

TERMS AND CONDITIONS OF THE PROFESSIONAL PRACTICE PROGRAM IN MEDICINE FOR THE MEDICAL COLLEGE OF THE UNIVERSITY OF RZESZÓW

GENERAL RULES

§1

1. The purpose of practical training (PT) is to prepare the student for efficient performance and professionalism within the scope of skills required in the medical profession, deepening substantive knowledge acquired during studies, perfecting and developing practical professional skills, becoming familiar with the specificity of professional work in healthcare facilities.
2. Program work placements (hereinafter referred to as PT) are an integral part of the study schedule and education program for the field of study adopted by the Senate of the University of Rzeszów.
3. Internships are carried out during the summer at workplaces that meet the criteria for conducting the internship.

RULES FOR ORGANIZING THE PROFESSIONAL PROGRAM

§2

1. Teaching and organizational supervision over apprenticeships is exercised by the Apprenticeship Coordinator, appointed by the Vice-Rector for Student Affairs and Education, at the request of the College Dean, from among academic teachers employed at UR.
2. The Apprenticeship Coordinator makes the choice of the Workplace for apprenticeships. Apprenticeships can also be implemented in workplaces in the country or abroad, indicated by the student independently after obtaining the approval of the Apprenticeship Coordinator.
3. The basis for organizing student internships is the agreement concluded between the Vice-Rector for Student Affairs and Education and the Head of Units. The agreement is concluded for a period enabling the implementation of the practical training program.
4. The current list of facilities with which the University of Rzeszów has signed agreements to organize program practices are available on the website of the College of Medical Sciences. Apprenticeships implemented in workplaces without a signed agreement require the conclusion of such an agreement between the Vice-Rector for Student Affairs and Education and the Directorate of the Workplace.
5. The University directing the student(s) to the apprenticeship undertakes to familiarize the student(s) with the apprenticeship program, which is available on the website of the College of Medical Sciences and field of study. The student is required to present the internship program on the day of signing the consent to undergo professional internship at a given workplace.

6. On the basis of achieved learning effects, the internship tutor on behalf of the Workplace makes practical entries in the diary of a medical student.

7. The internship with the entry in the Virtual University is credited with the person responsible for the subject - Internship Coordinator.

OBLIGATIONS OF THE UNIVERSITY AND MEDICAL UNIT IN THE FIELD OF IMPLEMENTATION OF PROFESSIONAL PRACTICES

§3

1. The University together with the Workplace, where the professional apprenticeship program takes place, provides students with the conditions to undergo this apprenticeship.

2. The conditions apply to:

- 1) Organization of work stations, their devices and equipment.
- 2) Rooms for storing clothes and teaching aids.

3. The Workplace familiarizes the student with the organization of work in the workplace, the provisions in compliance with work order and discipline, state and professional secrecy, hygiene and occupational safety before commencing the apprenticeship.

4. The Medical Collage of The University of Rzeszów insures the student against civil liability (OC), and in the event of an accident during practical training prepares accident documentation.

5. The University and the Workplace cooperate in all matters related to practical education.

6. The University shall not bear the costs of students commuting to internships or the cost of accommodation and board for students during apprenticeships.

RIGHTS AND OBLIGATIONS OF A STUDENT DURING PRACTICAL EDUCATION

§4

1. Prior to the commencement of the PZ, the student concludes on his own and at his own expense individual accident insurance (NNW) and submits a policy for verification to the Internship Coordinator. Student failure to conclude an abovementioned insurance contract prevents undergoing the program practice.

2. The student takes PT in designated Work Establishments in accordance with the agreed schedule. Any changes to the internship schedule requires a written consent from the Internship Supervisor and the Internship Coordinator.

3. In the case of independent choice of location and implementation of PT, the student is required to obtain written consent (on the generally accepted template, which is available on the website of the

College of Medical Sciences) of admission to the internship and provide it for approval to the internship coordinator.

4. The above consent is not required in case of referral to a larger, organized group of students. In this situation, the UR internship coordinator, in consultation with the company supervisor, negotiates this issue individually.

5. In the event that the internship coordinator agrees for the student to undergo PZ at a workplace without an agreement with the University, the approved consent shall be sent by the internship coordinator to the Internship Section of the Dean's Office of the Medical College of The University of Rzeszów, which shall prepare and send an agreement with the organization of internship program professional, drawn up in two identical copies (one for both sides).

6. The student may proceed with the internship after signing the agreement by both parties. Failure to submit documents within the prescribed period prevents the conclusion of an agreement on the organization of the practice.

7. The student before the start of the course reads the regulations in force in a given workplace and undertakes to comply with it.

8. The student submits current medical certificate to the Internship Supervisor in the Workplace on the first day of the internship.

9. Referrals for examinations referred to in para. 8 together with the list of Health Care Facilities are published in the Dean's Office of the Medical College of The University of Rzeszów.

10. Students are required to wear uniforms, footwear and an identifier specified for a given institution.

11. The student must strictly respect the rules of culture and tact.

12. The student must strictly comply with the principles of ethics and professional secrecy.

13. The student must have an attendance of 100% during the the PT.

14. A student who left the PT should work them within the time limit set by the Internship Coordinator (within a month) in consultation with the Internship Supervisor in the workplace (relates to excused presence).

15. The student is obliged to immediately inform (not later than within 3 calendar days) Internship Supervisor in the workplace and the Internship coordinator about his illness or random event.

16. The student is required to justify the reason for the absence on the first day of returning to class and submit it to the Internship Supervisor in the workplace and internship coordinator with the appropriate documentation.

17. In the event of student absence due to long-term illness (justified by a medical certificate) or a random event, the Internship Coordinator may reduce the work hours.

18. Absences that do not have to be make-up are related to

- 1) entering into marriage,
- 2) funeral in the immediate family,
- 3) honorary blood donation,
- 4) call to military recruitment,
- 5) call to court.

19. A student who is or becomes pregnant is obliged to inform the Internship Supervisor in the workplace and the Internship Coordinator about the pregnancy and should provide a specialist certificate confirming:

- 1) the duration of pregnancy,
- 2) a decision on the possibility of holding a PT and
- 3) a written declaration of personal responsibility for the decision to continue PT.

20. At the request of a student who is pregnant, the Director of the Workplace, after consulting the Internship Coordinator, may agree to continue her apprenticeship or the College Dean may agree to Dean's leave on a reasoned request.

21. If a student independently chooses a place for PT in places other than those indicated by the Internship Coordinator, he or she is obliged to send individual schedules (agreed dates of internships) and obtain the consent of the Internship Coordinator.

22. Apprenticeships implemented during the academic year require prior consent of the Apprenticeship Coordinator and may not conflict with the schedule of classes set at the University.

23. During the internship the student is required to:

- 1) comply with the rules and regulations in force at the Workplace and with provisions on the protection of personal data and classified information,
- 2) follow the instructions related to the apprenticeship program according to the instructions of the Internship Supervisor in the workplace
- 3) deepen and expand their theoretical knowledge,
- 4) make the most of their learning time and conditions,
- 5) master and complete the content of the curriculum before the end of classes at the place of internship,
- 6) take care of the health and safety of patients, staff and their own wellbeing,
- 7) strictly observe the rules of personal hygiene,
- 8) take care of the aesthetics of the required uniform and external appearance,
- 9) economically manage materials, resources, tools and equipment.



24. During the program of vocational training the student may not:

- 1) change the workplace independently, shorten, extend on-call hours or leave the place of internship on their own,
- 2) provide information on the patient's state of health (to bystanders/friends/family),
- 3) talk to the patient about the condition of other patients,
- 4) carry out any orders issued by authorized persons without agreement with the Internship Supervisor in the workplace
- 5) take any material and equipment owned by the Workplace,
- 6) smoke cigarettes during the PZ.

25. A student receives a practical unsatisfactory general grade if:

- 1) he or she failed the content or
- 2) did not achieve the skills covered by the curriculum at the given workplace in the applicable time or
- 3) did not achieve the assumed learning outcomes.

26. In the event of student violation of the applicable provisions and regulations of the Employee, the Internship Supervisor in the workplace shall notify the Internship Coordinator.

27. The student covers the costs of repairing any damage caused at the workplace during work or in connection with the practice carried out resulting from his or her fault or omission, and for damage caused to third parties.

28. After completing the PZ, the student is obliged to submit the following documents to the Internship Coordinator: internship diary with the apprentice grade and student opinion issued by the Internship Supervisor on behalf of the Workplace.

29. The apprenticeship is credited by the Apprenticeship Coordinator with an entry to the Virtual University.

30. Students are required to settle accounts for their professional internship within a period consistent with the framework of organization of the academic year.

FINAL PROVISIONS

§5

1. In cases not covered by these regulations, decisions are made by the Dean.
2. The Regulations shall enter into force upon approval by the College Dean.