

# OZARKS TECHNICAL COMMUNITY COLLEGE

## OTA 6.1

### Equipment Safety, Infection Control, and Security Procedures

#### A. Purpose

To maintain compliance with Standard A.4.4 set forth by the Accreditation Council for Occupational Therapy Education (ACOTE)

#### B. OTC Policy Connection

All applicable safety and security policies

#### C. OTA Program Procedure

### Equipment and Supply Management

Supplies, resources, and equipment are provided for students and members of the OT community to use during lecture, lab, and clinical experiences. Most equipment and supplies are available for check-out outside of class time. Due to cost and/or liability, some equipment will not be available for check-out outside of class time. Supplies, resources and equipment must be checked out and in on the forms made available in the OTA classrooms, as well as the supply rooms, prior to removing the item from its storage space. **Consumable supplies which will be used up during the activity do not need to be checked out.** Students must sign out items with the appropriate OTA instructor, according to the class the equipment is from, and must also have the same instructor inspect all items for cleanliness and damage before returning the items to their storage place. Items should be returned to the lab or storage on a day and time that is set by the instructor at check out. Students may recheck items for an additional period of time with instructor permission and if another student is not waiting to check-out the item. Due to double scheduling of lab and lecture classrooms for OTA courses, students should not expect to sign-out lab resources while classes are in session.

### Equipment Check-out Policy

1. Students taking items without signing them out or signing them back in with an instructor will lose sign-out privileges for the rest of the semester.
2. Items kept longer than the allotted time, supplies and equipment not cleaned after use, or items returned but left by a student in a place other than its storage area will be subject to a \$1.00 per day (or per item in the case of cleaning or inappropriate storage) charge.
3. Students turning in damaged resources or who have lost resources will be charged the replacement cost of the items.
4. Students may be subject to loss of professional behavior points if lab items are not returned properly, as applicable.
5. Fines should be paid to the Program Director and will go into the Program Petty Cash Fund for use in student activities. All fines must be paid prior to the end of every semester. Any student

having unpaid fines for any course will be given an “Incomplete” grade for the course and will then have six weeks to pay the fine before the course grade will turn to an “F”.

### **Equipment Malfunctions/Breakage**

In order to safeguard the clients, students, and faculty that work in or with the OTA Program, equipment and supplies will be monitored annually and recorded for appropriate and safe use on a regular basis according to the manufacturer’s suggested practices. Faulty equipment will be removed immediately from use.

Students should immediately report any malfunctioning or broken equipment to the instructor. A "broken" notice should be placed on the equipment to keep others from using the equipment until it has been fixed. Any student or faculty who is using equipment when it malfunctions or breaks should complete an incident report before leaving lab. Incident report forms can be found by contacting the Administrative Services Department.

### **Infection Control**

Infection control practices are in place. The program provides all students and faculty with appropriate personal protective equipment (PPE) and supplies for sanitizing and disinfecting work spaces, equipment, and materials used for classes, labs, and clinicals. Students are taught infection control practices in the first semester of the program and how to properly don and doff PPE equipment, as indicated by the Centers for Disease Control. Personal protective equipment such as latex gloves, protective masks, caps and footwear are available. Students should wear gloves, observe universal precautions, and practice good handwashing when performing any activity where bodily fluids are present.

Students and faculty will be responsible for infection control within the classroom and laboratory spaces, as well as during clinical experiences. Three handwashing stations are available within the laboratory, along with hand sanitizer and sanitizing foam. All equipment should be regularly disinfected as specified by the instructor following all labs, including therapy equipment, classroom tables, massage tables, and therapy mats. Disposable covers for mats and pillows should be used and disposed of properly after use.

### **Safety of Faculty and Students**

A link to the OTC Safety and Security Department for general campus security procedures can be found below, along with crisis plans and evacuation procedures.

<https://services.otc.edu/security/policies/>

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