

CAMBRIDGE SIMULATION CENTRE COURSES DELEGATE HANDBOOK

Do I need to bring anything with me?

Only your own pen and paper if you would like to take notes during the session. Other items will be provided for you if they are necessary to the scenario.

Is there a dress code?

Arrive dressed as you would be for a normal day's work in your hospital.

Please note that the David Dunn Suite is subject to external temperature settings which are beyond our control.

Do you provide lunch/refreshments?

The specific course details will state whether or not catering is provided on the course you want to attend. Please check the listing on the website for further information.

PROGRAMME

Please check the details of the specific course you wish to attend for further programme details.

The full, confirmed programme will be sent to you in this delegate handbook two weeks before the course, and again one week before the course.

If you require any further details please contact the Sim Administrator to let them know.

Registration

Please make sure to sign in on the register before you enter the David Dunn Suite as failure to do so will result in your attendance not being counted.

This means you will not be sent the link for feedback, and subsequently will not receive a certificate of attendance.

Late Arrivals

If you will be arriving late, please let the Sim Centre staff know on 01223 257 213. Once you have arrived, please ask a facilitator or one of the technical staff for the register during one of the breaks so that you may sign in. The register will be in the Sim Office at the back of the David Dunn Suite.

Confidentiality Form

The Confidentiality Form (shown in full on the right) asks that you keep the contents of the day confidential – that is, not to tell your peers about the scenarios you undergo as this may affect their experience of the day.

The form also explains that you will be filmed for debriefing purposes. We understand this may be daunting, but we can assure you that this footage is used purely to help you learn – the tapes are wiped at the end of the day for re-use during the next Simulation course.

Feedback and Certificates

A link to the online evaluation will be emailed to you within 24 hours of completing the course with a time frame of a week to respond. Please check your junk inbox.

Your certificate of attendance will be issued on the closing date of the feedback form, provided we have received your feedback. The feedback timeline is available to view here: <https://www.cam-pgmc.ac.uk/sim-centre-faq>

Please be aware that re-opening the feedback will incur a fee as detailed in the timeline, so **if you will be unable to complete the feedback within the allotted timeframe please contact the Sim Administrator to let them know.**

It is your responsibility to ensure that you have received the evaluation – if it has not arrived within 48 hours you must contact the administrator to let them know.

CONFIDENTIALITY AGREEMENT

Confidentiality agreement for the Cambridge Simulation Centre based at Addenbrooke's Hospital

As a delegate attending a course based in the Simulation Centre I confirm my participation in the following course:

(COURSE NAME)

I understand that I will maintain and hold confidential all information relating to the performance of specific individuals and the identity of people attending and facilitating.

This will include:

- Details of specific scenarios
- The nature and purpose of any research studies.

I agree to be filmed during the course, and that these tapes may be used for research studies.

I acknowledge that I have been advised of the confidentiality of all and any such information.

I confirm that I have read and understood all of the pre-course materials and understand that by signing in on the register I agree to all terms and conditions presented therein and that any queries or concerns I may have regarding these have been made known to the Simulation Centre Administrator prior to signing.

Travel, Parking and Accommodation Links

The link below will provide you with information about how best to get to Addenbrooke's:

Travel to Addenbrooke's Hospital, and Parking

<http://www.cuh.org.uk/corporate-information/finding-us>

Bus routes

<http://www.cambridgeshire.gov.uk/info/20017/buses>

Parking spaces may be limited during peak times. We encourage you to use public transport, taxi, walk or cycle if possible.

Park and Ride

The hospital has direct links with most of the Cambridgeshire park and ride sites. This is a good option for those travelling by car and if your visit is going to last more than two hours, the Park & Ride bus fare can work out significantly cheaper than the car parking charges at the hospital.

Pay in Advance for the Park & Ride

<https://cambridgeshireparkandride.keyivr.com/>

Accommodation

If you are an external or international delegate, the links below will provide you with information on where to stay and other things you can do during your visit. Please note that you will need to arrange your own accommodation, and there is none available on-site.

Sightseeing and Accommodation

<http://www.visitcambridge.org>

David Dunn Suite

Finding the David Dunn Suite

This course will be running at the David Dunn Suite and Simulation Centre at Addenbrooke's Hospital, please see the map and directions for how to find the room.

The map also shows the nearest toilets (in green) and the location of the Concourse if you would like to visit the food court or shops during your breaks.

From the main entrance:

1. Enter the main hospital building via the main entrance.
2. Walk towards the reception desk.
3. Turn left and head through the double doors.
4. Immediately on your right through another set of double doors is the David Dunn Suite.

From the side entrance (marked Concourse on the map below):

1. Go through the side entrance door and walk down the corridor, past Barclays bank, and turn right onto the concourse (the shopping area).
2. Turn left at Marks and Spencer and go past the Stock Shop, through the double doors towards main reception.
3. From main reception, continue forwards through the double doors and the David Dunn Suite is immediately on your right through another set of double doors.



