

GENERAL DEPARTMENTAL POLICIES FOR THE TECHNIQUE ROOMS

GENERAL:

1. All students will display a **professional and responsible attitude** towards fellow students, equipment, and staff at the Department of Health & Chiropractic.
2. **In the event of injury or accident during class**, the customary Medical Emergency procedures are to be followed. In addition to that, an incident report 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 Principles and Practice Coordinator. Forms are located in the Administrator's Office and the Contractors' Office in E7A Level 1.
3. In the case of **student concern**, confusion, poor performance or any problem concerning a unit, **contact the convener** of the unit as soon as possible.
4. All students **must be cleared** by the "Chiropractic Skills Participation Assessment" (SPA form) in the initial weeks of Semester 1.
5. A student will **report all incidents** or factors which may influence the student's ability to participate in classes to their tutor immediately.
6. The **practice** of Chiropractic Procedures will only occur **under supervision** by qualified tutor.

TUTORIAL LABORATORIES:

7. All chiropractic **tables must be covered with a towel**, including face piece before any use.
8. All students will bring a towel, face cloth, and a patient gown (or other suitable garment) for tutorial classes.
9. **Tutorial Dress Code:** 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.
10. **Shoes and belts** are to be removed and stowed away before using the chiropractic tables.
11. **Food and drink must remain outside** all Laboratories (skills rooms).
12. **Chiropractic tables are to remain** in their present location unless change is agreed to by a tutor.
13. All personal items are to be placed in cubicles so that **the floor and tables will be clear of debris**.
14. **NO ADJUSTING** in class will occur without the approval and direct supervision of a tutor.
15. **The Laboratory is to be restored** to a clean and orderly state at the completion of each tutorial. Trash will be thrown away and equipment will be returned to its original location.
16. **Only Tutors** are to operate Audio Visual Equipment; including monitor volume control.
17. **Failure to comply with these rules may lead to disciplinary actions.**