

**Florida Gulf Coast University
College of Health Professions**

**Operational Procedures for the Human Performance
& Rehabilitation Laboratories**

Purpose:

This policy establishes minimal requirements for use and operation of The Human Performance & Rehabilitation Laboratories that are located in Ben Hill Griffin III Hall (BHG) Room 170 and 172 and is applicable to all faculty and students with direct or potential access to The Human Performance & Rehabilitation Laboratories and their equipment. Henceforth in this document, the Human Performance & Rehabilitation Laboratories will be referred to as the “Labs”.

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 Human Performance & Rehabilitation Labs is scheduled through the Dept of Physical Therapy and Human Performance (PT/HP) Secretary. The Human Performance & Rehabilitation Labs are for the sole use of PT/HP faculty and students. Priority for scheduling shall be given to the PT/HP department.

For additional time needed in the practice center or for scheduling of non-course activities, faculty should contact the department secretary. In the event that this individual is unavailable, a read-only copy of the semester schedule is available on the share drive at: FGCU-Coral\root\Private\aaahp\physical therapy.

When scheduling the room, the faculty must indicate the Human Performance lab or the Rehabilitation lab (BHG 170 or 172)

Access to the room is by reservation only. 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://www.fgcu.edu/EHS/LaboratorySafety.html>

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 or www.osha.gov for guidelines).

This policy establishes minimum requirements for the safe use of electrical equipment owned by the Department of Physical Therapy and Human Performance and utilized for the practice and instruction of physical therapy, human performance, 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 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.

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 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 Human Performance & Rehabilitation Labs. Faculty will notify the department secretary 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 practice center are provided in the linen cart located in the. A contract is negotiated annually for laundering.

Equipment Loan:

Equipment from 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 Human Performance & Rehabilitation Labs will need to be checked with the Department secretary.

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 Human Performance & Rehabilitation Labs 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 Human Performance & Rehabilitation Labs without an advising faculty member physically on campus and available by phone.
- Student 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 Human Performance & Rehabilitation Labs.

See the University Health and Safety Policy located at <http://www.fgcu.edu/EHS/FirstAid.html> for Emergency and First Aid Procedures.