and Scheduling/Access:

The labs are for the sole use of Department of Rehabilitation Sciences faculty and students. Faculty should contact the Department staff for additional time needed for academic courses in department labs or for scheduling of non-course related activities. Schedules for all department labs can be viewed via Outlook Calendars or by following the links below:

Link for Marieb Hall 101 Schedule
https://outlook.office365.com/owa/calendar/376a71ac0ad14b4ead0cdefc3936d801@fgcu.edu/5cec6b9a2dcb403297d1725bcedf176ae16127824044893269064/calendar.html

Link for Marieb Hall 103 Schedule
https://outlook.office365.com/owa/calendar/376a71ac0ad14b4ead0cdefc3936d801@fgcu.edu/cfe40bca6a6244b9b982f06b70d8ca9d7473209066949825163/calendar.html
Class related activities in the lab are by reservation only. Faculty and Staff
needing access to the room have been issued key cards to facilitate entry into
the room.

Students enrolled in the DPT program may have access to the Mar 101 and
103 department labs. Access to the labs will be provided by using the student
FGCU ID/ key cards. Students will have access to the Mar 101 and 103 lab
schedules; however, students should anticipate that the lab may be in use and
enter quietly to see if there is a class in progress. Students will return the lab
to the proper state and leave the lab prior to the start of the next class/activity.
Students violating this will lose the right of access to department labs.

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://www.fgcu.edu/EHS/LaboratorySafety.html

To ensure compliance with FDA and OSHA guidelines, the Department of
Rehabilitation Sciences at Florida Gulf Coast University has established
minimum requirements for the safety of faculty/students/staff (See

This policy establishes minimum requirements for the safe use of equipment
owned by the Department of Rehabilitation Sciences and utilized for the
practice and instruction of physical therapy, occupational therapy, exercise
science, or athletic training in the teaching labs 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 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. Guidelines and instructions for operation, maintenance
and cleaning are kept on file in the Department of Rehabilitation
Sciences and on the Department share drive.

All electrical equipment utilized for the practice and instruction of
students and located in the teaching classrooms/labs 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 Rehabilitation Sciences. 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 (if appropriate) 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 are responsible for ensuring that equipment is cleaned, disinfected, and stored in the appropriate location(s).

Gloves and disinfectant are provided in the Labs. Faculty will notify department staff when supplies need to be replenished.

Absolutely no eating or drinking is allowed in the labs. 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 stools have been provided. Stools may be stacked to allow open space for laboratory activities. Mat tables attached to a wall should be folded up with chain lock in place for safety when not in use. Mat tables will only be used for demonstration/practice and should not be used for storage or seating at any time. At the end of each class session, stools should be placed in the appropriate areas to ease the transition for the next class; all surfaces and equipment should be disinfected using available supplies.

**Linens:**

Linens for use in the labs are provided in each of the department labs. Dirty linens should be placed in the appropriate receptacle provided in each department lab. A contract is negotiated annually for laundering.
**Equipment Loan:**

Equipment from Department labs may be available for use by students with prior permission from the appropriate faculty. All equipment borrowed for use in locations other than the Department labs will need to be preapproved by faculty and checked out through the department staff. A form for equipment checkout is available and must be completed and placed on file prior to removing equipment from labs. Faculty should notify the appropriate staff, via email, that equipment loan request is approved.

**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://www.fgcu.edu/EHS/LaboratorySafety.html](http://www.fgcu.edu/EHS/LaboratorySafety.html)

**Practice Parameters:**

- Students are **NOT** allowed in the Department Labs without an advising faculty member on campus or available by phone.
- Students are responsible to return the lab to the state (cleaned) and configuration they found it in.
- 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 Department Labs.