4.1.2019
Manual for signing up for an ICM I practice

Practice to Introduction to Clinical Medicine I (ICM I practice) is designated for first year students of the General Medicine Program. Summer practice I (SP I practice) is designated for first year students of the General Nursing Program. The portal http://praxe-ukm.1f3.cuni.cz is used to record both practices.

1. When is it possible to execute 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.

3. Forms of practice

3.1 Organized practice
3. LF UK offers the possibility of an organized practice in facilities and hospitals, with whom a long-term good cooperation exists. Within ICM I and SP I practices it is
Centrum Paraple
Hagibor
Palata
Domov Vlčí mák at ÚVN
Long-term care department at ÚVN
Sue Ryder
Autism therapy center

3.1.1 Signing up for an organized practice
Students that are interested in an organized practice sign into the web application and can see all the facilities and hospitals.

By clicking on the given facility or hospital (clinic), a page of the given facility or hospital will open.
Under the blue title Workplace you will see name of the facility, address, description of the services that they provide, phone number, e-mail address, webpage and a description of the transport to this facility.

Under the orange title you will find a list of contact people, their jobs, phone numbers and e-mail addresses.

Under the green title Dates are stated all the dates of the practice in a given facility or hospital (clinic). Students sign up to these dates. They can see the number of free places.

*Foreign students can only see the facilities, whose healthcare workers speak English, or the facilities, where Czech students have practice, so they can help them with the communication in Czech. Dates, that foreign students can sign up to, are known by the number of places, for example 4+1 means 4 Czech students and 1 foreign can sign up to this practice.*

You can check out the date, but only until 2 weeks before the beginning of the practice.

Students meet all the requisites by signing up to the organized practice. They don’t have to contact anyone. Autism therapy center is the only exception – see the webpage of the facility.

Contact person from the given healthcare workplace has access to the online sign up and therefore can see, who is interested in a practice at the given facility. The contact person can see the photo, first and the last name and student’s e-mail address. All other signed up students can see this information as well.

Details of the beginning of the practice are stated under the title Information of a chosen facility.

**3.1.2 Signing up for an individual practice**

By individual practice is meant a practice in other facilities and hospitals, than stated in the offer of organized practices.

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 stationary) 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 than 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.

**3.1.3 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 confirmation about student’s liability insurance. You will get it at study department. Make sure
to inform the facility or hospital about it.

4. Practice report

The student submits the practice report in an electronic form no longer than 1 week after the end of a practice. The date of ending the practice is essential.

The range of the report is 1500 words. You can start writing the report during the practice and save it as a concept, which you can return back to. Once you are finished with writing, you can submit it (not earlier than the last day of the practice). Please follow the predefined structure and the required content.

Teachers of the Department of Nursing at the Charles University 3rd Medical school evaluate the report. Positive evaluation is usually just a few words and means approval of the report. After approval, the 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.

If the report doesn’t meet all the criteria, it will be returned to the student with a verbal comment and an appeal to change the drawbacks.

5. 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 immediately written down to SIS.

If the online evaluation isn’t filled in, the student has to obtain a „paper“ evaluation. Scanned evaluation form can be uploaded to portal of practice.

FAQ – Most common questions and answers

In which facilities am I not allowed to fulfill the ICM I and SP I practices?

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.
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 organized practice?

Students generally don’t need to sign a contract if there is an institutional contract signed between 3rd Medical School and healthcare facility. So far, the contract is not signed only with the Autism therapy center – students need to sign an individual contract if they want to have practice in this facility.

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

Yes, you definitely do for practicing in the Czech republic. Before the planned beginning of the practice, pick up a contract form in two copies (signed by the vice dean) at the study department. Fill in the forms and leave them at the facility or hospital so they can be signed. Facility or hospital will keep one copy and you hand the other in at the 3rd Medical School Study department, ideally before the beginning of the practice. **Don’t begin with the practice before having the contract signed.** The contract is important for your insurance in a case of an accident or in a case of harming other person.

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.

Where can I find, when do I begin on the first day?

At organized practice, this information is available in the description of a healthcare facility, under the title Information. If this information is too general, we recommend, that the students that begin on the same day agree on ONE person, that calls or e-mails the contact person with a request for a specification of the information, and then share this information with his/her peers.

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 clinical 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.

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.

I did not pass the Module I B 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.