



## Procedure for Booking G13 Safety in Health Simulation Centre

### 1. Definition

This policy provides guidelines for the utilisation of G13 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. Available venues:

The following spaces are available for booking, either individually or combined:

- a. Cubicle 1: an open flat-floor space with chairs, AV capacity and 2 large tables. May be used for lectures for up to 50 participants or for catering purposes. Please note that this is an open space and subject to noise from adjacent areas.
- b. Cubicles 2-4: each cubicle is an open six-bedded ward, furnished with a bed or examination couch, a bedside table, chair and curtains.
- c. Studio 1-4: each studio contains either a bed or a desk with a fixed 'one-button' recording system. Please note that ambient noise may be expected during recordings if G13 is in use at the time.
- d. Procedural room: a side room with consumables, manikins and equipment for sharps-related skills practice
- e. G13 kitchen: a small kitchen just outside of G13 entrance is equipped with GSH crockery and a wash basin.

Please note that G13 staff offices and staff tearoom is restricted space for use by G13 staff and their visitors only.

### 3. Booking Process

- a. To book a venue, whether by internal/UCT or external users, the G13 booking form should be downloaded from our website at [www.clinicalskills.uct.ac.za](http://www.clinicalskills.uct.ac.za). The completed and signed form, as well as queries related to venue booking, should be sent to [nazli.marais@uct.ac.za](mailto:nazli.marais@uct.ac.za). **No telephonic bookings or incomplete bookings forms will be accepted.** The User will receive an email response within 3 days.
- b. UCT users are exempt from paying a venue fee. However, if the G13 venue is being used for an event that charges a fee to participants, whether UCT or external participants, a venue fee will be levied. Fee queries may be directed to [letatia.kiewietz@uct.ac.za](mailto:letatia.kiewietz@uct.ac.za) prior to seeking a booking.
- c. A booking is not confirmed until the User receives written confirmation from Clinical Skills administration.

- d. Any changes to the user's initial written booking request must be made on a booking form and all cancellations must be sent in writing via email, to avoid venue charges being levied.
- e. If equipment and consumable are needed, these requests must accompany the venue booking. Equipment and consumables must be booked no less than 10 working days in advance. Limited stock is kept on-site 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.
- f. All quotation and invoice related queries should be directed to [letatia.kiewietz@uct.ac.za](mailto: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.

#### 4. **Principles informing venue bookings and use**

- a. UCT curriculum activities take preference in the allocation of facilities.
- b. For departments running income-generating activities as well as external parties wishing to use venues for training courses, the following standard UCT 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 2018 for 2019 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
- c. 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 already included on the itemised Clinical Skills GOB budget.
  - d. 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.
  - e. If catering is required, the User must liaise directly with their caterer. Food may be set out or consumed only in Cubicle 1. 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.
  - f. The User is responsible for providing linen for beds and must remove it from G13 immediately after their event.
  - g. The User is responsible for supervision and caring of patients who are brought to G13 for teaching/assessment. No patient may be left unattended in G13; the User must be present when

patients are delivered and must remain in the venue until patients have been collected. Consumables and simulation equipment may not be used on patients.

- h. 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.
- i. Venues must be left clean and tidy, with furnishing returned to the configuration in which it was found.
- j. 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. Film/photo shoots are only allowed with prior permission from the Clinical Skills Head of Division, available at [rachel.weiss@uct.ac.za](mailto:rachel.weiss@uct.ac.za).
- l. The G13 Simulation Ward 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
- m. Users booking venues for after-hours and weekend activities must arrange access with Clinical Skills Administration as well as GSH Security and must be done in writing at least **24hours** prior to the event. It is the User's responsibility to collect the keys during office hours.

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