

Appendix no. 1 to Resolution No. 01/2023 of the Dean's Council of the Faculty of Health Sciences of 19 January 2023

WORK PLACEMENT REGULATIONS

GENERAL PROVISIONS

§1

1. The Regulations set out the scope, forms and manner of internships carried out in the programmes conducted at the Faculty of Health Sciences.
2. The number of hours of work placement, the duration, the manner of implementation and the scope of practice shall be determined by:
 - a. Article 68(5) of the Act of 20 July 2018 Law on Higher Education (i.e. Journal of Laws of 2022, item 574 as amended) - applies to programmes with a practical profile;
 - b. Regulation of the Minister of Science and Higher Education of 21 August 2019 on the standards of education preparing for the exercise of the profession of doctor, dental doctor, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic (Journal of Laws of 2019, item 1573);
 - c. Act of 25 September 2015 on the profession of physiotherapist (i.e. Journal of Laws of 2022, item 168) professional practice carried out as part of the physiotherapy programme (i.e. Dz.U of 2022, item 1401).
3. For non-regulated fields of study, i.e.: audiophonology, nutrition science, electroradiology, occupational therapy, public health, the number of hours of work placements, their duration, the manner of completing the work placements and their scope are specified in plans of study.
4. Student placements are compulsory and are a component of the plan of study.
5. Work placements are an integral part of education in the individual years of study and are carried out in accordance with the plan of study and curriculum of the relevant programme.
6. Work placements are carried out in accordance with the guidelines set out in the work placement logbook for the given programme.

§ 2

1. Whenever the Regulations refer to:

- a. Work Placement Coordinator - it is a member of the Faculty Commission for the Organisation of Work Placement.
- b. facility - it is an external organisational facility where the student completes his/her placement;
- c. work placement Mentor - it is an employee of the work placement facility responsible for the implementation of the work placement.

DETAILED REGULATIONS

§ 3

Organisation and preparation for work placement

1. Co-ordination of internships at the Faculty of Health Sciences is handled by the Faculty Work Placement Commission, appointed by the Dean of the Faculty of Health Sciences and consisting of Work Placement Coordinators for each of the programmes of study conducted at the Faculty. Detailed information on the composition of the Commission is available on the Faculty website:

<https://www.wnoz.cm.umk.pl/panel/wp-content/uploads/Komisja-ds.-Organizacji-Praktyk.pdf>

2. The responsibilities of the Work Placement Coordinator include:

- a. substantive and organisational supervision of the preparation and course of the work placement,
- b. preparation of the work placement logbook in accordance with the learning outcomes for the given academic year,
- c. participation in the preparation of draft agreements for student work placements,
- d. approval of individual work placement programmes,
- e. approving placement sites,
- f. resolving any problems or disputes arising during student work placements,
- g. obtaining credit for completing the work placement (entry in the work placement logbook, the USOS system and printing of protocol).

3. Monitoring of work placements conducted by the Faculty Work Placement Commission in consultation with the Dean for Education of the Faculty of Health Sciences includes:

- a. control of work placements on the basis of: random visits to the facility where the work placement is carried out; telephone monitoring of the course of work placements or information from students.
- b. the student informing the Work Placemen Coordinator on an ongoing basis of any problems in the facility where the placement is carried out.

4. Full-time and part-time students undertake their work placement in facilities selected by the University.

5. The student may, in exceptional cases, propose a placement on his/her own if both the placement and the person responsible for its implementation (Mentor) meet the requirements specified in the criteria for selection of the placement/Mentor found on the website: <https://study.cm.umk.pl/physiotherapy/60-subpages/609-work-placement-physiotherapy.html>. The choice of placement facility must be approved by the Work Placement Coordinator, after submitting:

a. to the relevant Work Placement Coordinator:

- an application to the Dean of the Faculty of Health Sciences requesting permission to carry out the work placement in a given facility (the application must be approved by the relevant Work Placement Coordinator);
- a written consent to carry out the work placement issued by the relevant facility ;
- completed facility selection chart with the stamp of the facility and the signature of the person completing the chart (the chart is not required in the case of assistant/introductory work placement – 1st year of the uniform Physiotherapy programme);
- completed Mentor selection chart , stamped and signed by the Mentor.

b. After verification of the above-mentioned documents by the Work Placement Coordinator, the student submits the documentation to the Faculty of Health Sciences Dean's Office.

c. Once the above conditions are met, the University concludes an agreement for the implementation of the work placement with the facility in question. Agreements with facilities where work placements individually organised by the Student take place cannot result in financial obligations for the University.

d. In the case of work placements carried out abroad, the Work Placement Programme is initially reviewed and then approved by the relevant Work Placement Coordinator.

6. Work placements can be carried out individually or in groups. The number of students in a group should enable the implementation of the placement programme, take into account content and safety considerations.

a. Student work placements must be completed on a full-time basis as specified in the normative acts and plans of study. There is no possibility of exemption from the obligation to complete them.

b. The hourly dimension of the student's work placement at the chosen facility is 6 clock hours, i.e. 8 teaching hours per day, excluding public holidays. Extension of the daily work placement is allowed with the consent and agreement of the parties (the work placement supervisors and the student), but not more than to 12 teaching hours. An exception is the delivery room, where students may complete 16 didactic hours at a time (12-hour duty).

§4

1. The faculty prepares and shares the documentation related to the work placement with the students.

2. The agreement referred to in §3.5.c defines the responsibilities of the University and the student and the facility where the placement takes place.

3. Prior to the start of the work placement, the student is required to have:

- a. the work placement programme,
- b. a valid civil liability (third-party) and accident insurance policy (NNW),
- c. a valid sanitary-epidemiological booklet,
- d. proof of vaccination against hepatitis B,,
- e. protective clothing (prepared in a hygienic and aesthetic manner for working with patients) and medical footwear.

§5

Periods and dates of work placement and its duration

1. The procedure related to the implementation of work placements in programmes conducted at the Faculty of Health Sciences lasts from 1 October to 20 September of a given academic year.
2. The student is obliged to complete the work placement in accordance with the work schedule of the facility where he/she is undertaking the placement.
3. The student's work schedule will be agreed with the Work Placement Mentor at the given facility.
4. "Rector's day" exempts the student from doing his/her work placement on that day without having to make it up.

§6

Student's responsibilities during the work placement course

1. During the work placement, the student is obliged to:
 - a. familiarise themselves with and strictly adhere to the regulations of work placement;
 - b. conscientiously perform the tasks assigned by the work placement supervisor and supervisors of the work placement course;
 - c. to be punctual and present at classes in accordance with the timetable laid down by the work placement supervisor or supervisor of the work placement course;
 - d. actively participate in classes;
 - e. not to leave the assigned workstation without the consent of the person directly supervising the student in a work placement;
 - f. excuse absence from classes on the basis of a medical certificate;
 - g. respect the rights of the patient, maintain confidentiality of patient and family information to which he or she has had access both in connection with and after the completion of the work placement;
 - h. comply with the work regulations, work discipline, data protection rules, OHS, fire safety, and the rules on hospital infection control that are in force at the facility hosting the student on the placement;
 - i. to be in possession of the required clothing (prepared hygienically and aesthetically to work with patients) and medical footwear to work in accordance with current health and safety regulations and a name tag;
 - j. prepare their hands hygienically for work (proper nail length, no jewellery), and have their hair tied back;
 - k. have up-to-date medical examinations and personal accident and third-party liability insurance - a lack of up-to-date medical examinations and insurance may be grounds for refusal to admit a student to a work placement;
 - l. take care of the property entrusted to them and to safeguard the information and data against unauthorised access or unwarranted destruction, illegal disclosure or acquisition to an extent appropriate to the duties (tasks) involved in the processing, in the implementation of the work placement;

- m. have and keep the records of the work placement which are necessary for the crediting;
- n. represent the university in a dignified manner at the student's host institution;
- o. report any irregularities observed during the work placement to the mentors.

2. The student is responsible for material damage caused intentionally at the facility hosting the placement.

3. A student carrying out an activity as part of a student work placement shall not be entitled to remuneration for its performance, and the university referring the student to the work placement shall not cover any costs associated with the placement, subject to the costs of testing for post-exposure prophylaxis (HIV).

§7

Crediting the work placement

1. The deadline for the completion of the work placement with the Coordinator is 10 September of the given academic year.
2. Failure to settle the work placement on time will result in failing to receive credit.
3. Passing the work placement is a prerequisite for passing.
4. The basis for the completion of the work placement is the completion of the programme, documented by an entry in the work placement record. The entry should include:
 - a. information on start and end dates of work placement,
 - b. the facility's header stamp with its name and address,
 - c. name stamp and signature of supervisor in charge of the work placement.
5. The student is obliged to submit to the Faculty of Health Sciences Dean's Office the work placement logbook signed by the Mentors and Coordinator no later than 3 days before the planned date of MA/BA thesis defence.
6. On the basis of the submitted documents, the Work Placement Coordinator verifies if the student has achieved the expected learning outcomes and passed the placement.
7. In particularly justified cases (e.g. student volunteering, sending a student to work during a pandemic, etc.), the work placement included in the plan and curriculum may be credited by the Vice-Dean of the Faculty of Health Sciences (after obtaining the prior opinion of the Faculty Work Placement Coordinator) at the student's request based on documentation confirming the acquisition of practical skills in accordance with the applicable plan of study or curriculum, provided that consistency in the area of learning outcomes has been established.
8. In the case of failure to pass the work placement, the Dean decides on the student's conditional entry into the next year of study, repetition of the year or withdrawal from the list of students.

FINAL PROVISIONS

§8

1. The provisions of the Regulations apply to all students of the Faculty of Health Sciences.
2. Before entering the work placement, every student is obliged to read the Regulations.
3. To all matters not settled herein, decisions of the Dean shall apply.

