

# RULES

## Veterinary Academy Simulation Centre (VASC)

### Location of the practical classes

- **Veterinary Academy Simulation Centre: LSMU VA, Building 5, Floor 2**
- **Open hours:** Monday – Friday, 9:00 – 17:00
- **Contact persons:**

**Karolina Jankauskaitė:** Head of the Veterinary Academy Simulation Centre,  
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**Agnė Beleckė:** Deputy Head of the Veterinary Academy Simulation Centre,  
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**Vaida Jokubauskienė:** Expert Practitioner of the Veterinary Academy Simulation Centre,  
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### How to book a training station for self-learning activities

- Make sure to choose a training station according to your year of studies at the time of booking.
- The list of training stations and their details are accessible here: <https://byt.lt/ZmOqd>. You can also find more details about the training station by clicking the "/" in the registration form.
- The duration of a self-learning activity depends on the training station and is specified under the training station name. Most common duration of a practical activity is usually 45 minutes. There is a 15-minute break after each activity used for disinfection and ventilation.
- **You can only book one training station at a time.**
- Select the appropriate booking form:

**Simulation classroom 1** <https://byt.lt/fxWMv>

**Simulation classroom 2** <https://byt.lt/O87qH>

**Simulation classroom 3** <https://byt.lt/xAcy2>

**Simulation classroom 4** <https://byt.lt/IsL0H>

**Simulation classroom 5** <https://byt.lt/3ZHT6>

**Simulation classroom 6** <https://byt.lt/jLjbs>

**Simulation classroom 7** <https://byt.lt/50iSn>

**Simulation surgery room** <https://byt.lt/V8uod>

**Simulation laboratory** <https://byt.lt/Up5xL>

- Click the training station you would like to book.
- The system will show the available dates and times. Select the preferred date and time.
- Enter your details: name, surname, e-mail address (registration is only possible via an Office 365 account). Click the **“Book”** button to proceed.
- Your booking information will appear on the screen. Additionally, you will receive an automatic booking confirmation by email. You can manage your booking (*change the time, cancel the booking or rebook*) using the booking confirmation email you have received.
- If you intend to work at the selected training station for a longer duration or you would like to book another station, use the same procedure to book the next available time slot.
- Booking is available no less than 24 hours prior to the intended use of the training station.

## Booking cancellation

- To cancel your booking, please use the guidelines provided in the email message received during the booking.
- Bookings can only be cancelled at least 24 hours in advance of the booked time.
- If a student fails to attend their booked session, they will lose priority status for future Centre visits.

## How to prepare for practical activities at the training stations

- Read the Rules of the Centre.
- **Clean lab coats must be worn during the practical activities.**
- Have a pen and a sheet of paper with you.
- Leave your personal items and bags in a locker; hang the outerwear on the hangers.
- Students carrying personal bags will not be allowed to enter the Centre.
- Do not bring multiple or valuable items that are not necessary for the practice.
- The students are responsible for their own belongings.
- Please arrive before the booked time.
- At the reception, you will receive all the needed equipment and manuals for work at the training station. You will be required to sign a form accepting responsibility for the equipment and mannequins.
- When you arrive at the training station:
  - ✓ Refer to the Station Manual and adhere to the guidelines outlined in the Care and Maintenance section.
  - ✓ Report any disorderly, broken or missing equipment to Centre staff.

## Working at the training station

- Before starting work, please carefully read and follow the Station Manual step by step. Students who fail to comply with the manual's instructions may be barred from using the Centre.
- Some manuals include QR codes. By scanning them, you can access additional useful information related to the activities at the station.
- Exercise extra caution when handling needles and other sharp instruments, as they are not sterile. **In the event of an accident, notify the Centre staff immediately!**
- **You can only work at the station you have booked.**
- Work quietly, without disturbing others.
- Feel free to ask Centre staff if you have any questions.

## Finishing work at the training station

- Clean the workstation thoroughly, following the guidelines in the Station Manual.
- Return all equipment neatly to its designated place.
- The equipment of the station should be returned to the Reception to the Centre staff.
- If any equipment is damaged or broken during practical activities, students must inform the Centre staff.
- **"Responsibility for any missing or damaged equipment or mannequins is shared by all students who were working in the classroom at the time of use."**

## Before leaving the Centre

- Take any personal belongings from the Centre and lockers.
- Leave the locker unlocked, with the key in the keyhole.