

Physical Operations Policy 902

Clinical Materials and Equipment Requests

Effective Date: August 18, 2015
Supersedes Date: September 7, 2001
Review Date: May 2026

Policy: MSHC clinical materials and equipment are the property of the School of Communication Sciences and Disorders and are available within the school, clinical or classroom activities. Individuals who are not members of the School of Communication Sciences and Disorders are not permitted to use the equipment or materials without express permission of the Dean of the School. Special permission to remove materials or equipment from the premises is required.

Procedure:

I. MSHC/CSD Clinical Materials/Equipment

- a. Use of the clinical equipment or materials outside of routine clinical use should be requested through the respective Director of Clinical Education (SLP or Audiology). This is true for both entities outside CSD and for research activities.
- b. All items are to be returned at the end of the day.
- c. Materials and equipment should not be removed from any therapy room without notifying the Director of Clinical Education in SLP or from a sound suite or clinic rooms without notifying the Director of Clinical Education in Audiology.
- d. The portable audiometers in the sound rooms are **not** to be removed or checked-out for screenings.
- e. The portable audiometers available for use at satellite programs can be checked out from the Audiology infection control/materials room. Those used for Head Start and preschool screenings are in the SLP materials room (also labeled as Sam Cooper 1205).
- f. Clinic space and/or materials used for research purposes that are independent of patient services should be cleared by the Director of Clinical Education and any other relevant personnel.

II. Classroom and Research Equipment

- a. Classroom and research equipment can be obtained through the permission of the professor directing the research laboratory or class involved.
- b. Priority will be given to sponsored research activities and approved dissertation activities.

III. Audio-Visual Equipment

- a. The Audiovisual Multimedia Specialist, Devan Yanik, should be the primary contact for checking out portable equipment (e.g., camcorders) or for setting up recording or remote classroom equipment (e.g., meeting OWLs).
- b. Repairs of equipment and materials should be reported immediately to either the clinical faculty member or the instructor in charge.

- c. CSD school equipment and materials are extremely costly and fragile, and care must be taken to protect all of them. If equipment is abused or lost, there may not be funding necessary to permit immediate replacement.