

# MSKU FACULTY OF MEDICINE DEPARTMENT OF ANATOMY

## STUDENT GUIDE FOR LABORATORY PRACTICES

### 1. PURPOSE AND SCOPE

This guide has been prepared to explain the rules to be followed in order to work safely in Muğla Sıtkı Koçman University (MSKU) Medical Faculty Anatomy Laboratory. This guide covers the working rules of MSKU Medical Faculty Anatomy Laboratory.

### 2. RESPONSIBILITY

MSKU Medical Faculty Anatomy Department is responsible for the preparation and revision of this guide, and MSKU Medical Faculty Anatomy Department academic staff, staff and students are responsible for its implementation.

### 3. INSTRUCTION DETAIL

Anatomy in medical education, cadaver in anatomy education is an indispensable basic education field. The cadavers used in dissections in anatomy education are the bodies of people who have donated their bodies for education and science or are unclaimed. Thanks to these important donations, Medical Students have the privilege of receiving Anatomy Practical Training. By always remembering this privilege, we are sure that you will show the respect they deserve to those who have shown their dedication to provide this privilege to you.

Anatomy laboratory, as it is known, is places where "the dead train people". Anatomy laboratory rules are grouped under the titles RESPECT FOR cadavers, STUDENT HEALTH and SAFETY, LABORATORY ORDER and PRACTICAL EXAM.

It is obligatory to comply with the aforementioned rules within the Anatomy Laboratories.

#### **Respect for the Cadaver**

1. It is necessary to work with cadavers in a respectful and ethical manner. Inappropriate behavior, jokes or comments about this situation are not acceptable inside or outside the lab.
2. Human body parts, bones, etc. structures should be protected within the

framework of the same respect and ethical rules.

3. All the privacy rules that apply to our patients are also valid for our cadavers.
4. It is forbidden to take video and sound recordings by students in laboratories, and to publish and distribute them on the internet and similar media, without the permission of the Head of the Department. Violation of this rule may result in criminal penalties.
5. It is strictly forbidden to talk on the phone in the laboratory and to use electronic devices without permission.
6. Only students of our faculty and other authorized personnel can enter the laboratory. It is strictly forbidden to bring visitors to the laboratory without permission from the Head of the Department. Only health science education students and academic staff can obtain visitor permits.
7. Cadavers should be kept under certain physical conditions. In order to prevent the tissues from drying out, the cadaver should be wrapped in its own cloth and wetted at the end of the study. If any mold is suspected, the responsible persons should be notified to prevent the mold from spreading to other cadavers.
8. Please pay attention to your cadavers, they will be the best trainers you will have in this process.
9. Waste tissues of all cadavers after dissection should be kept in biological waste bags. Dissection tables should be kept clean.

### **Student Health and Safety**

The rules stated below are applied to prevent injuries and damage caused by chemical substances.

1. Students should not wear shoes and clothes that may pose a risk of direct formaldehyde contact with skin tissue such as open shoes, slippers or sandals in the laboratory. Long hair should be collected and contact with the cadaver should be avoided while working.
2. Students are required to wear white lab uniforms in the laboratory. It is not allowed to enter the laboratory without wearing a gown. Aprons must be clean and buttoned during training. Everyone has to bring their own apron. It is forbidden to wear coat, shawl, etc. on the apron.

3. It is obligatory to use gloves on dissection and cadaver heads.
4. At the end of the laboratory, used gloves should be thrown into the laboratory waste box. Domestic waste bins should not be used.
5. Replaced old scalpel tips and all cutting waste should be disposed of in the cutter waste bin. It should never be thrown into the household or biological waste bin.
6. Even if any injuries that may be encountered in the anatomy laboratory may seem insignificant, the responsible educator must be informed. The responsible person will make the necessary guidance. In case of chemical injury to the eye or skin, the affected area should be washed with cold water.
7. It is strictly forbidden to bring food and drink into the laboratory as it poses a risk to your health.
8. It is forbidden to bring jackets, coats, bags, etc. and personal belongings to the laboratory.

### **Laboratory Layout**

1. It starts at the lesson time. Students who are late for the lesson will not be admitted to the lesson.
2. It is not possible to leave the laboratory before the end of the lesson. In any extraordinary situation, the relevant instructor is informed.
3. Students must be in groups designated for them. Changing groups, entering with another group is prohibited.
4. If groups are allocated to tables, students must be at the tables designated for them. Changing tables is prohibited.
5. Nothing can be removed from the laboratory without permission.
6. It is strictly forbidden to remove training models from the laboratory. The cost of the models is quite high. Therefore, it should be studied very carefully and protected very well.
7. Bringing course materials such as anatomy atlas, lecture notes and books to study during practice will help you work more efficiently in the laboratory.
8. You need to bring gloves and mask to use while working with cadavers. The department does not provide gloves and masks to the students.
9. The areas where cadavers and cadaver parts are found in the laboratory should be considered as contaminated areas.

10. It is forbidden to eat, drink (including water, chewing gum, etc.) and to have any food or beverage in the laboratory.
11. Do not use mobile phones, headphones, etc. in the laboratory. It is forbidden to use, take photos and videos.
12. At the end of the lesson, students must hand over the models or bones they have received in return for their ID cards, as collected.

### **Practical Exam**

1. Students must be ready at the exam venue half an hour before the start of the exam.
2. Students must bring their own aprons.
3. Exam papers are provided by the Department of Anatomy. Students must bring their own pencils and erasers.
4. Books, atlas, lecture notes, tablets, bags, jackets, smart bracelets, watches, glasses, etc. It is forbidden to bring personal items. These should be left in student lockers.
5. Suitable for mobile phone, tablet, smart watch and wristband, Bluetooth headset, etc. It is strictly forbidden to bring digital devices to the exam hall (from the entrance door of the Anatomy laboratories). Even if it is in the closed position, the exam of the relevant student will be deemed invalid if detected.
6. It is mandatory to write your groups, name, student number and semester on the exam papers.
7. You will receive a buzzer or similar alert when the "time per table", which will be announced before the exam, expires. With this warning, it is obligatory to move to the next table immediately.
8. At the end of the exam, the papers must be handed over to the examiners without waiting.
9. It is forbidden to talk to lecturers and staff during the exam unless necessary.
10. It is strictly forbidden to look back at the questions during and at the end of the exam. The time given per table should be used with caution.
11. Practice exam questions: They are pennants consisting of numbered needles, wires or pieces of paper affixed to show the structure in question by thinning

one end into a triangle.

12. It is strictly forbidden to talk or look at other tables during the exam. In any extraordinary situation, raise your hand and wait for the lecturer in the hall to come to you.
13. Being quiet during the waiting period before and after the exam is important for the exam to be conducted in a healthy way.
14. Before and at the end of the exam, in terms of exam security, exam halls cannot be left, telephone or electronic devices cannot be used, and students who have not taken the exam cannot be talked to until the exam chairman gives permission.
15. It is forbidden to write, copy and photograph the exam questions for any purpose, on any place (paper, hand, wall, table, etc.) during the exam. The exam of those who are determined will be deemed invalid.
16. Necessary actions will be taken within the scope of Higher Education Institutions Student Disciplinary Regulation and other relevant legislation for those who do not comply with the exam rules.

**Necessary administrative/disciplinary action will be taken against students who do not comply with the rules and warnings mentioned above.**