Laboratory Attendant (LA) Positions: Frequently Asked Questions
ANTR 510/551 - East Lansing Campus

Thank you for your interest in serving as a Lab Attendant (LA) or "blue coat" for the gross anatomy lab component of ANTR 510/551. Please take a few minutes to read the following guidelines:

What is my role as a LA in terms of teaching?

- **Demonstrate** professionalism and *have fun!* Remember, you are a peer mentor. Students look up to you!!
- **Correlate** anatomy with what you have learned in your other first year courses; provide a larger frame of reference, and relevance for the material being learned in anatomy.
- **Facilitate** your learning of the material by providing confirmation for the proper identification of anatomical structures.
- **Provide** study tips, mnemonics, etc. that you found useful.
- **Emphasize** to the students the importance of "pre-labbing" for each day's session.
- **Do not** allow yourself, to be monopolized by one group of students for an entire lab period. You are scheduled in the lab to help every student for that assigned section. If during the semester you are also a tutor for your respective medical college, you must attempt to separate your role as LA and tutor. As a LA, you should not solely assist students whom you tutor outside of your scheduled lab hours.
- **If** you are not prepared to teach material the students will be covering, please do not show up to class. The anatomy faculty and your peers would rather teach short-handed than have to correct your mistakes.

What is my role as a LA in terms of lab care?

- **If** you work in the lab as a LA on the weekend or weeknight hours, it is your **personal responsibility** to get the students to cover donors and return anatomical specimens to their appropriate bucket.
- **Because** you are in charge of the lab specimens in the evening and on the weekend you are highly encouraged to make sure the medical students cover donors and put specimens back in their CORRECT buckets AND that those buckets go back on the shelf in the cooler so that the labels can be read. (Please note that covering donors is NOT the responsibility of the undergraduate lab monitors).
- **If** specimens are left out the blame will go to both you and the medical students attending that session.
- **If** poor donor care becomes a pattern, you will be removed from all evening hours, weekend hours and last labs. If you continue to fail to care for the donor material you will be removed from the program.

Feedback from past LAs

- Please be careful about commenting on whether or not a specific lab objective will appear on a lab practical. Please do not assume that your experiences will hold true for the current academic year.
- **If** you are not sure of a lab objective or identification, ask a faculty member or another LA for assistance. You could also play an active role in telling the student where and how they can find an answer. For example, consult an atlas with the student or reinforce the idea and usefulness of "pre-labbing".
• Remember your own experiences with LA's, the most important attribute you can demonstrate is honesty. You will earn more respect if you admit that you are unfamiliar with the structure in question than you will if you provide misleading information.
• If for any reason a student enrolled in ANTR 510/551 or another bluecoat or faculty member treats you in a disrespectful and/or unprofessional manner, please contact Dr. Pratt or Ms. Jacque Liles.
• If students are disrespecting donors, contact Ms. Jacque Liles immediately with names and a description of the incident (email and phone numbers are posted in lab).

Do I have other obligations to fulfill as a LA?
• The chalkboards in the classroom are used to present a list of cadaveric material that represents a particular structure very well. At the beginning of each unit the boards are divided into neurovascular, muscles, nerves, ligaments, etc. and the donor code numbers along with the structure of interest are recorded. Please help Dr. Pratt by keeping these boards up to date by adding new donor numbers or erasing donors who no longer demonstrate the structure due to damage. Dr. Pratt will make a final record of this list before pinning the exam and erasing the board.
• Filling out and signing your time sheet in a timely manner is your responsibility. Dr. Pratt will have a calendar posted by the coats and time sheets when hours will be collected for processing.
• Please wear your name tag and bluecoat each time you are teaching in the laboratory or classroom.

What materials do I need for my assigned unit?
• An electronic lab manual (4 units) for the course will be made available to you.
• For 2014, we have removed some of the objectives and added additional illustrations from Thieme. Students are asked to use either Thieme 2\textsuperscript{nd} edition or Netter 5\textsuperscript{th} edition in lab. This is the first semester that students will be able to bring in their iPAD or tablet to access their electronic atlas. Students are ONLY allowed to bring in electronic devices while attending faculty-taught labs between 10am-6pm. No electronics allowed in the evening open hours or over the weekend. Students with phones, iPADs, tablets, etc in the tiled-areas AND outside of posted faculty hours will be asked (by you) to return them to the carpeted classroom or be escorted from lab.
• All of the radiology, cross section, palpation, and donor mediums are listed next to the objective via code. They are now also in list form at the back of each unit manual. They may not completely match your lists from 2013.
• Blue coats can be obtained from the coat-rack in the gross lab classroom. On top of the coat-rack you will also find a box that has name cards and plastic holders. Please make a nametag for yourself and wear it at all times when you work in the lab as a LA.
• You can keep the nametag in the box when you are not working.
• Your probe (or we can dig one up for you; please ask. FYI nail polish works well as a way of identifying your probe)
• You must provide your own gloves. Hiding them from first year students is up to you too.

What are the anatomy lab rules again?
The anatomy faculty would appreciate your cooperation in enforcing the rules of the gross anatomy lab. Since you are a peer mentor, it is also expected that you follow the same guidelines:
• wash probes which fall on the floor IMMEDIATELY (so you don’t forget)
• wear gloves when handling specimens
• wear a lab coat!!! wear a nametag!!!
• handle anatomical specimens carefully and respectfully
• properly cover donors and return anatomical specimens to their appropriate buckets
• do not take any photographs while in the gross lab
• do not remove any anatomical models or specimens from the gross lab
• no food or DRINK in the tiled-floor areas

**How do I find my schedule?**
The schedule can be accessed at: [http://anatomy.msu.edu/Bluecoat/](http://anatomy.msu.edu/Bluecoat/)

The weekly schedules will also be posted on the wall in the lab by the entrance to the gross lab classroom, near the anatomy faculty lab schedule. This schedule is firm. You are being counted on by the anatomy faculty, your fellow LAs, and the enrolled students to be present at your assigned lab times. YOU find your own substitutes. Once a sub is found please email Beth Clarke and Dr. Pratt with who will be covering your shift. THIS IS NOW YOUR RESPONSIBILITY. All additional questions regarding schedules are to go to Beth Clarke.

**What if I need to change my shift?**

• If something unexpected arises during the week that will prevent you from being present at your assigned lab time, YOU must find your own sub. Beth will post a list of all bluecoats emails and phone numbers on the website for you (not students) to use. Please send an email to Beth Clarke and Dr. Pratt alerting them to the switch.

• If you decide that working as a LA is not beneficial to your academic work or adversely impacting your personal life, please contact Ms. Clarke to be removed from the schedule. Resigning during the semester is not a problem, but Ms. Clarke and Dr. Pratt need to be aware of your decision ASAP.

**How do I get paid if I am a LA in East Lansing?**

Time sheets will be available in the gross lab classroom ("bone room") in a rack on the wall next to the coat-rack containing blue lab coats. Time sheets are due (completed, signed) every two weeks IN the black box attached to the coat-rack. A schedule of due dates will be posted where the time sheets are located. If you do not fill out your time sheet correctly, it will not be fulfilled.

*You must sign-up for direct deposit* through the MSU payroll system (www.epayroll.msu.edu). If you have previously been paid as a student employee at MSU and established direct deposit, there is no need to do this again. All questions regarding PAYMENT are to go directly to Beth Clarke in the Anatomy Office.

If you are working another job as a student employee at MSU, you will receive one check which includes pay from both departments. For example, your MSU pay will not indicate that you received $21 from anatomy and $33 from family medicine. In this case, your single deposit from MSU would be for $54.