



## *School of Medicine, Fremantle*

### **Student Access to On-campus Resources Policy**

Medical students are very fortunate to have access to a number of on-campus facilities. Access is a privilege and not a right. Abuse of the privilege will result in its removal.

Please note use of the University rooms/facilities for purposes other than study, including commercial tutoring, is prohibited.

#### **1. Problem Based Learning (PBL) Rooms**

Each PBL room has:

- Whiteboards
- PBL table
- Ten chairs
- A small table with a computer on it
- A small cupboard for your kettle, mugs and tea and coffee supplies

The use of these PBL rooms outside of class times and after-hours is a privilege that Year 1 & 2 medical students have. No other students in the University have access like this. If these rooms are not maintained in a clean and tidy condition your privileges will be downgraded.

The University employs a team of cleaning staff to clean the rooms. They are instructed not to touch papers/books etc that are left on the tables. It would assist them greatly if the tables were cleared at the end of each day so that they can wipe them down. Also if you are using the room when the cleaning staff come in, please leave the room for the short amount of time that it will take for them to do their job.

A kettle may be used in the PBL rooms, but no other electrical appliances are permitted.

The PBL rooms will be checked regularly and additional whiteboards, furniture and small appliances will be confiscated.

Students will be able to access ND35 and their allocated PBL room 6.00am to 10.00pm daily (including weekends).

#### **2. Upstairs Kitchen**

The upstairs kitchen has been made available to the students. It is the students' responsibility to do the dishes and keep the sink and bench-top area free of clutter. Please empty the fridge of dead and dying foodstuff on a regular basis.

#### **3. Clinical Skills Rooms**

The clinical skills consulting rooms (ND35/313 - 320) will be available to students during office hours and after hours if not otherwise booked.

### ***During Office Hours***

You are able to book a Clinical Skills Room (ND35/308, 309, 310), or Consulting suites (35/313-320) and equipment for a TWO HOUR timeslot. Please complete the booking sheet posted outside ND35/307 and/or make contact with Ailsa Kilpatrick [ailsa.kilpatrick@nd.edu.au](mailto:ailsa.kilpatrick@nd.edu.au) or Milly Johnston [milly.johnston@nd.edu.au](mailto:milly.johnston@nd.edu.au)

If you require models or equipment, please e-mail Ailsa or Milly in advance to ensure everything will be available and set up for you at the time of your booking.

### ***After Hours***

To access the clinical skills consulting rooms students must contact Security on 0438 923 955.

Students must abide by the following rules:

- a. All doors must be locked after use.
- b. Equipment must be used appropriately and with care.
- c. All equipment must be returned to its place.
- d. **NO** invasive procedures are allowed i.e. vene-puncture etc.
- e. No food or drink (other than bottled water) is allowed in the clinical skills consulting rooms.
- f. Rooms must be left tidy and clean with chairs stacked neatly.
- g. Only medical students are permitted in the rooms.

Any complaint from the staff about inappropriate use of the rooms or equipment will deem the clinical skills consulting rooms unavailable after hours to medical students.

Students must leave the building by 10.00pm.

## **4. Anatomical Model Room & Resources**

The University provides access to an Anatomical Model Room for self directed learning to medical, nursing and physiotherapy students as part of their educational experience. The room contains anatomical models which have been purchased by the School. In order to ensure that any items damaged or lost from the model room can be replaced by the School of Medicine all students are advised that they are subject to the following rules and procedures in relation to the usage of, and responsibility for, the resources.

The model room (ND 38/101) will be available to students during the normal Galvin Medical Library hours during semester these being 8.00am to 6.00pm, Monday to Friday, 8.00am to 1pm Saturdays and Sundays. To access the model room students must pick up the key from the Galvin Medical Library in ND35 and will need to present their student card in exchange for the key for two hours. Students must return the key at least 20 minutes before the library closes to ensure the key is checked in off their card or fines will accrue. The key cannot be kept for access outside of library hours as the outer perimeter door will be locked by Campus Security.

Students must abide by the following rules:

- a. All students must take responsibility for the care and appropriate use of the models.
- b. All models must be returned to the correct positions in the cabinets after use.
- c. Ensure the blinds are closed at all times and that the door is locked after use.
- d. Ensure the room is left clean and tidy after use.
- e. No food or drink (other than bottled water) is permitted in the room.
- f. Under no circumstance are any of the models to be removed from the room.

Students are advised this room is constantly monitored by CCTV camera, if the room and resources are not being used in the appropriate manner, access to the model room will be denied to offending students. Malicious damage of models will result in a financial penalty equal to repair and/or replacement of models.

**Student Signature and Declaration**

*"I have read and understood the above rules and agree to be bound by them."*

Has not been actioned