STUDENT ORIENTATION ASSIGNMENTS

DIRECTIONS: Following the Center Orientation session, the following should be completed:

1. Review the School Safety Manual on the Center website (www.medlabed.org) in the Student Section.

2. Answer the questions on the Student Orientation Quiz below, use a #2 pencil to transfer answers to a scantron sheet (100 question sheet, use side 1 (the blue side) to record answers, be sure your name is on the scantron sheet); turn in the scantron sheet at 9:00am on the first class day following orientation.

3. Read the safety section in the Urinalysis course textbook and review study questions at the end of the chapter; read pages 36-51 in the Chemistry textbook.

STUDENT ORIENTATION QUIZ

1. What does the acronym “RACE” stand for?
   a. run, alert, confine, escape
   b. race, alarm, contact, extinguish
   c. rescue, alarm, confine, extinguish
   d. none of the above

2. When operating a fire extinguisher, the term “PASS” means what?
   a. pull, aim, squeeze, sweep
   b. push, aim, squirt, secure
   c. pull fire box
   d. call the operator

3. What actions do you take if there is a tornado warning?
   a. leave the school and exit to the parking lot
   b. go to the window and report any tornado activity
   c. stay away from the windows and move to an inner hallway
   d. ignore the warning and continue to work

4. What do you do if you receive a phoned bomb threat?
   a. obtain as much information as possible with the bomb threat checklist
   b. hang up on the caller
   c. search the area for suspicious objects
   d. none of the above

5. What is an MSDS?
   a. Multiple Services Deciding Safety
   b. The external disaster recall list
   c. Material Safety Data Sheet
   d. Orientation checklist
6. What information does an MSDS contain?
   a. the ingredients of the solution
   b. personal protective equipment that is required
   c. actions and steps to clean up a spill
   d. health hazards
   e. all of the above

7. Where are the school MSDS located?
   a. on the website
   b. in the laboratory bookcase
   c. in the classroom bookcase
   d. in the faculty offices

8. What is the appropriate way to label chemicals?
   a. all chemicals are labeled with an approved chemical label
   b. only the stock containers of chemicals are labeled with approved chemical labels
   c. chemicals that are in use temporarily do not have to be labeled.
   d. Only corrosive chemicals need to be labeled

9. What methods and observations may be used to detect the presence or release of a hazardous chemical in the school?
   a. odor that may or may not affect individuals in an adverse manner
   b. obvious spill that may or may not have an adverse effect on the surface it touches
   c. unusual cloudy vapor
   d. physical signs and symptoms such as burning/watery eyes, dizziness, nausea, difficulty breathing, etc.
   e. all of the above

10. What procedure do you follow if you encounter a chemical spill?
    a. evacuate area if necessary
    b. notify your supervisor
    c. consult the MSDS to determine method of cleanup and PPE necessary
    d. call 911 if the spill is too large or too caustic for cleanup
    e. all of the above

11. If you were injured at school, to whom would you report this?
    a. a fellow student
    b. your private physician
    c. your supervisor
    d. the building management office

12. Within what time frame should the report of a school-related injury be completed?
    a. two hours
    b. 48 hours
    c. As soon as possible
    d. No later than 24 hours
    e. c and d

13. In order to be in compliance with school policy and have school-related injuries covered by school insurance, followup care for a school-related injury must occur at an approved Workers’ Compensation clinic.
    a. True
    b. False
14. Students___________enter the room of/be exposed to known Tuberculosis patients.
   a. can safely
   b. cannot safely

15. What action can prevent electrical shock or electrical damage to equipment?
   a. not using equipment with frayed or broken cords
   b. not pulling on cords when disconnecting equipment from electricity
   c. not running over electrical wires with heavy equipment
   d. all of the above

16. What actions should be taken if equipment is found that is unsafe or defective?
   a. place equipment in storage room
   b. place equipment in central location in the laboratory
   c. turn equipment off, then back on and continue using
   d. remove from service, label with “Do Not Use” tag and notify supervisor

17. How does one contact security?
   a. notify supervisor and/or call 720-641-2810 if situation is not an emergency
   b. in an emergency, call 911
   c. contact the building management office
   d. none of the above
   e. a and b

18. How does one minimize security risks?
   a. keep valuables out of site and locked
   b. alert security to any suspicious person or activities
   c. wear your identification badge
   d. all of the above

19. What is the appropriate response in case of a medical emergency?
   a. notify a supervisor
   b. call 911
   c. attempt to move the injured party
   d. all of the above
   e. a and b

20. Where are the designated smoking areas?
   a. in the parking lot outside 700 Potomac Street
   b. in the lobby area of 700 Potomac Street
   c. this is a smoke free campus and there are no smoking areas
   d. in your personal vehicle in the parking lot

21. Standard Precautions are only used on patients being treated for a specific illness.
   a. True
   b. False

22. Standard Precautions only apply to contact with blood.
   a. True
   b. False

23. All sharps waste, including contaminated sharps must be placed in a covered, puncture-resistant leakproof container that is red and has a biohazard label.
   a. True
   b. False

24. Hand washing will NOT help reduce the spread of infectious disease.
   a. True
   b. False
25. Hand washing is optional if you wear gloves.
   a. True
   b. False

26. Wear a lab coat and use face and eye protection if splashing of blood or other body fluids is possible.
   a. True
   b. False

27. If you come in contact with blood or other body fluids, you should wash your hands immediately.
   a. True
   b. False

28. The proper steps to follow if you stick yourself with a contaminated needle or get any body fluids in your nose, mouth or eyes are:
   a. clean area with soap and water; if mouth is contaminated, rinse with water; if eyes are contaminated, use eyewash
   b. report to supervisor
   c. obtain the Workers’ Compensation insurance form from the Center website, complete and take it with you to designated provider for treatment
   d. provide Center with copies of all documentation
   e. All of the above

29. Proper steps for cleaning up a blood spill are:
   a. Contain spill as possible, notify others in the area
   b. put on the appropriate PPE and wipe up the spill with towels or other absorbent material
   c. pour approved disinfectant on the spill area and leave for a minimum of 10 minutes; wipe up disinfectant
   d. discard all cleaning materials and PPE appropriately, wash hands
   e. all of the above

30. Proper technique for cleaning up broken glass includes:
   a. contain refuse as possible, notify others in the area
   b. put on the appropriate PPE and clean up glass with a broom and dustpan or other mechanical means (do not pick up glass with hands)
   c. if glass was contaminated, pour approved disinfectant on the area and leave for a minimum of 10 minutes; wipe up disinfectant
   d. discard all cleaning materials and PPE appropriately, wash hands
   e. all of the above

31. Which of the following are considered Personal Protective Equipment (PPE)?
   a. gloves
   b. lab coats
   c. desk shields
   d. handwashing
   e. a and b

32. Which of the following are considered Engineering Controls?
   a. gloves
   b. desk shields
   c. eye wash
   d. all of the above
   e. b and c
33. Which of the following are considered Work Practice Controls?
   a. handwashing
   b. gloves
   c. lab coats
   d. no eating or drinking in the laboratory
   e. a and d

34. Where can the school Safety Manual be found?
   a. on the Center website
   b. in the laboratory bookcase
   c. in faculty offices
   d. a and b
   e. none of the above

35. Which of the following are included in Pod Duties?
   a. taking refrigerator/freezer temperatures
   b. completing individual desk cleaning logs on a daily basis
   c. checking function of eyewash and shower
   d. all of the above
   e. a and c

36. What is the primary exit route from the school?
   a. out the school doors and turn east into the main lobby area of 700 Potomac St.; out the main entrance doors
   b. out the school doors and turn west to the end of the hall; out the stairwell door

37. Where are first aid supplies located in the student laboratory?
   a. in the cabinet on the south side of the lab
   b. in the storeroom
   c. in the faculty offices
   d. in the classroom

38. Where is laboratory glassware washed?
   a. at the sink near prep area #2
   b. at the handwashing sink
   c. at the sinks in the center of the laboratory
   d. in prep area #1

39. Where are the flammable cabinets located?
   a. in the storeroom
   b. in prep area #1
   c. on the south side of the lab near prep area #2
   d. none of the above

40. Where are the biologic hoods located?
   a. in the storeroom
   b. in prep area #1
   c. on the north side of the lab
   d. none of the above

41. If a student is ill, or unable to attend class/clinical rotation, they must:
   a. call the Center office at least one hour prior to the start of class
   b. call the rotation site at least one hour prior to the start of the rotation
   c. e-mail the faculty
   d. all of the above
   e. a and b
42. Missed final exams/practical exams may not be made up, and will result in an “Incomplete” course grade, thereby requiring repeat of the course the next time it is offered, and a delay in graduation.
   a. True
   b. False

43. An unexcused absence involves:
   a. failure to contact the school when the student is absent from class or clinical rotation
   b. failure to contact the school when the student is absent from class or clinical rotation for more than 1 day
   c. failure to contact the school when the student is absent from class or clinical rotation for more than 2 days
   d. failure to contact the school when the student is absent from class or clinical rotation for more than 3 days

44. Regarding prescheduled Professional Time Off (PTO):
   a. can be taken at any time
   b. should be prescheduled with faculty member
   c. is a benefit only for students maintaining a 3.8 GPA
   d. is used only for illness

45. The forms for PTO are located:
   a. in the classroom
   b. in the student lounge
   c. on the school website
   d. next to student mailboxes

46. If a student suspects that classes may be cancelled due to inclement weather, they should:
   a. call the Center main phone line for a message
   b. call the Center admission phone line for a message
   c. call their classmates
   d. e-mail the faculty

47. What type of body piercings are allowed within the Center dress code?
   a. none
   b. 1 in each ear
   c. 2 in each ear, no ear cuffs, barrel type ear piercing or dermal punches are allowed
   d. 2 in each ear, 1 small nose piercing

48. Tattoos and body art:
   a. must be covered if offensive in nature
   b. must be covered
   c. is allowed at school, but must be covered during clinical rotations
   d. none of the above

49. Identification badges:
   a. must be worn at all times in school facility
   b. must be worn at all times in clinical rotations
   c. do not need to be worn in clinical rotation
   d. a and b
50. In order to maintain “good academic standing” and demonstrate “satisfactory academic progress”, students must:
   a. maintain a 70% average in courses & an 80% average in competency activities
   b. have only 1 unexcused absence
   c. retain skills/information over time
   d. all of the above
   e. a and c

51. Behavior that would lead to immediate dismissal includes:
   a. intoxication
   b. repeated unprofessional behavior
   c. cheating
   d. failure to adhere to confidentiality policies
   e. all of the above

52. The following are required: students check e-mails at least once daily, students are responsible for maintaining computer, e-mail, printer access, students are responsible for conversion of course materials if they are using a MAC system.
   a. True
   b. False

53. Regarding release of information by the School, which statement is correct?
   a. the school can release any information in student files to anyone
   b. the school can release any information in student files to family members
   c. the school can only release information to potential employers
   d. the school can only release information with the student’s permission

54. The refund policy states that after 5 days into the term, the refund of tuition/fees will be:
   a. 90%
   b. 50%
   c. 25%
   d. 0%

55. Student participation in training activities is required and includes all of the following except:
   a. venipuncture
   b. capillary puncture
   c. throat culture
   d. arterial puncture

Match the following trash items to their appropriate disposal area:

56. paper towels used for drying hands a. sharps container
57. glass slides b. biohazard trash
58 used venipuncture needle c. non-biohazard trash
59. bloody gauze
60. used gloves, not visibly contaminated
61. drink cup
62. used plastic pipets, not bloody