

Clinical Skills Mobile Unit 'Guide for Hosts' in the pilot phase

1. Introduction

For the mobile unit to work effectively, it needs to be in partnership between the Clinical Skills Managed Educational Network (CS MEN), local venues and the HBs responsible for staff development. The CS MEN has a role in quality assurance and is working towards equity of access to educational opportunities, but we encourage local ownership of the unit and want the use of the unit at each venue to be determined by local needs and priorities. Over time, as capacity is built in staff trained to use the simulation equipment on the unit at each venue, we expect the unit to be used as a facility that is booked and used by local people to meet local needs, with the role of the CS MEN being mainly one of quality assurance.

2. Responsibilities of the Host

Prior to the visit

- Identify a suitable place to park the unit and to make the necessary arrangements for this. You will require the following;
 - Large flat area, approximately 10metres long x 3metres wide x 4metres high
 - Access to power supply – for 32 amp plug, in compliance with Health & Safety regulations
- Please also supply CS MEN with the following details;
 - Mobile number for host/or emergency contact. This will be given to our driver, should he have any problems on arrival
 - Location details, including map of where the unit will be parked
- Arrange for the bins to be emptied and the classroom cleaned each day. Please provide your own Sharps Bins.
- Lunches will need to be arranged (and paid for by the HB) for full day courses.
- The unit will be fully stocked for each venue and a list of all the equipment and sundries will be sent to the host 6 weeks in advance of the visit. Additional sundries/consumables will need to be provided by the venue.
- Liaise with the CS MEN office (Sarah Race) regarding the programme of courses available through the unit, an Equipment Guide will be sent to assist with developing your programme. Hosts are welcome to take a lead in what the unit is used for, but we need to ensure all courses have been through our/a recognised QA process.
- Liaise with the CS MEN office (Sarah Race) regarding the registration of people on courses – we need to build a database of who has benefitted from using the unit for the feasibility study.
- Welcome packs will be onboard the unit and need to be distributed to all using the unit (trainers and participants) – and add your own information to these packs as you wish.

On arrival of the unit

- Please ensure you/someone is available to meet the unit on arrival to make sure the unit is parked in the correct location and to assist with the electricity hook up. The driver will also need to meet again a couple of hours later to hand over the keys, once set up has been completed.
- Fill the water bottle.

During the visit

- Be the key holder for the unit and look after its security (where applicable by asking the venue's own site security to keep an eye on it). You will be given two sets of keys, one is the drivers set – please **do not** give this set out, keep it for the driver to collect at the end of the visit.
- The sink on the unit runs from water bottles which are stored underneath. Please arrange for someone to check the water levels daily and refill as necessary. The waste water bottle will also need to be emptied periodically.
- Ensure the unit is opened in the morning, and locked in the evening as people leave (it should never be left unlocked and unattended at any point in the day or our insurance is invalidated).
- Ensure the Unit is clean and ready for use each day.
- Be the point of contact for the CS MEN office and for users of the unit regarding any issues that arise when the unit's in use.

Each course/session

- Ensure notice is given at the start of each course regarding location of the nearest toilets, where to meet if there's a fire, where tea/coffee/lunches will be served.
- Ensure welcome packs about the unit are distributed to everyone using the unit at the start of each course.
- Ensure all users of the unit (trainers and participants) complete the evaluation/feedback forms in their packs at the end of the course/session.
- Take care of practical details for catering.
- Be the point of contact for the trainers when they arrive at the location, and ensure they have everything they need.

On departure of unit

- Ensure the unit and all the equipment is clean and leaves in the same condition it arrived.
- Remove and empty sharps bins.
- Let the CS MEN office know when you think you'd like the next visit of the unit to be.

3. Contacts

- **Sarah Race, Project Officer – Mobile Unit**
Office: 01382 740220
Email: s.l.race@dundee.ac.uk
- **Jeanette Stevenson, Educational Projects Manager**
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MOBILE CLINICAL SKILLS UNIT EXAMPLE TRAINING PLAN

Week Commencing	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
12 Oct	9am – 5pm Paediatric Retrieval Study Day	9am – 12pm Anaphylactic Shock Training 1pm – 5pm Adult BLS/AED Paediatric BLS	9am – 12pm Male Catherisation Training 1pm – 5pm Venepuncture and Cannulation Training 6pm – 7pm Guides/Scouts BLS	9am – 12pm Adult BLS with airway adjuncts 1pm – 3pm Minor Injury including suturing 4pm – 6pm Self Learning Sessions	9am – 12pm IO Access 1pm – 5pm Central Venous Access Insertion	10am – 12pm Heartstart Course
19 Oct	9.30am – 4.30pm Immediate Life Support 6pm – 8pm Dental Nurse BLS	9am – 5pm Maternity/Neonatal Training	10am – 12pm Chest Drains 1pm – 3pm Airway Management 4pm – 6pm Self Learning Sessions	9am – 5pm Self Learning Sessions <i>Examples: Venepuncture Male Catherisation ABG Gases Suturing Cannulation</i>	10am – 4.30pm Management of a trauma patient	

Clinical Skills Mobile Unit Guide for Hosts - Checklist

- Identified location for Mobile Skills Unit**

- Access to Power (32amp connector)**

- Organise Trainers**

- Develop and publish Training Plan – Take Bookings**

- Organise Daily cleaning of Unit, removal of sharps bins and water bottles**

- Emergency Contact Person** *(sent to Managed Educational Network)*

- Sourced Consumables for Education Sessions**

- Identified Person to meet Mobile Skills Unit on arrival**

- Organise Refreshments** *(if required)*