SCHOOL OF MEDICINE

SDL BOOKING PROCEDURE

1.0   Introduction

This documents details the procedures to be followed when booking the clinical and anatomical skills labs for Self-Directed Learning (SDL). Students are expected to familiarise themselves with this procedure, and associated procedures, prior to booking any lab for SDL.

When using the labs for SDL, students must behave responsibly and to adhere to the instructions detailed in this procedure at all times.

If a student wishes to use the lab, they must submit a booking themselves. Students can book in as part of a group, but each member of the group must submit a booking for themselves. Students are expected to turn up to and leave the labs **on time**. **Any student that turns up late for their booking will not get extra time in the lab at the end of their session.**

There are certain risks associated with working in a clinical environment and these are dealt with in the [Health and Safety](#) documentation on the GEMS Website. In order to ensure that health and safety remains a priority in the labs every student must complete the [Health and Safety Quiz](#) prior to booking a lab for SDL. The answers to all questions are available in the documentation on the website.

Equipment and/or consumables must **never** be removed from any lab and the labs must be left in a clean and tidy state, ready for the next users. If any equipment is accidentally damaged, it must be reported to the technical staff. The whiteboards need to be wiped down after every use, and the noise level needs to be kept at a minimum when both stations are occupied.

 Regular checks will be made by technical staff, both in person and remotely using the cameras in the labs, and for security purposes a record of lab usage will be maintained.

Students are advised that eating and drinking are strictly prohibited in the labs at all times. Failure to adhere to the instructions outlined above and in related documentation may result in a suspension of lab access for SDL.

Students are also expected to adhere to the School's COVID-19 procedures, including wearing face coverings at all times and sanitising all equipment and surfaces after every use.

The School reserves the right to cancel any SDL sessions or to book the labs for other activities if the need arises. In such an event, students will receive as much notice as possible.

2.0   Lab Details

The labs available for booking fall into three categories:

- SDL Lab
- Clinical Skills Lab
- Anatomy Lab

In order to prevent block booking of labs by any student or group, a lab in each category can be booked for a maximum of two hours per student per day.   For example, a student that is booked into the SDL Lab on any particular day cannot book into the SDL lab again on the same day. They can however join a session in a lab of a different category, e.g. anatomy lab, on that day.

2.1   SDL Lab – GEMS2-027

The SDL lab, GEMS2-027, is available for clinical skills SDL from 09.30 – 17.00 each day, except on Fridays when the lab will close at 16.00. This lab will have two stations, one designated for Year 1 students and the other for Year 2 students. The equipment available at each of these stations each week will be determined by the students by request. The equipment for the four most popular skills as determined by request will be made available in the lab for the duration of the following week.

Equipment for skills which have already been taught in Clinical Skills will be available for selection.

Under current restrictions, there can be a maximum of 10 students in the SDL lab at one time. This means the numbers are restricted to 5 students per station – 5 at the Year 1 station and 5 at the Year 2 station.

Depending on demand, the SDL lab may be made available for supervised access weekday evenings in the run-up to exams and notification will be provided in advance.

2.2   Clinical Skills Labs – GEMS2-015 (for Year 4 students only)

A clinical skills lab (GEMS2-015) will be available for Year 4 each Wednesday from 10.00-15.00. In order to facilitate lab set-up, bookings for this lab must be made at least 24 hours in advance of the session. To prevent block-booking of the labs by any student, bookings will be taken no more than two weeks before the session. This lab has two stations, each of which can accommodate up to 6 students.

2.3   Clinical Skills Labs – GEMS2-016 (for Year 3 students only)

A clinical skills lab (GEMS2-016) will be available for Year 3 each Wednesday from 10.00-15.00. In order to facilitate lab set-up, bookings for this lab must be made at least 24 hours in advance of the session. To prevent block-booking of the labs by any

student, bookings will be taken no more than two weeks before the session. This lab has two stations, each of which can accommodate up to 6 students.

2.4   Clinical Skills Labs – GEMS2-017, GEMS2-018, GEMS2-031, GEMS2-032, GEMS2-033 and GEMS2-034

The clinical skills labs are used for teaching every day except for Wednesdays. There are often other activities taking place in the labs on Wednesday, but when they are free, they are available to book from 10.00 to 15.00. Students are welcome to use whatever equipment is already in these labs but no other equipment will be provided. Each lab has two stations, each of which can accommodate up to 6 students.

2.5   Anatomical skills SDL

The anatomy labs, GEMS2-025 and GEMS2-026, are available from 10.00-16.00 on Wednesdays. These labs can be booked for a maximum of two hours per student per day and bookings must be made at least 24 hours in advance. These rooms can accommodate up to 6 students for SDL.

3.0   Booking Procedure

IMPORTANT – Please note the following:

- Each lab type can be booked for a maximum of two hours per student per day and no more than two weeks in advance. This is to maximise lab accessibility and to prevent block-booking of the labs by a small number of students.

- In order to ensure equal access for all students, each student is limited to two hours in each lab type per day. Further restrictions to this rule may apply at busy times of the academic year and students will be notified of such restrictions by announcement.

- If a student cannot make an SDL session, they must delete their booking to release the time for use by another student.

- **All students present in an SDL session must have made their own booking**. If a student is present without having made a booking, they will be asked to leave the lab.

- Bookings that do not follow the rules set out in this procedure will be deleted without notice.

- In order to facilitate room set-up, labs that have associated equipment requests must be booked **at least 24 hours** in advance.

- Students must adhere to Health and Safety guidelines at all times. All waste generated in the labs must be disposed of appropriately.

- Equipment and consumables must never be removed from the labs.

- Students must spend the last 5 minutes of their booking tidying the lab and gathering up personal belongings, in preparation for the next students due in the lab.

- <u>The rules set out in this procedure are designed to maximise lab usage and to ensure that all students have an equal opportunity to access the labs. This has been based on both previous experience and student feedback. The following penalties will be applied to any students or groups found in breach of these rules:</u>

  1. The students present in any lab for SDL must match with the student names on the SDL booking. If this is found not to be the case, any students present in the lab without a booking will be asked to leave the lab immediately. Any student who repeats this behaviour will incur a 1-week suspension from all labs for SDL.

  2. Any student who does not show up for a booking without first cancelling the booking on the system will incur a 2-week suspension from the labs for SDL.

3.1   Procedure

3.1.1   To book an SDL session, click on the SDL bookings link on the left menu on the Sulis page. Ensure you are familiar with this procedure, and have completed the Health and Safety Quiz in advance of booking a lab.

3.1.2   Click on the lab that you wish to book. This will bring you to a booking page for that lab. Simply enter the time and date that you wish to book and click submit. You will receive a confirmation email and calendar reminders in advance of your booking.

3.1.3   If a lab is not available for the time you wish to book, please select another suitable time.

3.1.4   If you cannot attend your SDL booking, please cancel the booking so that others can avail of the slot.

IMPORTANT - Time in the SDL lab is limited so please use your time wisely. Do not take up time in the lab to practices couch skills or communication skills that could be easily be practised elsewhere. Use the time to practise on the available simulators.