



Procedure for Booking E51 Simulation Centre

1. Definition

This policy provides guidelines for the utilisation of E51 Clinical Skills training facilities, by clarifying the procedures involved in booking space, equipment and consumables.

'User' refers to the person who assumes responsibility for the booking and training activities.

2. Process

- a. Venue requests for paid courses or non-UCT participants should be directed to fahmi.adams@uct.ac.za via email. A bookings form will be e-mailed to the User or may be downloaded from our website at www.clinicalskills.uct.ac.za **No telephonic bookings or incomplete bookings forms will be accepted.**
- b. A booking is not confirmed until the User receives written confirmation from Clinical Skills administration.
- c. Any changes to the user's initial written booking request must be made on a bookings form and all cancellations must be sent in writing via email, to avoid venue charges being levied.
- d. Equipment and consumable requests (when relevant) must accompany the booking request, no less than 10 working days in advance. Limited stock is kept onsite and late bookings may result in the User having to source own equipment and consumables at own cost. Booked equipment and consumables will be prepared prior to the training day, and must be signed for by the User or designated authority prior to commencement of said activity. The User shall assume responsibility for any lost/damaged equipment. A detailed list of available equipment and consumables may be found on the Clinical Skills webpage.
- e. All quotation and invoice related queries should be directed to letatia.kiewietz@uct.ac.za. Invoicing is based on items and space booked on final approved bookings form, and may differ from original quote if User requirements had changed.

3. Underlying principles

- a. UCT curriculum activities take preference in the allocation of facilities.
- b. Clinical Skills administration reserves the right to assign teaching spaces at their discretion if needed.
- c. For departments running income-generating activities as well as external parties wishing to use venues for training courses, the following standard venue rates apply:

<u>Venue seating capacity</u>	<u>Daily rate</u>	<u>Half day rate</u>
1-30	R1500	R1050
31-100	R1750	R1225

Venue rates are adjusted annually and follow UCT guidelines. Bookings made in 2017 for 2018 will be invoiced to the adjusted charges. Please note that these rates cover venue charges only, and:

- DO NOT cover the availability of Clinical Skills staff during the course/session/workshop, except for equipment/AV malfunction related to the venue
 - EXCLUDE consumables
 - EXCLUDE sourcing of equipment not on the Clinical Skills Centre's published list
- d. While no venue charge is levied for registered UCT students involved in formal UCT curriculum activities, venues must be booked in advance by the relevant course convenors or their course administrators. Consumables used by registered UCT students will be invoiced to the User, unless said items are included on the itemised Clinical Skills GOB budget.
 - e. Users must ensure that they book sufficient venue time before and after their activity to allow for set up of the venue and clearing up afterwards.
 - f. If catering is required, the User must liaise directly with their caterer. No food may be set out or consumed in designated training areas. Leftover food must be removed from the venue after training. To avoid a cleaning fee being levied against their booking, Users must ensure that their caterers have left the venue/kitchen area clean and tidy.
 - g. The E51 Simulation Laboratory is open during the following times:
 - **Monday - Friday 08h00 to 16h00** (closed during public holidays)
 - **Saturday – Sunday and after-hours** only after special arrangement with Clinical Skills Administration
 - h. Users booking venues for after-hours and weekend activities must arrange access with Clinical Skills Administration as well as GSH Security. A written request for venue keys must be made at least **24hours** prior to the training, as only certain members of staff have keys and alarm codes for E51.
 - i. It is the User's responsibility to ensure that activities that include the use of defibrillators are supervised by a qualified Lecturer /Trainer.
 - j. Venues must be left clean and tidy, with furnishing returned to the configuration in which it was found. No person shall in any way damage, deface or mark any part of the Skills Centre furnishings or equipment. The User shall assume responsibility for the venue and its contents as well as for the conduct of all persons associated with the booked training/teaching/course. A cleaning up fee will be charged if the venue is left untidy.
 - k. No items may be removed from a venue without prior permission from Clinical Skills Administration. A separate SOP is available for booking equipment for off-site use.
 - l. Film/photo shoots are only allowed with prior permission from the Clinical Skills Head of Division, available at rachel.weiss@uct.ac.za.