

THE ANATOMY RESOURCE CENTRE

1. The Anatomy Resource Centre (Room 354) and Medical Resource Centre (Room 356) are provided to allow students space to study and practice practical skills out of hours. The facility will be available for the majority of teaching time however it will be closed on occasion to allow some classes, APEs or OSCEs to be set up and conducted. PCs and printers are provided for medical students to use for studying.
2. The room is provided for students' after-hours use on a trust basis. Medical students are expected to comply with the rules outlined below and keep the space clean and tidy.
3. Opening hours: 08:00 to 21:45.
4. **Security Rules:**
 - a. Only currently matriculated medical students are to use this facility.
 - b. CCTV surveillance is on full time.
 - c. No pots, models, books or items of equipment are to be removed from ARC.
5. **Safety and Hygiene Rules:**
 - a. No food or drink is to be brought in or consumed less bottled water.
 - b. All students must wash their hands on entry to and before exiting the MRC.
 - c. The black top bins are for general waste only. Small clinical waste bins are for gloves and patient care items soiled with blood or body fluids (real or simulated).
 - d. Mannequins must be cleaned with antiseptic wipes before and after use.
 - e. Couches that have been used should have the old paper removed and placed in the large clinical waste bin only.
 - f. Please return all equipment and supplies to their designated locations after use.

THE MEDICAL RESOURCE CENTRE AND CLINICAL SKILLS ROOMS

1. The Medical Resource Centre (MRC) and Clinical Skills Rooms are utilised for teaching, student revision, clinics, and health education training for members of the larger community.
2. **Access.** Students have access to the MRC, via swipe card access through the Anatomy Resource Centre. Opening hours are 08:00 to 21:45. Students may be able to use the classrooms when they are not in use for teaching or being prepared for classes. The clinical skills technician is the authority on when the rooms are available. A [programme](#) is posted on line.
3. **Security Rules:**
 - a. Only currently matriculated medical students may use the MRC / Clinical Skills rooms.
 - b. CCTV surveillance is on full time.
4. **Safety and Hygiene Rules:**
 - a. No food or drink is to be brought in or consumed less bottled water.
 - b. Disengage the brake on both ends before moving the couches. Failure to do so damages the wheels and prevents the couch from being locked safely when in use. Couches that have been used should have the old paper removed and placed in the large clinical waste bin only.
 - c. Medical waste is costly to dispose of properly. Please limit use of sharps containers and the clinical waste bins according to the following guidance:
 - (i) Large yellow clinical waste bin are for couch paper only.
 - (ii) Small yellow clinical waste bins are for items soiled or potentially soiled with blood or body fluids. Do not dispose of supply wrappings and general waste in this bin.
 - (iii) Sharps containers are for lancets, needles, and neuro tips only. Do not dispose of outer wrappings, tourniquets, or blood tubes in the sharps container. Do not over fill sharps containers. Do not close the container.
5. **Use of sharps agreement.** Revision of clinical skills using sharps devices, during out of class time and after hours, may be undertaken in the MRC only. Please locate the box file and complete a use agreement slip before each use of sharps.
6. **Tidying up.** Students must familiarise themselves with the layout and location of equipment and supplies, a photo shows the standard set up for each bay. After use please clean and return items to their places, remove all personal belongings, replace couch paper, open curtains and return chairs to their normal location. Medical equipment is to be wiped down with sanitising wipes located in the upper cupboards.
7. **Further advice.** Please report any broken equipment, low supplies, accidents or near misses to:

Christal Grierson, Clinical Skills Technician on 1852 or Christal@st-andrews.ac.uk

For immediate assistance after hours please contact the janitor on 1853.

In the event of a medical emergency dial 9-999.

University of St Andrews - School of Medicine Handbook

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
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