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3839 Lindell Boulevard • St. Louis, MO, 63108 • Phone: 314-977-7400 • Fax: 314-977-7345

## Course Details

### Course Check-In

*Located on the 1<sup>st</sup> floor in the main lobby*

- Course registration will need to be completed and paid for in full via the website prior to the morning of the course
- On the 1<sup>st</sup> day you will sign in and fill out a Specimen/Photo Agreement Form
- Locate your name tag at the front desk
- Pick-up a course folder. These folders will contain a course brochure, course schedule, shuttle schedule, faculty and attendee list, and course evaluation
- We ask that the evaluation be filled out and returned in the basket on your way out of the course at the end of the last day
- A certificate of attendance will be available on the same front desk for you to grab in the afternoon of the last day of the course (***please note this is proof of attendance only, CME credits will need to be claimed after the completion of the course via email from SLU CME***)

### Meals

Breakfast, lunch, and snacks are provided for faculty and attendees each day of the course. Unless otherwise noted ahead of time. If you have any dietary restrictions, please note that during your course registration. For any other questions or concerns email the event coordinator, [Olivia.richards@health.slu.edu](mailto:Olivia.richards@health.slu.edu)

### Exhibits

*Located in the dining area on the 2<sup>nd</sup> floor*

Vendors will have tables set up with information, exhibits, and presentations. Attendees will have time throughout each day of the course to visit with the vendors and view exhibits.

### CME

Continuing Medical credits for MD's and PA's will be processed after credits are claimed. Credits will be allotted on the course brochure. Attendees will need to sign-in each morning of the course to ensure the proper number of CME credits are given to each attendee. 1-3 weeks after the completion of the course, an email will be sent to every attendee from the SLU CME office. Once this email is received a small post-course evaluation will need to be completed. Instructions will also be provided on how to claim your CME credits and download and print your CME certificate/transcript (***Please make sure your email on file is correct***)

## What to Wear

- Casual Dress is recommended
- Scrubs are to be worn during hands-on lab sessions
  - Scrubs will be available to change into if you do not have your own. Bathrooms and changing areas will be available for attendees to you **(Both will be located in the back of the auditorium)**
  - There will be time to change into and out of scrubs before and after each lab session
  - Used scrubs should be placed in the designated laundry bins at the end of each day **(located in the back of the auditorium and faculty lounge)**
  - Closed, appropriate footwear is required in the lab
  - Aprons, head covers, shoe covers, gloves, and goggles are available in the lab and recommended for use during lab sessions
  - All shoe covers and gloves **MUST** be removed prior to exiting the lab for any reason, please do not wear protective covering to the dining area
  - Used gloves are to be discarded in the waste bins provided in the lab

## Lab Policies

*In order to provide a safe and productive lab environment, please adhere to the following policies:*

- Each lab station will only allow for **2** participants unless otherwise noted by lab staff
- A tray of appropriate surgical instruments will be provided to you for use in this course
- You are responsible for the care of instruments and equipment during the course
- **PLEASE DO NOT REMOVE INSTRUMENTS FROM OTHER STATIONS**
- If you are in need of any other instrumentation, locate lab staff (in orange) or faculty (in black), and they will get it for you
- Put all used needles and blades in the sharps container at each station. There is also a “tissue only” container at each station for removed tissue
- With faculty, lab staff, attendees, and vendors sharing limited floor space during lab sessions, remember to be patient and respectful to others while also following social protocols