



NIAW Ultrasound Simulation Booking Request Form

All bookings must be made using the online booking form. No bookings will be taken over the phone.

Booking Form Link: <https://forms.gle/bBkoBZv7JMmZtsLy5>

Access will only be granted on Thursday 08:30-12:30 or Thursday 13:15 – 17:15. You may request both sessions if required.

The Academy will not be open on bank holidays.

The Simulation room will not be available if the equipment requires maintenance, these dates will be planned in advance of bookings wherever possible. In the event of short notice breakdown or maintenance, the Academy team will notify anyone booked into the room as soon as possible.

The NIAW Administration Team will review your request and contact you on the email address provided.

If you are unable to access the Simulation Room on your preferred dates, you will be notified of the next available dates at that point in time.

NIAW Room Booking Etiquette

While we appreciate that you will want to arrive in good time for your session, your room will only be made available to you at your appointed time. Please do not arrive more than 15 minutes early.

You are required to vacate the Simulation Room at the time stated on your booking as another party may have reserved the room.

Please be aware of the opening times of the Academy. The site is only available for booking between the hours of **08:30 and 17:15**. The Academy rooms and main gate will be locked at 17:30, all persons and vehicles must vacate the site by 17:30.

Leave the room as you find it - after use please clear the room, dispose of any papers, rubbish, dirty cups etc. ***Please note that throughout the Covid-19 pandemic additional cleaning is required (Please see next page for details).***

Cancel the booking as soon as possible if no longer required. This will ensure that the room is available to others. Short notice cancellations or DNAs will be reported to course lead.

Please do not use a room without making a reservation.

Please do not disturb lectures, workshops or enter any clinical areas during your visit.

Please ensure that you log off the Simulator before you leave.


Enquiries regarding the reservation of NIAW Trans-Abdominal Simulator should be made via the **National Imaging Academy Wales** administration email, imaging.academy@wales.nhs.uk.



NIAW Cleaning Procedure (COVID-19)

The following procedure is to be adopted for use throughout the COVID-19 pandemic

- Ensure that all products are used safely & in line with the manufacturers guidance (please see below)
- Please use the products suggested for the item being cleaned as misuse may result in ineffective cleaning to prevent virus transmission or cause damage to the surface being cleaned
- Suitable cleaning products for the equipment/items are supplied in line with the guidance below. DO NOT bring any other cleaning products into the NIAW room(s), if products run out, are missing, or you have any queries, please contact a member of the NIAW team

Product & Items To Be Cleaned	Cleaning Procedure
Keyboard Mouse Microphones Headsets Remote Controls Desk & Hard Surfaces Examination Couch Ultrasound Unit, Probe, Probe holder & Cables US Simulation units & trolley/desk 	Cleanisept Wipes For use in Ultrasound & Simulation Room only <ol style="list-style-type: none">1. Wear disposable gloves2. Remove one wipe from the pack3. Wipe surfaces with CLEANISEPT WIPES until completely wet Change wipe if it becomes dirty or soiled and discard in general waste4. Let the surface air dry5. Remove glove & discard in general waste6. Wash hands thoroughly <p>Care should be taken</p> <p>Power down equipment/ screen & unplug if possible before cleaning</p> <p>DO NOT spray directly onto screen, switches or controls</p> <p>DO NOT over wet the cloth/paper</p> <p>Wipe screens gently, DO NOT apply pressure</p> <p>DO NOT CLEAN TOUCH SCREENS WITH CLEANISEPT WIPES</p>