

Regulations on summer internship
at the medicine faculty
at the Medical and Health Sciences Department
of Jan Kochanowski University in Kielce

General conditions

These Regulations apply to mandatory summer internship for students of the medicine faculty at the Medical and Health Sciences Department.

Legal basis of the Regulations:

1.1 External regulations:

- 1) Act of 27 July 2005. Law on higher education (Journal of Laws no. 164 item 1365, as amended).
- 2) Resolution issued by the Minister of Science and Higher Education of 9 May 2012 on standards of education for the faculties: medicine, medicine and dentistry, pharmacy, nursing and obstetrics (Journal of Laws 2012, item 631),
- 3) Resolution issued by the Minister of Health of 30 July 2012 on the framework of the practical training and its pattern, documenting and completing (Journal of Laws 2012 r. item 900),

1.2. Internal regulations:

- 1) Study Regulations,
- 2) Order no. 67/2014 of the Rector of Jan Kochanowski University in Kielce of 30 September 2014 on student internship for the students and the students of the postgraduate studies at Jan Kochanowski University in Kielce, as amended in the Order no. 67/2015.
- 3) WSZJK- U/12 procedure of Attending and Documenting Student Internship

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Opening hours:
tue. 8:00 a.m.-12:00 a.m., 01:00 p.m.-03:00 p.m.;
wed. 12:00 a.m.-03:00 p.m.; thu. 8:00 a.m.-12:00 a.m.;
fri. 10:00 a.m.-03:00 p.m., 03.30 p.m.-06:00 p.m.;
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1. The internship is an integral part of the study programme at the medicine faculty at the Medical and Health Science Department at Jan Kochanowski University in Kielce.
2. Students of 1, 2, 3, 4 and 5 academic year at the medicine faculty are obliged to attend internship agreed in the study programme of the academic year.
3. Student can attend the internship at the health centre chosen by himself.
4. The internship is mandatory and shall be completed in the form of *Graded examination* as other subjects according to the study plan and programme.
5. The aim of the internship is to increase knowledge, practical skills and social competences in the scope of the professional role of the doctor at health centres.

Institute internship supervisor

1. Institute internship supervisor is appointed by the Dean.
2. Tasks of the academic teacher appointed to the institute internship supervisor position:
 - a) Determining the aims and tasks during the internship;
 - b) Preparing internship regulations;
 - c) Preparing the internship schedule according to the study plan in the case of the situation when the internship involves the academic teacher employed by the University;
 - d) Giving opinion to the internship schedule if it is prepared by the student or the person being institute internship supervisor;
 - e) Being compliant with the rules determined in external and internal regulations described in this procedure, internship regulations and the instruction for completing and fulfilling documentation of the internship;
 - f) Provide the student the legal requirements on completing the internship at the University;
 - g) Present the aims and programme assumptions, deadlines and terms and conditions of internship completing;
 - h) Determining the internship programme and detailed instructions;
 - i) Providing the complete internship documentation to the student that attends the internship, especially the regulations, programme, instruction, internship referral, information cards, drafts;
 - j) Preparing internship documentation, especially financial documentation, agreements with outer internship supervisors, bills;
 - k) Acceptance and verification of the documents confirming internship completing in the designated organisations;

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- l) Internship completing rules are included in the documents pointed in the internship instruction of completing and documenting;
 - m) Internship completing with entering the suitable notice into the grade book if the student met the requirements included in this Regulations;
 - n) Offering assistance to the student during administrative formalities concerning internship within his competences if the student asks for help and submits documents proving that he or she cannot find a place for internship completing according to the requirements,
 - o) Preparing before the internship date, included in the Regulations, the list of the students completing internship and giving the information on it to the appropriate organizational University unit – the students should be divided into groups with the names of the health centres, the names of the internship supervisors from these centres and expected internship dates.
3. Preparing after completing the internship:
 - the list of the students that completed the internship with the actually internship dates,
 - the list of the students that did not complete the internship or did not attended the internship with appropriate reasons,
 - the list of the students that have the internship completed on specified conditions.
 4. Keeping internship records.
 5. Archival processing of the documents after the internship end.
 6. Institute internship supervisor has the right to:
 - a) deny considering the internship completed if the student did not meet the requirements included in these regulations and other legal regulations determining education provisions for the faculty.
 - b) in consultation with the department organizational unit manager, to appoint the internship supervisor meeting formal requirements applicable to the organization in which the student is completing the internship.
 7. The work of institute internship supervisor is supervised and coordinated by the vice president for didactics.

Internship organisation

1. Internship cannot be completed during the time of the classes. The internship dates: from the first day of summer holidays to the end of the resit examination period for the spring semester between the dates complied to the academic year organization.
2. In specific and documented situations the internship (with the Dean's consent) can be completed on other date.
3. The internship place can be also determined with consideration of student's proposals.

4. In the case of the health centres with no appropriate agreements with the Faculty the student should:
- a) receive three copies of the *agreement on organisation of student internship* from the person representing the Faculty Position for Internship.
 - b) return to the person representing the Faculty Position for Internship three copies of the agreement signed by the student and the appropriate representative of the health centre that accepted the agreement,
 - c) take from the person representing the Faculty Position for Internship *internship referral* and *two copies of the agreement on organisation of student internship* (one for the student, the other for the health centre that organizes the internship),
 - d) take from the person representing the Faculty Position for Internship *the proof of completing the summer internship*.

Internship realisation

1. Unit manager of the health centre which organizes the internship, the Clinic Manager, the Director of the Department or the internships supervisor appointed by the Director or the Manager determines the detailed responsibilities and the schedule of the internship and controls the student's work.
2. The student's absence must be excused by giving a sick leave or other formal document.
3. The student's absence causes extending the internship by the appropriate period.
4. The student should have his acquired practical skills and competences confirmed in the Teaching Journal including clinical teaching through studying.
5. Actions/practical skills made by the student independently or with the assistant are accepted by the internship supervisor in the health centre which organizes the internship.
6. Completing the internship is confirmed by the supervisor and the internship is acknowledge completed by the manager of the health centre which organized the internship.
7. Student attending the internship must have:
 - a) valid third party liability insurance (polish: OC), accident insurance (polish: NNW) and applied biological material health insurance.
 - b) vaccination certificate for hepatitis B (HVB),
 - c) valid sanitary and epidemiological health book,

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- d) student ID card, personal protective equipment.
8. During internship the student is obliged to comply with the rules of professional ethics and to maintain medical and professional confidentiality related to the patient identity, diagnosis and courses of treatment.

Conditions of internship completion at the University

1. Student on the date complied with the Organization of the academic year is obliged to submit to the institute internship supervisor the documents confirming attending the internship for its completing.
2. The basis requirement for internship completing is on-time submitting these documents to the internship Supervisor:
 - a) *The proof of completing the summer internship* with a signature and a stamp of the manager of the health centre organizing the internship,
 - b) *Teaching Journal* with the proof of completing the internship,
 - c) *Internship programme* confirming internship completing by the health centre organizing the internship,
 - d) *The grade book in which a course credit completing the internships will be made by the institute internship supervisor.*

DIRECTOR
Medical Sciences Institute •



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