

## **NYIT Occupational Therapy Program Laboratory Maintenance and Use Guidelines**

The Occupational Therapy Program has lab space on the NYIT campus. Our labs are fully equipped with updated tools, equipment, and technology. Students are held responsible for the safe and appropriate use of all lab materials and are responsible for ensuring that the lab and all lab materials are cleaned and returned to their appropriate spaces after use.

### **ADL Kitchen and Bathroom**

The ADL kitchen has a functional microwave, sink, and refrigerator. Students may use these appliances for class and personal use. Students are responsible to ensure all ADL kitchen spaces are cleaned after each use. The ADL bathroom is for demonstration/class purposes only. The toilet, sink, and bathtub are non-functioning in this space. Students are responsible to clean/straighten the space after each class use.

### **Physical, Psychosocial, and Pediatric Assessments**

The OT program has included a diverse array of holistic psychosocial assessments tools and resources.

- Review lab inventory supply list to determine type and location of tool.
- Psychosocial tools can be signed out according to lab guidelines for use.
- Make sure all tools are logged in and returned to the original storage unit.

### **Physical Dysfunction and Pediatric Intervention Equipment**

The OT program has wheelchairs, adaptive equipment, and durable medical equipment for student learning. Please follow all instructor directions for safe use of all equipment

### **Gross Anatomy and Kinesiology Equipment**

The OT program has anatomy models, plinths, and goniometers. Please follow all instructor directions for safe use of all equipment

### **Orthotic Fabrication Equipment**

Orthotics labs require the use of scissors and other cutting devices, hot water, and other tools. Please be aware of your surroundings when using orthotic fabrication equipment.

- Cut splint material as instructed, on approved cutting surfaces.
- Do not point heat guns at furniture or people. Do not grasp the barrel of the heatgun.
- Do not carry splint pans with hot water in them.
- Monitor splint temperature when in use.
- Use tongs/spatulas to carefully remove splinting material from the hot water pans.
- Make sure all equipment is turned off, dried, and returned to its appropriate storage space after use

**\* Report any injuries immediately. First aid and blood borne pathogen kits are located in each lab as follows:**

- **Lab 110: Back storage room/ shelf by light switch**
- **Lab 112: ADL Kitchen counter**

### **Modalities Equipment**

The OT program has state of the art modalities equipment for student learning. Please follow all instructions and instructor directions for modality use carefully.

- Use appropriate electrical outlets for modalities equipment (no extension cords)
- Keep equipment clean and dry.
- No food or beverages during modalities labs
- Adhere to all precautions and contraindications as modalities are “live” when in use.
- Modalities are only to be used when the instructor is present.

### **General Policies for Lab Use**

1. Backpacks, extra books, coats, etc. should be stored outside of high traffic areas in the lab.
2. Individual instructors will determine guidelines concerning beverages and food. If beverages are consumed in classrooms or labs they must have a lid. Students are expected to dispose of trash and to clean up any spills immediately.
3. Think about safety first. Students are expected to report any injuries to the instructor and/or department promptly. First aid and blood borne pathogen kits are available in each lab. Please note posted signs.
4. Use proper hand washing techniques in labs before and after laboratory activities such as cooking, practice of handling techniques, transfers, splinting, etc.
5. Equipment provided in the labs is costly. Prior to using modality equipment independently students must demonstrate competency. Once competency has been established by the instructor, students may use equipment independently to gain expertise.
6. Report any broken or damaged equipment to the instructor immediately.
7. At the end of each lab session, return lab equipment to the designated storage space. Labs should be left clean and orderly and ready for the next lab session of the day. Students will be responsible.
8. All used linen will be placed in a designated soiled linen hamper. Change bags when the hamper is full. Store clean linens in the designated storage area.
9. Equipment cannot be removed from labs unless it has been signed out in advance by an instructor.
10. Furniture in the room may be arranged as needed for study purposes; however, the furniture must be returned to its original position when the study session is completed.
11. Wheelchairs are available for practice purposes in labs for our specific assignments. Do not use wheelchairs as furniture or for other non-lab related activities. See additional rules about wheelchair use on wheelchair policy.
12. Do not enter labs if there is another class in session. Refer to the schedule outside each classroom for class schedules.