Hello and welcome to Cloncurry!

The **JCU CRRH Cloncurry Learning Centre** has been provided to assist you to continue your learning needs during your time with us in Cloncurry. To access the learning Centre you will require to **sign out a key from the Centre Coordinator** which is **to be returned before your departure**. This key will allow you access via the King St entrance to all lecture rooms, printing and lounge nooks and will remain your responsibility until you sign it back over. If you lose the key it will be **replaced at your expense.**

The Learning Centre allows you a space where you can come and learn in a quiet environment and your attention to **cleaning up after yourself**, emptying bins as needed and attending any printer **maintenance** (eg reloading paper and ink) would be appreciated. The rooms are cleaned on a fortnightly basis so leaving perishable rubbish in rubbish bins and **an untidy work space is not acceptable.**

On entering and before leaving the building **you are required to record your name and reason for visit into a sign-in register**. Your honesty with this system would be appreciated as this creates a platform for gathering statistics on who is using the building when and for what purpose.

**Please ensure you turn off all the lights, air-conditioners and lock all doors behind you as you leave the area**. The power points above the kitchen sink also need to be turned off when not in use please – this helps regulate the hot water system and saves water. Boil the kettle for hot drinking water and use the hot water system above the sink for washing up only.

If you break or **notice a break please notify the centre coordinator** as soon as possible so it can be fixed. As goes with living in a rural area, jobs can often take some time to be attended.

Medical students will be given a **“CRRH Attendance Register” form to complete each time you attend CPC sessions and Grand Rounds. Please hand this back to the Centre Coordinator before your final session**, this form is again used for statistical purposes. Grand Rounds are linked from Mt Isa each Friday between 1pm – 2pm and there is an arrangement that either the 6th year (in the first instance) or the 4th year will liaise with hospital kitchen staff to **arrange a sandwich platter for your lunch as you attend the videoconference**. The meal order is to be placed into the **hospital kitchen by Thursday morning** if you require sandwiches. An email will be sent out each Monday notifying you of the Grand Rounds topic of the week. Nursing staff and Medical colleagues are also encouraged to attend if you could **assist in advertising the topic** during your time on the wards/ rounds please.

**Wifi access** at the Centre is available along with skype, photocopying and printing. The WiFi password is available from the Centre Coordinator. It is **your responsibility to arrange a meeting time with the Centre Coordinator before your first use of the equipment.** Whilst the building is accessible at any time 7 days between 7am and 10pm the office is attended only on specific days. Your time here in **Cloncurry** is what you make it and no doubt will award you with **unique experiences** both professional and personal. Enjoy and looking forward to meeting you soon.

**Contacts:** [Judith.march@jcu.edu.au;](mailto:Judith.march@jcu.edu.au) [amber.kelly@jcu.edu.au](mailto:amber.kelly@jcu.edu.au) (07) 4742 0100