

INTERVIEW ROOMS

1. The 6 interview rooms on the ground floor 'belong' to the School of Medicine and are not available to book on the university booking system. Their primary use is for Communication Skills practical sessions. When the rooms are not required for the conduct or prep for Communication Skills practicals they may be used by staff who share offices for interviewing tutees or project students or for making video conference calls or Admissions interview sessions.
2. **Access.** The doors should be locked to protect the IT and furniture. The janitors have a ground floor master key and there is an 'Interview Room' key in the admin office key press. Additionally staff listed below will hold a key to open the interview rooms.
3. **Using the room.** Staff should check with Galen that the room is not in use for teaching by looking on Galen > timetable > location timetable > interview rooms 1 to 6.
4. **Data Protection.** All users must be aware that there are cameras and microphones in these rooms and that they are live on the University network. While these are only actively viewed during communication skills practicals there can be no guarantee that the activity or sound in the room is private. To double check against data protection leaks the 6th interview room should not be used for staff / student interviews while the other 5 are in use for communication skills.
5. **Cameras.** When the cameras are live and recording a light will show on the camera mount. Cameras should only record during programmed communication skills sessions however staff using the rooms to interview students may be re-assured and reassure the students that their conversations are not being recorded if the light is off.
6. **IT.** Staff interviewing students will require access to portfolios, dissertations, results etc. 6 Desktop PCs will be provided for that purpose, and staff can log on using their own user names or use their own laptops connected wirelessly. Additionally there is a printer in Interview Room 4.
7. **Webcams.** The School IT team will equip rooms 1 and 4 with webcams and speakers for accessing Google hangout or other browser based conference facilities. Skype will not operate on these PCs as they have a classroom build which is incompatible with Skype but essential for MedVu.

Author:	LK	Approval Committee:	
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Version Control Record (*expand table as required*)

Date	Revision Description	Major Changes
18/01/2019	Published version	