

Standard Operating Procedure (SOP)

Title: Anatomy Laboratory Practical Sessions

1. Purpose

The purpose of this SOP is to standardize the procedures for conducting practical sessions in the Anatomy Laboratory. It ensures consistency, safety, and an optimal learning environment for all participants.

2. Scope

This SOP applies to all faculty, students, and staff involved in anatomy laboratory sessions. It covers guidelines for specimen handling, safety protocols, and operational procedures.

3. Responsibilities

Lab Instructors:

- Supervise and guide students during practical sessions.
- Ensure compliance with safety protocols and maintain order in the lab.

Students:

- Follow instructions and adhere to safety guidelines.
- Treat specimens and models with care.
- Report any issues or accidents to the instructor immediately.

Lab Technicians:

- Ensure the laboratory and its equipment are functional and properly maintained.
- Assist in the setup and cleanup of the lab space.

4. Prerequisites

- Completion of theoretical sessions related to the practical topics.
- Approval of the session plan by the lab instructor.
- Proper lab attire, including gloves, lab coats, and closed-toe shoes.

5. Materials and Equipment

A checklist of materials used in the anatomy lab includes:

- Human skeletal models (e.g., skull, pelvis, upper and lower limbs)

- 3D models
- Anatomical charts and diagrams
- Protective gloves and lab coats

6. Procedure

6.1 Pre-Lab Setup:

- Inspect and prepare all specimens and models required for the session.
- Ensure dissection tools are sterilized and functional.
- Arrange the lab space based on the session requirements, ensuring clear workstations for each group.

6.2 Conducting the Session:

Introduction:

- Brief students on the objectives and key learning outcomes for the session.
- Review safety precautions and handling protocols.

Main Activity:

1. **Bone Identification:** Students will identify parts of bones (e.g., upper limb, lower limb, and spine) using models and charts.
2. **Muscle Identification:** Students will identify muscles of extremities, trunk, and face on dissected human body/3D models.
3. **Joint Identification:** Students will locate and identify joints of extremities, trunk, and face using models and diagrams.
4. **Peripheral Nerve Mapping:** Students will trace the course and relationships of major peripheral nerves, including plexus formation.
5. **Surface Markings:** Students will identify the surface anatomy of joints, fascia, ligaments, and muscles using models.
6. **Gross Structure Identification:** Students will identify the gross anatomy of the heart, lungs, brain, and spinal cord on dissected specimens or 3D models.

6.3 Post-Session Activities:

- Clean and sanitize all equipment and tools.
- Properly store specimens, models, and equipment.
- Record attendance and feedback in the session log.

7. Safety Protocols

- Always wear gloves and lab coats when handling specimens.
- Use dissection tools only under supervision.
- Report any injuries or equipment malfunctions immediately.
- Maintain a clean and organized workstation at all times.

8. Documentation and Record-Keeping

Maintain the following records:

- Attendance logs for all sessions.
- Inventory and maintenance logs for tools and models.
- Student feedback forms to improve session quality.

9. Review and Update

This SOP will be reviewed annually or as needed to incorporate new procedures, equipment, or feedback from faculty and students.