

# **MSKU FACULTY OF MEDICINE MEDICAL PATHOLOGY DEPARTMENT 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 Medical Pathology Laboratory of Muğla Sıtkı Koçman University (MSKU) Faculty of Medicine. This guide covers the operating rules of MSKU Faculty of Medicine Medical Pathology Laboratory.

## **2. RESPONSIBILITY**

MSKU Faculty of Medicine Department of Medical Pathology is responsible for the preparation and revision of this guide, and the faculty, staff and students of the MSKU Faculty of Medicine Medical Pathology Department are responsible for the implementation of the guidelines.

## **3. INSTRUCTION DETAIL**

### **Student Health and Safety**

1. The rules stated below are applied to prevent injuries and damage caused by chemicals.
2. 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 harmful substances.
3. It is strictly forbidden to enter the laboratory with cold and hot drinks or food, such as water, tea, coffee, etc. It is forbidden to bring jackets, coats, bags, etc. and personal belongings to the laboratory.
4. Only laboratory notes and laboratory notebook 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.
5. Worked slides should be carefully placed on the microscope by hand, carefully worked, and care should be taken against possible injuries such as cuts.

6. After the work is done, the table used should be left clean and tidy. Used slides should be reinserted.

### **Laboratory Layout**

1. The laboratory course starts at the time specified in the curriculum.
2. It is not possible to leave the laboratory before the end of the laboratory 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. Even if there is a valid excuse by the faculty members of the department, the request for group change will be evaluated within the knowledge of the Head of the Department.
5. If groups are allocated to tables, students must be at the tables designated for them.
6. 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, except with the permission of the Head of the Department. Violation of this rule may result in criminal penalties.
7. It is strictly forbidden to talk on the phone in the laboratory and to use electronic devices without permission.
8. It is forbidden to eat, drink (including water, chewing gum, etc.) and to have any food or beverage in the laboratory.
9. Nothing can be removed from the laboratory without permission.
10. 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.

### **What the Student Should Do Before Leaving the Laboratory**

1. It should leave the microscope at the smallest magnification objective (5x).
2. The glass and lens parts of the microscope should be wiped first with a wet wipe and then dried with a glasses cloth.

3. The electrical cable of the microscope should be unplugged, and the cover should be covered.
4. The top of the working table should be cleaned with a wet wipe.

### **Laboratory 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 Department. Students must bring their own pencils and erasers to the exam.
3. It is forbidden to bring books, atlas, lecture notes, tablets, bags, jackets, smart bracelets, watches, glasses, etc. to the exam. 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 for the exam, 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 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.**