

RESOURCES

Health Science Center

The Health Science Consortium (HSC) represents an alliance among the University of Wisconsin-La Crosse, Western Wisconsin Technical College, Viterbo College, and two independent health care providers: Gundersen Health System and Mayo Clinic Health System. Specific aims of the consortium are to investigate collaborative initiatives to enhance primary care, strengthen allied health science education, and solidify interactive research initiatives in the clinical sciences. The focus of the multi-institutional partnership is directed toward planning and implementing interactive programs that optimize the use of shared resources and take advantage of the strengths of individual consortium members. The Occupational Therapy Program at UW-L is a part of the Consortium.

The Consortium has built the jointly owned and operated Health Science Center HSC. The multidisciplinary center provides space for integrated allied health science programming and provides the physical facility to support collaborative, clinically focused research in human physiology, microbiology, and rehabilitative services. Allied Health professions in occupational therapy, occupational therapy assistant, physical therapy, physical therapy assistant, physician assistant and radiation therapy are some of the programs located in the HSC.

Most of the space in the HSC is jointly shared with other programs from the partner institutions. Collaboration requires planning ahead, consideration, and respect for the rights of all to use the space and equipment.

HSC Building Information: HSC Building Hours

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| Monday through Friday | 7:00 a.m.-10:00 p.m. |
| Weekend (by card access only): Saturday | 10:00 -7:00 |
| Sunday | 10:00 -3:00 |

Students have access to the HSC building when the building is closed to the public by use of your student ID card. After hours, use your student ID on the rear entrance to access the building. Room use during afterhours is considered a privilege that can be lost—students must abide by the strictest of security measure to prevent entry by unauthorized individuals. Only Health Professions students are allowed in the building after hours. There is nobody in the building after regular business hours and students are advised to have at least one other person with you and keep your cell phone available. Lights in the atrium are turned off after dark on the weekends to save electricity, but classrooms are available for study.

Room Reservations

Students may reserve rooms for educational purposes in the HSC by contacting Megan Hoffman. HSC rooms may not be used for social events or personal use. Students are free to use the conference rooms on each floor without reservation unless faculty has scheduled the room.

Security

Security is provided by UW-L Protective Services: 785-8000 (non-emergency) or 789-9999 for emergency. Inter-campus phones are available in the atriums on each floor and may be used to

contact security. The campus has a comprehensive Disaster and Emergency Preparedness Plan. It is the student's responsibility to be familiar with the plan. <http://www.uwlax.edu/police/>

Parking

The HSC lot only has metered parking available so please plan to park in other assigned lots on the UW-L Campus. The cost to park in the HSC lot is \$1.00 per hour. Parking meters accept change and can be filled to a maximum of six hours. Overloading the meter will disable the meter and the police will ticket vehicles parked at disabled meters. You will not be excused from class to run down and plug the meters. A pay station will soon be provided in the HSC lot that will accept coins, bills and cards. Contact UW-L Protective Services if interested in purchasing a parking sticker in an assigned lot. On street parking is available, however space near the HSC is often difficult to find when classes are in session. Parking tickets are vigilantly issued by the City of La Crosse.

Latex Policy

The Health Science Center ensures a safe learning and research environment for the faculty, researchers, staff and students through the collaboration of its partners. The Center aims to protect staff and students from unnecessary exposure to latex and to control exposure of latex and latex based products. To assure a "latex safe environment," latex balloons are prohibited and the use of latex based powered gloves and products will be strictly limited in the Health Science Center.

Anatomy and Neuroanatomy Laboratory (Room 3048)

Students are expected to independently use the anatomy laboratory for additional study in during the fall semester human anatomy course.

Health Science Center Anatomy/Neuroanatomy Laboratory Policies (Last Revised May 2010)

Human bodies available for dissection and study are the remains of individuals who chose to make a final contribution to human health care education and research. It is a rare and valuable privilege to have access to this unique resource. The rules of the anatomy laboratory are constructed to reflect upon the magnitude and value of this gift. As such, they reflect policies and procedures that will be familiar to all health care practitioners with regard to patient interactions. Professional behavior applies to behaviors within the laboratory as well as to outside demeanor inasmuch as it may reflect upon conduct within the anatomy laboratory.

Violation of any of these policies can result in the revocation of all anatomy laboratory privileges, which may carry consequences with regard to an ability to meet course responsibilities. When necessary, violations will be addressed by course dismissal, program dismissal, university expulsion and/or criminal prosecution.

Respect:

1. The anatomical donors will be treated with the utmost respect at all times.
2. The patient's right to privacy and confidentiality will be extended to the anatomical donors at all times.

3. Bones, skeletons, and tissue samples are human remains, and will be treated with the same respect as the other anatomical donors.
4. Do not use pens, or pencils, as pointers when examining bones or tissue samples. Writing on your patients, even accidentally, is not acceptable.
5. The modesty of the anatomical donors will be respected. All regions not under study should be covered. This policy also helps to maintain preservation.
6. The anatomy donors will be properly maintained. Each donor will be wrapped, wetted with preservative, and covered at the end of each dissection session. Any suspicion of mold, or decay, should be reported immediately, since it can spread rapidly to other bodies in the room.
7. All superfluous tissues from the anatomical donor should be stored in the donor specific tissue bin, to insure that all parts of the donor can be returned to next-of-kin. Under no circumstance will trash be placed in these storage bins.
8. Dissection tables should be kept clean and free of excessive tissue.
9. No pictures of any sort may be taken within the anatomy laboratory, unless the aim and purpose of the images are approved by the anatomy director.
10. Only current anatomy students, faculty and persons authorized by the anatomy director may enter the anatomy lab. Visitors are not permitted without prior authorization. Students DO NOT have the ability to authorize visitors.
11. No anatomical tissues, bones, or items that could be confused for them, may be removed from the laboratory without prior authorization from the anatomy director.

Security

1. Access to the anatomy laboratory is granted to current anatomy students via an electronic ID card key. Under normal circumstances, students will have access to the anatomy laboratory whenever the Health Science Center is open. Students should remain mindful of personal security issues during non-business hours.
2. Access via the ID card key maintains an electronic record of all persons who have properly entered the anatomy laboratory. Students should be mindful that this record can be used to hold persons accountable for security breaches that occur during non-business hours.
3. No one should be granted access to the anatomy laboratory without using their own ID card key.
4. The university, and the Health Science Center, will not assume responsibility for personal items that are lost or stolen during anatomy laboratory activities. Students are provided with locker facilities within the Health Science Center and are advised to use them to protect personal property.

Safety

1. No food or drink is permitted within the anatomy laboratory at any time.
2. Proper closed foot coverings, no sandals or open toed shoes, are to be worn within the anatomy laboratory.
3. Nitrile gloves are provided for use during dissection procedures.
4. All used scalpel blades, or other sharp items, are to be disposed of in medical waste sharps containers. Appropriate containers are located on opposite ends of the laboratory.
5. Levels of chemical preservatives are maintained at, or below, concentration levels that are deemed safe for exposure associated with typical student activities. Material Safety Data (MSD) Sheets for all laboratory chemicals are available upon request.
6. Some students may be extra sensitive to the laboratory's chemical environment. These students are advised to consult with their personal physician about mitigating this sensitivity.

7. Pregnant, or breast feeding, students are advised to consult with the anatomy director and their personal physician about procedures for mitigating additional risks that may be present in the anatomy laboratory.
8. Chemical spills should be reported to the anatomy director.
9. Minor injuries should be dealt with immediately, by thoroughly washing and disinfecting the injured area using the first aid facilities within the laboratory.

Maintenance

1. The anatomy laboratory must be kept neat and clean at all times.
2. Students hold primary responsibility for the cleanliness of their own work stations, but share collective responsibility for the maintenance of the entire laboratory.
3. The drain buckets associated with each table should be emptied and cleaned after each dissection period.
4. Spills should be cleaned up immediately.
5. Common areas and equipment (sinks, saws, tools, etc) must be kept clean and orderly by all students.
6. Trash must be disposed of using the proper receptacles
7. Excess cadaveric tissue is placed within the cadaver specific tissue storage bin.
8. Soiled gloves, cadaver soaked paper towels, etc. are placed in the red-line medical waste bins.
9. Used scalpel blades, and other sharp items, are disposed in the red plastic medical waste sharps bins.
10. All normal trash (not associated with the cadavers by contact) is placed in the gray trash cans.

Laboratory Chemical Issues

- Material Safety Data (MSD) sheets associated with all the preservatives used in the anatomy lab are available for inspection by anyone who wishes to do so.
- People who wear prescription lenses are advised to wear glasses and not contact lenses while working in the lab.
- Women who are pregnant or nursing mothers should consult with the anatomy director about additional safety hazards that may be present in the anatomy lab.

Health Professions Department

The Occupational Therapy Program is one of the programs located in the Health Professions Department. You will take classes, participate in joint learning activities, and have both formal and informal opportunities to learn about other professions during your program. We encourage to take advantage of these opportunities to learn about other professions that you will be working with in your professional career. The following department resources are available to you:

Health Professions Department Chair

Thomas Kernozek, PhD
Office Number: 4070 HSC
Phone: 785-8468
tkernozek@uwlax.edu

Physician Assistant Program Director

Sandy Sieck, MD
Office Number: 4050
Phone: 785-6621
ssieck@uwlax.edu

Physical Therapy Program Director

Michele Thorman, DPT, MBA, PT
Office Number: 4063 HSC
Phone: 785-8466
mthorman@uwlax.edu

Radiation Therapy Program Director

Melissa Weege, MS, RTT, CMD
Office Number: 4094
Phone: 785-6979
mweege@uwlax.edu

Medical Dosimetry Program Director

Nishele Lenards, MS, CMD, R.T. (R)(T)
Office Number: 4081B
Phone: 785-5071
nlenards@uwlax.edu

Nuclear Medicine Technology Program Director

Aileen Staffaroni
Office Number: 4046
Phone: 785-6625
astaffaroni@uwlax.edu

Occupational Therapy Program

Laboratory Use: The Occupational Therapy Program shares the laboratory space on the 4th floor with the Western Technical College Occupational Therapy Assistant Program and the Western Developmentally Delayed Services Program. We are very fortunate to have up-to-date laboratories and equipment to use in our program. Students are responsible to use the equipment properly and safely and to clean up after themselves. The following resources are available for your use:

ADL Model Apartment

The model apartment is a learning laboratory and **may not** be used for watching TV, movies, having a snack, storing and heating up your lunch, doing a load of laundry, etc. Since this room is used by several programs in the building, you are expected to be respectful of other people in the room. It may be scheduled for small group work and practice of ADL evaluation and intervention skills.

Physical Dysfunction, Pediatrics, Assistive Technology, and Treatment Skills Laboratories.

These laboratories may be scheduled during business hours (when not used for classes) for additional practice of skills. They may also be used after regular business hours and the weekends.

POLICY FOR LABORATORY USE: The following policy applies to use of all of the occupational therapy laboratories.

Occupational Therapy Program Laboratory Use and Maintenance Policy

Lockers are available on the 3rd and 4th floor of the HSC for your coats and extra supplies. Students are expected to provide their own lock and to remove the lock before they leave for Level II Fieldwork.

Backpacks, extra books, coats, etc., should be kept in lockers, shelves or in a specific area in each lab that has been designated by the lab instructor.

Individual instructors will determine guidelines concerning beverage and food. If beverages are consumed in classrooms or labs they must have a lid. Students are expected to dispose of trash and to clean up any spills immediately.

Think safety first. Students are expected to report any injuries to the lab instructor promptly. First aid and blood borne pathogen kits are available in each lab when needed.

Use proper hand washing techniques in labs before and after laboratory activities such as cooking, practice of handling techniques, transfers, splinting, etc.

Equipment provided in the labs is costly. Prior to using modality equipment independently students must demonstrate competency. Once competency has been established by the instructor, students may use equipment independently to gain expertise.

Report any broken or damaged equipment to the instructor immediately.

At the end of each lab session, return lab equipment to the designated storage space. Labs should be left clean and orderly and ready for the next lab session of the day. Students will be responsible to wash mats and tables periodically as designated by lab instructor.

All used linen will be placed in a designated soiled linen hamper. Change bags when hamper is full. Store clean linens in the designated storage area.

Equipment cannot be removed from labs unless it has been signed out in advance by a lab instructor.

Furniture in the room may be arranged as needed for study purposes, however the furniture must be returned to original position when the study session is completed.

Wheelchairs are available for practice purposes in labs for or specific assignments. Do not use wheelchairs as furniture or for other non lab related activities. See additional rules about wheelchair use on wheelchair policy.

When finished using lab computers, make sure you have shut down completely. This includes shutting down the computer, monitor and printer.

Do not enter labs if there is another class in session. Refer to the schedule outside each classroom for class schedules.

Assessment Laboratory

The Occupational Therapy program has purchased copies of many assessments instruments used in clinical practice. These assessment tools are very, very expensive and contain many small parts that are easily lost. They are stored in the assessment laboratory. It is expected that students will use the assessment laboratory to learn the tools and practice them. The laboratory has swipe card access and is available only to OT and OTA students.

POLICY FOR LABORATORY USE: The following policy applies to use of the assessment laboratory. **Students are advised that they are responsible to replace the assessment tools that are lost or damaged during their use.**

**UW-L Occupational Therapy Program
Assessment Lab Use and Maintenance Policy**

Assessment and Evaluation Tool Use while In Assessment Lab:

- Assessments must be used for practice **in** the assessment laboratory **only** unless you have the written permission of your occupational therapy course instructor to remove them from the room
- Assessments must be returned to their labeled location in the assessment cabinets before the student leaves the assessment laboratory. Assessments left out on the tables after students have left will be removed from circulation.
- Assessments in the grey cabinet are for UW-L instructors' use only.

Checking Items out of the Assessment Lab:

- Ask the instructor for permission to check out the assessment tool. Sign the check out sheet and responsibility form provided by the instructor.
- Before checking out an evaluation, it is your responsibility to make sure that all of the pieces are present with the assessment.
- When the assessment is returned, the instructor will carefully check the assessment and make sure all of pieces of the tool are accounted for.

Note: The signed responsibility form is your commitment to pay for any replacement parts or new assessments if returned with damaged or missing parts.

Lab Use and Lab Upkeep:

- It is the students' responsibility to keep the assessment laboratory clean and orderly. Cleaning the microwave and refrigerator are the student's responsibility.
- Students should take appropriate care of the furniture (do not throw backpacks on it, watch for ball point pen marks, use coasters under drinks, etc.).
- Paper products are the responsibility of students to replace.
- Students are not allowed to store personal items in the lab. (ie, coffee mugs, etc)

Student Safety and Health-Safety Policies: The Occupational Therapy program policies are designed to meet current accreditation, fieldwork site, and university requirements.

Criminal Background Check

The Occupational Therapy Program follows the Health Professions Department's criminal background policy (**Appendix G**). The student is responsible for obtaining the first criminal background check before beginning the program. Criminal background checks for Wisconsin will be rerun prior to the student leaving on Level II fieldwork. A special course fee is assessed for the second criminal background check.

Fieldwork Health and Safety

The following information is required from all students prior to attending Level I and Level II fieldwork:

Personal Data Sheet/Immunization Form
Health Provider CPR certification
Negative TB test
Criminal Background Check
Completion of Universal Precautions and HIPPA Orientation

Specific sites may require additional information (i.e. physical exam, immunization, etc.) Expenses associated with supplying this information are the students' responsibility. The first field experience occurs in Summer Session I. Some of this will be completed during your orientation. However, it is the student's responsibility to make sure that their medical information is complete and timely.

UW-L Campus Resources

Following is a partial list of student services on campus:

Student Health Center

Phone #: 785-8558 located on the 1st floor of the HSC

Services available to full-time students. Hours 8:00-4:00 Monday through Friday.

Disability Resource Center

Phone #: 785-6900 located in room 165 Murphy Library

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, or hearing, etc.) who needs to arrange reasonable accommodations must contact the instructor and the Disability Resource Services Office (165 Murphy Library) at the beginning of the semester.

Students who are currently using Disability Resource Services will have a copy of a contract that verifies they are qualified students with disabilities who have documentation on file in the Disability Resource Service Office. The nature of the disability is kept confidential from the instructor, only the accommodation requested is revealed. Any student with a short-term disability due to illness or injury may be eligible for services. Check with your advisor if you need additional information.

Counseling and Testing Center

Phone #: 785-8073 located in room 170 Morris Hall

The staff is committed to helping UW-L students be more effective in their academic work, personal lives, and relationships with others.

Services offered include:

- Crisis intervention
- Individual counseling
- Group counseling
- Career testing
- Academic discovery lab
- Psychological testing
- National testing (GRE, MCAT, etc.)
- Test anxiety and study skills assistance
- Alcohol and drug abuse programs
- Biofeedback clinic

The center also serves as a referral service and is open year round during regular business hours. Services available in the summer are limited.

Financial Aid

The UW-L Financial Aid Office offers various programs to students based on their qualifications. Students have the opportunity to talk directly with a financial aid counselor. Graduate students are eligible for student loads and work study funds. There are also limited scholarships available to

Occupational Therapy students through the UW-L Foundation and the American Occupational Therapy Foundation, and other private donors (i.e. AMBUCUS, Paralyzed Veterans Foundation, etc.) See the financial section on the program webpage for more detailed information.

Eagle Recreation Center

A healthy mind is a healthy body!! Full-time students can participate in recreational activities on campus or have a quick work out in the Strength and Cardiovascular Center.

Murphy Library

Murphy Library provides students with research, course-related, self-enrichment, and recreational library materials. All of the libraries at all UW system campuses may be accessed through the using "SEARCH@UW" search feature. Access interactive tutorials at <http://www.uwlax.edu/MurphyLibrary/Find-information/Articles-and-databases/Tutorials/> The library contains many texts and periodicals in hard copy that are specific to occupational therapy and others that relate to rehabilitation in general. On-line data bases are provided through Murphy as well. Interlibrary loan is available for those resources not available at the library. The reference librarians are very helpful and available through email, chat, phone, or in person at the reference desk.

Career Services

Provides consultation on resume and job interview strategies. <http://www.uwlax.edu/Career-Services/>

Other campus resources can be located at: <http://www.uwlax.edu/campus-life/>