

CHIROPRACTIC LABS RULES E5A LEVEL 3 (For Students)

1. All students will display a professional and responsible attitude towards fellow students, staff and equipment of the Department of Chiropractic.
2. Report an incident or accident during class to the Tutor immediately. In addition, an incident/accident report form must be completed and signed by the student and tutor on the same day or as soon as possible. The form and/or notification of the incident should be brought immediately to the attention of the Director Principles and Practice, Aron Downie (aron.downie@mq.edu.au). Forms can be obtained from the university HR website at <http://www.ohs.mq.edu.au/form5a.php>
3. In the case of student concern, confusion, any problem concerning the unit, contact the Unit Convener as soon as possible.
4. Ensure that you have completed the “Chiropractic Skills Participation Assessment” (SPA) by week 2 of the semester and that it is recorded at your allotted clinic. A dynamically updated database of your SPA clearance status (or contra-indication status) will be available to technique teaching staff.
5. Report to the Tutor immediately all incidents or factors which may influence your ability to participate in classes.
6. Do not practise unsupervised. The practice of chiropractic procedures must occur only under the supervision of a qualified tutor. Should you need more opportunities for practice please join the additional weekly Supervised Pracs or the Technique Revision Workshops held during the vacations.
7. Equipment cleaning/preparation procedure:
 - a. On entering the lab, students are to wipe down table/pillow/other apparatus with the single-use cleaning wipe from dispensers placed around the lab.
 - b. Place the used wipe in a bin before teaching/demonstration begins.
 - c. Ensure that you cover the chiropractic table with a towel, including a face piece before any use.
 - d. Bring a towel, face cloth and a patient gown (or other suitable garment you're your technique tutorial classes.

8. Observe the Tutorial Dress Code for every Technique Tutorial: Shorts (loose pants, not denim) and Patient gown (shirt that opens in back) such that a fellow student will be able to make “skin-on-skin” contact on relevant landmarks from the second sacral tubercle and above as well as the proximal 1/3 thigh and below. Shoes and belts are to be removed and stowed away before using the chiropractic tables.
9. Observe the “No Food, Drink or Smoking” rule in the Laboratories and on this floor E5A Level 3.
10. Return the Chiropractic tables to their intended location at the end of your class. Seek permission from the Tutor if you need to move a table during class.
11. Place all personal items in the cubicles so that the floor, tables and counter tops are clear of debris. This will help avoid slips and trips.
12. Restore the Laboratory to a clean and orderly state at the completion of each tutorial. Trash should be thrown away and equipment returned to its original location.
13. Do not operate the Audio Visual Equipment; or the monitor volume control, only Tutors are permitted to do so.

Failure to comply with these rules may lead to disciplinary action.

I have read the above rules and understand that failure to comply may result in disciplinary action.

Print Name: _____

Student Number: _____

Student Signature: _____

Date: _____

Approved by Dr Sharyn Eaton, Head of Department

February 2012