**INTRODUCTORY LAB: ORIENTATION**

Welcome to the Anatomy/Physiology Laboratory!! You will spend many hours in intensive study here during the two-semester sequence of Human Anatomy and Physiology. It is hoped that your experiences in this laboratory will enhance your learning and reduce your anxieties by giving you an unprecedented chance for "hands-on" development of an accurate mental image of your body (as well as that of your potential patients) and how it works.

You will be able to augment your auditory and visual learning techniques with touch. You will be able to compare the "perfection" of sketches and models to the wide variability found within the real living world as you examine natural specimens of humans and animals, both living and preserved. You will be able to look at the body as a whole with articulated skeletons and torso models, examine its separate external and internal parts with disarticulated skeletons, models, and preserved parts, and study its unit make up by using the microscope.

**PLAN AHEAD. READ THE INSTRUCTIONS FOR A PARTICULAR LAB ONE WEEK IN ADVANCE OF THE SCHEDULED LAB. YOU MAY BE ASSIGNED SOME PRE-LAB STUDY AS NEEDED FOR A PARTICULAR LAB, PARTICULARLY IF THE LABS ARE ADMINISTERED THROUGH AN "OPEN LAB" POLICY.**

**I. ORIENTATION**

Among lab study partners, at least one member of each lab table should bring the notes that accompanies the lab. You will find that laboratory study is most successful if you share time and information with your lab group. Cooperative learning is efficient and reinforcing. For example, one person hold the labeled diagrams giving directions and corrections as the others locate and point out structures on a model or specimen, then reverse roles.

You will be tested 4 times this semester over the material. Each test (referred to as a lab practical) will result in an important component of your final lab grade which is turned in to your lecture teacher for use in computing the final average.

 At the beginning of each lab period you will be told by your instructor the objectives to be accomplished during that lab session. There may be a checklist of activities listed on the board, an oral presentation of activities and instructions, or a written handout with instructions for the lab. The materials you need may be placed on your lab table from the outset, or grouped on the center tables, or on a cart indicated by the instructor.

**Listen carefully to oral instructions about the particular materials to be used during the period, their location, and how to clean them, put them away, or dispose of them after the lab.** With the many labs repeated during the week, often back-to-back, we need your help and consideration in keeping the lab orderly and clean. You need to make sure that the next group coming in will find their space and materials in a usable condition, including placing the lab chairs neatly in place at each station.

**II. LABORATORY SAFETY RULES AND REGULATIONS**

1. No smoking.

2. Do NOT bring food or drink into the lab. Chewing gum, applying cosmetics, putting pens or pencils into your mouth are discouraged.

3. Always wear closed toed shoes in the lab. **Failure to comply may result in your dismissal from the lab.**

4. Safety Glasses are required to be worn by law if and of the following activities are taking place in the room: Using glassware, using heat, dissecting preserved materials, any chemicals are present. **Failure to comply may result in your dismissal from the lab.**

5. No children may visit the lab unless during a planned visitation day and then only under supervision of a teacher/parent and a member of the Georgia Highlands College faculty/ staff.

6. Keep the laboratory as clean and neat as possible at all times. Put extra books, purses, coats, etc. well away from the work area. Replace chairs at lab stations as you leave. Properly dispose of trash. Pay attention to special instructions regarding clean-up of equipment or disposal of supplies.

7. Report any defects in your microscope or other equipment immediately to your instructor.

8. The lab period begins promptly. Read all instructions before beginning the lab.

9. Learn the location of the fire-extinguisher and first-aid kit.

10. Use the glass disposal box for all discarded glass; do not use it for anything else.

11. Report any accident, injury, or unusual event to the instructor, no matter how insignificant it may seem. An incident report will be filled out and filed with the signature of the students involved and the instructor.

12. Read and sign a copy of the Risk Assessment Policy, Laboratory Safety Agreement and High-Risk Release, and return it to your instructor by the second lab period. The Risk Assessment Policy was developed in order to familiarize students with informed consent procedures and medical/legal issues as well as to identify situations incompatible with safe completion of the course.

13. Read and sign a copy of the Blood Handling Policy before any lab which involves the use of blood or blood products.

 14. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT REMOVE LAB MATERIALS FROM THE LAB, NOR BRING UNAUTHORIZED PERSONS INTO THE LAB!!!**

**III. RISK ASSESSMENT FOR HUMAN ANATOMY/PHYSIOLOGY STUDENTS**

Human Anatomy and Physiology I and II are part of a required sequence of courses for many health related career programs. The course curriculum is designed to give students hands-on experience in the study of the structure and function of the human body. In the laboratory, the students will be able to study preserved body parts of various mammals in order to better understand human anatomy. The biology supply companies have altered their preservative solutions to reduce the content of toxic materials. However, there are still strong chemical solutions associated with study of preserved materials. Students should be aware of their own potential for allergy to strong chemicals, and the yet unknown effect of inhaling fumes or of skin contact with these chemicals. Actual contact with the chemicals will be minimized in the lab as much as possible. Gloves are available in each lab and should be worn.

Pregnancy is considered a healthy state, but the potential for inhaled toxins, or skin contact absorption of toxins to cross the placenta from the mother's tissues to the embryo/fetus is a consideration. The possible dangers of such contact are not fully evaluated. Students should discuss with their doctor the decision to take these labs while pregnant. The instructor can provide more information about the particular exercises and exposure risks upon request and SDS sheets are available.

In labs involving dissection, sharp instruments are available for use by students curious enough to perform the dissections themselves. The instructors will demonstrate proper technique. Caution is urged in transport, manipulating, and washing sharp instruments.

I believe that it is my duty to give you an opportunity to understand the full risks, identify conditions of greater than normal risks, and share the information with your doctors if you have any predisposing conditions which may be aggravated by chemical exposure in the lab. You will be able to make an informed choice as to the appropriateness of the course for you at this time.

There will be two lab exercises which involve the handling of body fluids, specifically blood and urine. During each of these labs you will be allowed to review a specific "blood-handling" policy and make an informed choice at that time.

If you feel that for safety reasons the course work should be postponed or deleted, please discuss with your major advisor the available options.

 IV. LABORATORY SAFETY AGREEMENT AND HIGH-RISK RELEASE FORM

As a student in a health science course of study, I hereby state that I have read the RISK ASSESSMENT for Human Anatomy and Physiology and I am aware of the potential dangers of continuing in the class to myself and those associated with me (family, patients, others). Therefore, I accept full responsibility for my health and well-being, and will abide by safety principles, as I choose to participate in the course.

**I have read and I understand the instructions and equipment described in the LABORATORY SAFETY RULES AND REGULATIONS. I agree to abide by the rules and procedures prescribed. I will also abide by any other rules and regulations provided by the laboratory instructor in written handouts or oral instructions during any specific lab.**

COURSE: A/P I \_\_\_ A/P II \_\_\_; Semester \_\_\_\_\_\_\_\_\_\_\_ YEAR \_\_\_\_\_

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