

# Research Office Policy

## Level 2 Clinical Sciences W.R. Pitney Building

Never Stand Still

Medicine

St George & Sutherland Clinical School

Date	August 2014, this policy is subject to ongoing review and change.
	Policy on the use of the Research Office on Level 2 W.R. Pitney Clinical Sciences Building.
Overview	The Research Office is available to members of the St George & Sutherland Clinical School subject to approval. Allocation of the space is managed by the School Manager in consultation with the Clinical Associate Dean. The allocation of the space is temporary and subject to ongoing review and reallocation.
Purpose of space	The primary use of the research space is for Clinical School Staff and Students.
Definition	<p>Workstations – The Research Office houses 4 workstations with computers. This area is allocated to an individual by the School Manager as their workstation but may be shared.</p> <p>Hotdesks – The Research Office has 6 hot desks with computers. They are not assigned to a particular person or group of people and are for use by students.</p> <p>The use of the computers in the Research Office is governed by the UNSW IT Policy: <a href="https://www.it.unsw.edu.au/policies/policies_home.html">https://www.it.unsw.edu.au/policies/policies_home.html</a></p>
Policy	<ul style="list-style-type: none"> <li>▪ The use of the hotdesk space is available from 9:00am to 4:30pm Monday to Friday only and is not available for use out of hours or at the weekend.</li> <li>▪ Computers, phones or any other equipment are not to be relocated or moved.</li> <li>▪ Do not store personal documents or files on the computer as these will be removed.</li> <li>▪ You are not permitted to install personal laptops or other devices on to the hospital network.</li> <li>▪ Undergraduate student access to EMR is available to Phase 2 and some Phase 3 students who have EMR access accounts. Password access is organised by the Clinical Teaching Unit Admin Office.</li> <li>▪ Please report any issues with equipment in the room immediately to administrative staff.</li> <li>▪ All users must be considerate of other users of the space and keep the whole area clean and tidy.</li> <li>▪ Tea/coffee/water but not food may be consumed in the office; students are responsible for providing their own refreshments. The fridge in the Research Office is for designated staff use only. Everyone is expected to clean up after themselves and leave everything clean and tidy for other people using the room.</li> <li>▪ The room will be closed from mid-December to mid-January each year.</li> <li>▪ The last person leaving the room must ensure the air conditioning and windows are closed and the entry door locked.</li> <li>▪ The space is only temporary and as such may need to be relinquished subject to changed circumstances.</li> <li>▪ The Clinical School takes no responsibility for the loss of personal belongings left in the room.</li> <li>▪ All new users will be given an orientation by the Administrative Office staff.</li> <li>▪ Failure to follow these guidelines may result in denial of access.</li> </ul>