# Checklist Lab Equipment and Supplies

The Site Surveyors will be conducting a tour of the medical assisting facilities, and they will be looking very closely at the lab space for two specific reasons: that the health and safety of students, faculty, instructional staff, and other participants are effectively safeguarded (Standard V.C); and for the accessibility and sufficiency of the resources (Standard III.1).

With the health and safety safeguards, they will be looking to make sure that the refrigerator, if available, is properly labelled and not used for the storage of food and/or beverages, that there is a place where the students can wash their hands, that there is an adequate supply of alcohol hand rub, that there is a sharps container, a fire extinguisher, either in the lab or located close by in the hallway, and an eyewash in the case of an emergency.

In some instances, the program may share resources with another program within that department. For example: the nursing department has three portable ECG machines that are available for use by the medical assisting students. If equipment is shared, you will be asked how this is scheduled/arranged and the Site Surveyors will triangulate with the students to determine if there are any issues in locating/using the shared equipment.

As many programs receive donated expired materials for instructional use, the Site Surveyors will be asking questions to ensure that those expired materials are not used for invasive practices. In addition, they will also ascertain that, when there is the need for accurate readings, there are certain unexpired materials available for the purpose of quality control and analysis of readings.

In looking at the storage of the materials and how the expired materials are labelled, it is important to ask the program what type of organization is in place to ensure that the students don’t use expired materials for any invasive practices on a human subject. But there are a lot of different ways to accomplish that goal, so you simply need to explain your system.

You provided an inventory with your Self-Study, and that inventory provides the Site Surveyors with a snapshot of the lab.

This list is provided only as a guide and asks you to consider what equipment you use to assess the MAERB Core Curriculum psychomotor competencies, many of which can be fulfilled in various ways.

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| **Alphanumeric Label** | **MAERB Core Curriculum Competency** | **Items** | **Available** |
| I.P.1.a | Accurately measure and record: a. blood pressure. | BP cuffs (manual or automated)  |  |
| I.P.1.a. | Accurately measure and record: a. blood pressure. | Stethoscopes, (alcohol prep pads) |  |
| I.P.1.b | Accurately measure and record: b. temperature | Thermometers (probe covers) |  |
| I.P.1.f  | Accurately measure and record: f. weight (adult) | Scales Adult |  |
| I.P.1.f  | Accurately measure and record: f. weight (infant) | Scales Infant |  |
| I.P.1.i. | Accurately measure and record: i. oxygen saturation | Pulse oximeter |  |
| I.P.2.a | Perform the following procedures: a. Electrocardiography | ECG (ECG paper, electrodes, razors, if needed) |  |
| I.P.2.b-c | Perform the following procedures: b. Venipuncture & c. Capillary puncture | Phlebotomy arms (vacutainer holders, needles, butterfly needles, different vacutainer tubes, bandages, alcohol prep pads, cotton balls, lancets, gloves, etc.) |  |
| I.P.2.b-c | Perform the following procedures: b. Venipuncture & c. Capillary puncture | Phlebotomy chair, if used |  |
| I.P.2.d | Perform the following procedures: d. Pulmonary function testing |  Based on what is used to satisfy this competency |  |
| I.P.6 | Administer oral medications | medicine cups, if used, demo doses |  |
| I.P.7 | Administer parenteral (excluding IV) medications | Injection supplies (needles, syringes, bandaids, pads, demo doses etc)  |  |
| I.P.9 | Assist provider with a patient exam | Based on what is used to satisfy this competency  |  |
|  |  |  |  |
| I.P.10. | Perform a quality control measure | Refrigerator - appropriately labeled, Can be optional if Program Director can explain storage of refrigerated materials.  |  |
| I.P.11 | Collect specimens and perform the following: a. CLIA waived hematology test b.CLIA waived chemistry test c. CLIA waived urinalysis d. CLIA waived immunology test e. CLIA waived microbiology test  | Based on what is used to satisfy this competency CLIA waived testing kits - check labeling/expiration dates Remember that they might order the testing kits right before they teach them, so if you don't find them, ask about timing. Students and graduates will be able to confirm if supplies were readily available.  |  |
| I.P.11. | Collect specimens and perform CLIA waived tests |  Equipment based on what is used to satisfy the competency |  |
| III.P.2 | Select appropriate barrier/personal protective equipment | PPE (masks, eye shields, isolation gowns, gloves) |  |
| III.P.3. | Perform handwashing | Sink, Alcohol hand rub |  |
| III.P.4 | Prepare items for autoclaving | Instruments (mosquito forceps, transfer forceps, needle holder, vaginal speculum, nasal speculum, surgical scissors, blade handle, bandage scissors, thumb forceps, etc.), autoclave wrap & tape, steam indicators) |  |
| III.P.5 | Perform sterilization procedure |  Determine what method is used |  |
| III.P.10.a. | Demonstrate proper disposal of biohazardous material: a. sharps b. regulated waste | Sharps containers, Biohazard trash containers, biohazard trash bags |  |
| XII.P.1 | Comply with safety practices | Biohazard labels |  |
| XII.P.1 | Comply with safety practices | References (SDS Sheets)  |  |
| XII.P.1. | Comply with safety practices | Cleaning supplies |  |
| XII.P.2.a | Demonstrate proper use of: a. Eyewash equipment | Eyewash station |  |
| XII.P.2.b | Demonstrate proper use of: b. fire extinguishers | Fire extinguisher (nearby) |  |
| XII.P.3 | Use proper body mechanics |  Determine what is used for this competency |  |