



Information for students attending simulation laboratories

Please take the time to read this important information. As part of the theoretical component of your programme, you will be required to attend the simulation laboratory in the School of Nursing, Midwifery, and Health Systems to prepare you, and to practice essential clinical skills before your practice placement. It is our priority to keep students and staff safe. The **infographic** on student conduct/attire (attached) for lab work in the simulation should be used in conjunction with this information.

1. **You must be punctual and attend at your allocated time, which you will find in Brightspace.** It will not be possible to change/swap your start time.
2. **How to find your allocated laboratory:** Please watch the Video: Arriving at your simulation laboratory. <https://ucd.h5p.com/content/1291744284304677807>
3. There is **limited space to store personal belongings** in the simulation laboratory. Lockers are available to rent for UCD students for the academic year. If you wish to rent a locker: login to SISWeb through your UCD connect and go to the tab marked My UCARD. There is a fixed fee of €15 payable through SISWeb using your UCARD.
4. Please note student conduct and attire required for the labs on the Infographic below specifically, wearing a short-sleeved t-shirt/short-sleeved polo shirt.
5. It is essential to bring your own pen and your nurse/midwife equipment pack as advised by your module coordinator to each session.
6. All skills laboratories have cameras to assist with teaching and assessment. If recordings are taking place, you will be informed prior to the skill or simulation. Consent will be requested through the relevant module on Brightspace. **See recording policy below for more details.**

Ongoing vigilance for symptoms of Covid and taking steps to prevent the spread remain important.

7. **Do not attend the simulation laboratory** if you have any COVID-19 symptoms which include:
 - High temperature
 - A new cough
 - Breathing difficulty
 - Sudden loss of sense of smell or taste
 - Flu-like symptoms
 - Loss of taste and smell
8. If you require additional support, please contact the following:
 - Student Support : <https://www.ucd.ie/studentcentre/services/studentsupport/>
 - Disability Support Services:
<https://www.ucd.ie/all/ucdstudents/support/disabilitysupport/>

We are looking forward to meeting you in Trimester 1, 2025



UCD School of Nursing,
Midwifery and Health Systems

CLINICAL SKILLS LABORATORY (CSL)

STUDENT POLICY

- Hair**
Hair should be neat and tied back appropriately and off the collar
- Hijab**
Tucked under uniform
- Earrings and piercings**
Stud earrings only, all other visible piercings to be covered
- Wear t-shirt & fob watch**
- Bare below the elbow**
- Hand jewellery**
Wedding band only permitted, no other hand or wrist jewellery
- Fingernails**
Clean, short & varnish free
- Footwear**
Closed, comfortable and non-slip
- Report to facilitator if any known latex allergy**

- Attend allocated clinical skills laboratory
- Be punctual
- Store belongings appropriately
- Follow facilitator's instructions
- Eating and drinking in the labs is prohibited
- No unauthorised use of lab computers
- Tidy up and fold and stack chairs correctly
- Report malfunctioning equipment to facilitator or lab manager
- Use of mobile phones and taking photos in the labs is not authorised



RESPECT & CONFIDENTIALITY

Respect and confidentiality for all users of CSL

Consent will be requested for recordings and photos taken in labs

No social media



INCIDENTS & ACCIDENTS

Report all incidents or accidents to the facilitator or Clinical Skills Manager

Refer to Clinical Skills and simulation policies for more information

In the event of an emergency, contact the UCD 24-hour emergency line



EMERGENCY LINE

Ext.

7999

Tel.

01-7167999

UCD School of Nursing Midwifery and Health Systems Privacy Notice template in relation to recording clinical skills and simulations and taking photos in the SNMHS simulation suite

Background:

This recording guideline is for the School of Nursing Midwifery and Health Systems (SNMHS), University College Dublin, Belfield, Dublin 4. You can contact the School at clinicalskills@ucd.ie or siobhan.brereton@ucd.ie. The University fully respects your right to privacy and actively seeks to preserve the privacy rights of those who share information with the University. Any recordings that you volunteer to participate in the SNMHS will be treated in accordance with Irish and European Data Protection legislation.

Our simulation suite consists of 6 clinical skills laboratories, 1 hi fidelity suite + control room and 1 debrief room. Each of the six laboratories are fitted with 1 pan tilt camera which has full view of the room, and 1 camera at 2 bed spaces, (3 cameras in each room). The hi fidelity simulation suite is fitted with 2 cameras, and the debrief room is fitted with 1 camera. Recording clinical skills and simulation are for teaching and learning purposes only. The cameras/recordings will not be in use all the time. **Consent for recording will be requested through Brightspace, and students will be notified prior to the clinical skill/simulation if recording takes place.**

Why we collect the recordings and for how long we keep it?

We may collect recordings of clinical skills and simulations, which will include audio conversations, for the purposes of teaching and learning clinical skills and simulations. **Please note, not all clinical skills and simulations will be recorded, you will be notified if recordings will take place prior to the skill/simulation commencing.** We will keep your data for the duration of the module. See also: [UCD Short Guide to retention of personal data](#) *

Who has access to the information and who we share it with?

Internal access: The recordings will be accessed by the clinical tutor, facilitators and/or Module Coordinator involved in the clinical skills or simulation. The recording **may** be shared from your cohort, for teaching and learning purposes, for example, during debriefing, or writing a reflection on a simulation. **Consent will be requested from students before sharing with other students.**

External access: The Simulation suite department will **never share your data with any third parties.**

If you have concerns about your rights as a participant/student/employee, you can contact the UCD DPO by email gdpr@ucd.ie. If you are not satisfied with UCD's response or believe we are not processing your personal data in accordance with the law, you can complain to the Irish Data Protection Commission. For more detail see: <https://www.dataprotection.ie/>

You can access UCD's Privacy Notices at <https://www.ucd.ie/privacy/>.