

On the day & General housekeeping

As the trainee leads will not always be present for each PREP 1.2 teaching day, you may be asked to help with the running of the day. This sheet is designed to help things run smoothly.

- The trainee lead should email you in advance with copies of the register and feedback forms. These should be printed out and brought with you.
- Please arrive early, the keys for AC5/6/7 need to be collected from the clinical skills technician office which is on B-level in the South Academic block.
- This office is at the end of the corridor on the far right of the lecture theatre foyer.
- Please unlock the doors to all rooms, including the clinical skills area. These will need to remain unlocked throughout the day, including at lunch, so that the SIM team can gain access to prepare.
- Turn on the laptop and projector. For any technical issues on the day please contact the technicians ASAP to avoid delays. They can be found in the office as mentioned above, or are contactable on extension 4026 or bleeps 9270 or 1515. They are always more than happy to help.
- At the end of the day, please ensure that the room is tidy and that the chairs are restacked at the back of the room.
- Turn off the laptop and projector.
- Please ensure that all rooms are locked, particularly the clinical skills area as there is a lot of expensive kit kept there.
- The keys can be dropped off either back in the office or in the post box on the wall next to the office.
- The completed registers and feedback forms ideally need to go to Dr Faye Hawkins, but if this is not possible please give them to Dr Emma Grainger-Allen or one of the trainee leads (Jilly Boden, Jess Wilding or Joley Clarke) as soon as possible.

Travel/Parking

- The best we can do is a reduced rate ticket for the day - currently £7/day
- Please email travelwise@uhs.nhs.uk in advance with the register and pick up tokens/forms which can be given to trainees to exchange for exit tickets at the above price.