Graduate Entry Medical School

Self-Directed Learning Booking Procedure

1.0   INTRODUCTION

This procedure is to ensure that students are aware of the process to be followed in booking the clinical and anatomical skills labs for Self-Directed Learning (SDL). Students are expected to familiarise themselves with this procedure.

When using the labs for SDL, students are expected to behave responsibly and to adhere to the instructions detailed in this procedure at all times. In order to maximise lab usage, each SDL group must have a minimum of 4 students per group to a maximum of 6 students per group. 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.**

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. Before any student can book, or join a group for an SDL session, they will now be required to complete a Health and Safety Quiz. All lab bookings are made using the Lab Booking System and completion of the quiz by each student is a necessity for activation on the system. The answers to all questions are available in the documentation on the website. In order 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 twice in any academic year.

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. 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.

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   LABS 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 be part of another session in

the SDL lab 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 means of an equipment poll on the Lab Booking System (see Section 3.0 for more details). The equipment for the four most popular skills as determined by the equipment poll will be made available in the lab for the duration of the following week.

The results of the poll will be visible to all students and should any student wish to avail of the equipment during the week, they can do so by booking the appropriate station on the Lab Booking System. The poll will be reset at the end of each week and updated to include any new skills that have been taught in clinical skills during that week.

A maximum of two groups, one per station, can be present in the room at any one time. In order to maximise access to the lab, each group must have a minimum of 4 students and can have a maximum of 6 students.

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 group, bookings will be taken no more than two weeks before the session. This lab has two stations, each of which can accommodate an SDL group. In order to maximise access to the lab, each group must have a minimum of 4 students and can have a maximum of 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 group, bookings will be taken no more than two weeks before the session. This lab has two stations, each of which can accommodate an SDL group. In order to maximise access to the lab, each group must have a minimum of 4 students and can have a maximum of 6 students.

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

The clinical skills labs listed above will be available from 10.00 – 15.00 each Wednesday for any student that wishes to use them. Students are welcome to use whatever equipment

is already in these labs but no other equipment will be provided. Other teaching events take place in these labs on Wednesdays, so there may be occasions where some of the labs are not available for SDL. However, depending on the teaching schedule, these labs may be available at other times during the week – the lab calendars will be updated accordingly. Each lab has two stations, each of which can accommodate an SDL group. In order to maximise access to each lab, each group must have a minimum of 4 students and can have a maximum of 6 students.

2.5   Anatomical skills SDL

The anatomy labs, GEMS2-025 and GEMS2-026, are available from 10.00-16.00 each Tuesday, Wednesday and Thursday. These labs can be booked for a maximum of two hours per group per day and bookings must be made at least 24 hours in advance. Students can reserve a maximum of 5 anatomy models per session. In order to maximise access to each lab, each group must have a minimum of 4 students and can have a maximum of 6 students.

3.0   BOOKING PROCEDURE

- All bookings must be made using the Lab Booking System.

- Students can log into the system using their ID number as username and password. Passwords can be changed after logging in for the first time. Students that have a '0' at the beginning of their ID number should omit this digit when logging in.

- In order to be activated on the system, all students must pass a Health and Safety Quiz. There are 20 questions in the quiz and all must be answered correctly before the student can start using the system. The answers to all questions can be found in the Health and Safety Documentation on the GEMS Website. **Please note that no student can either book a room, or be included as part of a booking until they are activated on the system.**
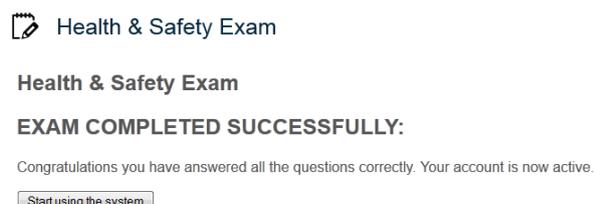
- Once a student has completed the quiz successfully, they will be able to use the system

- The screen below will appear each time a student logs into the system, detailing their past booking activity, and providing the option to change their password. It is recommended that each student change their password when they log into the system for the first time.
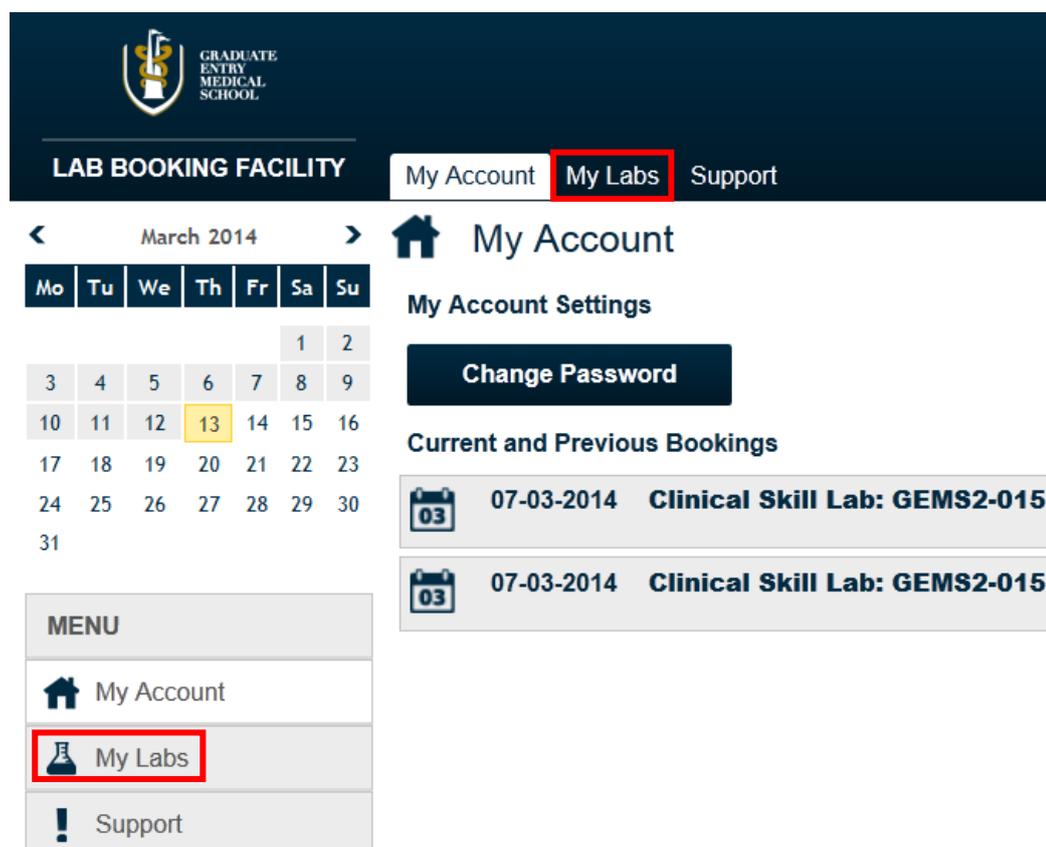
- Click on the 'My Labs' tab on the top or side menus to view the labs that are available to book.

- Select one of the labs to view its associated calendar. The shaded areas indicate the times that the lab is available to book. Current bookings will also be viewable on the calendar.

- To book a time slot, double click on the time at which the booking is to start. In the pop-up window, enter the time the session is to finish. Type in the names of the students that are joining the group and select the names 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. **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**.

- The Anatomy Labs have the option to select equipment. Click on the 'Request Equipment' option and select from the options provided. Please note that a maximum of 5 models are permitted for Anatomy.
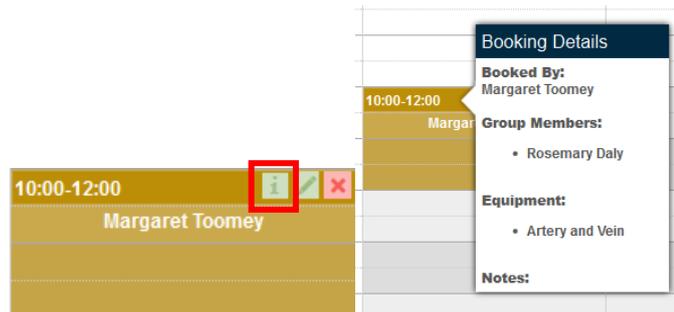

- Click on 'OK' to complete the booking. If any of the details are incorrect (e.g. booking more than two weeks in advance, booking more than the allowed number of

equipment sets etc.) and error message will appear and the booking will not be completed.
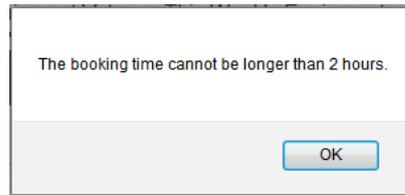
- By clicking on the 'i' symbol on any booking, the details of that booking appear.

- A booking can be edited by clicking on the symbol, or deleted by clicking on the symbol. A student can only edit or delete their own bookings.
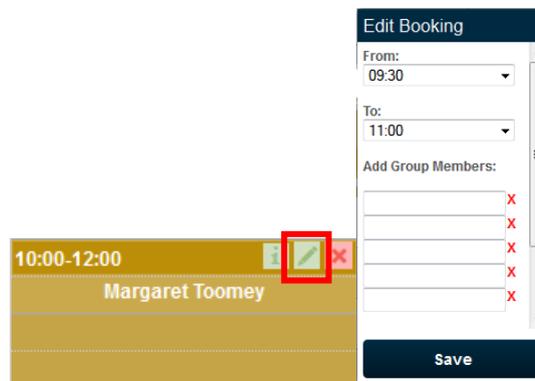
- Each of the stations in the SDL lab has an associated equipment poll. To vote on equipment to be available in at the station, select the 'Next Week's Equipment Vote' tab, select the equipment from the list (each student can vote for 4 equipment options) and click on 'Vote'. The poll will be updated to include that vote.

- The equipment poll will close at 16.00 each Friday and the results of that poll will determine the equipment that will be available in the SDL lab for the following week.

My Labs

SDL Lab: GEMS2-027 (Station 1)

Bookings | Next Week's Equipment Vote | This Week's Equipment | Opening Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00					
09:00					
10:00					
11:00					
12:00					
13:00					
14:00					
15:00					
16:00					
17:00					

My Labs

SDL Lab: GEMS2-027 (Station 1)

Bookings | Next Week's Equipment Vote | This Week's Equipment | Opening Hours

	Equipment Name	Current Votes
☐	Hand-washing and Infection Control	0
☐	Cardiac First Response	0
☑	Ear Exam	0
☑	Vital Signs	1
☐	Obstetric Exam	0
☐	Breast Exam	1
☐	Respiratory Exam	1
☐	Female Pelvic Exam	0
☐	Eye Exam	1
☐	Oxygen and Inhalers	0
☐	Spirometry and Peak Flow	0
☐	ECG	0
☐	Peripheral Pulses and Dopplers	0
☐	Abdominal Exam	0
☐	CVS Exam	0
☐	Blood Glucose and Insulin Administration	0
☐	Rectal Exam	0
☐	Muscles and Joints Exam	0

VOTE | CANCEL

- The equipment that is currently at the station is accessible under the 'This Week's Equipment' tab.

- To report any issues with the system, contact details are available under the 'Support' tab.

! Support

To contact support please use the following contact details:

Email: MedicalResources@ul.ie
Tel: +353 61 234701

IMPORTANT – Please note the following:

- Each lab type can be booked for a maximum of two hours per group 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.

- 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 Sulis 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.

- **<u>All students present in an SDL session must be named on the relevant booking</u>**. If the members of the group change, edit the booking in advance of the session to reflect those changes.

- 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 (both anatomy labs and the Year 4 clinical skills lab) 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 in preparation for the next group.

- <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, the group will be asked to leave the lab immediately. Any student or group that repeats this behaviour will incur a 1-week suspension from all labs for SDL.

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.