

**Work Placement Regulations for Students of Medicine Programme and Dentistry
Programme
Faculty of Medicine
Ludwik Rydygier Collegium Medicum in Bydgoszcz
Nicolaus Copernicus University in Toruń**

§1

1. The aim of student work placement is to improve practical skills related to the course of study in a real-world working environment.
2. Work placements are organised in accordance with Order No. 100 of the Rector of Nicolaus Copernicus University in Toruń of 10 August 2009, on the rules governing student work placements.
3. Work placements form an integral part of the curriculum at each year of study and are carried out in accordance with the study programme and syllabus for Medicine and Dentistry programmes.
4. The duration of the placements is set out in the Ministry of Science and Higher Education's regulation on teaching standards for Medicine and Dentistry programmes; there is no possibility of being exempted from the obligation to undertake them.
5. The weekly duration of student work placement at the chosen organisation is 6 clock hours, i.e. 8 teaching hours per day, excluding public holidays.
6. Every student of the above-mentioned programmes at Ludwik Rydygier Collegium Medicum in Bydgoszcz Nicolaus Copernicus University in Toruń, is required to undertake a holiday work placement after completing each year of study, with the exception of the sixth year. The placement logbook must be kept up to date throughout the holiday work placement.
7. During the work placement, there may be exceptional circumstances in which it is not possible for a student to carry out a particular task or procedure. In such cases, the student may observe the procedure in question or discuss it in theoretical terms with the placement supervisor, and on this basis the skill will be recorded in the placement logbook. At the same time, it is noted that procedures which are merely observed or discussed in theory may not account for more than 10% of all activities listed in each section of the work placement logbook assigned to a given year.
8. The work placements are carried out in accordance with a programme drawn up by the Faculty Placement Supervisor appointed by the Dean of the Faculty of Medicine.
9. Work placements for students of the Faculty of Medicine may take place at NCU CM university hospitals or at institutions chosen by the student (in Poland or abroad) that meet the objectives and learning outcomes of the student placement programme.
10. Students planning to organise a holiday placement abroad (excluding placements undertaken as part of the Erasmus and IFMSA programmes) must obtain the consent of their placement



supervisor. The application for consent must be submitted to the Dean's Office/office of the Centre for Medical Education in English.

11. The work placement facility should meet the following criteria:
 - a) the facility provides a wide range of diagnostic and/or clinical services (therapeutic or rehabilitation) and is well-regarded in the medical community,
 - b) employees conducting classes and work placements have the appropriate qualifications, many years of professional experience in the relevant field, an understanding of professional roles, the ability to impart knowledge, and a good relationship with students,
 - c) the facilities enable students to gain practical knowledge,
 - d) the facility has experience in working with students,
 - e) the nature and scope of the services provided enable the achievement of the learning outcomes.
12. Work placements may be carried out individually or in groups. The number of students in a group should allow for the work placement programme to be carried out, whilst taking into account the nature of the work and safety considerations.

§2

1. The Department is responsible for preparing documentation related to the placement and making it available to students.
2. The agreement referred to in §1 sets out the obligations of the University, the student and the facility where the placement takes place.
3. Przed rozpoczęciem praktyki student jest zobowiązany posiadać:
 - a) a valid medical certificate confirming that there are no health-related contraindications to studying medicine,
 - b) a valid medical certificate for health and epidemiological purposes,
 - c) work placement logbook,
 - d) a valid third-party liability insurance policy and accident insurance policy valid in the country where the placement takes place,
 - e) protective clothing and medical footwear (to be purchased by the student),
 - f) student ID badge (issued in the first year of study).

§3

Periods and dates of work placements and their duration

1. Work placement for students of Medicine and Dentistry programmes take place during the holiday months (summer holidays).



2. The student is required to undertake the work placement in accordance with the facility's work schedule.
3. The number of night-time hours should not exceed 10% of the total duration of the work placement in a given year.
4. The student agrees on the work schedule with the supervisor responsible for overseeing the placement at the relevant unit.
5. The duration of the placements is in line with the learning outcomes specified for each programme: Medicine: 1st year – 4 weeks (120 clock hours), 2nd year – 3 weeks (90 clock hours), 3rd, 4th and 5th year – 4 weeks (120 clock hours); Dentistry: 1st and 2nd year – 2 weeks (60 clock hours), 3rd year – 4 weeks (120 clock hours), 4th year – 8 weeks (240 clock hours).
6. A student's absence from their work placement may only be excused at the placement facility on the basis of a medical certificate. Such absence will result in the work placement being extended by the duration of the absence.
7. A change to the start or end date of the work placement due to illness or other unforeseen circumstances that could not have been anticipated before the dates were set may be made with the consent of the facility where the work placement was due to take place or is currently taking place (to be completed by 20 September this year).
8. The work placement must be undertaken in weekly blocks; it is not possible to undertake the placement in the afternoons, on specific days of the month or at weekends.

§4

1. During their work placement, students are required to:
 - a) To familiarise themselves with the work placement regulations and to comply with them strictly.
 - b) Conscientiously carry out the tasks assigned by the placement supervisor and persons overseeing the course of the placement.
 - c) Arrive on time and attend classes in accordance with the timetable set by the placement supervisor or the person in charge.
 - d) Actively participate in classes.
 - e) Not to leave the assigned workstation without the consent of the person directly supervising the student undertaking the work placement.
 - f) Justify absence from classes on the basis of a doctor's note.
 - g) Respect patients' rights and to keep confidential all information to which they have gained access, both during and after the placement, concerning the patient and their family.
 - h) Comply with the work regulations, work discipline, data protection regulations, health and safety regulations, fire safety regulations, and the rules on the control of nosocomial infections in force at the facility accepting the student for the placement.



- i) Have the required work clothing and footwear, enabling work to be carried out in accordance with applicable health and safety regulations, and a personal ID badge.
 - j) Have valid medical examination results and accident and civil liability insurance. Failure to provide valid medical examination results and insurance may result in the student being refused admission to the work placement.
 - k) Take care of the property entrusted to them and protect information and data against unauthorised access, unjustified destruction, unlawful disclosure or acquisition, to an extent appropriate to the obligations associated with data processing, whilst carrying out their work placement.
 - l) To keep and maintain the records concerning the course of the placement, which are necessary for its completion.
 - m) Represent the university appropriately at the work placement facility.
 - n) To report to supervisors any irregularities observed during the work placement.
2. The student is liable for any damage to property caused intentionally at the work placement.
 3. A student undertaking work as part of a student work placement is not entitled to remuneration for such work, and the university placing the student on the work placement does not cover any costs associated with the placement, with the exception of the costs of post-exposure prophylaxis (HIV) testing.

§5

Completion of the work placement

1. The deadline for students to complete their work placement and obtain credit for it is 20 September. Completion of the work placement is a prerequisite for completing the year.
2. The basis for completion of the work placement is the fulfilment of the work placement programme, which must be documented by an entry in the work placement log. This entry should include the following information:
 - a) Work placement's start and end dates.
 - b) The institution's letterhead seal.
 - c) The name stamp and signature of the coordinator or work placement's supervising doctor.
 - d) All entries in the work placement programme table must be completed as specified (date, signature, stamp).
 - Credits cannot be signed collectively, e.g. using a bracket.
 - The number of entries, signatures and stamps must correspond to the number of activities performed.
 - e) Each page of the work placement log should be signed by the student.
 - f) The certificate confirming completion of the work placement must be signed by a person authorised to represent the healthcare facility, e.g. the director, chairman, commander, owner or their deputy. Both the seal and the signature of that person are required.



If there is no name stamp, the coordinator/supervising doctor must enter this information by hand in the work placement logbook, along with their full name, medical licence number, work email address and contact number. In addition, in the tables, next to each signature, the student must clearly write the full name of the person to whom the signature belongs.

3. Students are required to submit the original, signed and stamped work placement logbook to the Dean's Office of the Faculty of Medicine by 20 September this year.
4. The work placement supervisor verifies, on the basis of the documents submitted, that the student has achieved the intended learning outcomes and awards credit for the work placement.
5. The work placement may also be credited, with the consent of the Vice-Dean of the Faculty of Medicine, by way of transfer and recognition in lieu of the work placement provided for in the study programme, on condition that consistency is established in terms of learning outcomes.
6. If a student fails their work placement, the Dean will decide whether to conditionally enrol the student for the next academic year, require them to repeat the year, or withdraw them from the list of students.

§6

1. The supervision of the work placement programme, both in terms of teaching and organisational matters, is carried out by a placement supervisor appointed by the Dean of the Faculty.
2. Work placement supervisor in Medicine programme in years 2024-2028 is dr Adam Wawrzeńczyk, and in Dentistry programme - dr Aleksandra Perczak.
3. The duties of the work placement supervisor include:
 - a) Teaching and organisational supervision of the preparation and conduct of work placements.
 - b) Preparing the work placement programme in line with the learning outcomes set for the given academic year.
 - c) Approval of work placement locations.
 - d) Resolving any problems or disputes that may arise during students' work placements.
 - e) Crediting the completion of the work placement (entering the details into the USOS system and printing the report).
4. Each academic year, the supervision of work placements is carried out by the work placement supervisor in consultation with the Vice-Dean for Education.
5. The supervision of work placements is carried out through random visits to the locations where the placements take place.
6. The student undertaking the work placement keeps their placement supervisor informed of any shortcomings on the part of the facility where the work placement is taking place.