UNIVERSITY OF LIMERICK
OLLSCOIL LUIMNIGH

School of Medicine

SELF-DIRECTED LEARNING LAB BOOKING PROCEDURE

1.0 INTRODUCTION

To facilitate practice of clinical skills procedures and examinations, students can book the Self-Directed Learning Lab throughout the academic year. This procedure is designed to ensure that students are familiar with the process for booking the SDL lab and students are expected to adhere to the instructions detailed in this procedure at all times.

There are certain risks associated with working in a clinical environment and these are dealt with in the Health and Safety documentation on the School of Medicine Website and in the Health and Safety Training Module. Before any student can book, or join a group for an SDL session, they will be required to complete a Health and Safety Quiz. This can be completed on BrightSpace and all the information necessary for completing the quiz can be found in the Health and Safety Training Module. To ensure that health and safety remains a priority in the labs, the quiz will be constantly updated, and each student will have to take the quiz each academic year.

Once a student has successfully completed the quiz, they will be added to an SDL calendar on Scheduler where they will be able to create and manage their own SDL Lab bookings. To maximise accessibility for all, restrictions have been built into the system and these are detailed in Sections 3.0 and 4.0.

A word of advice for all students – do not leave the practice of clinical skills until just before exams, when the demand on facilities is highest. The lab is available all year round so make a booking each week and practice your skills throughout the year.

2.0 LAB DETAILS

The labs available for booking fall into two categories:

- SDL Lab
- Clinical Skills Labs

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 has two stations, one designated for Year 1 students and the other for Year 2 students. This lab should mainly be used for practising skills that require simulators/trainers. A maximum of two groups, one per station, can be present in the room at any one time.

2.2 Clinical Skills Labs – GEMS2-015, GEMS2-016, GEMS2-017, GEMS2-018, GEMS2-031, GEMS2-032, GEMS2-033 and GEMS2-034

Depending on demand and if not in use for other School activities, some of the clinical skills labs may also be made available for SDL closer to exams and students will be notified of this availability closer to the time. These labs will be used for practising couch skills only, although smaller items of equipment (e.g. stethoscopes, tendon hammers etc.) may be provided if adequate notice is provided to the Technical Team. For the purposes of SDL, the Technical Team will try to facilitate one group per clinical skills lab, but may have to accommodate two groups per lab if the demand is high enough.

3.0 SDL LAB RULES

In order to ensure SDL operates with maximum efficiency and provides equal access for all, students are required to abide by the following rules:

- Equipment and/or consumables must **never** be removed from any lab or moved from one station to another within a lab.

- If a piece of equipment is damaged or not working correctly, or there is a shortage of consumables, please notify a member of the Technical Team in GEMS2-004/005.

- Each group should take 5 minutes at the end of their session to tidy the lab, leaving it ready for the next users and each group must leave when their scheduled session is over. Regular checks will be made by technical staff 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.**

- Students will be able to create, edit and view their own bookings on Scheduler (see Section 4.0).

- To prevent block booking of the SDL by any student or group, each student is limited to two hours of SDL per day and students cannot book a session more than two weeks in advance.

- For bookings to be accepted, there must be a minimum of 4 students and a maximum of 6 students on each booking, including the student making the booking. All students present must be named on the booking – if a student cannot attend or wants to join the group, then the booking must be edited accordingly in advance of the session.

- To ensure that each group that books a lab gets their required time in the lab, all students are requested to turn up to and leave the labs **on time. Any group that turns up late will not get extra time in the lab at the end of their session.**

- **At times of high demand, i.e. close to exams, students may be limited to two hours of SDL per week, and students will be provided with notice of this restriction. The Technical Team will be monitoring lab bookings and will delete any bookings that fail to comply with these requirements.**

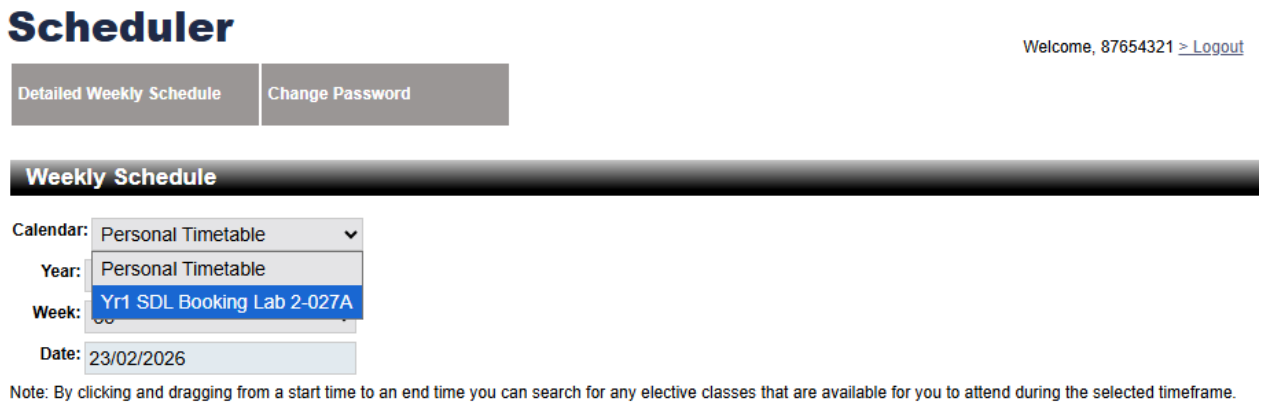
- The School reserves the right to cancel any SDL sessions or to book the labs for other activities if the need arises. In such an event, students will receive as much notice as possible.

- Students are requested to always follow the instructions of the Technical Team and inappropriate behaviour towards any member of the Technical Team will not be tolerated.

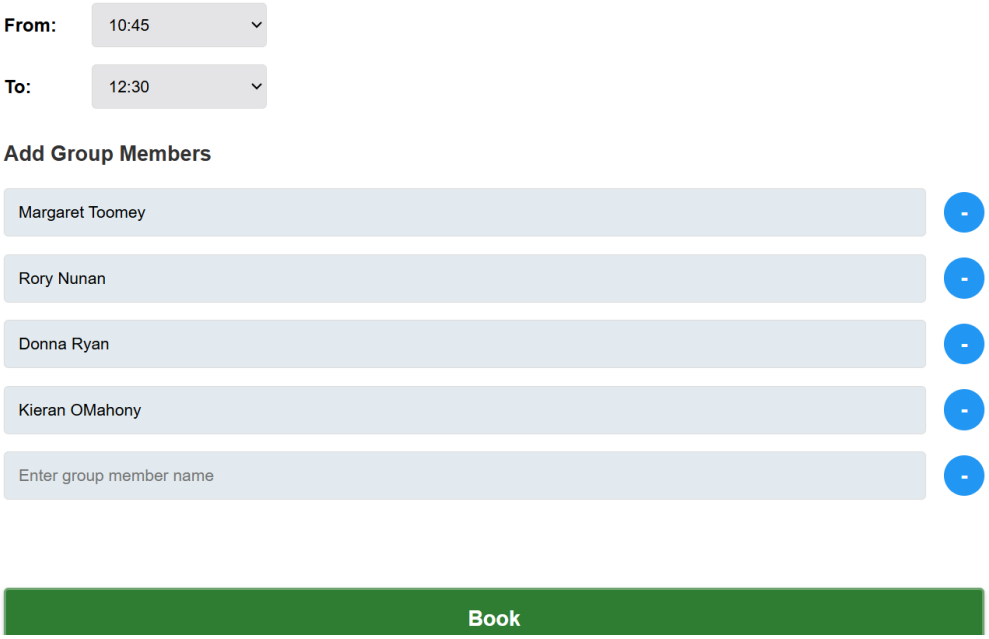
- Failure to adhere to the instructions outlined above may result in a suspension of lab access for SDL.

4.0 BOOKING PROCEDURE

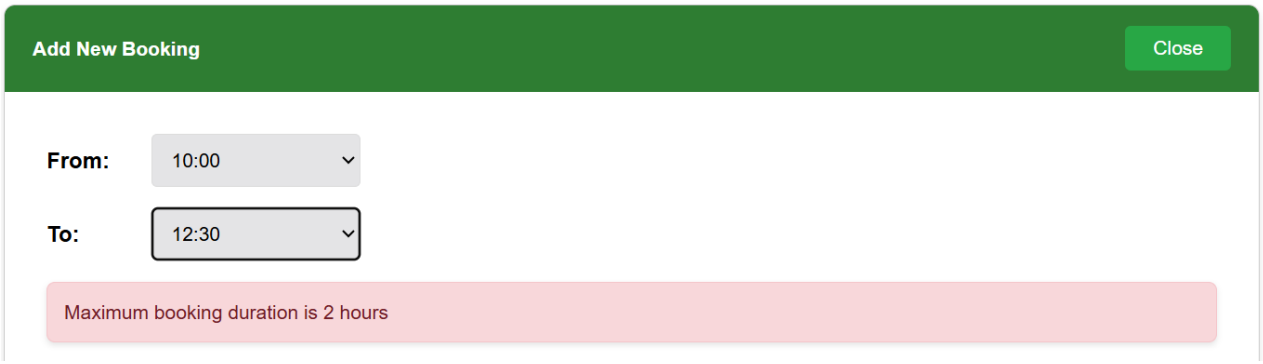
All bookings must be made on the SDL Calendar on Scheduler. To have access to this calendar you must have first completed the H&S quiz on BrightSpace. **Please note that a student can neither book an SDL session, nor be included as part of a booking, until they have completed the H&S quiz and been added to the calendar.**
Once you have been added to an SDL Calendar, you can create, modify and delete your own SDL bookings. In Scheduler, click on the dropdown list beside Calendar and select the SDL calendar to which you have been added.

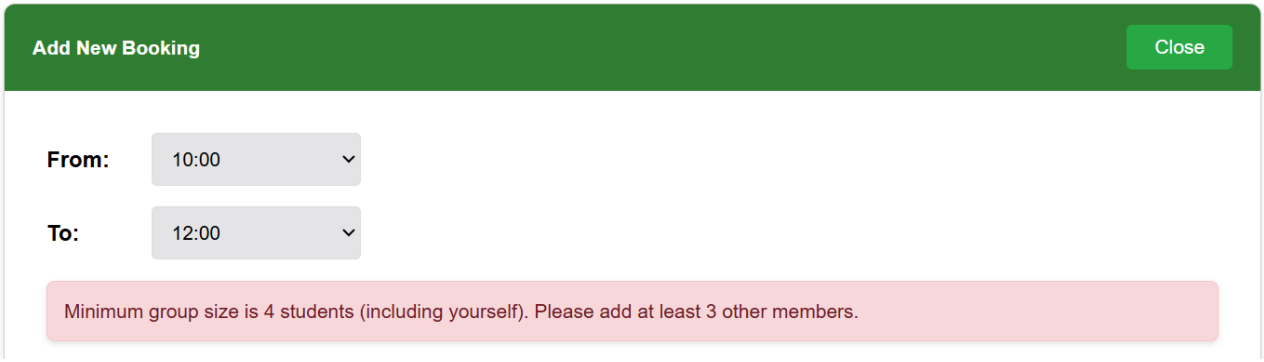


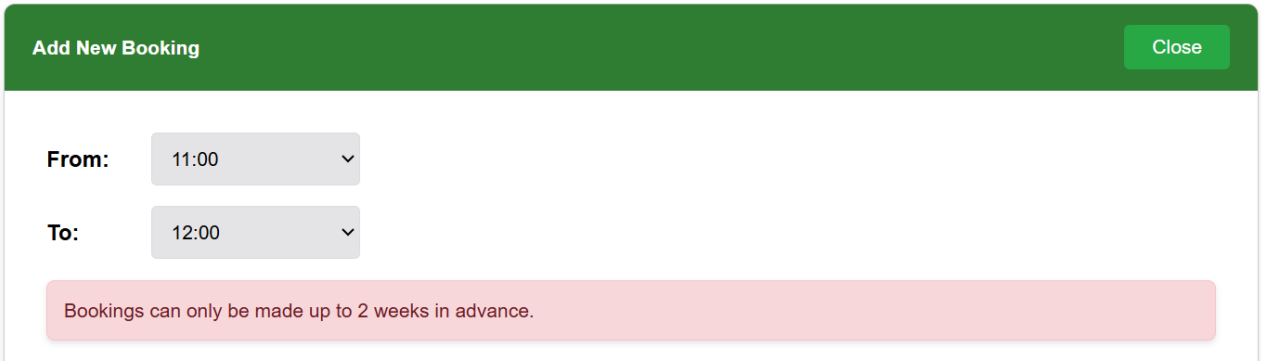
To book a time slot, click on the time at which the booking is to start on the calendar. In the pop-up window, you can edit the start and end time of the session. To enter the names of the students joining the session, start typing the names of the students that are joining the group and select from the dropdown list. Please remember that any student that has not completed the quiz will not be active on the system and not available for selection into a group.



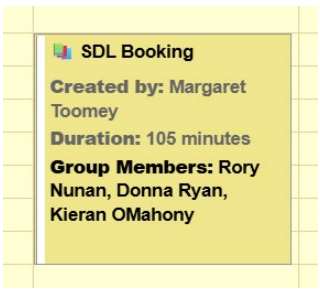
Click on 'Book' to complete your booking. If any of the details are incorrect (e.g. booking more than two weeks in advance, booking for longer than two hours etc.), an error message will appear (as shown) and the booking will not be completed.

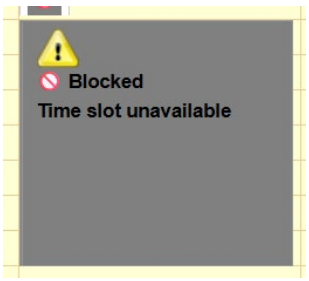




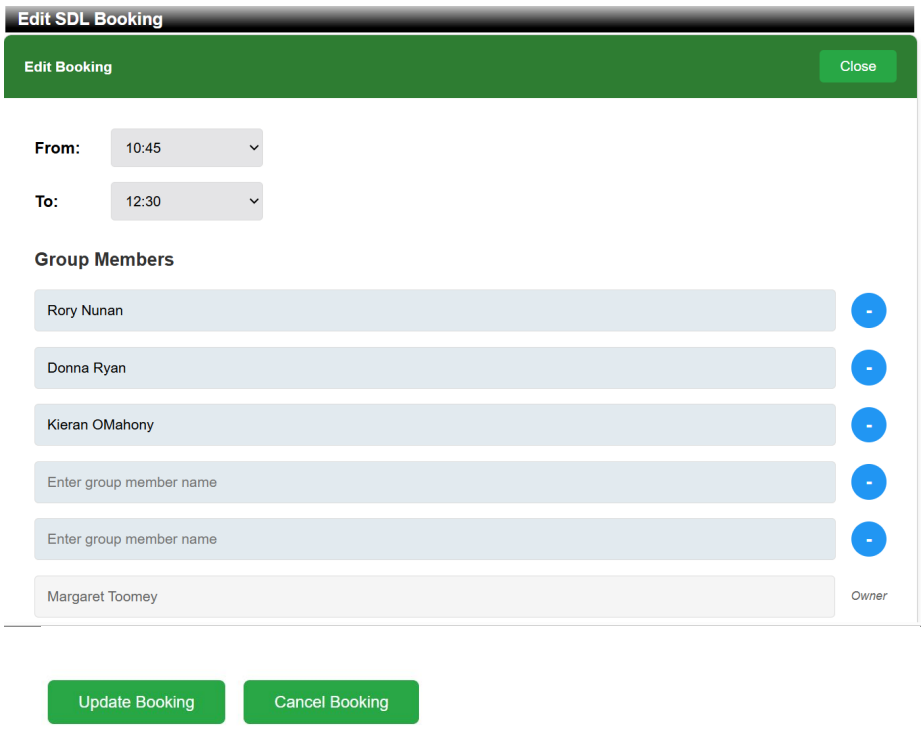


Your booking can now be viewed on the SDL calendar. Once the booking is complete, Scheduler will revert back to your personal schedule calendar, so ensure you select the SDL calendar again to view your booking. Only the owner of the booking will be able to see the booking details. To all other users, the booking will appear as 'Time slot unavailable'.





To edit or cancel a booking, click on the booking, change the details as desired and select Update Booking or Cancel Booking.



IMPORTANT – Please note the following:

- The SDL lab 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 lab by a small number of students.

- Further restrictions may apply at busy times of the academic year and students will be notified of such restrictions by BrightSpace announcement.

- If a student cannot make an SDL session or cannot get a group with the required number of students, they must delete their booking to release it for use by another group.

- **All students present in an SDL session must be named on the relevant booking**. If the members of the group change, edit the booking in advance of the session to reflect those changes. **Students that have not completed the quiz or have not been named on the booking but that are found attending an SDL session will be asked to leave the session immediately**.

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

- 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 in preparation for the next group.

- 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:

1. The students found in breach of any of the above rules will initially be given a warning. Repeated offences will result in a suspension from the lab.

2. Any group that 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.

If you have any questions about this procedure, please contact Margaret.Toomey@ul.ie or MedicineResources@ul.ie.