

MSKU FACULTY OF MEDICINE MEDICAL MICROBIOLOGY DEPARTMENT STUDENT GUIDE FOR LABORATORY PRACTICES

1. PURPOSE AND SCOPE

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

2. RESPONSIBILITY

MSKU Faculty of Medicine Department of Medical Microbiology is responsible for the preparation and revision of this instruction, and the faculty, staff, and students of the MSKU Faculty of Medicine Medical Microbiology Department are responsible for its implementation.

3. INSTRUCTION DETAIL

Student Health and Safety

1. The rules stated below are applied to prevent injuries, damage by microorganisms and chemical substances.
2. It is obligatory for each student to wear a lab uniform and be covered in the laboratory. Coat, shawl, etc should not be worn on the apron.
3. During the experiments, gloves, protective glasses and/or masks should be used when necessary, depending on the degree of risk.
4. If the hair is long during the experiment, it must be collected, students with a headscarf should gather it at the back, closed shoes should be worn.
5. It is strictly forbidden to enter the laboratory with drinks and food.
6. 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 laboratory and kept on the upper shelves. Personal materials such as bags, books, and coats should never be brought to the laboratory.

7. 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. Microorganisms in the laboratory should not be directly contacted.
8. The hazards of the chemical to be used must be learned beforehand (Product Safety Data Sheet), and the labels must be read before use to ensure that the correct chemical is used.
9. You should have prior knowledge of safety equipment such as eye wash fountain, shower setup in the laboratory, fire extinguisher, emergency exit door.
10. If an electrical device is to be used during the work, first make sure that the hands and the relevant area are not wet.
11. 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 by labeling.
12. If flammable and irritating substances come into contact with the skin, they should be washed with plenty of water without delay and informed to the authorities.
13. Microorganisms and chemicals should never be taken out of the laboratory.
14. 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.
15. 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.
16. Organic solvents, volatile liquids should not be poured into the sink.
17. 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.
18. Before leaving the laboratory, hands should be thoroughly washed with soap and water (even if gloves are worn).

Laboratory Layout

1. The laboratory course starts at the time specified in the course program.
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. If groups are allocated to tables, students must be at the tables designated for them. Changing tables is prohibited.
5. It is strictly forbidden to talk on the phone in the laboratory and to use electronic devices without permission.

What the Student Should Do Before Leaving the Laboratory

1. The microscope should be left at the smallest magnification objective (10x).
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 surface disinfectant.

Medical Microbiology 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, 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.

Students who do not comply with the rules and warnings mentioned above will be removed from the laboratory. In case of recurrence, necessary administrative action will be taken.