



## CLINICAL LEARNING RESOURCE CENTRE LEARNER PRACTICE POLICY

### Purpose

The University of Saskatchewan Clinical Learning Resource Centre (CLRC) Learner Practice Program provides individual health science learners, University of Saskatchewan ratified learner groups, and non-ratified learner groups with additional independent practice opportunities outside of structured class time. This time is available for learners who may choose to practice essential skills for their profession or other skills of interest. The CLRC will make every endeavor to support these activities and provide available time (daytime and after hours) and space for learners to access the CLRC.

This policy outlines the required guidelines that must be followed by all learners and all groups participating in the Learner Practice Program.

### Definitions

#### Daytime hours

- Monday through Friday: 8:30 am to 4:30 pm

#### After hours

- Monday through Friday: 4:30 to 9 pm
- Saturday: 9 am to 9 pm
- Sunday: 9 am to 9 pm

#### Holiday hours

- No practice times are available on statutory holiday weekends or when the university is closed (e.g. the winter holiday break).

#### Learner practice group

A learner practice group is any group of learners—including learner interest groups—wishing to practice clinical skills in the Clinical Learning Resource Centre. Learners are not required to be in their program-assigned groups.

All learners participating in practice group sessions must be current University of Saskatchewan students, and must have a valid student ID card.

#### Group size

A maximum group size of six (6) learners can book practice space.

#### Learner orientation

Learner training is comprised of a short orientation to review daytime and after-hours practices, guidelines, and policies.

Learner training must be renewed annually.

## **Learner professionalism**

Learners will be expected to behave according to their professional standards while in the CLRC as outlined in their student handbooks.

## **Essential skills**

Essential skills are those which learners require competence for in a clinical setting and those which will be frequently used in their prospective profession.

## **CLRC guidelines**

### *General CLRC guidelines*

- All CLRC guidelines must be adhered to during daytime and after-hours learner practices.
- All learner practice groups must have a confirmed reservation for daytime and after-hours practice sessions and must have completed the orientation prior to attending the scheduled session.
- Learners are only allowed to practice in their assigned space.
- All rooms must be left exactly as they were set up when the group arrived, and must be ready for courses the next morning.
  - This includes changing exam paper, furniture placement, etc.
  - Only the equipment in the rooms and any requested models and/or equipment are allowed to be used.
- If requesting use of the ultrasound units, learners must have successfully completed an ultrasound orientation session.
- All individual learners, learner groups and/or organizations are responsible/accountable for any incident that occurs while at the CLRC.
  - If an incident occurs, learners are responsible for completing an incident report
    - An incident report form is available in every clinic room.
  - Programs to which the learners belong will be held accountable for replacing or paying to repair damage to equipment broken during learner practice time.
    - Programs may require the student(s) responsible to pay for repair costs or equipment replacement.
- No food or drink is allowed in any of the CLRC space.
- Linen, gowns, and stethoscopes will not be provided for sessions.
  - Learners should bring appropriate clothing for the practice session (e.g. tank top and/or shorts).
  - Learners must bring their own stethoscopes for practice sessions.

### *Booking/scheduling guidelines and procedures*

- Independent practice times may be scheduled during workday and after hours (see defined times above).

- Learners should email date/time/equipment requests using the Learner Practice Request Form located on the Health Sciences website:  
<https://healthsciences.usask.ca/CLRC/clrc-forms/learner-practice-request-form.php>
  - Please include the names of all learners in the practice group.
  - Please include all names of external healthcare support members.
    - All external healthcare support members must be approved by the CLRC.
  - If there is a change in learners after booking, please notify CLRC staff.
  - CLRC staff will confirm the booking, or provide alternative dates and times.
  - If CLRC staff need to discuss the event with the student or student group, a contact name will be provided or the student (or student group) will be contacted directly.
  - Only learners who have received a confirmed booking are allowed in the CLRC for all practice sessions.
  - Daytime requests will be scheduled around courses in a maximum of two-hour blocks.
  - The CLRC will try to accommodate last-minute or in-person requests *only* if there is available space and staff to support the requested sessions.

**NOTE:** *The CLRC hosts many events after hours and on weekends. As a result, it may not be possible to accommodate every requested time. The CLRC will make every effort to provide alternative dates and times.*

- For after-hours practice times, the learner must check-out a pass card out from the CLRC reception area before 4 pm the day of the scheduled event (or on Friday if the request is for Saturday and/or Sunday).
  - Learners are not allowed to lend the pass card to other students.
  - Learners must return the pass card to the CLRC reception area the following morning, unless prior arrangements have been made (e.g. returning the key after a morning class).
- A room assignment schedule will be placed on the monitor in the CLRC reception area.
  - Learners are only permitted to use their assigned rooms.
- Learners are requested to bring a copy of the booking confirmation when practicing.
  - Campus security monitors the space and may request proof of booking.

### **Fees**

- During the CLRC working hours, no fees will be charged to learners or learner groups except for consumable supplies.
- After working hours, where staff overtime is required, there will be a fee for additional staff salary and consumables required to help support the event. These additional costs will be assumed by the learner or learner group unless the respective program agrees to cover the costs.

- If an event has a cost associated with it, CLRC staff will create a quote outlining all costs for the learner group to review and accept.

### **Safety**

- Learners are not permitted to practice alone after hours in the CLRC.
- Learners should always have a cell phone available to use in case of emergency.
  - Phones in the clinic rooms do not connect to an outside line. Outside phone lines are located at the reception desk.
  - To reach an outside line on a campus phone, dial “9” and then the number you are trying to reach.
- In an emergency, learners should call Campus Security (306-966-5555).
- In the event of a health emergency, learners should call 911 on a cell phone (or 9-911 on a campus line).
- A first aid kit is available behind the reception desk in a cupboard marked with a green and white cross.
- An AED is available outside the CLRC across from the APOTEX Pharmacy Lab.
- The CLRC doors must be kept locked at all times.
  - Learner groups should *never* prop any doors open.
    - Open doors allow access for individuals to wander in unseen and potentially put students and equipment at risk.
    - If any learner(s) leave(s) the CLRC during the practice session, the learner needs to ensure that someone is available to open the door to let them back in.

### **Disciplinary action**

Failure to follow the above guidelines will result in the following actions:

#### **First offense**

Learner will be given a warning.

#### **Second offense**

Learner will be reported for a breach of professionalism to the appropriate college or school.

#### **Third offense**

Learner will also lose the ability to participate in independent practice time for the remainder of the term — to be adjudicated with collaboration of the learners’ home program.