



# Department of Clinical Education

## Education Centre Access Policy

Your guide to accessing our Clinical Education Centre  
Training Rooms.

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## **Accessing the UHL Clinical Education Centres**

### **Purpose of the Education Centre**

The primary purpose of the three UHL Clinical Education Centres (CEC) is to support the provision of Undergraduate and Postgraduate medical education and training in line with the education contract agreement with NHS England (formally known as HEE) working across the East Midlands. The three Centres are available for use by all UHL staff groups (free at no cost) and external users (at an additional cost, please see 'costs' later in the document), according to availability and the described booking procedure.

The CEC will not take any bookings for activities that are not deemed as teaching or meetings - this includes, but not exclusive to, activities such as fitness classes, social events, choir practice and bookings that require sick patient or child access.

### **Objectives of the Policy**

1. To define who has authorised access to the Education Centres for teaching, training and meetings.
2. To describe the responsibilities of all Centre users and staff, including record keeping requirements.
3. To identify the procedure for booking rooms within the Education Centres and UG Facilities.
4. To outline the charging policy for usage of the Education Centres.
5. To signpost to other, relevant education policies.
6. To detail the out-of-hours protocols.

### **Access to the Education Centre for Teaching and Meetings**

The following have access to UHL teaching sessions and meetings:

1. Staff (substantive and honorary).
2. Those (not in 1) we have specifically invited.
3. Those (not in 1) who have applied, and we have specifically agreed.

Identification must be available on request. We will request and verify professional registration details if deemed appropriate to do so. Requests that fall into category three will be reviewed on an individual case basis, with agreements considering bookings that pose a high-level risk regarding safety, fire procedures, security arrangements and other aspects relating to patient and/or out of hours bookings. These will all need to be agreed in writing prior to the booking being accepted. Bookings requiring patient and/or out of hours access may be limited to the site deemed most appropriate by the Clinical Education Team.

No children or sick patients can attend the Education Centres. In the rare circumstance that approval has been given (3) this must be agreed in advance and the proof must be provided to the Education Centre Staff.

## **Responsibilities**

### **1. Education Centre Staff will:**

- a. Ensure that room bookings requests are responded to in a timely manner (24-48 hours) and decisions are confirmed via e-mail.
- b. Ensure that the facilities within the Education Centres are maintained to an acceptable standard prior to the start of every meeting.
- c. Provide access to the rooms at the agreed time and ensure that requested equipment is available.
- d. Not take responsibility for car parking or car parking arrangements. Responsibility for these remains with the room booker.

### **2. Chairperson/ Facilitator / Room Booker will:**

- a. Provide all information required by the Education Centre Staff, including cost centre, invoice details, IT requirements, fresh tissue presence, hospitality etc. at the time of booking the room.
- b. Ensure that, where a room is no longer required, the Education Centre staff are notified at least 1 hour before. All bookers/facilitators that 'do not attend' (DNA) will be reviewed on a case-by-case basis, 2 consecutive DNAs will result in not being permitted to use the Clinical Education Centres for a period of 6 weeks.
- c. Confirm that all delegates/attendees are authorised to attend the meeting/course/teaching.
- d. Ensure that attendance registers are taken for **all** meetings/courses/teaching sessions (see Appendix 1). In the event of evacuation, provide the Education Centre staff with a copy or the original attendance register for that meeting.
- e. The facilitator must address the fire safety procedure in the CEC and the evacuation procedure to all delegates at the start of the session. The facilitator must ensure everyone is evacuated in the event of a fire/fire alarm.
- f. Return the room to its original layout, if altered for the meeting/course/teaching. Failure to do so may result in not being permitted to use the Clinical Education Centres for a period of 6 weeks and a warning issued. Failing to comply on multiple occasions will result in all future bookings being cancelled and future requests declined.
- g. Ensure that when required, especially for out of hours meetings, that rooms are secured appropriately.
- h. To inform the Clinical Education Centre of any intentions to undertake activities that fall outside of the normal remit of a teaching room such as sponsorship, paying delegates, hospitality needs, furniture rearrangement, clinical skills & simulation at the time of booking.
- i. It is the responsibility of the service user to inform representatives of charges to attend and to subsequently inform the Centre staff of the sponsor details for invoicing.

### **3. Delegates/attendees will:**

- a. Only attend meetings/courses/teaching for which they are authorised.
- b. Respect other Centre users whilst in the Education Centres. This includes respectful use of mobile phones and noise in corridor areas and removal of litter.
- c. Report any damages or hazards to the CEC reception.
- d. Ensure that they have signed attendance registers. This is the responsibility of the room booker/ centre facilitator to organise the registration.
- e. All non-UHL employees, including reps, must report to the CEC reception before attending any meeting.

**Failure to comply with these responsibilities will result in future room booking requests being potentially cancelled and declined.**

### **Booking Procedure & Requests**

Booking requests must be made via the following:

#### Internal users (UHL staff)

Must fill out the full details requested via the following website: <https://bookwise-ed.xuhl-tr.nhs.uk/bookwiseeducationweb/>

Requests are not automatically accepted and will be reviewed by the team before confirming.

**NB:** Please see the booking fees for any; out of hours, sponsored or where delegates are paying.

#### External users

Must fill out the full details via the online booking form: <https://eu.surveymonkey.com/r/CECRBR>

Only same day bookings may be made in person or over the telephone.

All booking requests made to the Clinical Education Centres must be accompanied by appropriate invoice details. In the event of non-attendance on 2 consecutive occasions, this will result in not being permitted to use the Clinical Education Centres for a period of 6 weeks and a warning issued.

**NB:** Please see room hire fees.

Any booking queries can be made via the CEC Mailbox: [cecbookings@uhl-tr.nhs.uk](mailto:cecbookings@uhl-tr.nhs.uk)

## Booking Procedure

The following priorities will be applied to bookings:

1. Postgraduate Medical Education Teaching (training of Doctors) & Income Generating bookings will take priority over all other bookings. **Can be booked 12 months in advance.**
  - a. This does not include MDT, M&M meetings.
2. Chief Executive Briefings or Trust Board Meetings provided they do not clash with priority 1 bookings. **Can be booked 12 months in advance.**
3. Education to the wider workforce for all other Clinical Professional groups. This must be teaching. A programme for the teaching must be provided to the Education Centre Staff when making these bookings. **Can be booked 6 months in advance only.**
4. Very little or no relevance to Postgraduate Medical Education; includes CMG meetings, admin meetings, one to one's, time outs etc. **Can be booked 6 weeks in advance only.**

For a full break down of booking priorities, please see Appendix 2 – Booking Prioritisation Matrix.

The bookings diary will be considered **on a rolling 12month basis**. Centre staff will identify and enter core bookings which are entered as a priority. All other bookings requests must be made in line with the **Booking Procedure**. Centre managers and staff will use their discretion when determining priority of bookings.

**Please note:** CEC staff reserve the right to cancel any room where priorities 1 or 2 supersede bookings made under priorities 3 or 4 and without providing an alternative.

## User Cancellation & Charging Policy

- a. All room bookings can be cancelled up to an hour before the meeting is due to start. If a booking is made and not cancelled appropriately, this will be reviewed on a case-by-case basis.
- b. 2 consecutive DNAs will result in not being permitted to use the Clinical Education Centres for a period of 6 weeks and a warning being issued.
- c. Failing to comply on multiple occasions will result in all future bookings being cancelled and future requests declined.

A cancellation fee for an external users will be charged at the following rates of the total cost of room:

- within 4 weeks 50%.
- within 1 week or “no show” 100%.

Room costs can be found below:

### **External Booking Fees**

#### **Glenfield Hospital**

Room	Capacity	Costs	
<b>Lecture Theatre</b>	100 Persons	Full Day	£215.00
		Per Half Session	£110.00
<b>Seminar Room 2</b>	20 Persons	Full Day Session	£120.00
		Half-Day Session	£60.00
<b>Seminar Room 3</b>	20 Persons	Full Day Session	£120.00
		Half-Day Session	£60.00

#### **Leicester General Hospital**

Room	Capacity	Costs	
<b>Lecture Theatre</b>	116 Persons	Full Day	£215.00
		Per Half Session	£110.00
<b>Seminar Room A</b>	25 Persons	Full Day Session	£120.00
		Half-Day Session	£60.00
<b>Seminar Room B</b>	10 Persons	Full Day	£120.00
		Half Day	£60.00
<b>Seminar Room C</b>	10 Persons	Full Day Session	£120.00
		Half-Day Session	£60.00
<b>Seminar Room D</b>	15 Persons	Full Day Session	£120.00
		Half-Day Session	£60.00

#### **Leicester Royal Infirmary**

Room	Capacity	Costs	
<b>Lecture Theatre Including Lounge</b>	100 Persons	Full Day	£350.00
		Per Half Session	£175.00
<b>Leslie Lewis Room</b>	10 Persons	Full Day	£120.00
		Per Half Session	£60.00
<b>C.J. Bond Room</b>	30-40 Persons	Full Day Session	£170.00
		Half-Day Session	£85.00
<b>Teaching Room 2</b>	20 Persons	Full Day Session	£170.00
		Half-Day Session	£85.00
<b>Stanley Tipton Room</b>	8 Persons	Full Day Session	£120.00
		Half-Day Session	£60.00
<b>Kenneth Brown Room</b>	6 Persons	Full Day Session	£120.00
		Half-Day Session	£60.00
<b>Lounge</b>	20 Persons	Full Day Session	£120.00
		Half-Day Session	£60.00
<b>Odames Meeting Room</b>	20 Persons	Full Day Session	£160.00
		Full Day + Vid Conf	£200.00
		Half-Day Session	£80.00
		Half Day + Vid Conf	£100.00

Hire Charge covers up to one pharmaceutical company / sponsors attending. TWO or MORE representatives will incur a charge of an additional £50.00 per company sponsoring.



### **Internal Booking Fees**

**NB:** All UHL staff can use the facilities free of charge within the core Centre hours. Fees only apply to the sponsors promoting a service or product. The below agreement does not occur if a sponsor is providing equipment that is required for the teaching session to take place.

Sponsorship fee: **£250 per sponsor**, which can include UHL hospitality (see further requirements below)

- All sponsor and hospitality agreements need to be discussed with the Clinical Education Team before arranging.
- Should the UHL hospitality fee exceed the total sponsor fee, the remaining amount must be agreed and covered by the representative/sponsor with an additional £50 to reinvest into Clinical Education.
- It is the responsibility of the booker to ensure the sponsor is aware of the fee and the invoice details are provided to the Education team before the booking is confirmed.
- The booker must ensure that the Clinical Education Team are informed at least 2 weeks prior to the booking of any hospitality needs, so this can be organised in time.

Out of hours/ weekend bookings for both internal and external bookings will incur an **additional** cost for staffing the Centre (if available):

Full day: £250.

Half day: £125.

Invoice details (for external users) or cost code (for internal users) will need to be sent to the Centre staff at the point of booking.

### **Clinical Simulation & Fresh Tissue**

The Leicester General Hospital and Glenfield Education Centres have the capacity to accommodate certain forms of clinical simulation. It is the responsibility of the room booker to inform the Education Centre staff of any intention to undertake Clinical Simulation (which may or may not include fresh tissue) at the time of the booking. The Department of Clinical Education reserves the right to cancel **any** bookings where this condition has not been adhered.

All users who utilise rooms within the Clinical Education Centres must ensure that all equipment and materials are disposed of safely and correctly in accordance with the following policies:

- UHL Sharps Management [Policy](#).
- UHL Waste Management [Policy](#).
- Please note that you will need to provide your own Yellow Bags and Sharps Bins as these may not be available in the Centres'. You will need to dispose of any sharps appropriately at the end of the session.

Ultimate responsibility for ensuring that these policies are followed correctly lies with the Course Director/Lead Clinician in the first instance, or in subsequent cases, the room booker. Failure to adhere to these policies may impact future bookings.

### **Out of Hours Access**

CEC rooms may be used by UHL staff out of hours provided they adhere to the CEC Out of Hours Protocols.

Out of hours bookings will incur a fee to enable staff cover (refer to the room hire costs above). Where available, the staff cover will ensure the opening and closing of the Centre, on-site support and reduce subsequent risk of security, health and safety and financial loss.

Failure to comply with these will result in exclusions being applied to the meeting and individuals responsible for booking the room.



**Out of hours access is not guaranteed and must be discussed on a case-by-case basis.**

### **Library Access**

UHL libraries are primarily for use by staff of University Hospitals of Leicester NHS Trust, Leicestershire Partnership NHS Trust and other local health organisations. Medical and nursing students from University of Leicester and De Montfort University can also join the library service for the whole of their course, and other students can join while on placement with a local NHS organisation. Other people may be able to use the libraries on a casual basis with the agreement of the Library Services Manager or Deputy Librarian.

For details of what services are available to different user groups, please see our website: [www.uhl-library.nhs.uk](http://www.uhl-library.nhs.uk)

The Director of Medical Education reserves the right to exclude individuals from using the Libraries. A written explanation of the decision to exclude an individual will be provided on request.

### **Definitions**

The following definitions are to provide clarity about the different types of booking:

***Internal Bookings*** – All bookings by UHL Medical and Non-Medical Staff (with an active UHL assignment number) will not incur a charge unless there is sponsorship (or promotion), payments by delegates or out of hours bookings. In such case the above charges will be incurred.

***External Bookings*** – All bookings by external organisations (for example RCS, RCP, RCN, MDU, Pharmaceutical Companies etc.), will incur charges as listed in the room charge list above.

***Sponsorship Bookings*** – All meetings that receive sponsorship, or where a representative from an external organisation aims to promote a product or service, will be subject to the **full booking** amount detailed above. This can either be covered by the CMG/service booking the room, or with agreement, paid by the sponsor. Payments cannot be taken from individual employees. ***It is the responsibility of the service user to inform representatives of such charges.***

***Out of hours bookings*** – All out of hours bookings (internal and external) will incur a fee. The fee attached to out of hours bookings is requested to cover the cost of staffing and provide the following (not limited to):

- Opening and closing of the Centre
- On the day support for the Centre equipment
- Knowledge of processes in the event of an emergency

‘Sponsorship’ is defined as: To **sponsor** something is to support an event, activity, person, or organisation financially or through the provision of products, services or hospitality.

‘Promotion’ is: The term **‘promotion’** means any activity undertaken by a pharmaceutical company or with its authority which promotes the administration, consumption, prescription, purchase, recommendation, sale, supply or use of its medicines/services.

## Appendix 1 – Room Register

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## Appendix 2 – Prioritisation Matrix

### Level 1 Priority - 12 months

- Postgraduate/ Undergraduate Medical Education Teaching/Training
- Income Generation Meetings

### Level 2 Priority - 12 months

- Trust Board Meetings
- UHL Fire & Manual Handling Training
- Charities/Support Groups

### Level 3 Priority - 6 months

- Audit Meetings including M&M meetings
- Education Meetings
- Wider Workforce Education for all other Clinical Professional groups
- UHL Mandatory Teaching/Training
- Recruitment Hubs

### Level 4 Priority - 6 weeks

- All other meetings including CMG Meetings, Team Meetings etc.