	<b>Work Instructions of Histology Lab</b>		<b>Document No</b>	<b>TIU.RC.IN.015E</b>
			<b>Issue Date</b>	16/02/2016
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### I-REVISION AND APPROVAL

This procedure is released, checked and approved as follows.

Prepared by	Reviewed by	Approved by
Dentistry Department Staff	Rasha Alkabbanie Coordinator of QMS	Dr. Mehmet Ozdemir Vice president of Academic Affairs

### II-Revision History

#	Date of Revision	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	16/02/2016	0	3 years	Original Release	Dentistry Department Staff	Rasha Alkabbanie	Dr. Mehmet Ozdemir

### Histologys


#### 1- The Classes Schedule

course coordinator is the one who isw in-charge of organizing the lab. Schedual .  
students are not allowed to change lab. Schedual without getting approval from the lab instructor.  
The lab.

#### 2- Tools and Equipment (in General)

Working lab. Apparatus ,data show and glass wares.  
Well detailed lab models and murals and instructional manuals are present.  
Equipments for manual work on specific experiments.

#### 3- Safety Rules

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Accidents in medical biology lab . are unusual to happen minor accidents may occur so precaution MUST BE TAKEN the lab instructor is ensuring that all students wearing lab. Coats and gloves handling everything with caution.

Lab. Instructor knows how to deal with these minor accidents

#### 4- General Rules .

- 1-the students are not allowed to work alone in the lab. the instructor should be with them
- 2- unauthorized people are prohibited.
- 3- students must weare lab.coat and gloves.
- 4-Student bag should kept at a designated places.
- 5-drinks , foods and smoking are prohibited
- 6-noise must kept to minimum as a courtesy to respect others.
- 7-students not allowed to take any equipment related to the lab. To outside

#### 5- Rules & Regulations on Lab & Equipments Use

- 1- Handle with care
- 2- Students shall report to the lab. Assistant about any lab. equipment that is suspected to be malfunctioning or faulty.
- 3- Any part of equipment should not be removed without permission.
- 4- Unfamilier equipment shouldnt use without first consulting the lab. Instructor.
- 5- Before any experiment stars students must know all the information about it.

#### 6- Filled Equipments Log Form

#### 7- Students Attendance Rules .

Must attend at exact time once a week according to the lab schedual.

#### 8- Responsibility.

Prepare all needed equipment ahead for each week experiment

Check the attendance list of students .



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