

MINISTRY OF HEALTH OF UKRAINE
POLTAVA STATE MEDICAL UNIVERSITY

“AGREED”

PMSU Academic Council,
minutes No. 1 as of May 19, 2021

“APPROVED”

Acting rector of PSMU,
Order No.315 as of May19, 2021

**REGULATION ON
THE PRACTICE ORGANIZATION AND REALIZATION
OF APPLICANTS FOR HIGHER EDUCATION OF
POLTAVA STATE MEDICAL UNIVERSITY**

1. GENERAL PROVISIONS

1.1. Practical training of the applicants for higher education is a part of the training process of various educational level specialists at Poltava State Medical University (hereinafter – the University).

1.2. The organization and providing the practice for the applicants for higher education are regulated by the laws of Ukraine “On Education”, “On Higher Education”, “On Professional Higher Education”, Resolution of the Cabinet of Ministers as of November 23, 2011, No. 1341 "On Approval of the National Qualifications Framework" (with amendments and additions), Order of the Ministry of Education and Science of Ukraine as of April 08, 1993, No. 93 "On approval of the Regulations on the practice of applicants for higher education of the higher education institutions of Ukraine" (as amended in accordance with the Order of the Ministry of Education and Science of Ukraine as of December 20, 1994, No. 351), by the Order of the Ministry of Health of Ukraine as of October 03, 1995, No. 179 "On approval of the Instruction on the work-experience practice for applicants for higher education of medical, pediatric, preventive health care, dental and pharmaceutical faculties at medical and pharmaceutical universities of III-IV accreditation levels"; by the Order of the Ministry of Health as of February 24, 2000, No. 35.

1.3. "On approval of the Regulations on the specific features of the graded medical education"; by the Order of the Ministry of Education and Science of Ukraine as of June 24, 2019, No. 879 "On approval of the higher education standard in the specialty 221 "Dentistry" for the second (master's) level of higher education", by the Order as of December 12, 2018, No. 1383 "On approval of the higher education standard in the specialty 229 "Public health care" for the second master's level of higher education, by the Order of the Ministry of Education and Science of Ukraine as of December 05, 2018, No. 1344 "On approval of the higher education standard in the specialty 223 "Nursing" for the first (bachelor's) level of higher education", by order of the Ministry of Health of Ukraine as of December 07, 2005, No. 690 "Regulations on the organization and providing the practice of applicants for higher education of the higher medical (pharmaceutical) educational institutions of I-II accreditation levels", educational and professional programs used when providing the educational services at the university, other legal documents.

1.4. Types of practices and terms of their realization are determined by the educational and professional programs and curricula.

1.5. During the practice, all participants of the educational process (applicants for higher education, scientific and teaching staff, supervisors of practice both at the educational institution and practice facilities) are obliged to adhere to the principles of academic integrity.

1.6. This provision regulates the general issues on organization, realization and final control of all types of practices of the applicants for higher education at the university.

2. PURPOSE, TYPES AND CONTENT OF PRACTICE

2.1. The purpose of practice includes mastering the modern methods and forms of activity in the field of healthcare by the applicants for higher education, the formation of skills and abilities for making independent decisions during specific work in real production and market conditions, implementation of the modern scientific achievements, optimal use of innovative technologies, stimulation of self-development and self-improvement, creative thinking, ability to work effectively and develop hard-, soft-skills in the information society.

2.2. Practical training at the university, depending on the specialty, specialization and educational and professional program, is defined as:

- educational (practical and laboratory classes, excursion, fact-finding, language, etc.);
- work-experience (medical, nursing, technological, pedagogical, organizational and managerial, research, etc.);
- pre-graduation.

2.2.1 Educational practice is a part of the educational process of the corresponding educational component, during which the applicants for higher education acquire awareness about knowledge implementation gained while studying the discipline. Accordingly, the forms of practice organization are selected – practical classes are held in appropriate classrooms, laboratories, phantom and simulation classes and health care facilities.

2.2.2 Work-experience practice is a component of the educational process, the main task of which is to consolidate the knowledge gained in the learning process and their transformation into the assimilation and improvement of practical skills and abilities in the conditions of future professional activity. During the work-experience practice, the higher education recipient performs the duties of a specialist at the workplace (under the supervision of the direct supervisor of the practice); is aware of the organizational structure of the enterprise / institution / organization where the practice takes place, perceives the overall picture of the entire object of practice.

2.2.3 Pre-graduation practice – the final stage of training, involves the systematization of knowledge, skills and abilities provided for by the educational and professional program and curriculum in accordance with the requirements of the education standard, professional experience mastering and willingness to work independently.

2.3. The scope of practical training is determined by the educational-professional program in ECTS credits, and its content – by working programs, which include: a list of skills, competencies and knowledge, program learning outcomes which should be mastered by the applicants for higher education during the practice; recommendations on the types and forms of testing the level of mastery of skills and competencies.

2.4. Based on the educational professional program and working program departments / cycle commissions develop syllabuses and practice diaries.

2.5. In addition to practice programs, syllabuses and diaries, departments / cycle commissions can develop other methodical materials which will contribute to the quality of practice for the applicants for higher education.

2.6. Employers should be involved in the development of working program, syllabus and practice diary to improve the quality of training.

3. PRACTICE FACILITIES

3.1. Practice for the applicants for higher education is based on facilities which meet the purpose, objectives, content of the practice, including the actual professional environment for the formation of the graduates' competitiveness.

3.2. Applicants for higher education undertake practice in healthcare facilities, institutions and organizations, at enterprises, regardless of their form of ownership, (practice facilities) in accordance with concluded contracts (labor agreements) or in structural divisions of the University, provided that they complete the practice program in full.

3.3. Facilities should meet the following requirements:

- compliance of the type of activity to the content of training;
- availability of structures corresponding to the information on the suitability of graduates for employment, specified in the description of the educational program;
- providing appropriate conditions for the implementation of practice programs for the relevant levels of education;
- providing qualified management of the practice;
- granting applicants for higher education the right to use laboratories, equipment, medical and other documentation necessary for the implementation of the practice program.

3.4. Applicants for higher education can independently choose the place of practice, provided that the facility meets the established requirements.

3.5. In the absence of separate specialized departments at the practice facility at the residence place, practice is allowed at family outpatient clinics, which is possible in the context of reforming the healthcare system of Ukraine and aimed at improving the provision of primary health care.

3.6. Applicants for higher education who have independently chosen the practice abroad are provided with official letter or referral indicating the types of practices with the prior consent of the dean's office of the relevant faculty; all financial matters are determined according to the terms of practice agreement.

3.7. Recipients for extra-mural form of education, employed in the chosen specialty can pass the practice at the place of work providing the following documents:

- employment verification and reference from place of employment;
- job description;
- application addressed to the head of the structural unit of the university in agreement with the guarantor of the educational and professional program.

3.8. Practice for international applicants for higher education and persons without citizenship is carried out during the semester and based on the university departments, in accordance with the general schedule and practice schedule.

4. ORGANIZATION OF THE PRACTICAL TRAINING

4.1. The organization of the practical training of applicants for higher education is carried out by the Head of the practical training (clinical, academical) of the University.

4.2. The Head of the practical training, Deans of Faculties, the Head of the Medical Education and Research Institute, the Head of the Professional Medical and Pharmaceutical College and the Heads of the Departments/Cycle Commissions are responsible for the practical training.

4.3. Direct educational and methodological guidance and fulfillment of the practical training programs are provided by the relevant departments / cycle commissions of the University in cooperation with the Heads of the bases for practical training.

4.4. In order to organize practical training, the Head of practical training (clinical, academic):

- prepares a schedule for conducting and defense of the practical training;
- prepares draft contracts with the Health Departments and Heads of the bases for practical training;
- on the basis of the “Power of Attorney of the Rector of the University” concludes contracts between the health care institution and the University, if the base of paratactical training will be chosen as an institution at the place of residence of the student and which will comply with paragraph 3.3 of this Regulation;
- prepares draft orders on practical training;
- monitors the course of practical training, analyzes and summarizes its results;
- prepares an analytical reference on the results of practical training for consideration at the meeting of the Cycle Methodical Commission, Rector's Office, pedagogical council of the college.

4.5. Deans of the Faculties, the Head of the Medical Education and Research Institute, the Head of the Professional Medical and Pharmaceutical College should:

- to control the course of medical examination taken by the applicants for higher education to be eligible to take the practical training;
- to monitor the course of practical training;
- control the timely completion of the practical training by applicants for higher education in the form of final control procedure;

4.6. Departments/cycle commissions or structural subdivisions that are responsible for the practice:

- provide candidates of the Heads of practical training from the University;
- propose the members of the commission for the procedure of final control of practical training;
- fully provide educational and methodological guidance.

5. PRACTICAL TRAINING GUIDANCE

5.1. General management of the practical training of applicants for higher education is carried out by the Head (Deputy Head) of the health care institution.

5.2. The direct organization of the practical training and control over its execution is entrusted to full-time qualified specialists of the health care institution.

5.3. The Head of the practical training base is obliged to ensure the provision of appropriate conditions for the proper course of the practical training, a safe educational environment by observing the rules and norms of labor protection, safety regulations.

5.4. General Head of Practical Training:

- selects experienced employees who will directly manage the practical training of applicants for higher education;
- instructs applicants for higher education in occupational safety and safety regulations, monitors their compliance;
- together with the Head of practical training from the University organizes seminars, round tables, consultations, etc., on the implementation of the achievements of modern science, innovative technologies into practical activities;
- reports to the Head of practical training from the University on the progress of the practical training made by applicants for higher education.

5.5. Direct Heads of the practical training:

- provide direct guidance to the practical training of applicants for higher education in the workplace;
- provide the necessary conditions in each workplace to master skills, abilities, knowledge in accordance with the program of practical training;
- organize the work of applicants for higher education in the workplace;
- monitor applicants for higher education' compliance with the rules of internal labor regulations, safety precautions, execution of the practical training program;
- immediately report to the General Head of practical training at the practical training base and the Head of practical training from the University about all violations of the rules of internal labor regulations, safety precautions, non-fulfillment of the program by the applicants for higher education;
- keep records of the attendance of applicants for higher education in the workplace during the practical training;
- give written objective characteristics of the production activities of each student during the practical training.

5.6. Head of practical training from the University:

- controls the conduct of mandatory briefings to applicants for higher education on occupational safety and safety regulations;
- controls the timely arrival of applicants for higher education to the places of practical training;
 - acquaints applicants for higher education with the preparation of reporting documentation (a diary on practical training or other reporting documentation provided for by the practical training program);
- as part of the commission carries out the procedure for the final control of the practical training.

6. RESPONSIBILITIES OF APPLICANTS FOR HIGHER EDUCATION

6.1. Applicants for higher education are obliged to:

- timely arrive at the base of practical training;
- qualitatively perform the tasks provided for by the practical training program;
- adhere to the rules of internal labor regulations at the base of practical training;
- to study and strictly adhere to the rules of labor protection, safety regulations and industrial sanitation;
- be responsible for the work done;
- timely make records in a practical training diary, other reporting documentation provided for by the practical training program;
- timely pass the final control of practical training.

6.2. Applicants for higher education who independently chose the base of practical training, additionally:

- contribute to the conclusion of an agreement between the base of practical training and the University;
- provide the Official Letter (Letter of Commitment) and a copy of the license of the practical training base that would confirm the readiness of the practical training base to provide the possibility of completion and qualified management of the practical training (applies only to private health care institutions);

6.3. The duration of working hours of applicants for higher education during practical training is regulated by the Labor Code of Ukraine and other legislative acts establishing social and labor relations and is established for applicants for higher education' age:

- from 15 to 16 years - 24 hours a week;
- from 16 to 18 years - 36 hours a week;
- from 18 years and older - no more than 40 hours a week

7. SUMMING UP THE PRACTICE

7.1. After the completion of the practical training, applicants for higher education report on the fulfillment of the practical training program.

7.2. The form and requirements for the student's reporting for the practical training are determined by the practical training program and brought to the attention of applicants for higher education before the start of practical training.

7.3. The report on the practical training is signed by the Direct and General Heads of the practical training at the base where it was completed.

7.4. Summing up the practical training is carried out in the presence of all reporting documents provided for by the practical training program.

7.5. The assessment is carried out in accordance with the "Regulations on the organization and methodology for assessing the educational activities of applicants for higher education at PSMU".

7.6. The applicants for higher education have the right to argue the results of the assessment of practical training in accordance with the "Regulations on appealing the results of the final control of the knowledge of applicants for higher education".

7.7. The final control of practical training is taken by the applicants for higher education upon completion of the practical training to the commission, which

includes the Head of practical training from the University and Heads (General and Direct) from the practical training base.

7.8. Assessment of the patient care practical training and nursing practical training may be credited to persons with medical education who have a good or excellent grade on the practical training. The grounds for crediting the practical training are the Order for a higher education institution issued on the basis of the student's application with a photocopy of the diploma of education, Diploma Supplement, a petition of the Head of practical training and Rector's or First Vice-Rector's clearance.

7.9. Evaluation of the results of the practical training is recorded into the individual plan of the student and in the register of the final control by the Head of practical training from the University. Within three days after the end of practice, the Head from the University submits information and a report on the practical training to the relevant dean's office, institute, college.

7.10. Assessment for practical training is taken into account when considering the issue of awarding a scholarship on a par with assessments for exams and other pass/fail tests.

7.11. Applicants for higher education who did not complete the practical training program without good reason, received an unsatisfactory assessment based on the results of practical training and did not eliminate academic debt before the beginning of the next semester, are subject to expel from the higher education institution.

7.12. The results of the practical training are annually to be reported to the attention of and discussed by Cyclic Methodical Commissions, Academic Councils of Faculties, Institute and pedagogical council of the college.

8. FINAL PROVISIONS

8.1 This Regulation is adopted by the Academic Council of the University and approved by the Order of the Rector of the University.

8.2 Amendments and additions to the Regulations are adopted at the meeting of the Academic Council of the University and approved by the Rector's Order.

8.3 Amendments and additions to this Regulation are made by approving the Regulation in the new version.

8.4 Upon approval of the Regulation in the new version, the previous Regulation loses its legal force.

Head of the Educational Department

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