

University of St Andrews - School of Medicine Handbook
COVID-19 ADJUSTMENTS TO ACCESS FOR MEDICAL STUDENTS
SEMESTER 1 2021/22

1. **Term Time.** This policy refers to 'term time' which is different for all programmes:

- **BSc (Hons) Medicine:**

- (1) From the Monday of Orientation Week until the last exam day before Christmas.

- (2) From the Monday of week 1 of Semester 2 until the last exam day in May

- **ScotGEM:**

- (1) From the first day of teaching in autumn semester until the last working day before the Christmas break.

- (2) From the first teaching day of Semester 2 until the day of the last exams in June.

THE BUILDING

2. The building will be on swipe access for all staff and students until further notice. Swipe in to record your presence for Track and Trace purposes. Access has been allocated to students from 8:00 – 18:30 on term-time weekdays. From 8:45 until 17:00 on weekdays most internal doors will be open. Students are advised to have their cards with them in case they need to swipe through the doors (as permitted by their cards). If the front door is inoperable then the courtyard door should be used. Students are not permitted to stay in the building later than 18:30.

Students are required to use the QR codes in teaching spaces for track and trace purposes.

TUTORIAL ROOMS

3. Tutorial Rooms 1-4 are controlled by the School for delivery of teaching and covid-compliant meeting space. Tutorial rooms 5-13 are currently controlled by central timetabling for small group teaching or dual delivery of teaching.

4. **Availability:** Students may use the tutorial rooms as drop in study space with the following conditions:

- Tutorial rooms 1-13 available for medical student use as drop in study space 8:30 – 18:30 Mon-Fri.
- Students must scan in with the QR code to register their presence in the space
- Students must vacate a space if there is a booking.
- Capacity of each tutorial room is 4. This number must not be exceeded.
- Face coverings to be worn in these spaces.
- Windows open for ventilation (weather permitting)
- Students to wipe desks before and after study session.
- No eating. Bottled water only.

INTERVIEW ROOMS

5. Interview rooms are not available for student use.

CLINICAL SKILLS/ARC TO PRACTISE CLINICAL SKILLS / RECORD VIDEOS

6. Students can pre-book a slot in clinical skills classrooms on Wednesday afternoons. The doors will be set to open at these times to allow access ie. students will not need to swipe in to open doors or press the green button to leave.

7. **Booking instructions:** On your Galen portfolio page, there will be electronic sign up 4 slots available per day / per year group. One student is responsible to book a pair only once. If you have booked and your pair cannot make it please email Dr Bjelogrić pb10@st-andrews.ac.uk in order that your slot can be opened for another pair.

OTHER ROOMS IN THE SCHOOL OF MEDICINE

8. **DR.** Access to the DR is only under the supervision of the DR Technician or a member of the anatomy staff. Private study slots are available on Monday and Wednesday afternoons between 2-5pm. There are 3 x 50 minute slots.

9. **Booking instructions:** Students must request an appointment in advance by filling in the booking form available on galen (see resources for the first patient practical class for MD2001; Osteology of the thoracic cage practical class for MD3001; Osteology of the Skull practical class for MD4001) and emailing it to the Anatomy Technical team (rmp25@st-andrews.ac.uk or mq306@st-andrews.ac.uk). They will do their best to accommodate requests.

BOOTH LECTURE THEATRE.

10. Students may use the Booth Lecture Theatre for study space if it is not being used for a lecture/small group teaching or another booked event.

- Available from 8:30 – 18:30 Mon – Fri
- Students must scan in with QR code
- Students must vacate the space if there is a booking or timetabled lecture
- Face covering to be worn
- Wipe desk before and after study session
- No eating. Bottled water only.

11. **Personal Tutor's Offices.** Students will have access to office areas from 8.45am until 5pm on weekdays in term time. Students must make an appointment to meet with them.

12. **The Wedge.** The wedge has been set up as a drop-in study space and is available for use by students.

13. **Café area.** The café will commence operations in Semester 1. The seating area is prioritised for those eating-in, but students may also use this space. Use headphones if you are participating in online learning.

OTHER STUDY SPACES ACROSS THE ESTATE (BOOKABLE AND DROP-IN)

14. Study space across the Estate is managed by the [Library](#) and they have a booking system for spaces in the library along with a listing of hoc “drop-in” study spaces across the Estate. Check the library website regularly, as this list may be updated as semester 1 progresses.

UNDERGRADUATE RESIT STUDENTS

15. Students are asked to email medteaching@st-andrews.ac.uk and request access if they need to revise for a resit. Restricted to 9am to 5pm on weekdays only.

SECURITY

16. **Security.** All student access to the MBSB is conditional on adherence to the [common security measures](#).

Author:	School Manager	Approval Committee:	
Consultees:			
Location/s (Med Handbook):	https://med.st-andrews.ac.uk/medhandbook/wp-content/uploads/sites/27/2020/09/infrastructure_access_UG-med-students-covid.pdf		
Location of source file:	https://universityofstandrews907.sharepoint.com/:w:/r/sites/medicine/handmaster/Infrastructure/infrastructure_access_UG%20med%20students%20covid.docx?d=w461bb3afc9f9456b812cd2173e eb0fe4&csf=1&web=1&e=FOGWIs		
Access Level: (Public/University/School Staff)	School		

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Version Control Record *(expand table as required)*

Date	Revision Description	Major Changes
16/09/2021	Updated version for 2021/22 academic year	Covid-19 measures and restrictions