

# Policy for Loan of HKJC ILCM Skill and Patient Simulators

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<b>Prepared by</b> HKJCILCM	<b>Approved by</b> HKJCILCM Operation Committee

## Introduction

1. All HKAM Specialty Colleges are welcome to borrow the Skill and Patient Simulators from HKJC ILCM for their examinations and simulation training courses.
2. Please refer to the “**ILCM Skill and Patient Simulators Loan Request Form**” for the simulators available for loan and the respective charges.

## Location and Service Hours

1. HKJC ILCM is located on 7/F, HKAM Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, Hong Kong.
2. Service hours of HKJC ILCM:  
*Monday to Friday (except public holiday) 9:00 am - 12:30 pm; and  
1:30 pm - 5:30 pm*
3. The service hours may change due to operational needs or bad weather without giving prior notice.

## Borrowing Limit

1. All simulators are solely used for examinations or simulation training courses provided by HKAM Specialty Colleges.
2. All HKJC ILCM Skill and Patient Simulators must be used within the Hong Kong Academy of Medicine Jockey Club Building and should not be taken away.
3. ILCM will be responsible for the transportation and assembling of the borrowed simulator(s).

4. Priority will be given to training courses at HKJC ILCM first, and only unused simulators and accessory equipment will be available for loan.
5. Borrowers should ensure that the borrowed simulator(s) is:
  - a) used properly;
  - b) not used by an unauthorized party;
  - c) stored properly and safely. The air humidity and temperature of the storage area should be around 45-55% and 18-24°C respectively;
  - d) returned in its entirety, and in the same condition and working order as when it is borrowed; and
  - e) returned on the specified return date otherwise penalties will be incurred.
6. Borrowers shall immediately advise HKJC ILCM when they become aware of any damage to or loss of the borrowed simulator(s) or any part of it.
7. Borrowers shall be responsible to ensure that the users are competent in using the borrowed simulator(s).
8. Borrowers shall indemnify and keep indemnified HKJC ILCM against all actions, claims and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of the borrowed simulators by the user or any person so authorized by the borrowers.
9. Late return of borrowed simulator(s) will be charged according to 4-hour session based on existing rates.
10. The HKJC ILCM Skill and Patient Simulator on loan service is subject to change at any time under unforeseeable circumstances (e.g. bad weather, simulator failure). HKJC ILCM shall bear no responsibility for any loss or damage, whether directly or indirectly, suffered by the borrowers as a result of such changes.
11. HKJC ILCM reserves the right to make the final decision on loan of simulators, and to make any changes to the service hours of HKJC ILCM and the rules in this Policy.

### **Application Procedures**

1. Applications will be accepted for at most 2 months in advance and no less than 14 calendar days before the required date.
2. To make the request, applicants are required to complete and return the original copy of "HKJC ILCM Skill and Patient Simulators Loan Request Form" ("Request Form") to HKJC ILCM.
3. A notification email showing the availability of the requested simulator(s) will then be sent to applicants by HKJC ILCM.
4. Upon receipt of the notification email, applicants should send a written confirmation, together with the full payment, to HKJC ILCM by post or in person (during HKJC ILCM

service hours) within 12 calendar days. Payment should be made by cross-cheque payable to “**Hong Kong Academy of Medicine**”.

5. HKJC ILCM will send a confirmation email to applicants to confirm the transaction upon receipt of the above written confirmation and payment from applicants.
6. Once the written confirmation and/or payment is/are received by HKJC ILCM, an administration fee of HK\$500 will be charged for any change in loan date, loan time and/or simulator(s).
7. Applications with inappropriate payment will **NOT** be processed.
8. All fees paid by applicants are non-refundable.