

**Florida Gulf Coast University
Marieb College of Health & Human Services**

**Operational Procedures for Sports Medicine Lab
MAR 111**

Purpose:

This policy establishes minimal requirements for use and operation of The Sports Medicine Lab located in Marieb Hall 111 and is applicable to all faculty and students with direct or potential access to Department of Rehabilitation Sciences Laboratories and their 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 The Sports Medicine Lab is scheduled through the Department of Rehabilitation Sciences Secretaries. The Labs are for the sole use of Rehabilitation Sciences faculty and students. Priority for scheduling shall be given to the academic needs of scheduled courses in the labs.

For additional time needed for academic courses in department labs or for scheduling of non-course activities, faculty should contact the department secretaries. Schedules for all department labs can be view by faculty via Outlook Calendars.

Access to labs is by reservation only. Rehabilitation Sciences Faculty and Staff needing access to the room have been issued key cards 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://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 www.fda.gov or www.osha.gov for guidelines).

This policy establishes minimum requirements for the safe use of electrical equipment owned by the Department of Rehabilitation Sciences and utilized for the practice and instruction of physical 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 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 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 of 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 the office manager 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 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, 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 checked out through the department secretaries. 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://admin.fgcu.edu/ehs/exposure.htm>

Practice Parameters:

- Students are **NOT** allowed in the Sports Medicine Lab without an advising faculty member physically on campus and available by phone.
- Students are responsible to make prior arrangements with faculty member for direct and indirect supervision for lab practice (open lab).
- 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.