



The Otago Clinical Skills Laboratories (OCSL)

OCSL OPERATIONAL UTILISATION GUIDELINES (Level 1)

Background:

The Otago Clinical Skills Laboratories (OCSL) is a joint venture between the Otago Medical School (OMS) Dunedin Campus and the Southern District Health Board. The OCSL was developed as a facility to enhance and support clinical skills-based education for the Advanced Learning in Medicine undergraduate medical programme (MBChB) and professional clinical staff of the Southern District Health Board based at Dunedin Hospital and its satellite centres. Accordingly the OCSL should be regarded as a clinical space.

COVID-19 Utilisation:

Clinical skills teaching and team based simulated training, by their very nature, are difficult activities to maintain physical distancing. The OCSL teaching space layout and the need to adopt further standard precautions, as advised under COVID-19 alert levels, has meant that OCSL utilisation policy required review.

This OCSL operational utilisation guidelines have been developed in collaboration with the Southern DHB Infection, Prevention and Control (IPC) service, Southern DHB Building and Property services, University of Otago Health and Safety, the OMS Dunedin Campus Medical Education Unit (MEU), and the SDHB Professional Development Unit.

Undoubtedly the changes outlined in this document will have an effect on how previous normal teaching sessions were run in the OCSL. For the immediate period all education faculty facilitating teaching through the OCSL will need to consider how to adapt and modify their teaching sessions. The OCSL team would be very keen to discuss how to facilitate specific requirements and problem solve any issues as they arise. Please contact Paul Medeiros via email paul.medeiros@southerndhb.govt.nz

We will review this utilisation policy with any further alert level changes and as guided by Otago University and SDHB IPC service. Thank you for your understanding.

THE OCSL OPERATES MONDAY TO FRIDAY, 0800-1630 AND IS CLOSED WEEKENDS AND PUBLIC HOLIDAYS

- The OCSL welcomes a wide variety of clinical education activities but it should be recognised that it is not a freely accessed facility. All teaching activity and tutorials need to be booked and pre-arranged so that they can be appropriately supported by OCSL staff. Bookings and enquiries are made by contacting the OCSL Operations Coordinator: paul.medeiros@otago.ac.nz or paul.medeiros@southernhb.govt.nz. Please allow 48hrs for enquiries to be responded to.
- Didactic tutorial-style education should be minimised and practical clinical skills education maximised in this facility. The OCSL is not designed for standard meetings or large group tutorials and its utilisation is prioritised for clinical skills education.
- We ask that all visitors respect the OCSL as a clinical space and conduct themselves in a professional manner. Visiting educators using the OCSL facility are seen as responsible for their participants' actions and professional behaviours.
- For cleaning and resetting purposes participants will be encouraged to leave the facility at the end of their teaching session. All education sessions need to be concluded and the facility fully exited by 1630hrs. This is to allow for OCSL staff and SDHB cleaning staff to clean the facility and equipment in preparation for the following day's business.

TEACHING AREA RECOMMENDED NUMBER OF ATTENDANCE

The recommended numbers below are best to facilitate teaching in a practical sense but also account for health and safety advice provided to the OCSL. Educators unfamiliar with the OCSL teaching spaces are encouraged to make an appointment to view the space with the OCSL Co-ordinator.

paul.mederios@southerndhb.govt.nz

- **OCSL AREA 1 Occupancy**
 - AREA 1: Main Clinical Area (2 teaching spaces)
 - Ideally 15 personnel with a maximum allowance of 20 in each clinical teaching space.
 - Ideally 30 personnel and a maximum of allowance of 40 over both clinical spaces
 - AREA 1: Simulation Hospital Area
 - Ideally 10 personnel with a maximum allowance of 15.

- **OCSL AREA 2 Occupancy**
 - AREA 2: SECO Ambulatory Area
 - A maximum occupancy of 40 personnel
 - Ideally 2 personnel with a maximum allowance of 4 per individual clinic room
 - Ideally 4 personnel with a maximum allowance of 8 per double-size clinic room
 - AREA 2: Tutorial Room
 - A maximum occupancy of 20 personnel
 - A maximum allowance of 20 personnel seated and standing at any one time
 - A maximum allowance of 15 personnel seated at any one time

- **OCSL WAITING AREAS** (2 available spaces)
 - Patient waiting area accommodate 15 seats and allow up to maximum 20 personnel.
 - Student waiting area accommodates 10 seats and have a maximum allowance of 20 personnel.

HEALTH AND SAFETY PROTOCOLS

- On entering and leaving the OCSL facility we ask all attendees (educators, participants, external service) to sanitise hands with the hand gel provided.
- Visiting educational faculty need to check in with OCSL staff at the main desk when they arrive or about to commence teaching. The OCSL main entrance automatically unlocks at 0800 and faculty may enter earlier to prepare for their teaching session.
- Standard hygiene precautions need to be observed on an ongoing basis and OCSL regards this as a shared responsibility. Educators and attendees using the facility will need to assist in cleaning the tutorial spaces and equipment used between and/or after individual or group usage.
- As a courtesy and precaution to others, attendees demonstrating signs of sickness will be expected and asked to leave the OCSL facility
- To maintain cleanliness and reduce wear and tear of equipment, eating is not permitted in this facility. Only sealed-water bottles are allowed in specifically identified tutorial rooms and breakout areas.