

School Guide Team – The Enterprise Centre- MED

Please find enclosed information to assist you during the Open Day when answering any questions visitors may have.

Please have your phone on you throughout the day in case we need to contact you!

Area Lead and Student Guide Lead

A member of staff will be acting as the area lead and you will need to go to them to let them know you've arrived in TEC and receive a briefing for set up. They will also brief you about the format of the MED subject area space, including where the Clinical Skills demos will be held, etc. Paul Njoku will also be the student lead in your area for Clinical Skills.

Signing in and out:

Please sign in at the Thomas Paine Study Centre and sign out in the LCR.

LSB will be the Student Guide area for the duration of the day. Once you have signed in with us, please go and find your area lead and sign in with them.

What to wear:

Guides working in the Clinical skills demonstrations should wear smart clothing similar to that worn for placement.

All other student guides will be provided with a student guide T shirt, these should be worn with smart trousers/skirt for this event.

All guides should wear their NHS/UEA name badges as well as their student guide lanyards.

*Please bring a copy of the Student British Medical Journal with you on the day if possible

Lunchbreak:

Your area lead will allocate you a lunchbreak for 30 minutes. TEC 0.05 can be used as a lunch area.

You will be given:

- A copy of the programme for the day so you can answer questions on talk locations and timings. This also includes a campus map with zoning information.

Your duties on the day

Admissions will allocate you to specific roles. These roles are:

- Being based at the Admissions Information area – talk about personal statements, gap years, work experience and UCAS application process **not** academic requirements. The admissions representative will answer these.
- Being based in the Foyer to welcome/queue manage visitors – direct guests to talks and activities, filling room seats from front to back

- Assisting setting up areas -talking to guests about your course/placement
- Clinical Skills guides – please report to Alexander in the Clinical Skills Demo rooms when you've signed in
- A number of other duties may be asked of you during the day – please listen to staff in your area

Please set up and pack down rooms, listening to your area lead for any specific instructions.

There will also be a Medicine Student Guide in the Anatomy Lab in the Queens Building

Talks you need to be aware of:

You will need to make your way to the talks for your subject of study 10 minutes before the end of each talk. There is only one talk per subject and talks with two time slots are repeat talks; they are not two separate talks.

Tours of the anatomy lab will be held in Queens Building

Tours of the BCRE are available – there will be a mini bus departing from outside TEC

HSC information

Midwifery, Nursing, Operating Department Practice and Paramedic Science will be based in the ECB.

Occupational Therapy, Physiotherapy and Speech and Language Therapy are based in Queens Building.

Packing down

Please report to the TEC area lead for instructions on packing down and where to store items. Please check for posters, banners, leaflets, doorstops...etc.

Please ensure that rooms are returned to their original state and tables and chairs are moved where relevant.

Contact details:

Please ask your area lead if you have any questions during your shift. Our contact details are also below should you need to speak to the Student Guide team at any point during the day:

Matt Knightley: 07766360103

Hayley Smith: 07557566052