



OPERATING RULES OF PROFESSIONAL / PRACTICAL CLASSROOM 1.163 AND 1.141

Centre for Clinical Practice and Practical Training
Faculty of Health Sciences of Palacký University Olomouc

From 14. 2. 2022, practical classroom 1.163 will be transferred under the Centre for Clinical Practice and Practical Training (CCPPT).

From September 2023, practical classroom 1.141 will be transferred under the CCPPT.

- The classrooms are inventoried annually, and, if necessary, non-functional, unsuitable and outdated tools and materials are discarded.
- Both classrooms are shared.

WE ASK THE TEACHERS/LECTURERS TO COMPLY WITH THE FOLLOWING RULES IN THE PROFESSIONAL/PRACTICAL CLASSROOMS OF THE CCPPT.

- **The method of providing teaching in the practical classroom is under the directive of the CCPPT**
 - The classroom environment is adapted to separate theoretical teaching from practical training for professional activities.
- **The teacher/lecturer/students prepare their own teaching instruments for the specific topic of the day and will always clean up all used teaching instruments.**
 - Most instruments in every classroom have their own inventory number. Therefore, instruments shall not be moved between classrooms 1.163 and 1.141, as each aid is recorded for a particular classroom. If an instrument is borrowed from another classroom, the teacher shall always put the instrument back in the classroom where it belongs.
 - All models needed for teaching thematic units are displayed in the classrooms. Female genitalia mannequins were left in the beds for insertion of a permanent female urinary catheter (PUC).
 - Students always prepare the aids for a particular activity themselves, following the teacher's instructions, and clear up the used aids themselves. Students are thus encouraged to know and independently prepare the instruments for each activity.
 - All teaching instruments and materials are stored in the cabinets and are replenished. Thus, Teachers and students can prepare the required instruments and materials from the cabinets. The cabinets are labelled so that teachers and students do not have to struggle to find the instruments and materials.
 - In the simulators for the insertion of the peripheral venous catheter (PVC), **only the blue (22G) and pink (20G) cannulas are used.** If lower G cannulas are introduced (e.g. 18G – green cannula, 17G – white cannula).

- The dummy on which the students practice the insertion of the nasogastric probe is placed in a mechanical wheelchair to move it to another classroom. This dummy belongs to classroom 1.163.
- If you wish to bring in expired material not used in the facilities, always make prior arrangements with the CCPPT assistant (cppv@upol.cz). The CCPPT assistant shall decide whether we have those teaching materials and whether they will be used. If the assistant decides not to bring those instruments to the classroom, do not bring them. **Please do not carry or leave the instruments in the classroom without prior arrangement.** Teachers who bring their instruments for demonstration must always take them back. Please do not leave them lying around the classroom. They will be disposed of.
- The UV hand disinfection assessment lamp (1 in each classroom) requires using a designated disinfectant. This disinfectant contains a solution that will make non-disinfected areas of the hands visible. However, please do not use this disinfection for routine disinfection; it is only used for its intended purpose.
- When using a model made of fine silicone (the model of a woman's cecum, stored in the case in cabinet 1 in classroom 1.163), do not wipe it with disinfectants as they destroy the model. Use clean water in the disinfectant container instead.
- Dispose of used surgical instruments in the container provided (labelled USED INSTRUMENTS).
- Packages (used for surgical instruments, drapes, and dabs) that have not been completely broken shall be put in the area next to the container for used surgical instruments. Instruments and materials will be resealed in them.
- Dispose of used disposable equipment (PUC, PVC). Please do not put them back in the cabinet or leave them lying around the classroom area.
- Use yellow, red or orange containers prepared on trays for sharp instruments (needles, "spikes", glass).
- White containers with lids labelled "can" under the sink are designated for sharp used or spoiled material and used disposable instruments and glass (glass IV bottles) only.
- **Venous blood sampling is performed only on models designed for this procedure.**
- Do not throw away venous blood collection caps that are not soiled.
- Cabinets labelled "CCPPT Personnel" are for the CCPPT employees only.
- No expired medicine or other medications (tablets, ampoules, infusions) shall be stored in the classrooms. There is a locked cabinet no. 11 in classroom 1.141 (the key is on the classroom key ring) where expired medicine and other medications are stored for display to students. If an instructor uses an expired medicine or medication during the class (even those brought to class) and a student(s) is injured, the instructor is responsible for the situation. Therefore, I recommend not using those expired medicines or medications in class.
- If a shortage of material or a defect in any instrument or mannequin is detected, the teacher/instructor shall immediately contact the CCPPT assistant, email: cppv@upol.cz, phone 00420 585 632 836.

- **Students are not allowed to handle instruments and mannequins in the classroom without the teacher's invitation.**
- **Students are not allowed to eat in the professional/practical classrooms.**
- The teacher shall ensure the **classrooms and cabinets are kept in order**. After the end of a lesson, they shall turn off the equipment, check that all windows are closed, and ensure that extra chairs are always returned to the place from which they were taken.
- 6 keys from the lockers in the hallway shall be stored in classrooms 1.163 and 1.141, where students can store their belongings during class. After the lesson ends, the teacher shall check that all keys have been returned. The teacher shall ensure that all lockers are locked after use.
- **Teachers act by and follow Internal Standard FHS-B-23/06 Administrative Provision of Clinical Practice of the Faculty of Health Sciences of Palacký University Olomouc**

During the semester, teachers/instructors inform students about the possibility of visiting the professional/practical classrooms as part of self-study. Self-study may be realised with a prior arrangement with the CCPPT assistant by email at cppv@upol.cz or phone: 00420 585 632 836. Each classroom has a notebook where students who come to practice independently in the classroom shall be recorded.

Notice:

The shelves above the beds in classroom 1.141 are drilled into the wall made from plasterboard. Do not put heavy instruments or materials on these shelves or leave heavy instruments or materials resting on the edges of the shelves.

Contacts:

Mgr. Blažena Ševčíková, Ph.D., CCPPT director: phone no.: 00420 585 632 829

email address: blazena.sevcikova@upol.cz

Mgr. Marie Poláková, CCPPT assistant: phone no: 00420 585 632 836

email address: cppv@upol.cz

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Drafter by: Mgr. Blažena Ševčíková, Ph.D.
 Director of the Centre for Clinical Practice and
 Practical Training
 FHS UP