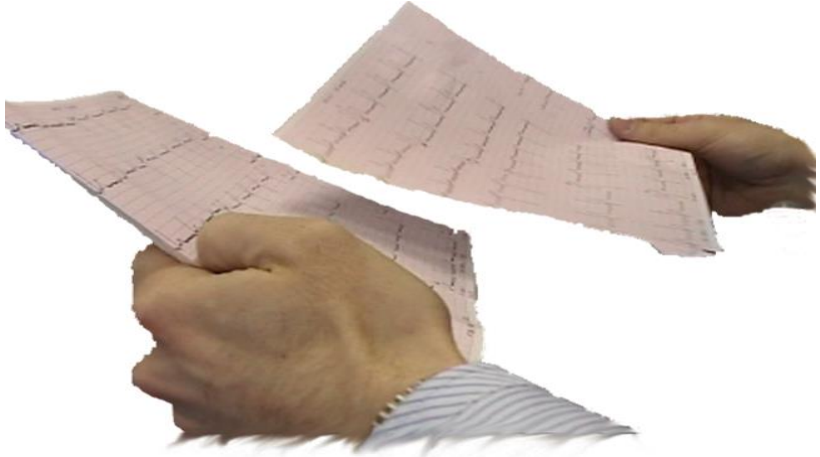




Graduate Entry Medical School



Clinical and Anatomical Laboratory Guide



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1.0 WELCOME

Dear Student

Welcome to the Graduate Entry Medical School Clinical and Anatomical Skills Laboratories. You will become very familiar with these labs during your time at the GEMS and this guide has been prepared to enable you to make the best use of the time that you spend here.

We hope that the time you spend in the labs is beneficial and enjoyable to you and we wish you all the best during your stay with us.

The Clinical and Anatomical Skills Team

2.0 INTRODUCTION

This guide should answer most of the questions you may have about the labs, from how to use equipment, to health and safety issues, to how you can book the labs for self-directed learning. Please feel free to contact a member of the Clinical and Anatomical Skills staff should you have any questions about the material covered in this guide.

During this guide, you will be directed to the Clinical and Anatomical Skills section of the GEMS website many times. All of the procedures, Health and Safety information, and e-Learning resources you need access to can be found on this section of the website, so please take so time to navigate through it.

3.0 CLINICAL SKILLS LABORATORIES

The Clinical Skills Laboratories are designed for flexibility. Partitioned rooms enable the orientation of the labs to be changed so as to facilitate small group teaching sessions, large group revision sessions, Self Directed Learning (SDL), as well as lectures and exams.

During small group teaching sessions, the labs are divided into smaller rooms, where students are first introduced to clinical and communication skills. The tutor: student ratio of 1:8 ensures that the students have the optimal setting in which to learn the skill being demonstrated. The students are presented with a further opportunity to practice these skills each week in larger groups of approximately 16 - 20 students. To facilitate these larger groups, the labs are opened up to provide larger teaching spaces.

A number of clinical skills revision sessions are scheduled at regular intervals throughout the academic year. These sessions offer you the opportunity to revise, under supervision, any clinical skills that have been demonstrated earlier in the year. The revision sessions are completely driven by you, the student, as you can request any simulator or piece of equipment you wish to practice under the guidance of a tutor. The week prior to a revision session, you will receive an announcement from Sulis looking for equipment requests for the revision session. Any requests that are received before the indicated deadline will be accommodated.

4.0 ANATOMICAL SKILLS LABORATORIES

Anatomical skills is taught in groups of approximately 20 students and a selection of almost 300 anatomical models are available to facilitate this teaching. You also have access to software packages, including VH Dissector Pro, Acland's Cross Sectional Navigator, Acland's Video Atlas of Human Anatomy, Visual Histology, Embryonic Disk and AP Revealed and others, to assist with anatomical skills learning. The details of how you can access these packages is available on the GEMS website and you can also contact a member of the technical staff should you have any queries.

5.0 LABORATORY ACCESS FOR SELF-DIRECTED LEARNING (SDL)

There is a dedicated laboratory, GEMS2-027, that can be booked for SDL. The clinical and anatomical skills labs can also be booked for SDL, but as the weekly lab schedule is busy with formal teaching sessions, the hours that these labs are free are restricted. The Clinical Skills Labs are available from 10.00-14.00 each Wednesday. The Anatomical Skills Labs are available from 10.00-16.00 every Tuesday, Wednesday and Thursday. These times are subject to change on a weekly basis if extra sessions or other activities are scheduled in the labs.

5.1 Booking the Labs for SDL

The labs can be booked by following the instructions set out in the SDL Booking Procedure – this procedure can be found on the GEMS website under the ‘Current Students – Clinical and Anatomical Skills’ section.

You are advised to carefully read the instructions in the procedure before booking a lab. On the day of your booking, please turn up **on time** – you will not receive extra time in the lab should you arrive late. You must also leave the lab on time, as another group of students may have booked the next slot.

All labs must be left in a clean and tidy state after every SDL session so that they are ready for the next users.

Please note: the labs get extremely busy coming up to exam time as students across all 4 years of the program want to book time for revision. Please remember that the labs are available all year and not just coming up to exam time, so make use of them during the quieter times as we cannot increase lab availability coming up to exam time.

For any queries relating to SDL in the labs please read the SDL Booking Procedure or contact medicalresources@ul.ie.

6.0 HEALTH AND SAFETY

While in the labs, you will be expected to behave in a responsible manner, both for your own safety and for that of other lab users. You are expected to adhere to the Laboratory Rules and the Clinical Skills Education Unit Health and Safety Guidelines, copies of which are available in each lab and under the Clinical and Anatomical Skills section on the GEMS website.

The following gives a brief overview of Health and Safety issues in the labs, but more detailed information can be found in the GEMS Safety Statement (available on the GEMS website under the Clinical and Anatomical Skills section). For any queries relating to Health and Safety, please contact medicalresources@ul.ie.

6.1 Fire and Evacuation

In the event of the alarm bell sounding, you are requested to leave the building immediately and assemble at the nearest assembly point outside the building. Do not collect any belongings or block the exits as you leave. If you discover a fire, sound the alarm and leave the building immediately – never attempt to put out the fire yourself. For more on information on the GEMS Building Evacuation Plan, please see Clinical and Anatomical Skills section of the website for all the relevant documentation.

6.2 Waste Disposal

Correct waste disposal is of vital importance in the Clinical Skills labs. The types of waste that are generated in the labs include sharps waste, other clinical waste and general waste, each of which must be disposed of correctly at source.

Sharps waste includes any contamination and non-contaminated waste that is capable of puncturing the skin and includes needles, sutures, lancets, glass tubes etc. Sharps bins are provided for the disposal of this type of waste and it must **never** be disposed of in the yellow clinical waste bags or the general waste bin. Sharps bins are for sharp waste only, not any other type of waste, clinical or otherwise. **Disposing of sharps waste incorrectly put all lab users, including GEMS staff and domestic staff, at risk of needle stick injury.**



Sharps waste only



Other clinical waste only



General waste only

Other clinical waste consists of any material that is used in clinical procedures and/ or examinations and includes items such as examination gloves, swabs, specula, peak flow mouth pieces, etc. Please do not fill these bags up with general waste as they are expensive to dispose of.

General waste bins are available for the disposal of all general waste (including paper towels, packaging, etc.).

Please note that eating and drinking is never permitted in the labs, so food waste should never be disposed in any of the waste receptacles in the labs.

Finally, because of the nature of the risk posed, any breach of the waste disposal procedure will be dealt with seriously.

6.3 Manual Handling

Some of the equipment and anatomy models used in the labs are quite heavy, so you are advised against lifting these items. Please do not attempt to lift heavy items – please ask a member of the technical staff. Trolleys are available for transporting equipment if required.

6.4 Eating and Drinking in the Labs

Eating and drinking in the clinical and anatomical labs is strictly forbidden at all times. The reasons for this are as follows:

- It is University policy that eating and drinking are not allowed in laboratory settings
- There is a significant potential for damage should any drinks be spilled on equipment or fellow students during procedural and/or physical examinations
- Given that some of the sessions involve working with blood, body fluids etc., it's not a hygienic environment for anyone to be eating in
- Anyone disposing of coffee cups and other food packaging waste in the clinical waste bags is also unnecessarily increasing waste disposal costs.

6.5 Use of Consumables

Consumables are available for use in clinical sessions only and must never be removed from the labs. As most of the consumables used in the labs are for training purposes only, they may be outside their use-by date and should therefore only be used on simulators.

6.6 Latex Gloves

The gloves that are used in the labs are made of latex, to which some users may have an allergy. If you find that you have or develop an allergy to latex gloves, please let us know so that we can provide a suitable alternative for you.

6.7 First Aid Boxes

First Aid boxes are available in the Clinical Skills lab area, at the Porter's desk in the foyer, from the Chief Technical Officer and in the GEMS Main Office.

7.0 TEACHING RESOURCES

7.1 Equipment and Models

The GEMS has a large quantity of equipment, simulators and models that are used for training in Clinical and Anatomical Skills and these are also available to you during SDL time. Many of these items are very expensive and delicate and we would request that you handle them with care. For unsupervised SDL, you will only be allowed to request equipment and simulators that you have already been shown how to use during a previous teaching session.

We endeavour to ensure the all equipment is available for teaching and SDL at all times. During teaching and SDL sessions, equipment and simulators are set up as they are meant to be used, so please adhere to any instructions provided. Interfering with the set-up may result in the loss of functionality and/ or damage to the equipment. If you find that you are having difficulty with any piece of equipment, either during a teaching session or during SDL, please ask your tutor or a member of the technical staff for assistance – do not try and resolve the issue yourself.

There are almost 300 anatomy models and over 100 histology slides available for anatomy SDL. For a complete list on the models available and instructions on how to book them for SDL, please contact medicalresources@ul.ie.

7.2 E-Learning Resources

Software packages are available for assisting you with anatomy, clinical and communication skills learning. Below are a list of the packages available and how to access them:

Acland's Video Atlas of Human Anatomy – this resource is available on the desktop when you log in to a PC on campus using your UL ID and password.

VH Dissector – this package is available on all the PCs in room GEMS2-029, on 14 PCs in GEMS1-023 and on the PCs in the Anatomy Labs.

Embryonic Disk – this resource is available on the PCs in labs GEMS1-023, GEMS1-024, GEMS2-029 and on the PCs in the Anatomy Labs

Visual Histology - this resource is available on the UL website under the 'Clinical and Anatomical Skills' section. Use your UL ID and password to log in.

AP Revealed – copies of this DVD are available from the Short Loan section in the Library.

Bates Guide to Physical Examination – this resource is available at the following link <http://www.ul.ie/bates/student>. Use your UL ID and password to log in.

Communication Skills Video Modules – this resource is available on the UL website under the ‘Clinical and Anatomical Skills’ section. Use your UL ID and password to log in.

4D Anatomy – available on the UL website under the ‘Clinical and Anatomical Skills’ section.

7.3 Laboratory AV System

Each of the clinical, anatomical and SDL labs has an integrated AV system which allows the students to record themselves practicing procedural, physical or communication skills.

Each of the labs has two recording stations, apart from the anatomy labs which have one recording station each. To initiate a recording, log onto the system using your UL login details and follow the instructions set out in the Laboratory AV System User Guide which is available on the Clinical and Anatomical Skills section of the website. This guide will instruct you on how you can access your recordings and how you can download or share them with tutors for review, should you so wish.

Please contact medicalresources@ul.ie should you have any queries regarding this system.

APPENDIX 1 – CLINICAL AND ANATOMICAL SKILLS LABORATORY RULES

Students must familiarise themselves with fire exits and ensure that all exits remain free of clutter at all times

Work in the Clinical Skill Laboratory is only allowed under appropriate supervision or at authorised times

All equipment and lab facilities must be booked by following the instructions set out in the SDL Booking Procedure.

The lab must be left in a clean and tidy state following each SDL session

Please keep noise to a minimum during SDL sessions so as not to disturb other teaching /SDL sessions that may also be occurring at the same time. Failure to do this may result in expulsion from the lab.

Equipment, models and medical consumables must not be removed from the lab under any circumstances

Defective or broken equipment should be reported to the Chief Technical Officer

Heavy models and equipment are indicated with a red sticker. Students must not attempt to move these items at any time

Eating, drinking and smoking in the laboratory are strictly prohibited

Clinical waste only (**no general waste**) to be placed in clinical waste bags and sharps bins

Care must be taken when using sharp objects (i.e. needles, sutures, scalpels etc.). All sharps must be placed in the yellow sharps bins for disposal. First Aid boxes are available in the laboratory if required.

**All accidents, incidents and near misses must be reported immediately to the faculty/
staff member in charge**

APPENDIX 2 – CLINICAL SKILLS EDUCATION UNIT HEALTH AND SAFETY GUIDELINES

All human blood and body fluids are to be treated as potential sources of infection. Staff and students must adhere rigorously to the specific requirements of the placement institution and the following precautions in order to minimise any exposure.

Avoid needle-stick or sharps injury:

Sharps must be handled with extreme caution. Percutaneous injury with sharps is the most common mode of blood borne pathogen transmission in health institutions. Avoid re-capping needles! Dispose of sharps safely into an approved sharps container.

Avoid contact with blood and other body fluids:

Wear disposable gloves whenever contact with blood or other body fluids is envisaged. If there is a risk of splashing or spraying blood or body fluids, wear safety glasses, goggles or face shield. Wear protective gowns, preferably closed at the front.

Wash hands with water and soap or antiseptic:

- before and after patient contact
- immediately that they are contaminated with blood or other body fluids
- whenever gloves are removed
- before eating, drinking, or leaving the facility.

Decontaminate surfaces after procedures.

Dispose of contaminated linen and waste (swabs, gloves etc) according to established safe clinical practice.

Report exposure incidents immediately to your tutor or the Chief Technical Officer so that the risk of disease transmission can be assessed.