

## DH255 LAB MANAGER DUTIES

Laboratory managers and manager assistants are assigned on a rotating basis. The assignments are documented on the Clinic Rotation handout.

Prior to the beginning of laboratory session, managers and assistants shall complete the following:

1. Make supplies available (local anesthetic, topical anesthetic, needles, needle-capping devices, etc.)
2. Open cabinets and drawers for students to obtain syringes
3. Obtain student charts and place at front desk
4. Emergency equipment - check and make available for use (oxygen cylinder, emergency drug kit)
5. Make one skull available for each evaluator (4 skulls in the case on the clinic floor)

After the last student appointment time slot is complete, managers and assistants shall complete the following:

1. Return all local anesthetic supplies to appropriate space.
2. Close and lock all cabinets and drawers.
3. Put away all clinic supplies.
4. Check that all units are off and chairs in proper position.
5. Prepare syringes for sterilization.
6. Check to see that all sharps have been properly disposed.
7. Dispose all infectious waste and trash.
8. Check that oxygen cylinder is closed and return all emergency equipment to appropriate storage area.
9. Return all four skulls in the case to the glass cabinet
10. Check in with Mrs. Lawrence prior to leaving.