

Student-initiated teaching sessions on campus

Standard Operating Procedure (SOP)

The purpose of this document is to 1) facilitate the planning of and 2) document the quality of student-initiated teaching sessions on campus¹.

This SOP is structured in two parts.

- Part A is the quality assurance section of the document. In this part, you will be completing and submitting the **Educational Oversight Application Form** in order to document the quality of the content that will be taught. McMaster Staff will review the proposed event with particular attention to the suitability of your event instructor(s). You will not be able to book your event (part B) until you have received approval certifying the quality of your event (in the form of a signature) on the application.
 - **NOTE: The Educational Oversight Application Form must only be submitted for events that teach hands-on clinical/surgical skills or take place in the Anatomy Lab/CSBL. It should not be submitted for events that are purely lecture-style (that take place in MDCL/HSC lecture halls). If your event is purely lecture-style, please skip to Part B.**
- Part B is the Event Booking section in which you will take the necessary steps in order to establish your event including but not limited to booking your room and arranging for your supplies, if applicable.

¹ Coordinating teaching sessions, especially for procedural skills, often requires coordination among multiple programs, departments and individuals both within and outside of the university. This policy was developed to support students in navigating these complex arrangements and to ensure that events are developed that are more likely to be successful and safe for participants and staff of the university. Students also need to be taught by individuals who know the proper performance of skills or have correct knowledge since students are likely to apply what they have learned to real patients in real clinical settings. The quality assurance aspect of this policy helps to ensure that students will learn skills that can be safely performed in the clinical setting.

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Part A: Complete the Educational Oversight Application Form

This section should be submitted a *minimum of 45 days* prior to the anticipated date of the event. Events that do not require any supplies/equipment may be submitted a *minimum of 21 days* prior to the anticipated date of the event.

- At the end of this section you will be submitting all of Part A. Please write only in the grey boxes.
- **Part A should only be submitted for events that teach hands-on clinical/surgical skills or take place in the Anatomy Lab/CSBL. It should not be submitted for events that are purely lecture-style (that take place in MDCL/HSC lecture halls). If your event is purely lecture-style, please skip to Part B (page 10) now.**

Please Complete:

Interest Group Name (if applicable):

Name of person responsible for the event (**one person only**):

E-mail address:

Telephone number:

Date of application submission:

Proposed date of the event:

Step 1: Define your event

- Conceptualize your event's objectives and teaching methods.
- Conceptualize your event's format and intended attendees.
- Ensure that the skill being taught in the simulated environment is at the appropriate level for the intended attendees. The below table is meant to serve as a guideline only:

Activity	Pre-clerk attendees	Clerk attendees
Suturing	YES	YES
Injections	YES	YES
Airway workshop	YES	YES
O2 supply—Endotracheal intubation	NO	YES
Foley Catheterization	YES	YES
IV Line Insertion	YES	YES
Cardioversion/Defibrillation	YES	YES
Casting	NO	YES
Thoracentesis	NO	YES
Lumbar puncture	NO	YES
History-taking and physical examinations	YES	YES
Obs/Gyne and pelvic exam	YES	YES

A complete list of the expected competencies at the pre-clerkship and clerkship levels can be found at: <http://clinicalskills.machealth.ca/index.php/content/procedural>

Please Complete:

Event name:

Event description:

Event objectives:

Teaching methods:

Event format: (i.e.: small workshops):

Attendees (i.e.: staff, students etc. If students, indicate faculty/school):

Projected number of attendees:

Step 2: Determine your event`s facilitator(s)/instructor(s)

The event facilitator/instructor must meet the following criteria:

- Is sufficiently trained in the skill or material he/she is teaching
- Is sufficiently experienced in the skill or material he/she is teaching
- If applicable, is trained to operate any CSBL equipment required for the event
 - List of CSBL equipment for which training is required:
 - Manikins
 - Partial Task Trainers
 - If the event facilitator is not trained to operate necessary CSBL manikins or partial task trainers, you will book a training session for the event facilitator after receiving approval for your event

Examples of suitable and unsuitable facilitators/instructors

this list is not exhaustive and there may be exceptions in special circumstances

Skill/material	Suitable facilitators/instructors	Unsuitable facilitators/instructors
Clinical and surgical skills	<ul style="list-style-type: none"> • Physicians, residents (PGY2+) or other healthcare professionals routinely performing that skill • Medical students and PGY-1 residents with expertise* in that skill 	<ul style="list-style-type: none"> • Medical Students, residents, other healthcare professionals or physicians who lack expertise* in that skill
Lecture-style presentations	Not subject to approval process	Not subject to approval process

* - “expertise” is defined as follows: (a) experience performing the skill independently sufficient to describe, demonstrate, and provide feedback on skill performance by learners; (b) ability to describe the indications and contraindications of the skill; (c) ability to describe the management of common complications

Please Complete:

General Information:

You are not required to know the specific instructor in order to complete this section, but please provide the following general descriptors:

Instructor's expected minimum level of training (i.e.: med student, resident, staff):

Expected minimum year of training:

Expected specialty:

Instructor's expected minimum training/experience with the chosen skill/material to be taught:

Detailed Information:

If known, please complete the following details. If these details are not yet known, they must be submitted to the VP Internal a minimum of **14 days** prior to the event.

Name of facilitator/instructor:

Location:

Contact info:

If using CSBL equipment for which training is required, please indicate if the instructor/facilitator has already been trained on it: Yes or No or N/A (please bold)

Step 3: Determine necessary supplies

- For guidelines regarding necessary supplies and approximate cost refer to **Appendix 1**. *Please note that these are guidelines and approximations only.*
- Note that the Anatomy Lab and CSBL will stock the necessary supplies and you will be billed after the event at the real cost of the supplies you consumed during your event
 - If your event is not listed in Appendix 1 or you have uncertainties regarding supplies, you can: **consult your workshop facilitator/instructor**, consult an expert in the field, use other similar events listed in Appendix 1 to determine necessary supplies, consult with students who have run similar workshops in the past.

Please Complete:

In the table below, indicate supplies required for the event and the quantity required. **Indicate if quantity is per person, per group/workshop, etc.**

Please list required supplies appropriately under consumables (i.e. angiocath, lumbar puncture, tubing needles, casting, etc.) or equipment (i.e. IV Arms, AIRWAY heads, etc.)

	Supply	Quantity	CSBL or Anatomy Lab
Consumables			
Equipment			

Step 4: Select an appropriate location

Certain events must take place in certain locations. Refer to the chart below when selecting your event location.

Event Characteristics	Locations			
	Anatomy Lab	CSBL	MDCL Conference Room	HSC Conference Room
Makes use of sharps	YES	YES	NO	NO
Makes use of animal parts	YES	NO	NO	NO
Makes use of materials likely to cause a mess, ie: casting materials	YES	NO	NO	NO
Guest Speakers/Presenters (lecture-style)	NO (<i>exception: lecture-style presentations that incorporate an activity or materials only</i>)	NO	YES	YES

	<i>available in the Anatomy Lab)</i>			
Makes use of up to 11 small clinical teaching rooms (i.e.: mOSCE)	NO	YES	NO	NO
Makes use of multiple small non-clinical rooms	NO	NO	YES	YES
Makes use of two-way mirrors (3 sets)	NO	YES	NO	NO

Please Complete:

Location (Anatomy Lab, CSBL, MDCL, and/or HSC):

Step 5: Select an appropriate date and time

Certain locations are accompanied by after-hours fees. Some locations may require after-hours supervision for the duration of the event. Please refer to the chart below when selecting the date and time of your event.

Location	Fee Schedule			Required after-hours supervision (Weekdays after 5pm and on Weekends)
	Weekdays 9am-5pm	Weekdays after 5pm	Weekends	
Anatomy Lab	No fees	<ul style="list-style-type: none"> Overtime staff: \$50/hour* User fee: 5\$/person/4hrs 	<ul style="list-style-type: none"> Overtime staff: \$50/hour* User fee: 5\$/person/4hrs 	None required
CSBL	No fees	User fee: 5\$/person/4hrs	User fee: 5\$/person/4hrs	Supervisor required: Faculty Member or Resident (this may be satisfied by your event facilitator/instructor)
MDCL Conference Room	No fees	No fees	Housekeeping: \$200 total	None required
HSC Conference Room	No fees	No fees	Housekeeping: \$200 total	None required

* The MD Office will cover this charge, subject to restrictions as outlined in (1) below:

If your event includes participants that are not registered in the Faculty of Health Sciences at McMaster University, 1) The MD Office will not cover any charges, and 2) Additional room booking charges will apply to room bookings as follows: Anatomy Lab (\$15/person/4 hrs.), CSBL (\$250 per half-day per

room). For charges for rooms in MDCL and HSC, please visit the following link or contact room booking with your particular situation

(bookfsh@mcmaster.ca): http://fhs.mcmaster.ca/corporate/documents/FINAL_FHS_Room_Booking_Guidelines_Feb12_2010.pdf

Please Complete:

Proposed Date:

Proposed start/end time (include set-up and cleanup time):

If a supervisor is required (and is different from your event facilitator/instructor):

Name:

Title:

Location:

Contact info:

Step 6: Submit the form to request approval for your event

The Educational Oversight Application Form (Part A) should be submitted a minimum of 45 days prior to the anticipated date of the event to allow sufficient time for approval, room booking and arrangement of supplies. Events that do not require any supplies/equipment may be submitted a minimum of 21 days prior to the anticipated date of the event.

To obtain approval for your event:

- Submit the Educational Oversight Application to any of the VP Internal Affairs: colin.hebb@medportal.ca, kevin.chen@medportal.ca or nagham.el-houssein@medportal.ca
- Please submit the document as a *word document*; do not convert to any other format (such as PDF).
- Reminder: if you did not provide instructor details in Step 2, details must be submitted to the VP Internal a minimum of **14 days** prior to the event. The VPI will then seek approval of your instructor from McMaster staff. Once approved, the VPI will email the CSBL or Anatomy Lab directly (and cc your event contact person) with the detailed information about your instructor. If details are not provided your event may be subject to cancellation.

If approval is obtained: within 10 business days of submission, the VP Internal Affairs will provide you (via email) a completed and signed copy of the Part A Summary Sheet, which will be required when booking a room for your event. **Please refer to Part B of this document for booking instructions.**

If approval is not obtained: within 10 business days of submission, the VP Internal Affairs will request additional information and/or suggest changes necessary to receive approval. The changes should be made on the Educational Oversight Application Form and re-submitted to the VP Internals for approval.

Please note: if your event has been approved, the VP Internal will place it on the medportal IG and Committee Calendar. It is the responsibility of the IG to notify the VP Internal of any changes to the event so the calendar can be updated.

Part B: Book your event

Step 7: Book the location at your selected date and time

- Recommended booking time: a minimum of 35 days prior to the event
- Please refer to Part A, steps 4 and 5 when selecting your location, date and time
- Please note: you must provide the completed and approved Part A Summary Sheet to Anatomy and/or CSBL when booking your event
- Room bookings are subject to availability
- It is suggested that you advertize for your event only **after** your room booking has been confirmed

Location	Task 1: Fill out and submit online booking form	Task 2: Email the relevant facility	Problems or Questions
Anatomy Lab	Go to http://fhs.mcmaster.ca/anatomy/ → click on Anatomy Room Booking Form, fill it out and submit it online.	anatprg@mcmaster.ca Include: 1) Attach the approved Part A Summary Sheet with signature 2) Discuss details around required supplies/equipment	x22273
CSBL	Go to http://simulation.mcmaster.ca/ → click on Booking Resources, fill out the online form and submit it online.	csbl@mcmaster.ca and bonneyl@mcmaster.ca Include: 1) Attach the approved Part A Summary Sheet with signature 2) Request equipment training session for the event facilitator if applicable (see Part A, Step 2) 3) Discuss details around required supplies/equipment	X20268, 22997
MDCL Conference Room	Go to http://undergrad.medportal.ca/itav/howtobook.aspx → Open the Room Booking Request Form at the bottom → fill out the form and email it to clawren@mcmaster.ca	clawren@mcmaster.ca 1) Attach approved Part A Summary Sheet with signature (if applicable)	x22168
HSC Conference Room	Go to http://undergrad.medportal.ca/itav/howtobook.aspx → Open the Room Booking Request Form at the bottom → fill out the form and email it to clawren@mcmaster.ca	clawren@mcmaster.ca 1) Attach approved Part A Summary Sheet with signature (if applicable)	x22168

- For further information on booking rooms in MDCL or HSC, please visit http://fhs.mcmaster.ca/corporate/room_bookings.html

Step 8: Arrange for your supplies

Mandatory deadline to arrange for supplies: **30 days** prior to the event. *Note that supplies are subject to availability that is beyond the control of the Anatomy Lab and CSBL. The earlier you arrange for your supplies, the greater the likelihood they will arrive on time*

- After you have confirmation that your room booking was approved.
- The Anatomy Lab and CSBL will provide supplies (exception: animal parts) at cost. Invoice will be sent after the event.
- Organize a meeting with the Anatomy Lab or CSBL to plan out the supplies and event specifics and obtain an approximate supply cost:
 - Anatomy Lab: anatprg@mcmaster.ca
 - CSBL: bonneyl@mcmaster.ca
- To purchase items not supplied by the Anatomy Lab/CSBL (i.e.: animal parts):
 - Purchase the items using personal funds and present the receipt(s) to the VP of Finance (mmscfinances@gmail.com) for reimbursement from your MMSC budget
OR
 - Obtain a quote from the supplier and request a cheque from the MMSC VP of Finance made out to the supplier

Step 9: Pay any fees associated with your room booking in MDCL or HSC

Fees must be paid prior to the date of the event

- Once room booking has been confirmed
- If there is an associated fee with your room booking in MDCL or HSC (see Part A, Step 5) please pay using the following method prior to your event:
 - Request an invoice from bookfhs@mcmaster.ca
 - Obtain a cheque made out to McMaster University:
 - Present the invoice to the MMSC VP of Finance who will write a cheque
OR
 - Write a personal cheque
 - If you choose this method, you must still present the invoice (or receipt) to the VP of Finance (mmscfinances@gmail.com) for reimbursement from your MMSC budget
 - Deliver the cheque with invoice to: Tracy Manes, FHS Room Booking Coordinator, HSC – 2E20 (Corporate Services, in the 2E Administration area)

Step 10: Pay for your Anatomy Lab or CSBL event

Payment should be made a maximum of 10 business days following receipt of the invoice

- Following your event you will receive an invoice from the Anatomy Lab or CSBL via email with the following charges (if applicable):
 - User fee (see part A, Step 5)
 - Supplies used
 - Extra room charges, staff charges (see part A, Step 5)

- Obtain a cheque made out to McMaster University:
 - Present the invoice to the MMSC VP of Finance who will write a cheque
 - OR
 - Write a personal cheque
 - If you choose this method, you must still present the invoice to the VP of Finance (mmscfinances@gmail.com) for reimbursement from your MMSC budget
- Deliver the cheque to the front desk of the Anatomy Lab or CSBL, as applicable, with a copy of the invoice within 10 business days of receiving the invoice.

Step 11: If applicable, ensure you are aware of necessary health and safety precautions

Sharps:

- Do not re-cap a needle.
- Never use force or a tool to remove a cap from a needle. If the needle is difficult to uncap, dispose of it and use another.
- Use a safety-engineered needle if taking blood or injecting humans.
- For animals, use a safety-engineered needle if one is available for the gauge required.
- Never handle scalpel blades with your fingers.
- Use single-sided razor blades.
- Place the sharps disposal container in the immediate work area.
- Do not put bleach in the sharps container

Food-grade animal products:

- Use sanitation techniques commonly employed with food-grade animal products at home. Note that the Anatomy Lab staff will manage the disposal of animal products.

Other

- No food or drinks in the Anatomy Lab or CSBL teaching rooms

If you get a needle-stick injury or mucosal exposure to blood or body fluid:

1. Cleanse the affected area with free running water (mucosal exposures) and soap (for wounds). Allow wounds to bleed freely if safe to do so.
2. Obtain treatment for the wound and assessment for the exposure AS SOON AS POSSIBLE (within 2 hours) from Employee Health Services (during normal working hours) or the hospital Emergency Room. Preventative therapy for HIV exposures must be started within TWO HOURS of the exposure.
3. Baseline serological testing is recommended for HBV, HCV and HIV for yourself and the source patient and must be coordinated through Employee Health Services or Emergency Department if EHS is closed.

If you feel faint:

If you feel at all weird, hot, cold, or light-headed, then sit on the floor. Never sit on a lab stool. Please do not attempt to get to your TA or the lab supervisor—they will notice that you are sitting down and help you. Please do not leave the lab if you are not feeling well, without first informing a supervisor of the reason you are leaving. Never leave the lab if you think you are going to faint.

If you receive an injury of any sort an incident report must be completed: Fill out the Incident Form located

at: <http://www.fhs.mcmaster.ca/safetyoffice/documents/McMasterIncidentReportNov08inc1J11.pdf> and submit it to 1) the Health and Safety Office located at HSC Room 1J11 (1st floor, purple section) or fax it to 905-528-8539, and 2) the director of the facility in which the injury took place: Anatomy Lab (wainmanb@mcmaster.ca) or CSBL (musson@mcmaster.ca) .

Seek medical attention if necessary.

Step 12: Safe disposal and clean up

- If you have any questions regarding the steps below, please discuss this with the most responsible staff in the location of your event. Do not make assumptions about safe disposal that may place other individuals (e.g. administrative or custodial staff) at risk.
- If applicable, dispose of all sharps (needles, microtome blades, razor blades, lancets, Exacto knife blades) in the designated sharps containers in the Anatomy Lab and CSBL
 - Dispose of needles immediately after use.
 - Do not cut, break or bend a needle before disposal.
 - Never fill a sharps container more than three quarters full; replace it.
 - Use a blue scalpel disposal box to dispose of scalpel blades.
 - Pick up broken glass with tongs, forceps or broom and dustpan. Never use your hands.
- If applicable, dispose of all animal parts and animal-contaminated gloves, table coverings, clothing coverings, etc. in the small red biohazard bags provided by anatomy. *Biological waste containers located throughout MUMC are for human waste ONLY.* Note that Anatomy Lab staff will manage the disposal of animal products.
- For equipment and supplies belonging to the facilities, ensure that they are cleaned and returned in their original condition
- Do not bring additional furniture into rooms or remove/relocate existing furniture & equipment
- Return the room, equipment, chairs, tables, etc. to their original states before leaving!

Please note that this policy is subject to change. Changes will be enforced 60 days following implementation.

Appendix 1: Recommended Supplies List

Supply lists and prices are guidelines only and quantities indicated are approximate recommendations

Suturing (Anatomy Lab)

Supply	Price	Recommended Quantity
Sutures	\$54.85 per box of 36	Variable
Suture Kit	None*	1 per person, Anatomy lab owns 20 kits
Syringes with needles	0.10 each	1 per person
Pig's feet	Variable	1 per 2 people (if you cut them in half)
Gloves, various sizes	3.80/box, 100 per box	Variable
Absorbable pads to cover the table	23x36 inches: \$5.10 per package, 25 per package	Variable
Disposable apron clothing protection	\$7.55 per box of 100	1 box/100 people
Disinfectant cleaning wipes	10.00\$/box (50 wipes)	Variable

Injections (Anatomy Lab)

Supply	Price	Recommended Quantity
Syringes with needles	\$0.10 each	1 per person
Saline	\$1.00-\$2.00 each	Variable
Sponges or oranges	\$0.50 each	1 per person
Animal parts	Variable	Variable
Disinfectant cleaning wipes	10.00\$/box (50 wipes)	Variable

Airway and/or O2 supply (CSBL)

Supply	Price	Recommended Quantity
Kit (Intubating manikins, laryngoscopes, blades, nasal airways, oral airways, Ambubag)	None*	Manikins: CSBL owns 4 adult, 2 neonatal, 2 pediatric
Masks for Ambubag (size 5)		Variable
Nasal prongs	\$0.30 each	Variable; only in O2 kits
Ventimasks	\$1.26 each	Variable
Non-rebreather masks	\$1.45 each	Variable

Foley Catheterization (CSBL)

Supplies	Price	Recommended Quantity
Foley catheters	2-way: \$4.68 each 3-way: \$11.43 each	Variable
Lubricant	\$6.04 per box	Variable
Simbits, male and female	None*	CSBL owns min. 4 of each male and female
Urine bags	\$1.62	Variable
Underpad	\$5.10 per package	Variable

IV Catheterization (Anatomy Lab or CSBL)

Supplies	Price	Quantity
IV arms	None*	CSBL owns 6
Tubing (Alaris)	\$3.60 each	1 per person
Angiocath 22g	\$0.90 each	1 per person
Autoguards 22g	\$1.64 each	1 per person
Alcohol swabs	1.26 per box	Variable
Tourniquet	\$0.15 each	Variable
Tape, ½" x 10 yards	\$0.33 each	Variable
Tegaderm	\$ 17.64 per box, 100 per box	Variable

Cardioversion/defibrillation (CSBL)

Supplies	Price	Recommended Quantity
Cardioverter/ defibrillators	None*	CSBL owns 2 and 5 AED Trainers
Defibrillator manikins	None*	CSBL owns 4
Defibrillator pads	\$41.55 per box, box contains 10	Variable

Casting (Anatomy Lab or CSBL)

Supplies	Price	Quantity
Rolls of fibreglass splinting materials, 10.2cm x 3.6m (Dynecast) OR	\$6.04 per roll	(1 roll/10 people)
Boxes plaster slab, 10cm x 75 cm	\$25.20 for 50 slabs	(1 box/5 people). Only available in Anatomy.
3" webril padding (40 yards)	\$8.05	(1 bag/5 people)
Tensor bandages or flannel roles	\$0.25-\$2.00	Variable
Gloves, various sizes	3.80/box, 100 per box	Variable
2" rolls of stockinette OR	\$5.46 per box, 25 yards	Variable
3" rolls of stockinette	\$6.70 per box	Variable
Absorbable pads to cover the table	23x36 inches: \$5.10 per package, 25 per package	Variable
Buckets for water	Variable	Variable
Cast saw	Variable	Variable; only in Anatomy
Disposable apron clothing protection	\$7.55 per box of 100	1 box/100 people

Thoracentesis (Anatomy Lab)

Supplies	Price	Recommended Quantity
Thoracentesis trays	\$21.95 each	1 per 5 people
Pork ribs	Variable	1 per 20 people (can be divided in two)
Ziploc bags	\$1.00-\$2.00 per box	
Food colouring	\$1.00-\$5.00 per box	Variable
Gloves, various sizes	3.80/box, 100 per box	Variable
Disinfectant cleaning wipes	10.00\$/box (50 wipes)	Variable

Lumbar puncture (CSBL)

Supplies	Price	Recommended Quantity
Lumbar puncture kits	None*	Variable
Lumbar puncture model	None*	CSBL owns one model

*Note that there will be a rental fee associated with non-disposable supplies owned by the Anatomy Lab or CSBL if the event includes participants that are not registered in the Faculty of Health Sciences.