

## Manual for signing up for an ICM I practice

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Practice to Introduction to Clinical Medicine I (ICM I practice) is designated for first year students of the General Medicine Program.

The portal <http://praxe-ukm.lf3.cuni.cz> is used to record both practices.

The practice has to be completed no longer than at the end of the third year.

### 1. When is it possible to fulfil the practice?

It usually takes place during summer holidays. It can also take place **during exam period at the end of winter and summer semester**. Students can also take part in the practice during the winter and summer semester, however, it is highly exceptional.

### 2. Signing up for a practice

Signing up for a practice is only possible, if students are enrolled to the school and have a valid CAS password. For the English speaking students, there is the only possibility – an individual practice.

### 3. Signing up for an individual practice

Student must fill in a proposal for individual practice. The proposal must be approved **no later than one week before beginning the practice**.

In the request, it is necessary to fill in the type of the facility (clinic or social welfare institution) and details concerning the chosen facility, like the name of the facility, address, description of the facility and their webpage.

**Think twice about the dates of the practice.** The date is followed by the possibility of submitting the practice report – no earlier than the last day of practice and no longer that 7 days after the last day of practice.

**Pay big attention to the contact person.** This person will receive your practice report with a request for your **evaluation** from the 3rd Medical School. This means, that it should be a person, who can evaluate you. State the degree, first and last name, position - job, phone number and an e-mail address.

### Contract for practicing abroad (out of the Czech Republic)

Facility or hospital where you want to practice may ask you for signing a contract concerning your practice. However, 3.LF UK can not sign this contract for you. 3.LF UK will provide you a confirmation about student's liability insurance. You will get it at study department. Make sure to inform the facility or hospital about it.

### 4. Student evaluation

Contact person, who has been mentioned by the student in the application to individual practice, or the person, who has been mentioned by the student in the application to organized practice, will receive e-mail with information about availability of your report and with a request for electronic evaluation of the student's activity. There is a 5-star rating (5 is the maximum), where they evaluate motivation and interest, activity, behavior towards clients/patients and behavior towards co-workers. The evaluator can also write a verbal evaluation.

**In their own interest, students alert the contact person/evaluator, that they will receive e-mail and offer them cooperation in the evaluation. If the online evaluation is done and is positive, the credit can be written down to SIS.**

**“Paper“ evaluation is not accepted anymore – starting from academic year 2019/2020.**

## **FAQ – Frequently asked questions and answers**

### **In which facilities am I NOT allowed to fulfill the ICM I practice?**

*You are not allowed to fulfill the practice in facilities focused on rehabilitation, psychiatry and in facilities, which take care of children up to 3 years old (Infant care centers). The reason is the different focus of the practice syllabus. If you still apply for individual practice in these facilities, your application will be rejected.*

### **Is there any other reason to have our application for individual practice rejected?**

*Yes. Your application will be rejected if you submit it late. That means during fulfilling the practice or after finishing your practice.*

### **When should I send the application for individual practice?**

*Submit the application in advance, no later than one week **before the planned start** of the practice. Please be aware, that your application might be returned to you to add some details, for instance changing the contact person.*

### **Do I need to have a signed contract when beginning the individual practice?**

*For practicing **outside of the Czech Republic**, you will get a **confirmation about student´s liability insurance**, that you will use for your own negotiation with a chosen facility.*

### **I have my study interrupted (a gap year), so I have enough time. Can I practice during the time of my interruption (in a gap year)?**

*No, you can't. You can practice only as a student of the 3rd Medical School.*

### **I have an individual study plan. Can I practice?**

*Yes, if you have the subject of ICM I practice included in your study plan.*

### **Can I perform all my tasks in one week?**

*No, you can't. Head workers of the department won't let you in your own interest. You have two weeks to learn about the services of a given healthcare facility and to learn required skills.*

*You have 80 hours and after an agreement with the head of the clinic lay out this time so you can rest between shifts, so you have enough strength and energy for the next shift.*

**Can I have practice at the Infant care center?**

*No, you can't.*

**What happens, when I don't submit the practice report in time?**

*The web portal of the practice will not allow you to submit the practice report after the deadline, which means 7 days after the last day of the practice. All students who fail to submit the report in time will have a chance to submit the report during the first week of September. You have to ask Mgr. Tereza Bakusová or PhDr. Marie Zvoníčková to open the access in the system.*

**Do the grammatical errors matter?**

*Yes, they do. Read the report after yourself and correct the mistakes.*

**Should I mention the weaknesses of the facility in the report?**

*No, you are not an auditor. If something bothers you, communicate with your supervisor and tell him/her about your feelings and experience.*

**The evaluator I mentioned in my application for individual practice did not receive a request for e-evaluation from the faculty. What should I do now?**

*The basis for success is to provide the correct e-mail address, check repeatedly that you have written the correct address. If you provide an e-mail address that the person doesn't use, he/she will never receive such request. **It is important that you inform the evaluator that he/she will receive e-mail for your evaluation, because it can be in SPAM.***

**I did not pass the Cellular Basis of Medicine exam in time, I have to study during the holidays. Is it possible to move the practice to the next year?**

*We don't know, you need to check with the study department. It depends on your credits. Generally, the ICM I practice must be finished by the end of the 3<sup>rd</sup> year of study.*

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