Medical students are very fortunate to have access to a number of on-campus facilities. Access is a privilege and not a right. Abuse of the privilege will result in its removal.

1. Problem Based Learning (PBL) Resource Kits and Rooms

**PBL Resource Kits**
The University provides designated Problem Based Learning (PBL) rooms to medical students as part of their educational experience. Each of the PBL rooms contains important student resources (PBL Kit of Resources) which have been purchased for the School of Medicine through the School of Medicine library budget. In order to ensure that any items damaged or lost from the PBL rooms can be replaced by the School of Medicine, all students are advised that they are subject to the following rules and procedures in relation to the usage of, and responsibility for, the PBL Kit of Resources:

a. At the beginning of each semester the School of Medicine will allocate students into groups for PBL rooms.
b. The School of Medicine will provide the Galvin Medical Library with a list of the students and the groups to which they have been allocated.
c. The group members’ names will be recorded by the Galvin Medical Library and assigned to a PBL room.
d. One PBL Kit of Resources will be checked out by the Galvin Medical Library to each group via a temporary library card.
e. At the end of semester each PBL Kit of Resources and the temporary library card to be returned to the Galvin Medical Library by a group representative.
f. Any items lost, missing or damaged (excepting fair wear and tear) from a PBL Kit of Resources will be the responsibility of the group to which it was assigned and any costs incurred by the Galvin Medical Library in replacing or repairing any items will be the joint responsibility of all group members to which the PBL Kit of Resources was assigned. Such responsibility is incurred by group members regardless of individual fault.

**PBL Rooms**
Each PBL room has:

- Three whiteboards
- Three PBL tables
- Ten grey chairs
- A small table with a computer on it
- A small table for your kettle, mugs and tea and coffee supplies
- Book shelf with PBL books

The use of these PBL rooms outside of class times and after-hours is a privilege that MED100/200 medical students have. No other students in the University have access like this. If these rooms are not maintained in a clean and tidy condition your privileges will be downgraded.

The University employs a team of cleaning staff to clean the rooms. They are instructed not to touch papers/books etc that are left on the tables. It would assist them greatly if the tables were cleared at the end of each day so that they can wipe them down.

Also if you are using the room when the cleaning staff come in, please leave the room for the short amount of time that it will take for them to do their job.
A kettle may be used in the PBL rooms, but no other electrical appliances are permitted.

The PBL rooms will be checked regularly and additional whiteboards, furniture and small appliances will be confiscated.

2. **Upstairs Kitchen**

The upstairs kitchen has been made available to the students. It is the students’ responsibility to do the dishes and keep the sink and bench-top area free of clutter. Please empty the fridge of dead and dying foodstuff on a regular basis.

3. **Clinical Skills Rooms**

The clinical skills rooms (ND35/308, 309, 310 and the consulting rooms) will be available to students after hours whenever the Medical (Roy and Amy Galvin) Library is open. To access the clinical skills rooms students must pick up the key from the library and will need to present their student card. Students must return the key to the library within library hours of the same day.

Students must abide by the following rules:

a. All doors must be locked after use.
b. Equipment must be used appropriately and with care.
c. All equipment must be returned to its place.
d. **NO** invasive procedures are allowed i.e. vene-puncture etc.
e. No food or drink is allowed in the clinical skills rooms.
f. Rooms must be left tidy and clean with chairs stacked neatly.
g. Only medical students are permitted in the rooms.

Any complaint from the staff about inappropriate use of the rooms or equipment will deem the clinical skills rooms unavailable after hours to medical students.

4. **Anatomical Model Room & Resources**

The University provides access to an Anatomical Model Room for self directed learning to medical, nursing and physiotherapy students as part of their educational experience. The room contains anatomical models which have been purchased by the School. In order to ensure that any items damaged or lost from the model room can be replaced by the School of Medicine all students are advised that they are subject to the following rules and procedures in relation to the usage of, and responsibility for, the resources.

The model room (ND 38/101) will be available to students during the normal Galvin Medical Library hours during semester these being 8am to 9pm, Monday to Thursday, 8am to 5pm Friday, 10am to 1pm Saturday and Sundays. To access the model room students must pick up the key from the Galvin Medical Library in ND35 and will need to present their student card in exchange for the key for two hours. Students must return the key at least 20 minutes before the library closes to ensure the key is checked in off their card or fines will accrue. The key cannot be kept for access outside of library hours as the outer perimeter door will be locked by Campus Security.

Students must abide by the following rules:

a. All students must take responsibility for the care and appropriate use of the models.
b. All models must be returned to the correct positions in the cabinets after use.
c. Ensure the blinds are closed at all times and that the door is locked after use.
d. Ensure the room is left clean and tidy after use.
e. No food or drink (other than bottled water) is permitted in the room.
f. Under no circumstance are any of the models to be removed from the room.
Students are advised this room is constantly monitored by CCTV camera, if the room and resources are not being used in the appropriate manner, access to the model room will be denied to offending students. Malicious damage of models will result in a financial penalty equal to repair and/or replacement of models.

**Student Signature and Declaration**

"I have read and understood the above rules and agree to be bound by them."

Student Name: ____________________________

Signed: ________________________________

Date: ____________________________