

University of Kentucky Hospital  
Chandler Medical Center

Policy Number: SE04-01  
First Issued: 06/98

## **Staff Education Policy**

CURRENT AS OF 07/04

**SUBJECT: Reserving Rooms and Use of Space in The Learning Center**

**SEE ALSO:**

### **Information:**

Rooms within The Learning Center have been provided for the education and development of staff within the hospital and medical center. It is the intent of The Learning Center to make these available to staff as much as possible while maintaining the space and equipment in an esthetic and operating condition.

### **Policy:**

First priority for room usage will be given to those programs that are designed for training employees in multiple departments

Programs meeting the priority criteria can be scheduled up to one year in advance.

Programs that do not meet the priority criteria can be scheduled up to 3 months in advance.

Once a room is scheduled it will not be cancelled by the Department of Staff Education. It is possible that a requesting department may be asked if they are willing to move to another room within The Learning Center in order to accommodate all groups desiring teaching space at a certain designated time.

Users of the space are expected to follow all guidelines posted within the center related to security, equipment usage, room clean-up and food usage. It is also expected that anyone who has reserved a room for educational activities will cancel the reservation if the program is cancelled or moved to another area. Failure to follow these guidelines may result in denial of further requests for room usage.

The normal operating hours of The Learning Center are between 7:30am and 5:00pm, Monday through Friday.

Any person who conducts a class/course in The Learning Center before or after normal operating hours of the center will be held accountable for following all guidelines/procedures related to the usage and upkeep of The Learning Center

Security may be notified whenever there will be after-hours use of The Learning Center, so that they can make a check of the area to assess safety and security of those in the center and to be sure that the area is locked following the event.

## **Guidelines:**

### **Guidelines for Reserving Rooms:**

1. Call 7-9226 to request any room.
2. Upon requesting a room, the requesting person will be asked to supply the following information -
  - Name of person requesting
  - Name of department requesting
  - Phone number and e-mail address of person requesting
  - Name and purpose of program
  - Target Audience by department name
  - Dates requested
  - Time requested
  - Room requested (if there is a preference)
3. If the Staff Support Associate can be assured that the request meets the priority for scheduling and there is availability of space, the room(s) can be scheduled. If there is any question, the Director of Staff Education will be consulted.

### **Guidelines for Before and After Hours Use:**

#### **Keys:**

1. If there is a need for instructors or students to access the center before or after normal business hours, the instructor must make arrangements with Staff Education to pick up the key to the center. It is possible for someone other than the instructor to pick up the key, but the instructor is the person who will be held accountable to the policy.
2. At the time of key pick-up the instructor or designee will sign the key checkout log
3. If the event ends before the close of normal business hours, the instructor will turn in the key(s) to personnel of Staff Education who will ensure that all guidelines for usage of the center have been followed.
4. If the event ends after the close of The Learning Center, the instructor will ensure that all doors are shut and locked and that guidelines for clean-up have been followed. The instructor will then place the key(s) in the locked drop box in The Learning Center before leaving. The next business day, personnel of Staff Education will retrieve the key(s), check for adherence to guidelines for usage of the center.

#### **Equipment:**

VCR/TVs, Computer/Data Projectors on carts will need to be locked into the Storage Room H31J. A separate key (BLUE LOCK key) will be needed to enter and exit this room. Personnel of the Department of Staff Education will give the instructor instructions on how to access this room at the time they pick up the keys to the Center.

## **Guidelines for Use of the Center:**

### **Equipment:**

1. All equipment that belongs to The Learning Center must be left within the classroom or other designated location within the center at the conclusion of the class/course.
2. Any electrical equipment will have the power turned off when the class is finished.
3. If any of the equipment is not operating correctly, the personnel of the center should be notified or a note placed on the piece of equipment with an explanation of what is not working.

### **Room Clean-up**

1. Before leaving the center, all trash is to be placed into appropriate waste receptacles. If it is after regular hours, any receptacles holding food should have the plastic bag removed and taken to the Environmental Services trash room (H30).
2. Tables will be wiped free of spilled food or other material
3. The room(s) is to be arranged according to the diagram posted in the room
4. If after regular hours, the kitchenette is to be left clean, and all food disposed of as listed above or placed in the cabinets or refrigerator.

### **Emergency Door**

1. The back door leading to the outside is for use only in emergency situations
2. The back door is never to be propped open.
3. Smoking outside the emergency door is not allowed

## **Rooms**

**Resource Room (H31A)** – contains 4 computers at individual carrels. Can be used for Computer Based Training or to work on presentations using Excel, PowerPoint, Word or Access. All 4 computers may be reserved together, or each computer individually. This room will also be used for the operational work of the Department of Staff Education. Therefore during business hours, there will be people in and out of that workspace.

**Large Classroom (H31B)** – holds 44 people at narrow classroom tables. Good room for presentations of didactic material through lecture, video, and computer data projection. Can also be used for group work if tables are rearranged into groupings.

**Small Classrooms** – B1 and B2 – will each hold about 20 people at classroom tables. When one of these rooms is used the large classroom is not available. Have the same attributes of the large classroom except for size

**Clinical Training Room (H31F)** – has wall compressed air, sink, tiled floor – will hold up to 16 people at classroom tables or the tables can be placed at sides of room for equipment, procedure demonstration and repeat demonstrations

**Conference Room (H31G)** – conference table that will hold 8 participants at the maximum. Can be used for small didactic presentations or educational planning meetings.

**Computer Training Room (H31H)** – has 12 computer stations and a computer data projector.

Approved by Training Council  
Authorized by Carol Dickey, Director of Staff Education