

Document No	TLM-0234
Publication Date	17.12.2024
Revision Date	-
Revision No	0

1. PURPOSE

The purpose of this instruction is to ensure the safe and effective use of the Faculty of Health Sciences First Aid Laboratory and the equipment contained within it.

2. SCOPE

This instruction covers the activities for the safe and effective use of the First Aid Laboratory within the Faculty of Health Sciences.

3. RESPONSIBILITIES

The Health Sciences Faculty building supervisor and the faculty member responsible for the laboratory are responsible for the implementation of this instruction, and the laboratory responsible faculty member and the Health Sciences Faculty Dean's Office are responsible for the preparation and revision of the document.

4. DEFINITIONS AND ABBREVIATIONS

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

5. PROCEDURES

5.1. General

- . The First Aid Laboratory may be used for educational and scientific study purposes. The laboratory cannot be used for any personal activities.
- . All first aid equipment (basic life support training manikins, automated external defibrillator, splint sets, desktop computer, projector, etc.) must be used for educational and scientific study purposes and operated in accordance with the instructions for use.
- . Before the start of each academic year, all first aid equipment must be reviewed, and calibration of the equipment requiring calibration must be ensured.
- . Before training, it must be ensured that the training manikins to be used are functional. In case of any malfunction, the laboratory responsible faculty member must be informed.
- . During the application, the safety of students and instructors must be kept in the foreground. In case of an emergency, general safety measures must be applied.
- . Before using the First Aid Laboratory, the instructor responsible for the laboratory must be informed.
- . The computers, projection devices, and lamps used in the laboratory environment must be turned off at the end of training and scientific studies.
- . After each training session, the instructor responsible for the training and scientific studies must check whether the windows and doors are closed and make sure they are closed.
- . After laboratory use, the materials used must be cleaned in accordance with the specified hygiene rules.
- . Computer cases, monitors, and desks must be dusted with only a damp cloth at least once a week, and the floors must be mopped.
- . Programs must absolutely not be installed without the permission of the responsible computer instructor and the dean's office.
- . In the event of equipment malfunction or damage, the responsible laboratory instructor must be informed and the necessary maintenance procedures must be initiated.

Prepared by Asst. Prof. Necmiye ÇÖMLEKÇİ Res. Asst. Meryem YÜCEL	Controlled by Faculty of Health Sciences Unit Quality Commission	Approved by Dean
---	---	-----------------------------------

Document No	TLM-0234
Publication Date	17.12.2024
Revision Date	-
Revision No	0

5.2. Laboratory Usage Purposes

- The laboratory may be used for educational and scientific studies in line with the weekly course schedule. Within the scope of scientific studies, it may be used with institutional permission, provided that it does not disrupt the course applications included in the course schedule.

5.3. Rules for Students in the Laboratory

- The student must actively participate in laboratory-related applications under the guidance of the teaching staff and take responsibility.
- A white lab coat must be worn during training in the laboratory environment.
- Food and drinks must not be brought into the laboratory.
- During the use of laboratories, the student must use the medical waste box and the sharps/penetrating instruments box so that people in the environment are not harmed. The student must act in accordance with the 'Regulation on the Control of Medical Wastes' in the legislation.
- The student must inform the teaching staff when a sharps/penetrating instrument injury or undesirable situation occurs.
- The practice area must be kept tidy, and the materials used must be put back to where they were taken from before the practice.
- Laboratory materials must not be used without permission.
- Loud talking should be avoided in the laboratory and distracting behaviors should be avoided.
- The student must not take photos, record audio or video, publish, or share them on any internet platform during laboratory practices without the permission of the responsible instructor.
- The student must dispose of the materials used after the laboratory practice in the appropriate waste bin.
- Materials must not be taken out of the laboratory without the permission of the responsible instructor.
- In cases where materials need to be taken out of the laboratory, the responsible instructor must be informed, and the materials taken and the information of the person taking them must be recorded in the laboratory materials tracking log. When the material is returned, the return information must also be recorded in the same log.

5.4. Rules to Be Followed by Instructors in the Laboratory

- Students' use of the laboratory must always be carried out under the guidance and supervision of an instructor.
- The integrity of training manikins and/or fixtures used in laboratory applications must be preserved and no damage or harm should be caused to them. In the event that a manikin or material is damaged, it must be reported with an official record.
- Training models and other equipment in the laboratory must be used in accordance with the usage rules.
- No laboratory material or equipment should be taken outside the laboratory, and the placement of equipment in the laboratory should not be changed. If any material is to be taken outside the laboratory, the responsible laboratory instructor must be informed, and the material taken and the person taking it must be recorded in the material tracking log kept in the laboratory. When the material is returned, the responsible laboratory instructor must be informed and the return information recorded in the same log.

Prepared by Asst. Prof. Necmiye ÇOMLEKÇİ Res. Asst. Meryem YÜCEL	Controlled by Faculty of Health Sciences Unit Quality Commission	Approved by Dean
---	---	-----------------------------------

Document No	TLM-0234
Publication Date	17.12.2024
Revision Date	-
Revision No	0

6. RELATED DOCUMENTS

Other features of the first aid laboratory and its equipment can be examined in detail on the website indicated below.

<https://sbf.bartın.edu.tr/ilk-yardim-laboratuvarimiz.html>

7. RECORDS AND REFERENCES (Not mandatory, see PRD-0000 Document Preparation and Control Procedure, Clause 5.4.1.4)

8. REVISION INFORMATION

Revision No	Revision Date	Revision Description
0	-	First edition.

Prepared by Asst. Prof. Necmiye ÇÖMLEKÇİ Res. Asst. Meryem YÜCEL	Checked by Faculty of Health Sciences Unit Quality Commission	Approved by Dean
---	--	----------------------------