

# **Guidelines on the Management of Laboratories of Department of Occupational Therapy at I-Shou University**

Adopted on January 13, 2006, at the fifth meeting of the Departmental Affairs Council in the second semester of the academic year 2005

Amended on January 16, 2008, at the seventh meeting of the Departmental Affairs Council in the second semester of the academic year 2007

Amendments to the Guidelines adopted by the Departmental Affairs Council on April 7, 2021, and promulgated with the consent of the President dated May 5, 2021

- I. The Guidelines on the Management of Laboratories of Department of Occupational Therapy at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Department of Occupational Therapy (hereinafter referred to as “the Department”) to enhance research and clinical skills training in occupational therapy, ensure the smooth operation of experimental and practice spaces (hereinafter referred to as “the laboratories”), and maximize learning outcomes through the effective utilization of the laboratories.
- II. The laboratories are established to offer comprehensive and up-to-date equipment and facilities to support research and skills training in occupational therapy. It serves as a resource for faculty teaching and student hands-on training, aiming to enhance the quality of occupational therapy research and skills training, as well as to better prepare students for clinical occupational therapy internships.
- III. All learning activities conducted in the laboratories of the Department shall be governed by the Guidelines.
- IV. The laboratories shall be kept clean at all times. Except for the Therapeutic Activities Lab, which may be used by classes, the departmental student association, or for departmental events, no food is allowed in any other laboratories.
- V. Before using the laboratories, users shall complete the borrowing process in advance. When borrowing the laboratories, users shall specify the names and quantities of the items to be used on the application form. All equipment and materials shall be checked before and after each skills training session. Any missing, damaged, or surplus items shall be

reported immediately.

VI. After each practice session, all assistive devices and equipment shall be properly handled following the applicable rules and returned to their designated storage locations.

VII. Before using power cords and plugs, users shall inspect them for damage to the insulation or any exposed wiring. Any signs of damage or malfunction shall be reported immediately for appropriate action.

VIII. All equipment and materials shall be used with care. In the event of accidental loss, damage, or breakage, users shall report it immediately and may be required to provide compensation depending on the circumstances.

1. If any equipment or materials are declared lost and remain unrecovered after two weeks, the borrower shall be held fully responsible for compensation to ensure the integrity of the laboratories' resources.
2. If any component of a standardized assessment tool is lost, damaged, or broken, resulting in the tool becoming unusable, the borrower shall be held fully responsible for compensation to ensure the integrity of the laboratories' resources.
  - a. If any component of an assessment tool is missing, it may be replaced using official replacement materials provided by the original publisher.
  - b. If replacement materials from the original publisher are not available as required in the preceding subparagraph, equivalent components may be used as substitutes at the discretion of the equipment manager or the responsible faculty member.
3. When any equipment or materials are declared lost, damaged, or broken, the borrower shall be fully responsible for all repair or replacement costs to ensure the integrity of the laboratories' resources.

IX. Users or classes utilizing the laboratories shall ensure that all doors and windows are closed, and all lights and air conditioners are turned off before leaving. The laboratories shall be kept clean, and all waste shall be disposed of in accordance with recycling guidelines.

X. Borrowing Rules:

1. Faculty members who wish to borrow teaching aids from the laboratories may submit a request on the day of intended use with an application form. Each borrowing session shall not interfere with the delivery of occupational therapy courses, and the loan period is limited to a maximum of seven days. All borrowed items shall be cleaned, restored to their original condition, and returned in full after use. In the event of loss, damage, or breakage, the borrower shall be fully

responsible for the repair or compensation of the affected items.

2. Students shall submit an online application on the Department's website at least three days in advance before borrowing teaching aids from the laboratories. For same-day borrowing, the request shall be completed at least one class session in advance. Borrowing shall not interfere with the delivery of occupational therapy courses. The loan period is limited to two hours, with one renewal permitted unless the teaching aids have already been reserved by another user. A valid student ID card shall be presented as a deposit at the time of borrowing. After use, all items shall be cleaned, restored to their original condition, and returned in full. The student ID card will be returned once all items have been checked and verified. In the event of loss, damage, or breakage, the borrower shall be fully responsible for the repair or compensation of the affected items.

XI. Any violation of the Guidelines will result in compensation based on the value of the affected items, and violators shall be subject to the Regulations for Student Rewards and Punishments at I-Shou University.

XII. The Guidelines become effective on the third day of promulgation after being adopted by the Departmental Affairs Council, approved by the College of Medicine, and ratified by the President.

*Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*