

1. PURPOSE

The purpose of this instruction is to set the usage rules for the Anatomy Laboratory.

2. SCOPE

This instruction includes the rules that students and responsible teaching staff must comply with when using the Anatomy Laboratory in the HEM101 Anatomy course, as stated in this instruction document.

3. RESPONSIBILITIES

The Faculty of Health Sciences is responsible for the preparation and revision of the document, and for carrying out and fulfilling this instruction, by the teaching staff and students who use the Anatomy Laboratory.

4. DEFINITIONS AND ABBREVIATIONS

There are no abbreviations or terms that need to be defined in this instruction.

5. APPLICATIONS

- 1) The Anatomy Laboratory is open during the practical class hours of HEM101 Anatomy and during students' independent study hours, and is closed at other times.
- 2) The maximum number of people that may be present in the laboratory at one time is 35 in normal times, and 14 people during the pandemic period.
- 3) The "Weekly Course Schedule," which includes the class hours when the Anatomy Laboratory will be used and the independent study hours, is posted on the laboratory entrance door in the week in which the courses for the relevant term begin.
- 4) Under no circumstances should the Anatomy Laboratory be entered before the teaching staff member responsible for conducting the lesson arrives.
- 5) All rules, whether oral or written, must be followed carefully; any unclear parts should be asked to the instructors.
- 6) Entering the laboratory without a lab coat is strictly forbidden. Coats, jackets, sweaters, etc., as well as bags must be hung on the coat racks at the laboratory entrance, and nothing should be brought into the laboratory except stationery materials other than books, pens, notebooks, etc.
- 7) The materials in the laboratory must never be used without the instructors' permission, including computers and projection equipment.
- 8) It must never be forgotten that laboratories are serious work environments, and no behavior should be carried out in the laboratories that would disrupt order or cause danger.
- 9) Maximum care should be taken to prevent the laboratory materials from being damaged; if any damage occurs, the relevant faculty member must be informed immediately so that a report can be prepared.
- 10) For effective learning and the safety of materials in the laboratory, no joking should ever be done in the laboratory, and students should not chat among themselves.
- 11) Absolutely no FOOD OR DRINK may be brought into the laboratory.
- 12) The laboratory must be kept clean and orderly.
- 13) Hands must be washed before entering the laboratory and after leaving it.

6. RELEVANT DOCUMENTS

6.1. Internal Source Documents

There are no internal source documents.

6.2. External Source Documents

There are no external source documents.

Prepared by Res. Asst. Dr. Emine GÜNEŞ ŞAN	Health Sciences Faculty Unit Quality Commission	Approved by Dean
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