

The Chinese University of Hong Kong
Faculty of Medicine
The Nethersole School of Nursing

***Guidelines for Using Clinical Learning and Simulation Centres
(for Students)***

Opening Hours

<i>Clinical Learning and Simulation Centres (BMSB)</i>	
Monday to Friday	9:00am – 5:30pm
<i>Computer Laboratories (BMSB)</i>	
Monday to Friday	8:30am – 8:30pm

All/some centres/laboratories will be closed ONE day before skills examinations/workshops (to be announced).

I. Booking Regulations

- 1) Bookings are made on a ‘first come, first served’ basis.
- 2) All Clinical Learning and Simulation Centres are used for skills practice only, other activities such as meetings or discussions are forbidden unless prior permission is obtained.
- 3) For Clinical Learning and Simulation Centres & Audio Visual Laboratories:
 - 3.1 Individual booking is required
 - 3.2 Bookings can be made two weeks in advance
 - 3.3 Bookings can be made at any time during the day
 - 3.4 Each booking session/time slot lasts for one hour
 - 3.5 No more than TWO one-hour time slots per day
 - 3.6 No more than TEN one-hour time slots per week
- 4) For Computer Laboratories:
 - 4.1 Individual booking is required
 - 4.2 No limits on number of bookings
 - 4.3 Bookings can be made at any time during the day
 - 4.4 For guidelines for using the computer laboratories, please refer to the ‘Regulations of BMSB Computer Laboratories’.

Policy

- 1) **MNSP students** should book BMS 405, 405A, 407, 407A, 414, 414A for self-practice.
- 2) Other students may book the rest of the laboratories for practice.

Change/cancellation of booking

- 1) Any change or cancellation of booking should be made via the online booking system before the reserved session/time slot starts.

Latecomers

- 1) The reserved session will only be held for 15 minutes after the session starts.
- 2) A record will be kept for any student arriving more than 15 minutes late. A reasonable explanation for the lateness must be given to the staff.

No Show

- 1) For any 'No Show' during the reserved period without any cancellation, the absentee must give full explanation in writing to the staff.
- 2) Should such 'No Show' occur more than three times in a term, the student's booking account will be suspended.

***** The records of 'No Show' students and frequent latecomers will be submitted to their Year Coordinators.***

II. Booking Procedures

Bookings should be made via the School's Online Clinical Learning and Simulation Centre Booking System at <https://apps.itsc.cuhk.edu.hk/nurse> or <https://blackboard.cuhk.edu.hk/ultra/stream>.

- 1) Enter your computing ID and password on 'Mailserv' for verification.
- 2) Click 'New Booking' and select your requested date, venue, time slot, bed and equipment.
- 3) Once the request is submitted, your booking details will be shown on 'My Booking' page.

III. Guidelines for Using Clinical Learning and Simulation Centres

- 1) Booking is required for using the centres outside the scheduled laboratory days.
- 2) Register with your student ID at BMS 505 before using the centres.
- 3) Students should use their own student ID card to enter the centres after registered.
- 4) The centres can only be used by students who have made a booking.

- 5) The students should:
 - a. Arrive on time
 - b. Return all used items to their original positions (including stackable chairs)
 - c. Return all borrowed items in good condition
 - d. Report any damage or loss
 - e. Keep the centres clean and tidy
- 6) Eating or drinking is strictly forbidden in the centres.
- 7) Do not wear slippers in the centres.
- 8) Copyright law shall apply to all audio visual teaching resources, e.g. DVD, online video.
- 9) Only use the booked equipment in your reserved rooms.
- 10) The equipment/materials must not be removed from the centres without permission of the staff.
- 11) Report any damage or loss of equipment to the staff. The student concerned shall be liable to pay the full cost of repairing or replacing the damaged or lost equipment.

IV. Emergency and Safety Guidelines

- 1) All students must read the ‘Safety Guidelines on Campus’ carefully before using the centres.
- 2) Identify the locations of fire extinguishers, first aid box and emergency exit (the fire escape route is posted near the exit of each floor).
- 3) Keep the floor clean and dry at all times.
- 4) Dispose of sharps using a sharps box.
- 5) In case of mercury spillage, use the ‘mercury spillage kit’ located in BMS 505 to neutralise and absorb the mercury.
- 6) An intercom is installed in each centre for emergency use.
- 7) Report to the staff immediately in case of accident or injury.

Contact Person	Tel.	Office	Office Hours
Centre Staff	3943-6224 3943-1078	BMS 505	Mon-Fri 9:00am-5:30pm
Security Staff	3943-7999	Security Office	24 hours

***** For any violation of the guidelines, the user’s booking account will be suspended.***

Enquiries:

Email: labkstd@cuhk.edu.hk
 Tel.: 3943-6224/ 3943-1078 (during office hours)
 Address: Room 505, Choh-Ming Li Basic Medical Sciences Building,
 Main Campus, The Chinese University of Hong Kong

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Regulations of BMSB Computer Laboratories

Opening Hours: 8:30 am to 8:30 pm (Mon to Fri)

Location: Room 506, Choh-Ming Li Basic Medical Sciences Building, Main Campus, The Chinese University of Hong Kong

** The computer laboratories are not available for booking during class time or if reserved for workshops.

Booking Procedures & Regulations

Due to the limited number of computers, the computers in the laboratories will mainly be used by nursing students for interactive learning purposes.

1. Booking is required for using the laboratory computers outside the scheduled class time.
2. Booking should be made via the School's online laboratory booking system according to the following procedures:
 - Access the webpage at: <https://apps.itsc.cuhk.edu.hk/nurse>
 - Enter your computing ID and CWEM password for verification
 - Select the date and item you want to book
3. Booking is made on a 'FIRST COME, FIRST SERVED' basis. Details of the booking will be shown on 'My Booking' page after successful booking.
4. Students should use their own student ID card to enter the computer laboratory after confirmation of booking.
5. Remember to bring all your belongings before leaving the computer laboratory.
6. Do not install any software on the computers.
7. Playing online games is prohibited.
8. Report to laboratory staff for any enquiries about the operation of the computers.
9. Shut down the computers after use.
10. No food or drink is allowed inside the computer laboratories.

Should you have any queries or need further information, please contact the laboratory staff at BMS 505 (Tel: 3943-1078/ 3943-6219).