

Tayleur House-St Ita's Campus-Portrane

Regional Centre of Nurse and Midwifery Education 1st Floor

Responsibilities for Internal/External Users who book classrooms:

1. It is the **responsibility of the user** to **ensure familiarisation** with the **classroom audio visual equipment** and the geography of the building **PRIOR** to using the classrooms, by making arrangements to meet our administrator Shamine...contact admin.rcnme@hse.ie.

(Please note-there is no audio visual technician employed and there is no guarantee that a member of staff will be available on the day you have booked)

2. It is your responsibility to contact operations.stitas@hse.ie to discuss the set up and layout of the room. Please remember to leave the room as it was found, ensure windows are closed, turn off PC/Projector after use. Signage can be placed in the frames located beside each classroom door
3. Posters **should not be put on walls**, they should be placed on the **white trunking around the walls or on the flip chart stands provided**
4. Only HSE staff with a Username and Password can access the intranet
5. No food or drinks are permitted in the classroom.
6. 'Seascapes' is located on the ground floor. Lunch (Dinner/Sandwiches) is available from **12-2pm; Coffee/Tea is available 10.30-11.30am and vending machines (cards accepted) are also available.** If you require specific arrangements....contact the catering manager robert.brophy@hse.ie.
7. Any incident/accident that occurs should be reported to the Director, Regional Centre of Nurse and Midwifery Education and the appropriate documentation completed
8. For external users; parking is free but limited in the 'visitors parking' in front of the main hospital. **(Please do not park in the designated permit controlled staff car parking or the disability marked car parking)**
9. Use the pedestrian pathway marked in blue to enter Tayleur House
10. For external users; **Security will require you to identify yourself as you enter St Ita's campus**

Vivienne Browne

Acting Director, Regional Centre of Nursing and Midwifery Education
Connolly Hospital D.15 & St Ita's Campus, Portrane, Co. Dublin