

MSKU FACULTY OF MEDICINE VOCATIONAL/ PROFESSIONAL SKILLS LABORATORY STUDENT GUIDE FOR LABORATORY PRACTICES

1. PURPOSE AND SCOPE

This guide has been prepared to explain the rules that must be applied in order to work safely and harmoniously in the Vocational Skills Laboratory of Muğla Sıtkı Koçman University (MSKU) Faculty of Medicine. This guide covers the working rules of MSKU Medical Faculty Vocational Skills Laboratory.

2. RESPONSIBILITY

MSKU Medical Faculty Vocational Skills Commission is responsible for the preparation and revision of this guide, and MSKU Medical Faculty Vocational Skills Commission, staff and students are responsible for its implementation.

3. INSTRUCTION DETAIL

Student Health and Safety

1. It is mandatory for every student to wear a lab uniform in the laboratory. Coat, shawl etc. on the apron should not be worn. Thus, both your skin and your clothes will be protected from the possible effects of possible harmful/chemical substances.
2. If chemicals will be used during the applications, gloves, protective glasses and masks should be used.
3. If chemical substances will be used during the applications, if the hair is long, it must be collected, shoes must be suitable for working in the laboratory, closed shoes must be worn.
4. It is strictly forbidden to enter the laboratory with cold and hot drinks or food, such as water, tea, coffee, etc.
5. After the work is done, the table used should be left clean and tidy. The material used should be placed back in its place. Only the laboratory handbook, laboratory notebook and necessary laboratory materials should be brought to

the work area. Personal materials such as bags, books, and coats that will not be used for the laboratory should be away from the work area.

6. No chemical substance in the laboratory should be touched, smelled or tasted by hand. No suction should be made from the pipette by mouth, vacuum or pump should be used for this process.
7. The hazards of the chemical to be used must be learned in advance, and the labels must be read before using to ensure that the correct chemical is used.
8. You should have prior knowledge of safety equipment such as eye wash fountain, shower setup in the laboratory, fire extinguisher, emergency exit door.
9. If an electrical device is to be used during the work, first make sure that the hands and the relevant area are not wet.
10. Containers of chemical substances should be kept closed at all times. The preparation date, the name and surname of the preparer and the expiry date, if known, should be written on the newly prepared reagents.
11. If flammable and irritating substances come into contact with the skin, they should be washed with plenty of water without delay and the staff should be informed.
12. Chemical substances should never be taken out of the laboratory.
13. When going out of the laboratory, gloves and other waste materials used in the laboratory, etc. should be disposed of in a medical waste container.
14. Glass containers such as beakers, erlenmeyers and tubes containing liquid, which are finished, should be placed in the sink in consultation with the responsible lecturer, and should not be left on the table.
15. Organic solvents, volatile liquids should not be poured into the sink.
16. 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.
17. Before leaving the laboratory, hands should be thoroughly washed with soap and water (even if gloves are worn).

Laboratory Layout

1. Vocational/ Professional Skills Laboratory is obliged to comply with the Rules of Conduct to be followed in the laboratories of MSKU Faculty of Medicine.
2. Students actively participate in the laboratory work within the scope of the course under the guidance of the relevant instructor and take responsibility.
3. Laboratory studies are carried out between predetermined dates and times. Date and time changes are announced to the students by the relevant instructors. The student is obliged to comply with the time schedule to be determined by the instructors according to the situation of the laboratory.
4. It is essential that students participate in all laboratory practices. The necessary issues regarding this situation are stated in the "MSKU Medical Faculty Education-Training and Examination Regulations".
5. The student submits the forms, reports or assignments regarding the laboratory studies requested by the responsible lecturers, at the requested time and completely.
6. Students are required to act as if they are in a real clinic in vocational skills laboratories.
7. It is obligatory for students to wear a uniform and identity card determined by the vocational skills commission in vocational skills laboratories. Likewise, students should choose their clothes and shoes in accordance with clinical practices.
8. Students are required to leave their excess belongings in a safe place before entering the laboratory. However, students can take their valuables such as wallets with them.
9. The student should attend the theoretical courses, application guides and videos required for laboratory applications by working in advance.
10. Students are required to provide tools such as stethoscope, light source, calculator, which are necessary for the applications and will be notified in advance by the instructor and have them ready for the application.
11. In all practices, the models in the vocational skills laboratory should be treated like a real patient and should be respected.

12. As in clinics, hands should be washed with appropriate technique before and after professional skill practices. Gloves should be used when applying with mock-ups.
13. It is forbidden for students to sit or lie on beds and wheelchairs in the laboratory unless the scenario requires it.
14. Laboratory practices should be treated in a way that does not disturb other users. No noise should be made in the laboratory environment, in the corridors and in the hall.
15. Absolutely no food or drink should be brought into the laboratories.
16. The use of computers in laboratories for study or other similar personal purposes is prohibited. These computers will only be used for simulation applications.
17. It is forbidden for students to touch and use the visual or video recording devices in the laboratory.
18. Care should be taken to keep the doors of the laboratories closed.
19. Students are required to use laboratory materials and models in a way that does not harm them during the applications. Any abuse should be reported immediately to the relevant instructor.
20. Models should not be moved from their beds/tables.
21. At the end of the applications, the laboratories should be left in an organized and orderly manner. The beds/tables of the models should be straightened, and the tables and other adjacent items should be left in their proper place. Penetrating-cutting waste materials should be disposed of in the waste bin, household wastes in the relevant waste bin, the skill station and model used should be left clean.
22. Since the consumables in the laboratories can be reused, the materials to be thrown into the waste boxes after the application should be made together with the laboratory responsible technical staff.
23. It is forbidden to take any laboratory materials, tools or equipment out of the laboratory and to change the places of the equipment in the laboratory.

24. 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.
25. The students keep the mobile phone off or on silent in the laboratory areas.
26. It is strictly forbidden to talk on the phone in the laboratory and to use electronic devices without permission.
27. After the application, medical wastes should be removed from the environment as if they were in a hospital environment, and precautions should be taken to prevent accidents when removing penetrating and cutting materials such as needles and scalpels.
28. The wheels of the wheeled equipment in the laboratory should always be kept locked during and after the applications.
29. Students should behave in accordance with their body mechanics during the practices and avoid behaviors such as carrying models alone or lifting heavy.
30. Only pencils will be allowed in laboratories. The use of ballpoint pens and ink pens is prohibited.
31. It is forbidden to use betadine and similar dyeing solutions on models.
32. The student establishes and maintains an appropriate, harmonious, respectful communication with their educators, friends and other staff in the laboratory areas.
33. Negative verbal or nonverbal (such as body language) behaviors that may be humiliating, sarcastic or misunderstood by other students in their practices should be avoided. Feedback should be supportive, constructive and positive in a way that contributes to the learning of their friends.
34. The student who needs additional arrangements due to any disability or illness should inform the instructor responsible for the application in advance.
35. Simulation scenarios, professional skills application guides and videos will be used for educational purposes only, any printing and distribution is prohibited.
36. The student pays for the damage in case of damage or loss of the equipment.

37. Students do not take, publish or share photos, audio and video recordings without permission in laboratory and clinical practice areas. The institution, where the application is made and the institution's employees, does not act the way that may violate the confidentiality of the data about, patients and their relatives.
38. Students establishes and maintains a professional communication with educators, friends, all healthcare team members, patients and their relatives in laboratory and clinical practice areas.
39. Students act in accordance with the policies, procedures, and instructions of the institution where the application is made.
40. Students prepare the application videos requested to be prepared on time and upload them in the specified format and area.
41. Students must be in groups designated for them. Changing groups, entering with another group is prohibited.
42. 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.
43. Students using training mannequins.
 - a) Should not move mannequins' extremities in the opposite direction of mannequins' ability to move.
 - b) Should not force the limb joints.
 - c) Should not scratch with tools such as pens etc. on the mannequins.
 - d) After each application, the mannequin should be brought to the flat lying position.

Vocational Skills Practice Exam Application Principles:

1. Students must be present at the exam venue half an hour before the start of the exam.
2. Exam papers are provided by the faculty. Students must bring their own pencils and erasers to the exam.

3. Books, atlas, lecture notes, tablets, bags, headphones, electronic equipment, jackets, smart bracelets, watches, glasses, etc. It is forbidden to bring personal items. These should be left in student lockers.
4. Before the exam, all students should turn off their mobile phones and leave them on the table at the entrance of the exam. Talking on the phone or texting is strictly prohibited.
5. Each student has to take the exam in their own group and order determined in the pre-announced lists. Group change will not be made, it should not be requested.
6. It is obligatory to write and sign the name, surname, student number on the exam papers. Students can only write on exam papers. They cannot write any text or leave lecture notes on the desk and table for the exam as a reminder, otherwise (discipline procedures for) copying will be carried out.
7. During the exam, you will receive a buzzer or a similar warning every time you change a question. With this warning, the question changes and it is not possible to return to the previous questions.
8. At the end of the exam, the papers must be handed over to the staff in charge of the exam.
9. During the exam, it is forbidden for students to talk among themselves or with the staff unless necessary. In an extraordinary situation, raise your hand and wait for one of the staff members to come to you.
10. It is important to be quiet during the waiting period before and after the exam in order to conduct the exam in a healthy way.
11. In terms of exam security, before and after the exam, 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.
12. 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.