



Covid 19 Standard Operating Procedure for Faculty and Trainees

Medical Education Leeds

Due to the current Covid 19 Pandemic Medical Education Leeds has had to review its operational procedures for use of educational teaching space. This is to reduce the risk as much as reasonably practicable to prevent the spread of Covid 19 as set out by current government guidance - to ensure a safe educational environment is maintained for faculty, trainees and medical education staff utilising this space.

This is a guide, not a Trust policy, to assist in the planning and delivery of training and education within LTHT during the Covid-19 pandemic. National government guidelines are required to be followed, which are updated regularly. Latest guidance is available here <https://www.gov.uk/coronavirus>

Defining essential face-to-face educational delivery

- There is no formal guidance on defining essential training and educational delivery requirements and common sense should be applied.
- It needs to be considered whether your educational delivery is deemed essential to be delivered face-to-face and if not can it be delivered remotely via video calling software or virtual classrooms, Medical Education can offer expert advice and support with this.
- If it cannot be delivered remotely, and face to face training is required education and clinical skills training will need to be delivered adhering to the latest government social distancing advice to maintain staff safety.

We therefore ask all faculty and trainees to agree to and respect the social distancing and further guidance set out below while using Medical Education Leeds training and education facilities.

- To always adhere to the 2m social distancing rule at all times whilst in a Medical Education Leeds training area.
- To wash hands on entering and leaving the building and regularly during the educational session cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.



- As in clinical practice - please remain bare below the elbows
- To adhere to the Medical Education SOP regarding decontamination of Medical Education Equipment –trainees and faculty and responsible for the cleaning of kit in between each use. Guidance for cleaning will be available next to each piece of kit
- To wear a surgical face mask at all times whilst in the education settings from the 15th June as per Government and local guidance, wearing a face mask does not exempt you from the 2 metre distancing rule
- Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- The sharing of pens and paper is discouraged. If these are needed for group work, the learner should be encouraged to bring their own.
- Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- If you are attending training after being present in a clinical environment, please ensure that you have changed into clean clothes or scrubs and clean shoes prior to entering the building or department.
- To not attend any educational or training session at a Medical Education Leeds facility if they feel unwell with corona virus symptoms as listed on the following link - <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms>
- Refreshment stations and lunches will no longer be provided by Medical Education Leeds. Delegates and Faculty attending courses are asked to bring their own food and drink. For your own protection, we strongly advise against gatherings of groups of staff during refreshment breaks, especially whilst on LTHT premises. We ask you to maintain a 2m distance at all times including comfort breaks. You are permitted to eat your own provisions in an assigned teaching room, but not mix with other faculty and delegates that are not within your bubble. Please help us to keep you safe by adhering to these guidelines.

References -

<https://www.hse.gov.uk/news/social-distancing-coronavirus.htm>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>



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