

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
Sumy State University
educational – scientific Medical Institute

Approved by the Academic Council of
SSU ES Medical Institute
Protocol № 4,"14" December 2021

REGULATION
of industrial practice of a specialty 222 Medicine

1. General provisions

1.1 Regulation of industrial practice (late - Practice) of specialty 222 Medicine (late - Regulation) regulates the organization of industrial practice performing by Sumy State University (late - SSU) applicants, studying at the SSU educational – scientific Medical Institute (late - MI) the “Master” educational degree of specialty 222 Medicine.

1.2 Regulations is developed in accordance with the Law of Ukraine "On Education" № 2145 - VIII of September 5, 2017, the Law of Ukraine "On Higher Education" № 1556 - VII of July 1, 2014, "Regulations on the practice of students of higher educational institutions of Ukraine", approved by the order of the Ministry of Education of Ukraine dated April 8, 1993 №93 (as amended), "Instructions on industrial practice of students of medical, medical, pediatric, medical and preventive, dental and pharmaceutical faculties of medical and pharmaceutical universities of III-IV levels of accreditation", approved by the order of the Ministry of Health of Ukraine of October 3, 1995 №179.

1.3 The Regulation is applied in the part that does not contradict the norms of the current legislation of Ukraine, the normative base of the national and interuniversity levels, orders and directives of the relevant officials.

1.4 The Regulation is posted on the official website of MI, in the electronic register of the section "Education".

2. Content of Practice

2.1 The main task of Practice is to improve knowledges and practical skills in real activities at the bases of district, city, regional treatment and prevention institutions. Practice includes disciplines: "Patient Care", "Nursing Practice", "Hospital Medical Practice", "Specialized Medical Practice".

2.2 The scope and timing of the Practice is determined by the educational program, which is reflected in the curriculum and schedule of the educational process. The content of practical training in the disciplines "Patient Care", "Nursing Practice", "Hospital Medical Practice", "Specialized Medical Practice" is determined by the working program (syllabus).

2.3 Working programs (syllabus) of Practice is developed by profile departments of MI, discussed and approved at the meetings of the working project group of the

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educational program 222 Medicine, the Expert Council of Employers and approved with the prescribed manner.

3. Bases of practice

3.1 Practical training of applicants for "Patient Care", "Nursing Practice", "Specialized Medical Practice" is carried out according to the schedule during the semester at the clinical bases of the departments of MI: Internal Medicine with a Center of Respiratory Medicine; Obstetrics, Gynecology and Family planning; Pediatrics; Family Medicine with a course of Dermatovenereology; Surgery, Traumatology, Orthopedics and Tuberculosis.

3.2 "Hospital Medical Practice" of applicants is carried out according to the schedule of the educational process at the medical and preventive institutions, which are the clinical bases of MI, under the provisions of agreements that SSU concludes with clinical health care institutions.

3.3 Bases of "Hospital Medical Practice" can be determined by a joint order of the Department of Health of the regional (city) state administration (city council) and SSU, which approves the list of treatment and prevention institutions selected to be the Practice's bases, Practice's timing, number of applicants, names of practice supervisors from MI departments.

3.4 The bases of "Hospital Medical Practice" can also be structural subdivisions of SSU, which allow applicants to acquire professional skills and professional competencies: University Clinic and Simulation Center.

3.5 For foreign applicants Practice's bases can be located on the territory of countries - customers of specialists, if it is possible to implement the Practice program.

3.6 Applicants may independently choose the place of "Hospital Medical Practice" at the bases of one or more clinical health care institutions, depending of their profile. The application for the Practice outside the clinical bases of MI and the application of the heads of medical and preventive institutions, who are ready to conduct the Practice, are submitted by the applicant no later than two months before the start of the Practice and given to the Director of MI.

4. Organization and management of practice

4.1 Organizational measures to prepare and conduct the practice are carried out by the Training department of practice and integration relations with workers customers of SSU.

4.2 The main document regulated the organization of practice is the Order about the practice of higher education applicants, which is prepared by the Training department of practice and integration relations with workers customers based on the schedule of the educational process. The Order about practice determines the terms of practice, parting of applicants at the bases of practice and practice supervisors from MI departments.

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4.3 The management of "Patient Care", "Nursing Practice", "Specialized Medical Practice" is performed by teachers of departments who conduct the educational process in accordance with the schedule.

4.4 The management of "Hospital Medical Practice" is conducted by the supervisor from MI, who realizes a general control over the "Hospital Medical Practice" organization and conducting and is appointed by order of the Director of MI.

4.5 The supervisor from MI:

- sends information about parting of applicants at the bases of practice and practice supervisors from MI departments to the Training department of practice and integration relations with workers customers;
- determines and approves the commission for the practice module control conducting;
- controls the development of the program of practice, syllabuses for the practice;
- holds organizational meetings;
- provides the applicants' practice direct supervisors with the necessary documentation;
- prepares the final report about the practice results using reports of teachers of departments, where the practice was conducted, and considers it at the Academic Council of MI;
- submits a final report about the practice to the Training department of practice and integration relations with workers customers.

4.6 Applicants are instructed in occupational safety, prevention of HIV / AIDS and especially dangerous infections, rules of internal labor regulations. They check the availability of valid health books and vaccinations in accordance with the calendar and recommended anti-epidemic measures.

4.7 Practice management at the Bases is carried out by:

- practice supervisor from the MI department;
- general supervisor from the Base;
- direct supervisor from the Base.

4.8 Experienced research and teaching staff of the departments, who directly participated in the educational process in the disciplines in which the practice is conducted, is involved in the management of the practice. Responsibilities of the practice supervisor from the MI department are:

- to provide applicants with the necessary documentation (programs, diary, etc.);
- to inform applicants about the reporting system in practice;
- to control the observance of safe working conditions of applicants, their compliance with the rules of internal labor regulations;
- to conduct practical trainings for applicants using the equipment of the Simulation Center;
- to control the visits of applicants for the Base of Practice;
- to accept the final control on practice as a member of the commission;
- to submit a written report about the Practice to the supervisor from MI.

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4.9 Responsibilities of the general supervisor from the Base, who is appointed by the order of the director of the medical and preventive institution, are:

- to monitor an applicant's compliance with labor's protection and safety standards;
- to organize the movement of applicants in the workplace together with the practice supervisor from the MI department;
- to report the director of the medical and preventive institution about the progress and results of the applicant's practice.

4.10 Duties of the supervisor from the Base, who is appointed by the order of the director of the medical and preventive institution, are:

- to provide a direct guidance of the practice at the workplace;
- to provide the necessary conditions at each workplace for mastering the skills, abilities, knowledge in accordance with the program of practice;
- to organize the work of applicants directly at the workplace;
- to monitor the applicants' compliance with the rules of internal labor regulations, safety, implementation of the practice program;
- to keep records of the presence of applicants in the workplace during the practice.

5. The applicant is obliged

5.1 Before the start of the Practice, undergo a timely medical examination and have a valid health books, be vaccinated in accordance with the calendar and anti-epidemic recommendations.

5.2 Fully complete the tasks provided by the Practice program.

5.3 Comply with the rules of internal labor regulations, labor protection, safety and sanitation at the medical institution.

5.4 Be responsible for the assigned work, its results on an equal footing with full-time employees.

5.5 Keep and submit to supervisor from the MI department a diary of Practice and a Digital Report about the implementation of medical manipulations provided by the program.

5.6 Pass a Practice module control in time.

6. Summarizing of the practice

6.1 Summarizing of practical training in "Patient Care", "Nursing Practice", "Specialized Medical Practice" is determined by the regulations of the relevant disciplines.

6.2 Summarizing the results of "Hospital Medical Practice" is performed with the presence of all reporting documents provided by the program of Practice, which are signed by managers from the Base of Practice. Applicants of higher education who have successfully completed the tasks of Practice program are allowed to defend the Practice report. The acquisition of practical skills and abilities by the applicant is assessed by the head of practice from the department using the criteria specified in the work program of the Practice, the Diary of the Practice and in the

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Digital Report. The supervisor from MI submits the statement of success to the MI Dean's Office in three days after finishing the Practice. The Practice Diary and Digital Report are stored at the profile department for 1 year.

6.3 Results of the practice are discussed by the relevant departments and the Academic Council of MI.

7. Material support of practice

7.1 Expenses for the Practice of applicants of the specialty 222 Medicine is an integral part of the total cost of their training.

7.2 The practice supervisor from the MI department manages the practice of the applicant in accordance with the workload.

7.3 Remuneration of managers from the Base of practice is carried out at the expense of the medical and preventive institution in accordance with current legislation.

7.4 Traveling to the practice bases outside the clinical bases of SSU and back is paid by applicants at their own expense if the applicant expressed a desire to practice there, obtained the consent of the head of the institution and provided the director of MI with the necessary documents in accordance with paragraph 3.6.

7.5 Additional sources of financing, not prohibited by current legislation, may be used to support the Practice.

8. Final provisions

8.1 The Regulation shall enter into force on the day following its approval by the decision of MI Academic Council.

8.2 Changes and additions to the Regulation may be made by decision of MI Academic Council. In the same order, the Regulation is avoided.

8.3 Responsibility for updating the Regulation and monitoring the implementation of its requirements is performed by MI officials in accordance with their functional responsibilities.

Responsible for concluding the Regulation
Vice-Dean of the PMF

Oleksandr SYTNIK

MI Director

Andriy LOBODA