



The Otago Clinical Skills Laboratories (OCSL)

## **OCSL COVID-19 OPERATIONAL UTILISATION GUIDELINES (LEVEL 2)**

### **Background:**

The Otago Clinical Skills Laboratories (OCSL) and its incorporated Simulation Service 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, the OMS Dunedin Campus Medical Education Unit (MEU), and the SDHB Professional Development Unit.

Undoubtedly the changes outlined in this document will have a direct 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](mailto: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](mailto:paul.medeiros@otago.ac.nz) or [paul.medeiros@southernhb.govt.nz](mailto: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 and its utilisation is prioritised for practical 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.
- As a consequence of an extended cleaning schedule being required 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 AREAS WITHIN THE OCSL:

- The OCSL has 4 individual teaching areas. These are listed below and can be combined into 2 larger teaching areas as follows
- **Area 1:**
  - *Main Clinical Area ( x 2 teaching spaces)*
  - *Simulation Hospital Area*
- **Area 2:**
  - *SECO Ambulatory Area*
  - *Tutorial Room*



## 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@southernhb.govt.nz](mailto:paul.mederios@southernhb.govt.nz)

- Recommendation of occupancy within these areas
  - Students
    - a maximum allowance of 10 students per group
    - a maximum allowance of 20 students at any one time separated into two groups of 10 either combined area (Area 1 and Area 2)
  - Education Faculty
    - a maximum allowance of 3 faculty per group
    - a maximum allowance of 5 faculty for each combined area (Area 1 and Area 2 )
  - Actors/Patients
    - a maximum allowance of 1 actor/patient per individual area (Main Clinical Area/ Simulation Area/ Tutorial Room)
    - a maximum allowance of 2 actors/patients for this combined area (Main Clinical Area and Simulation Space: Area 1)

## **SECO Clinic Rooms and Waiting Areas**

Standard precautions apply and physical distancing should be maintained as much as possible within as well as outside SECO clinic rooms.

The clinic room attendee numbers below are inclusive of students, actor/patients and education faculty:

- There is a maximum allowance of 2 attendees per single clinic room - If more than 2 attendees are required for a single clinic, the room must be opened up as a double clinic room.
- There is a maximum of 5 attendees per double clinic room.
- There is a maximum allowance of 10 attendees in the Student Waiting Area (SECO Ambulatory Area)
- There is a maximum allowance of 10 attendees in the Patient Waiting Area (SECO Ambulatory Area)

*Special dispensation for ALM GP SECO assessments and OSCE; a maximum of 10 actors/patients (screened) with a maximum of 5 faculty for the SECO Ambulatory area – this brings the total of 25 personnel in the SECO Ambulatory Area at the time of these educational events.*

## HEALTH AND SAFETY PROCEDURES

- All attendees (educators, participants, external service) to the OCSL will sign the register and sanitise hands prior to entering and on leaving the OCSL facility
- Following registration and hand sanitisation, all pre-booked education attendees will make their way to the specific OCSL waiting point as directed by signage at the registration area. Access to the designated OCSL waiting area is restricted to not more than 10 minutes prior to the programme start time.
- Visiting educational faculty are required 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. Education faculty are welcome to arrive early in order to prepare for the session.
- Physical one or two-metre distancing should be observed as appropriate and as much as is practical within this facility
- 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.
- Non-education-based congregation of personnel is not encouraged within this facility. Once teaching and cleaning procedures are complete, all personnel will be encouraged to leave the OCSL.
- As a courtesy and precaution to others, attendees demonstrating signs of sickness will be expected and asked to leave the OCSL facility
- Eating and drinking is not permitted in this facility. Sealed-water bottles are permitted in specifically identified areas.