

國立中興大學醫學院學士後醫學系大體解剖實驗室管理要點

Management Guidelines for the Gross Anatomy Laboratory, Post-Baccalaureate Medicine, College of Medicine, National Chung Hsing University

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- 一、 為使大體解剖學實驗教學達最大學習效果，特訂定本要點。

These guidelines are established to maximize the learning effectiveness of gross anatomy laboratory teaching.

- 二、 上課前、後皆須向大體老師行禮致敬，未經授課教師同意，嚴禁拍照及攝影。

Before and after class, students must pay respects to the body donor (referred to as "the teacher"). Taking photos or recording videos is strictly prohibited without the permission of the instructor.

- 三、 進入實驗室務必穿實驗衣，不可穿拖鞋或涼鞋，嚴禁喧嘩、高聲談笑嬉戲、化妝、玩手機及飲食，勿攜帶與實驗室無關的物件，應保持整潔。違反規定者，不得進入實驗室。

Laboratory entry requires wearing a lab coat; sandals or slippers are not allowed. Loud noise, chatting, playing, applying makeup, using mobile phones, and eating or drinking are strictly prohibited. Personal items unrelated to the laboratory should not be brought in, and cleanliness must be maintained. Those who violate these rules will be denied entry to the laboratory.

- 四、 未經授課教師同意，非本系教職員工生不得進入本實驗室及機房。

Non-faculty, staff, or students of the department are not allowed to enter the laboratory or computer room without the instructor's consent.

- 五、 實驗室內之電腦、麥克風等硬體設備，非上課期間不得隨意使用。

Computers, microphones, and other hardware in the laboratory may not be used outside class hours without permission.

- 六、 實驗室內除解剖器材用具外，其他的任何模型物品、3 C 設備皆不可以沾有油質的手套觸摸，解剖器材用具使用後需清洗完畢，整齊排放於鐵盤內晾乾。

In the laboratory, no model items, 3C equipment, or other objects except anatomical tools should be touched with oily gloves. Anatomical tools must be cleaned, neatly arranged on trays, and air-dried after use.

- 七、 模型、器材設備用畢，請清潔並組裝完整後物歸原處，未經授課教師許可，不得將任何器具攜出實驗室。

After use, models and equipment must be cleaned, reassembled, and returned to their original places. No equipment may be removed from the laboratory without the instructor's permission.

- 八、 下課後請將大體老師復位、保溼、覆蓋整理妥善後始得離開實驗室。實驗後廢棄品如殘渣、紙屑、刀片、玻璃碎片等，亦應置於指定處集中處理，切勿流入水槽。

After class, the body donor must be restored to its proper position, moisturized, covered, and organized before leaving the laboratory. Waste from experiments, such as residues, scraps, blades, or broken glass, must be disposed of in designated areas and should not enter the sink.

- 九、 離開實驗室，必須隨即清理桌面及地面，並將電燈、空調及門確實關好。注意垃圾分類，並於使用後將垃圾打包，整齊放置於規定位置。

Before leaving the laboratory, users must clean the desks and floors, turn off lights, air conditioners, and securely close doors. Garbage must be sorted, packed, and placed neatly in designated locations after use.

- 十、 實驗室使用期間，請妥善保管磁卡及實驗室所有物品。模型及實體標本不僅昂貴且取得不易，使用者應當愛護。模型若有異狀，務必馬上向授課教師呈報。若模型有遺失或損壞情形，使用者須共同償還相同之物品，本系不經手金錢或代購事宜。

During laboratory use, magnetic cards and all laboratory items must be properly safeguarded. Models and specimens are expensive and difficult to obtain; users must handle them with care. Any abnormalities must be reported to the instructor immediately. If models are lost or damaged, users must jointly replace them with identical items. The department does not handle financial matters or procurement.

- 十一、 本實驗室借用時間：每週六 08:00-19:00。

Laboratory borrowing hours: Saturdays, 08:00-19:00.

十二、同一時段借用實驗室人數須達3人始可開放，考慮安全須同進同出，不可一人獨留實驗室。借用實驗室須提前2個工作日填妥解剖學實驗室借用單，至實驗室管理人處登記借用。倘若違反規定，將停止借用。

At least three people must be present to use the laboratory during the same time slot. For safety reasons, all users must enter and leave together, and no one is allowed to remain in the laboratory alone. Borrowing the laboratory requires completing an application form at least two working days in advance and registering with the laboratory manager. Violators will lose borrowing privileges.

十三、借用期間，若違反本要點，第一次違規，停止全班借用權二週；第二次違規，停止該班借用權一學期。

For the first violation during the borrowing period, the entire class will lose borrowing privileges for two weeks. For the second violation, privileges will be suspended for one semester.

十四、往返學校與大體實驗室，請遵守交通規則臺中榮民總醫院規範，注意自身安全。

When traveling between the school and the gross anatomy laboratory, please adhere to traffic rules and the regulations of Taichung Veterans General Hospital. Ensure personal safety.

十五、本要點經本系系務會議通過後公告實施，修正時亦同。

These guidelines will be implemented upon approval by the department meeting and announced accordingly. Amendments follow the same procedure.