



# SUTTIE CENTRE NEWS

The Suttie Centre for Teaching & Learning in Healthcare

November 2015

## Doors Open Day

At the Suttie Centre we engage in lots of activities which include the general public and as part of this we participated in Doors Open Day on the 12<sup>th</sup> September.

This was very successful and visitors welcomed the chance to see around and gain an insight into what goes on within Teaching and Learning in Healthcare. Visitors were offered the chance to go on an Anatomy Tour, which for some even involved face painting to show the muscles of the cheek! There were also lots of demonstrations including 3D Viz, Rectal & Cranial Examinations (on models of course) and resuscitation. A number of Student Societies also attended including MedSin, Sexpression, Heartstart, Teddy Bear Hospital and Ogston and the Patient Partner Programme was also represented.

We also participated in Techfest and have started our series of Café Med lectures with the first in the series being about Dental Health in children followed by a talk on organ donation.

## Upcoming Café Med

- 9th November - Science and Sign Language
- 18th January E-Cigarettes
- 6pm to 7.30pm

*"I had no idea there would be so much to see. All the demos have been wonderful and the students are so enthusiastic..."*

*- Doors Open Day Visitor*



Café Med with Professor David Reid

## In This Issue

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Are you this flexible?

## What's On?

Don't forget to keep an eye on the events page on the website to hear about lots of exciting upcoming events - <http://abdn.ac.uk/suttie-centre/events/index.php>

## Room Booking System

Our booking system has been up and running for 6 months now and it is going well. To make things even easier and quicker we have incorporated a couple of new features:

We now have a [request and reuse](#) button that will enable you to reuse most of the information on the booking form if you need to make multiple room bookings. You will still be able to amend the date, time, booking title and room number but you won't have to re-enter your name, email or phone number, saving everyone lots of time.

We have added a [date picker](#) which means you no longer have to click through week by week or month by month to check if a room is free. If you click on the calendar symbol beside the date range on the room calendar you can select which day, month and year you want to check for, just remember to click filter or hit enter twice to update.

Another little hint to make life easier and a feature you may not have used is [searching](#) for a training session when you don't know the room. Go to the calendar and in the first box remove the room so it is blank. Then type in the title (or even just part of it) and press search. This will find all bookings with that term in the title.

## Work Life Balance

Why not come along and join in with some of our **free** exercise classes –

Tues 8am – 9am  
Dynamic Yoga

Tues 5.30pm – 6.30pm  
Hatha Yoga

Weds 5.30pm – 6.30pm  
Aerobics

Thurs 5pm – 6pm  
Dynamic Yoga

All classes are held in Room 217 Suttie and are drop in.

If you are an instructor in another keep fit discipline and would like to offer free classes please get in touch.

### New features of the Room Booking System

The screenshot shows the 'Room Booking' form with the following sections:

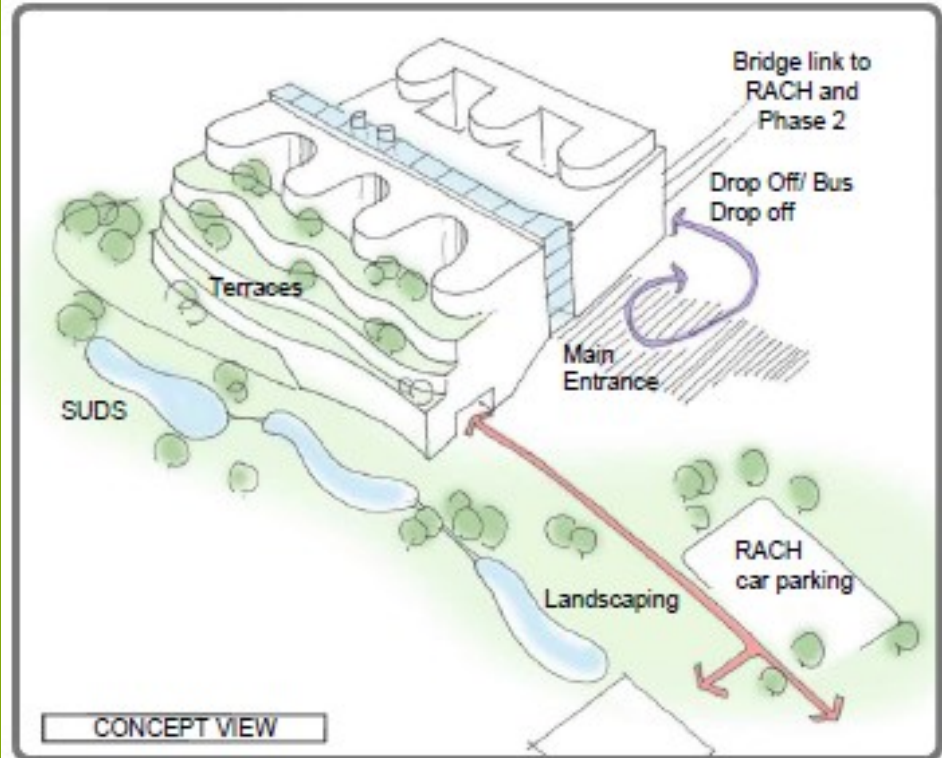
- Setup Year:** A dropdown menu for selecting the year.
- Event Start Date/Time:** A date and time picker.
- Event End Date/Time:** A date and time picker.
- Description:** A text area for describing the event.
- Contact Details:** Fields for Full Name, Email, Telephone Number, and Title.
- Notification:** A checkbox for 'Send me an email notification'.
- Participant Details:** Fields for 'No. of Participants' and 'Participants Type' (with a dropdown menu).
- Other Information:** A section for additional notes, including checkboxes for 'Complete requirements', 'Participants to be changed', and 'Repeaters'.
- Supplementary Information:** A text area for any relevant extra information.
- Buttons:** 'Make Booking Request' and 'Repeat and Re-use Booking'.

## Booking the atrium or a breakout area

In the past these have been booked by contacting the Suttie Centre reception but these have now been added to the Suttie Centre room booking system.

It is important to remember a few key points

- Make sure you list in the description your requirements/layout e.g 2 tables for catering
- Most groups would be expected to have catering in the rooms they are utilising for their teaching event unless they have large numbers
- We do not allow un-manned stands
- Bake sales are only allowed once per week
- Items for events should not be delivered to or left at reception



Concept View of Baird Family Hospital

## Maternity Hospital - Teaching Space

We are working hard in conjunction with all of our maternity services colleagues to help shape the future of the teaching space at the new Baird Family Hospital. So watch this space for developments.

Currently the guidelines for booking rooms at the Maternity Hospital differ slightly from the Suttie Centre so it's good to remember the relevant dates.

Rooms are released in 6 month blocks with 1<sup>st</sup> Jan – 30<sup>th</sup> June being released on 1<sup>st</sup> September of the previous year and 1<sup>st</sup> July – 31<sup>st</sup> December being released on 1<sup>st</sup> April of that year.

## Cancellations

In the new room booking system when you receive a confirmation email this contains a link to cancel this booking should your requirements change.

The normal guidelines apply and where ever possible this should be done a minimum of 14 days in advance.

If you have misplaced this email and require to cancel please contact

suttiecentre@abdn.ac.uk

## Catering

If you are having a training session or meeting where you wish to provide refreshments you are welcome to use any registered caterer. The University and NHS Grampian both offer this service. You are also welcome to bring along any non risk food product – such as cold drinks, fruit or chocolate of course!

Individuals may also bring food which is for their own consumption and hot water and microwaves are available in the café area.



## Out of Hours Access

### University

Staff and students of the University can utilise their own ID cards to access the building. However when students require access to upper floors after 8pm or at the weekend they must arrange a trustcard with reception. These must be returned immediately following the event or room booking.

### NHS

Staff and students of NHS Grampian unfortunately can not access with their ID cards. To gain out of hours access to the building (after 6pm or at weekends) you need to have a trust card. These can be obtained from security control in the hospital. These will give you access into the building and to our IT suite on the ground floor. If you have made a specific evening booking for the upper floors then a card for that event can be arranged and collected from reception at Suttie. If you are already in the building at 6pm and wish to stay please be aware that the doors will lock down, so if you leave a room or the building you will not be able to re-enter without a trust card. You will need your NHS ID badge with you at all times as security may ask to check this.

### Contact Us

Visit us on the web at [www.abdn.ac.uk/suttie-centre](http://www.abdn.ac.uk/suttie-centre)

Room booking can be found at <http://www.abdn.ac.uk/suttie-centre/room-booking/rooms/help>

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