

## BOARDING SCHOOL RULES Year 2023

	Nom, Prénom, Fonction	Date et signature
<b>Traducteur(s)</b>	<b>S.JANSSENS</b> , Cadre de Santé, chef de projet mobilités internationales	
<b>Approbateur(s)</b>	<b>A.DUBRAY</b> , Directeur de Soins, coordinateur générale du Centre de Formations Paramédica	
<b>Historique des versions</b>	N° de version	Objet de la modification
	2	Mise à jour le 30/05/23

### Article 1

The boarding school of the nursing school in Niort hospital center is in priority open for the students. The boarding school is also open, if enough rooms available, to the followings:

- Training course students from the institute or from the hospital center,
- Appointed or temporary agent of the Hospital center,
- Hospitalized patient family.

Rooms can only receive one person.

The rental amount is assented by the surveillance council of the Niort Hospital Center.

### Article 2

The boarding school is placed under the hospital center director's responsibility, he delegate the management to the head manager of the paramedical center.

There are three assistants:

- An executive assistant,
- An administrative manager,
- A supervisory staff agent, responsible for the coordination and general functioning.

The boarding school management staff is not responsible of all that can happen to the tenants, even inside the hall of residence.

The boarding school management staff reserves the right to enter in the rooms:

- For works of maintenance and repair after tenant information,
- In case of emergency (security problems),
- Checking of compliance with the instructions (cleanliness, control of electrical equipment,

etc ...).

**Individual behavior (act, gear, attitude, talk) must not be nature of:**

- affect one's own safety or security of others;
- affect the hall of residence good functioning;
- create a perturbation in the teaching activities;
- affect hygiene, health and security of goods and people;

- affect quietness of hospitalized persons.  
In general, people's behaviour must conform to the commonly accepted rules of respect for others and civility as well as to the laws and regulations in force

## Article 3

The boarding school is situated inside the paramedical training center and comprises:

- One hosting facility,
- One rest room,
- Offices,
- A Wi-Fi network (see appendix 1).

### A - ACCOMODATION

- The boarding school is a place of living, only accessed by the tenants.

The hall consist of 98 rooms, distributed on five floors.

At each floor, there are several mutual facilities:

- Two toilet blocks (WC, shower, bathtub);
- One ironing room;
- One kitchen (refrigerators, micro-wave oven, electric plates, kettle);
- A relaxing space;
- A garbage room.

### B - THE BEDROOM

1. An inventory is made at the tenant arrival and departure by the staff or the logistic manager. The caution deposit asked will be refund if no damage is reported during the departure inventory. A financial participation is asked for management expenses. (Price list at the direction).

2. The rental payment has to be done on the 6th or 7th of each month. If these dates are on a week-end, it will be reported.

Any departure can only take place after giving one month's notice to the logistic manager. Every started month is due.

**Exception:** for the students who are not on a year classical course : complementary stage, referral DEI, repeating a year situation, training end, Erasmus student, peculiar situation granted by Mme DUBRAY, the rent may be due by week.

3. At the key-giving, the tenant become responsible of his bedroom:

- 1- He is in charge of common maintenance, On departure, in case of non-compliance, a cleaning fee will be charged (rate posted at the office).
- 2- He informs the control room about the eventual fixing needed to be done.
  - On departure, the student must leave the room in a clean state (see instructions in the kitchen)
  - in case of non-compliance, a cleaning fee will be charged (rate displayed in the kitchen).

4. Entries and exit of the tenants are free. The main entrance doors are open from 6:00 to 19:00 from Monday to Friday.

The code of the front door allowing the access to the boarding school from 7.00 pm till 6.00 am, has to be known only by tenants. The code changes frequently. It is advisable to use this code only when the building is closed. The code door system will be replaced by the badge system at a later date.

5. Each refrigerator in each office is equipped with a padlock with code:
  - the code mustn't be disclosed;
  - each floor has its own code;
  - the padlock must be put back in place after each use to avoid theft.
6. It is imperative to limit noise pollution (ex: music, TV, etc...) between 10.00 pm and 7:00 am, for other's sleep respect and the law.
7. **Visits are forbidden between 10.00 m and 7:00 am.** No one else than the tenant has to be in the room during this lapse of time.
8. It is strictly forbidden to walk around at the first and the eighth floors between 7.00 pm and 7:30 am.
9. An unannounced visit can be done by the director.
10. Interior decoration is allowed in the provided space (cork board).It is possible to personalize a room without ways that can imply wall degradation (scotch, nails, glue, etc...)
11. For fire safety measure:
  - All doors and emergency exits must always remain closed.
  - In case of alarm, your room door must be closed but not locked in order to allow access to the fire brigade;
  - Only household appliances provided for in the offices are authorized;
  - The following are not allowed in the room: toaster, coffee maker, electric cooler, refrigerator, hotplate, decorative garland;
  - Do not obstruct fire detector in the room;
  - Do not clutter the corridors and emergency exits with personal goods (bicycle, etc...);
  - Do not put curtains at the windows except if there're fire proof;
  - Do not throw anything by the windows;
  - Do not use candles, incense, or any device that produces flames, as any smoke will set off the fire alarm and may cause a fire;
  - Do not put anything on the window sills;
  - When cooking, please open the windows and do not pour water on your hot stove or pan to avoid the release of smoke

Reminder: 1 mini-oven in each kitchen is tolerated (not provided by the Paramedical Training Centre), however a regular maintenance must be done after each use. If the fire alarm is regularly activated because of this device, it will be temporarily or permanently withdrawn.

**The tenants must strictly observe the safety instructions, particularly building evacuation.**

**12)** For technical problems (key loss, burned out bulb, water damages, etc...), inform as soon as possible the logistic manager.

Outside opening hours, please contact the security office.

In case of loss, the key will be invoiced.

**13) In case of emergency:** outside opening hours  
Every evening from 6.00 pm to 6:00 am and the week-end from Friday 6.00 pm to Monday 6:00 am,

The **SECURITY** is managed by:

**The security office:**  
Call N°82222 from the floor phone  
or the 05.49.78.22.22 from a cell-phone.

In case of any other problem, call from the floor phone the **N°9 (standard)** who will transmit your call to the **DIRECTOR on duty**.

His name is displayed at the main floor level.

**Every incident must be noted on the adverse event sheet (appendix 4).**

**14)** In reference of the decree n°2006-1386 15/11/2006, it is forbidden to smoke in the hospital center, included the rooms. Any deterioration due to tobacco smells in the room will be liable for financial damages.

**15)** Common places: kitchens - showers - bathrooms are exclusively reserved for the tenants.

**16)** Maintenance of common places is done by the hospital workers from 9:00 am to 10:30 am and from 01:30 pm to 3:30 pm.

The tenants and strangers are asked to not walk around during these times to respect the places and the work done.

**Cleaning of the cook top, the micro-wave oven, the table, the dishes, the big refrigerator and the big cupboards stays dependent of the tenants.**

Students are responsible for keeping the premises clean.

Office chairs must be systematically placed on the table after each use.

**17)** For hygiene reasons, the plastic mattress cover must never be removed.

**18)** Tenants are responsible for selective sorting, either collectively (glass + packaging) or individually (paper). When the cardboard box (paper sorting) is damaged, do not throw it away, but return it to the Logistics Manager for exchange.

Waste (packaging + glass) should be deposited regularly in the rubbish bin next to the Institute car park. (appendix 2). Sorting must be scrupulously respected. Waste must be taken down regularly.

Packaging must be put in bulk and not in bags in the containers outside. A weekly schedule will be requested from each floor, which will designate the persons responsible for waste disposal.

Information on sorting is posted in each pantry (sorting guide and collection schedule).

Each floor must draw up a waste management schedule (packaging and glass) as well as a schedule for cleaning the refrigerator.

**19)** The tenants can call the hospital center services from their floor but can't receive calls. (telephone in the upstairs corridor, except on the 5th floor).

**20)** No pet allowed.

**21)** Every tenant must free the room at the end of the training.

- 22)** The C.F.P. reserves the right to allocate rooms that would not be occupied but rented by students in the event of a white plan or extreme emergency.
- 23)** It is strictly forbidden to climb on the roof of the 8th floor for the risk of endangerment.
- 24)** Alcohol and all illicit substances are banned in the training center and the boarding school.
- 25)** Each year, 2 referents are appointed on each floor to ensure that information about life in the community is passed on and received. The aim of this approach is to encourage communication between students and the institute.

### C - REST ROOM

A rest room with TV Video is reserved for the tenants at the ground floor.

An inventory with the handing-over of the keys and the remote control delivery will be done at 03.00 pm with the logistic manager or at 07.00 pm with the maintenance workers. Users must return the keys and the remote control the morning after to the logistic manager after ensuring of the place cleanliness.

You must advise security (at the **82222**) before each party start. Security must be informed of any risk that could trigger the fire alarm.

**No external person from the residence is allowed in the students parties.**

### D - PARKING LOT FOR THE TENANTS

A parking lot (rue Réaumur), placed out of the Hospital enclosure, is reserved for the students. (See plan in appendix 3)

**It is strictly forbidden to park inside the Hospital enclosure.**

The portal, rue Goise (in front of the institute) is closed from 10:30 pm to 6:00 am. A pedestrian way is kept open during this time.

## Article 4

Any offense to these internal regulations, will be justiciable of sanctions up to the immediate and definitive exclusion of the boarding school.

Niort, le 30/05/2023

Director of the paramedical training center.  
A.DUBRAY

**CENTRE DE FORMATIONS PARAMEDICALES**  
CENTRE HOSPITALIER  
40, Avenue Charles de Gaulle - BP 70600  
79021 NIORT Cedex  
05.49.78.25.02

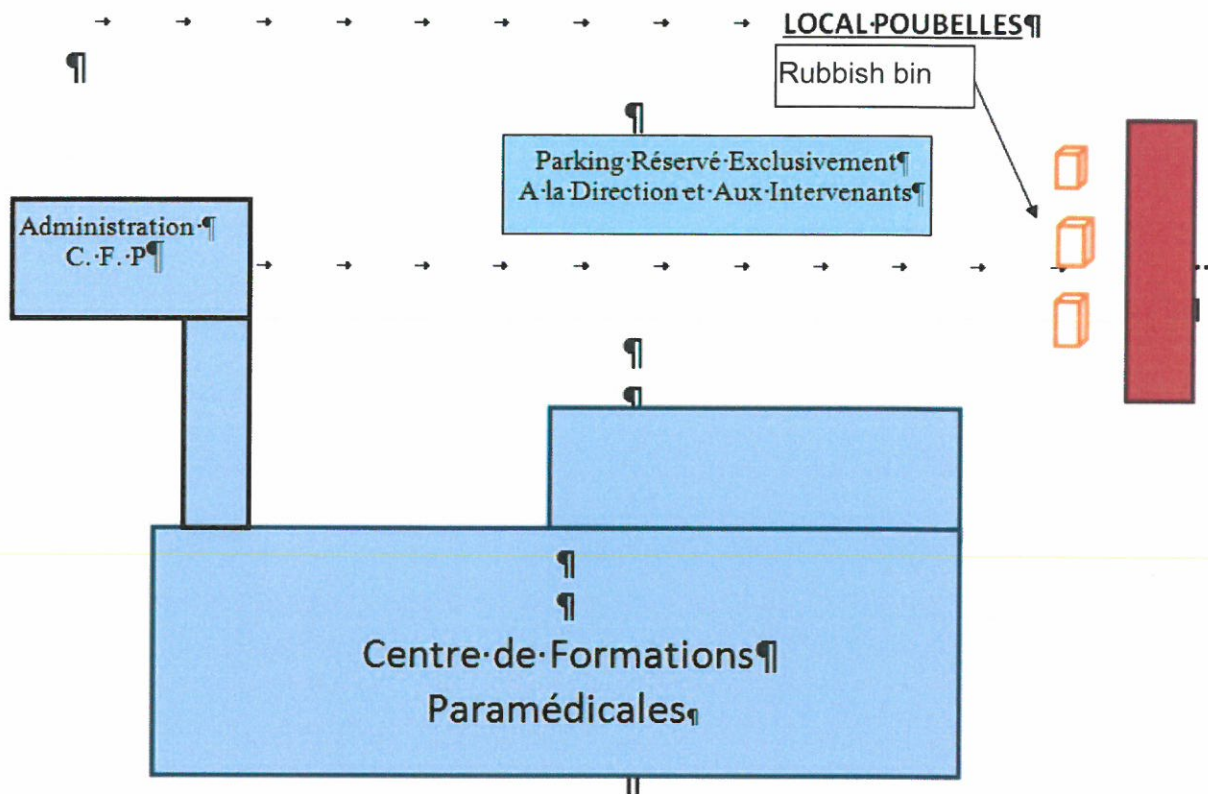
## ANNEXE 1



You can access the Wifi service free of charge

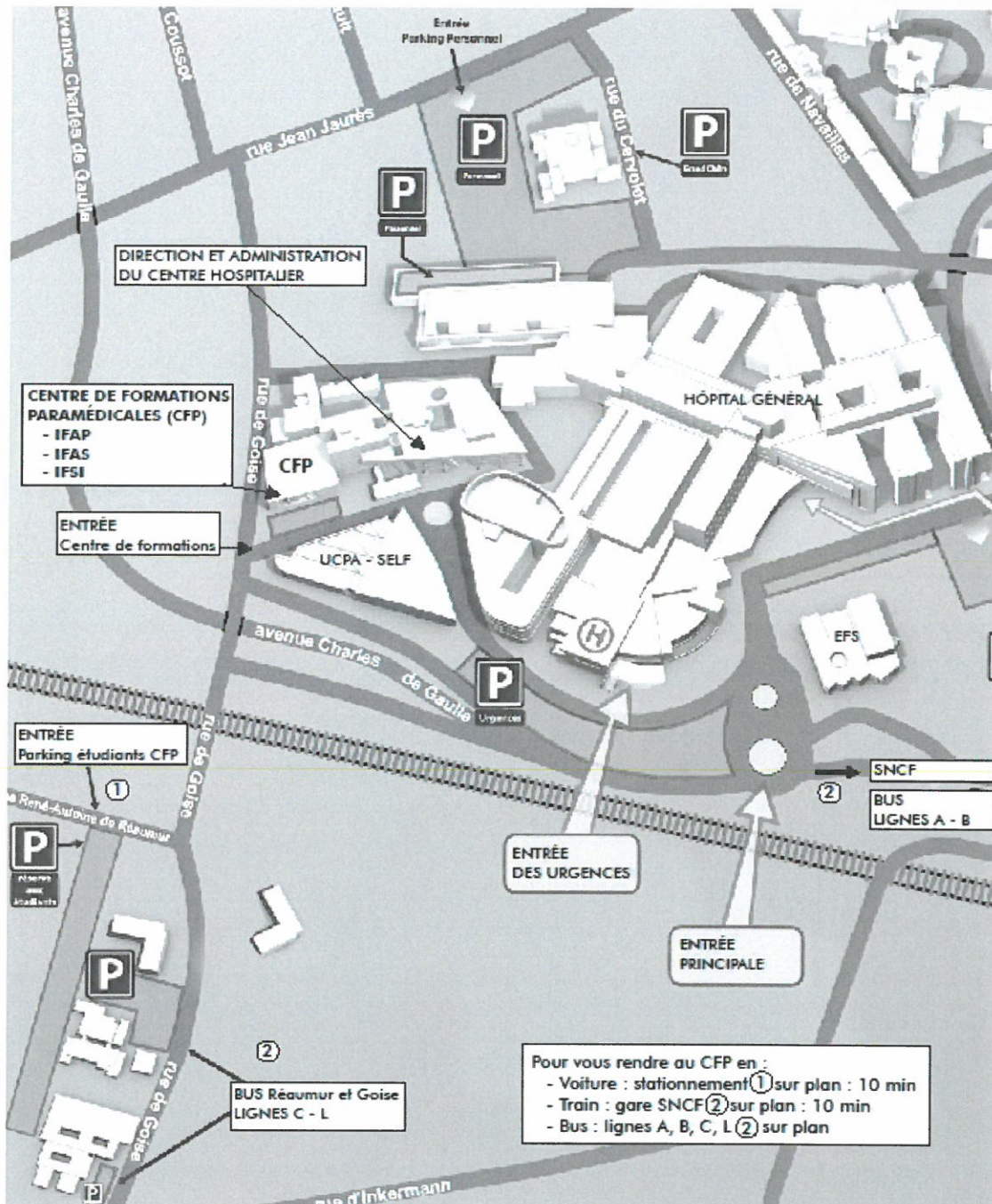
For general conditions of use,  
Pupils and students renting the hostel,  
please contact :  
IFSI secretariat (ground floor office).

## ANNEXE 2 :



**ANNEXE 3 :**

<p>Centre Hospitalier de Niort Emetteur : Centre de Formations Paramédicales</p>	<p><b>PLAN DU CENTRE DE FORMATIONS PARAMÉDICALES DU CENTRE HOSPITALIER DE NIORT</b></p>	<p>CHN-ACC-UF-DI-002-004</p>
		<p>Version 1</p>
		<p>MAJ Date : Juin 2013</p>
		<p>Pagination : 1/1</p>



CENTRE DE FORMATIONS PARAMÉDICALES DU CENTRE HOSPITALIER DE NIORT - 40, avenue Charles de Gaulle - BP 70600 - 79021 NIORT Cedex  
Standards téléphoniques : IFAP : 05 49 78 25 03 - IFAS : 05 49 78 25 24 - IFSI : 05 49 78 25 02

**ANNEXE 4 :**

**REPORTING AN UNDESIRABLE EVENT (E.I)**

**SENDER OF THE ALERT**

<b>Nom, Prénom</b> <b>Name, surname</b>	
<b>Qualité</b> <b>Quality</b>	<input type="checkbox"/> Personnel du CFP : ..... <input type="checkbox"/> Etudiant / Elève : ..... (Foyer : <input type="checkbox"/> oui <input type="checkbox"/> non) <input type="checkbox"/> Autre : .....
<b>E-mail</b>	
<b>Téléphone</b>	

**EVENT**

<b>Date</b>		<b>Heure</b> <b>Time</b>	
<b>Lieu de l'évènement</b> <b>Place of the event</b>			
<b>Type d'évènement déjà signalé ?</b> : <input type="checkbox"/> oui <input type="checkbox"/> non <input type="checkbox"/> ne sait pas <b>Type of event already reported ?</b>			
<b>Description de l'évènement/circonstances de survenue</b> <b>Description of the event/circumstances in which it occurred :</b>			
<i>Si besoin, joindre une description plus complète sur papier libre et indiquer le nombre de pièce jointe (.....) et rappeler le nom de l'émetteur sur chaque page</i>			
<b>Causes éventuelles</b> <b>Possible causes:</b>			
<b>Conséquences constatées et suites</b> <b>Consequences and follow-up:</b>			
<b>Gravité estimée :</b> <input type="checkbox"/> Faible/ <b>low</b> <input type="checkbox"/> Modérée/ <b>moderate</b> <input type="checkbox"/> Importante/ <b>significant</b> <b>Estimate severity</b>			

Date :

Signature :



## ADDITIONAL INFORMATION

ADDRESS TO WHICH YOU SHOULD SEND AND RECEIVE YOUR MAIL, SPECIFYING YOUR ROOM NUMBER :

**CENTRE DE FORMATIONS PARAMEDICALES**  
**CENTRE HOSPITALIER**  
**40 AVENUE CHARLES DE GAULLE**  
**BP 70600**  
**79021 NIORT CEDEX**

- Your mail is deposited in the mailboxes on the ground floor.
- For outgoing mail, please leave it in a letterbox outside the hospital or take it to the post office.
- Any parcel following an order must go through a relay point and not through the CFP.
- Personal parcels and registered letters: to be collected from the hospital's vagemestre service.

### Main phone number :

Adjointe de Direction/ executive assistant :	05.49.78.25.18	<a href="mailto:erika.brousse@ch-niort.fr">erika.brousse@ch-niort.fr</a>
Logistique/ logistics :	05 49 78 25 04	<a href="mailto:corinne.magot@ch-niort.fr">corinne.magot@ch-niort.fr</a>
Régie/ administrator :	05.49.78.25.32	<a href="mailto:eloise.ganne@ch-niort.fr">eloise.ganne@ch-niort.fr</a>
Secrétariat I.F.S.I. :	05 49 78 25 82	<a href="mailto:claudie.monnet@ch-niort.fr">claudie.monnet@ch-niort.fr</a>
Secrétariat I.F.A.P :	05 49 78 25 03	<a href="mailto:mireille.grelet@ch-niort.fr">mireille.grelet@ch-niort.fr</a>
Secrétariat I.F.A.S :	05.49.78.25.24	<a href="mailto:virginie.rullier@ch-niort.fr">virginie.rullier@ch-niort.fr</a>
C.F. P. :	05.49.78.25.02	<a href="mailto:ifsi@ch-niort.fr">ifsi@ch-niort.fr</a>

### Visits for rent payments:

- on the 6th or 7th of each month (except weekends)
- from 10 a.m. to 11.30 a.m. and from 12.15 p.m. to 2.30 p.m.

### Restaurant card and photocopy card sales offices:

- Monday to Friday: 9am to 1pm

**In the secretary's office.**