Université Concordia University

PERFORM Centre

Standard Operating Procedure
Functional Assessment Suite

PC-SOP-FA-004-v02

Revision History

Version	Reason for Revision	Date
02	Added guidelines for user hygiene and emergency scenarios that affect the Functional Assessment Suite	Apr/21/2020

1. Overview

1.1 Purpose

The content of this standard operating procedure (SOP) outlines the minimum training requirements, general rules to be adhered to, and emergency response guidelines of the Functional Assessment Suite. It also provides a set of minimum standards and practices for the safe operation of the equipment and space within the Functional Assessment Suite at the PERFORM Centre. Finally, the document identifies the accompanying expectations and obligations of all users of the Functional Assessment Suite.

1.2 Scope

The Functional Assessment Suite has multiple modalities for movement analysis, gait assessment, strength testing, and balance and rehabilitation assessment. The nature of these activities necessitates clear guidelines for user access and safe operation within the Functional Assessment Suite.

Specific equipment within the platform include:
- 8-camera VICON motion capture system
- H2W perturbation platform
- 16-channel Noraxon TeleMyo DTS portable EMG system
- 2 AMTI force plates
- 6m-long ProtoKinetics Zeno Walkway gait assessment mat
- Brain Products PowerMAG Research 100 EEG/TMS system
- NeuroCom SMART Equitest system (listed under Athletic Therapy Clinic)
- HUMAC Norm isokinetic dynamometer (listed under Athletic Therapy Clinic)
- Analysis Computer
- Analysis Workstation

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2. User Responsibilities

All Users are responsible for following:

2.1 Usage of the Equipment and Space

2.1.1   Using the space and equipment in a safe and responsible manner as per applicable PERFORM Operating Documents (PODs)

2.1.2   The user must demonstrate adequate ability to operate the specific equipment involved as well as sign the applicable POD to be granted access to use any of the equipment of the Functional Assessment Suite. The Functional Assessment Supervisor is available to provide technical training and ongoing guidance.

2.1.3   Using the utmost care and consideration for others when operating any equipment within the Functional Assessment Suite

2.1.4   Reporting any incidents, injuries, hazards, or damage to equipment or property to the Functional Assessment Supervisor

2.1.5   Booking enough time for setting up the space and the equipment, running the experiment, storing the data, and ensuring the area remains clean

2.1.6   All equipment should be turned off and placed back in its assigned location. Any maintenance issues or damage should be reported to the Functional Assessment Supervisor.

2.2 Hygiene Practices

2.2.1   Users must practice adequate hygiene to minimize risk of illness transmission to other users and participants. Users should wash their hands often including after contact with participants, high-touch surfaces (handles, equipment switches, taps, keyboards, mouse, etc.) or adhesive substances.

2.2.2   Users should not come into contact with others or the areas of the Functional Assessment Suite when feeling ill. If novel viruses such as COVID-19 or other illnesses pose threats to public health and necessitates a state of emergency, refer to public health, governmental and university guidelines for physical distancing and other control measures to limit transmission.

It is the responsibility of the Functional Assessment Supervisor to ensure that all users have the appropriate background knowledge and hands-on training to safely operate the equipment with human participants.

It is the responsibility of the Assistant Director, Research Development Initiatives to ensure that a safety program is in place, and that inspections of facilities are conducted regularly to ensure compliance with Concordia university regulatory requirements.

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3. Emergency in the Functional Assessment Suite

Users must familiarize themselves with PERFORM's SOP on Emergency Response Procedures (PC-SOP-GA-009).

3.1 Fire and Evacuation

i. In the event of a fire necessitating evacuation of the premises, detach participants from equipment safety restraints where applicable
ii. Evacuate the premise and follow directives from security and other authorities when given

3.2 Medical Emergency

i. There is a First Aid Kit located by the handwashing sink in every room of the Functional Assessment Suite.
ii. If any user becomes seriously ill or injured during activities in the Functional Assessment, call Security at 514-848-3717 or x3717.
iii. In cases of medical emergencies, the Concordia Policy on Injury/Near-miss Reporting and Investigation should be followed (see VPS-42). An Injury/Near-miss report can be found with [Environmental Health & Safety](#).

3.3 State of Emergency

When a state of emergency is declared by a public or university official, users must follow directives from the governing bodies and be on alert for subsequent communications. Based on the directives and the resulting limitations, an evolving situation may ensue. To best prepare for such a situation, the following are considered for the Functional Assessment Suite:

3.3.1 In-person activities and access with attention to a pending state of emergency

- Practice physical distancing if recommended, by keeping 2 metres from others. Activities such as research activity involving human participants that cannot adhere to physical distancing recommendations that have been recommended will immediately cease.
- Wash hands frequently for 20 seconds
- Additional frequency of cleaning and sanitation protocols to high-touch surfaces after each activity
- Ensure communication to all users and participants of the above 3 guidelines of the Functional Assessment Suite
- Ensure communication with users and participants prior to activities to screen for recent external travel and symptoms, advise as per public health and government recommendations

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3.3.2 Suspension of in-person activities and access

- Turn off and appropriately store away equipment except for the PERFORM-PML computer located in the Posture and Movement Lab (PC S1.231). This is the only computer left on as it is the only desktop machine in the Functional Assessment Suite that is connected to the Concordia University network and thus can be remotely connected to.
- Ensure the user needing the analysis laptop notifies the Functional Assessment Supervisor of such needs and picks it up. If it is not needed, the laptop is stored away in a cabinet in the Posture and Movement Lab.
- Ensure all users are contacted by phone or email to communicate the suspension of in-person activities and cessation of access to the building and reassure that contact and activities will resume only when it is considered safe to do so.
- Activate call forwarding for working remotely, using the universities' guidelines
- Use of VPN for working remotely using the universities' guidelines and to store items on the universities' password protected and secure network server

3.3.3 Access resumes with physical distancing

- Users conducting activities must follow public health and governmental recommendations and university polices at all times and respect physical distancing, symptom screening, testing and reporting guidelines. As such, activities involving human participants may still not be feasible.