

UW-L Occupational Therapy Program Assessment Lab Policy

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 for extra security and to allow students space to learn and practice the assessment tools. The laboratory has swipe card access and is available only to OT and OTA students.

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.**

I. Use while In Assessment Lab:

- a. Assessments may be used for practice in the assessment laboratory only unless you have the written permission of your occupational therapy course instructor.
- b. 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.
- c. Assessments in the grey cabinet are for UW-L instructors' use only.

II. Checking Items out of the Assessment Lab:

- a. To take an assessment tool out of the lab, ask the instructor if you may check out the item. Sign the checkout sheet and responsibility form provided by the instructor.
- b. Checking and returning an item: Before checking out an evaluation, 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.

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

III. Lab Upkeep:

- a. The assessment laboratory is the students' responsibility to keep clean and orderly. Cleaning the microwave and refrigerator are the student's responsibility.
- b. 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.).
- c. Paper products are the responsibility of students to replace.
- d. Students are not allowed to store personal items in the lab. (ie, coffee mugs, etc)
- e. The assessment laboratory has a swipe card and is available for use by OT and OTA students only.

Faculty Role:

Any faculty member may sign off on students using the assessment tools in the building. However, if students plan to take the assessment tools out of the building, they need to have the instructor for that course sign the form.