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| Code and Number | E.1.1.5 |
| Title of Document | Clinical Training Room |

POLICY

This document outlines the requirements for access to the clinical training room, use of the clinical training room, appropriate behaviour in the clinical training room and restocking of the clinical training room.

Access

- The clinical training room schedule is managed via the Clinical Room 3.05 calendar.
- Students are not permitted access to the training room outside of scheduled hours.
- Bookings made to deliver face-to-face training as part of an award programme of study take priority over CPD Short Courses and other ad hoc bookings.

Use of the clinical training room

- The clinical training room is to be used for student simulated learning experiences.
- Students must be supervised at all times, by a member of ACN staff, when inside the clinical training room.
- Any person that enters the clinical training room for simulation purposes must comply with the *safe working practices in the classrooms* policy.
- Students are required to wear the appropriate uniform for their course of study (ACN uniform or white tops, black or blue work trousers and closed flat shoes,) and observe professional etiquette at all times when inside the clinical training room.
- It is the responsibility of all staff who are facilitating clinical room sessions to ensure that students comply with this policy.

Appropriate behaviour

- Safe and professional behaviour will be expected when participating in the clinical training room. Anyone entering the clinical training room should ensure that behaviour is appropriate to a clinical setting and that all equipment is treated in a manner that is conducive to quality learning.
- Any breakages of equipment must be reported to the Executive Director – Education (EDE).

Cleaning of equipment

- Equipment used in the clinical training room must be cleaned after each teaching session by the staff allocated to the session.
- It is the session facilitator's responsibility to ensure that all equipment has been disinfected, cleaned appropriately and stored in a safe manner.
- All linen used in the clinical training room will be laundered every three months or 'as required'.

Restocking of equipment

- It is the supervising session facilitator's responsibility to ensure that the clinical training room is left in a neat and tidy manner at the end of each session.
- The course coordinators or nurse educators must provide a detailed list of equipment and consumable supplies required for each clinical training session at least one month prior to the training session occurring.
- If consumable items need to be purchased, the course coordinator or responsible nurse educator will liaise with the Manager - Corporate Support (MCorpS) to place the order.

- If equipment needs to be borrowed from company representatives the course coordinator or nurse educator is responsible for arranging this.
- The session facilitator is responsible for ensuring that the clinical training room is restocked for the next person to use or to report any missing items to the responsible course coordinator or nurse educator.
- When sharp bins need to be emptied, the course coordinators or nurse educator will contact the customer service officer. The customer service officer will liaise with the Building Maintenance Officer to arrange to have the bins replaced.

Reporting of an incident

Any incident, accident or injury in the clinical training room must be reported by the supervising session facilitator, in accordance with ACN policy, and an Accident, Incident and Hazards Form must be completed and filed.

Student Declaration

Students must read this policy, the Safe Working Practices in the Classrooms policy and sign the Student's Classroom Declaration form before accessing the clinical training room and taking part in simulated learning experiences.

RELATED POLICIES and PROCEDURES

[B.3.1.1 Reporting Accidents and Incidents](#)

[B.3.1.4 Safe Working Practices in the Classrooms \(Sydney Office\)](#)

RELATED FORMS

[WHS001 Accident, Incident and Hazard Form](#)

[WHS006 Student's Classroom Declaration](#)

[WHS007 Children in the Workplace and Classroom](#)

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