Manual for signing up for a practice

Practice to Introduction to Clinical Medicine I (ICM I practice) is designated for first year students of the General medicine’s Masters degree. Practice to Introduction to Clinical Medicine II (ICM II practice) is designated for second year students of the General medicine’s Masters degree. It is necessary for students to complete both practices by the end of the third year.

1. When is it possible to execute the practice

It is possible to do practice during the whole academic year. It usually takes place during summer holidays, in the form of 2-week intervals. Practice can also take place during final exam period at the end of winter and summer semester. Students can also take part in the practice during the winter and summer semester.

2. Signing up for a practice

Signing up for a practice is in an electronic form at http://praxe-ukm.lf3.cuni.cz. Prior to the signing up it is necessary that students are enrolled to the school and have a valid CAS password. Students also need to know which practice are they signing up to. First year students sign up for ICM I practice, second year students sign up for ICM II practice. Students with an individual study plan, or students that transfer from other school, please contact PhDr. Marie Zvoníčková.

2.1 Organized practice

3. LF UK offers the possibility of an organized practice in facilities and hospitals, with whom we have a long-term good cooperation. Single dates and numbers of students in each term are stated in an agreement of PhDr. Marie Zvoníčková with the facility.

2.1.1 Signing up for an organized practice

Students that are interested in an organized practice can see facilities and hospitals in the app under the given type of practice. 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 se 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 blue title you will find a list of contact people, their jobs, phone numbers a 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 people that have signed up and 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 of 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. 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 students’ e-mail addresses. All other signed up students can see this information as well. We recommend, that students contact each other before the beginning of the practice, so the first day in the morning, they come together. In particular if there are foreign students in the group. We ask students of the Czech curriculum to be active and write the e-mail as the first ones. **Details of the beginning of the practice are stated under the title Information.**

### 2.2 Individual practice

By individual practice is meant a practice in other facilities and hospitals, than stated in the each respective sections of ICM I and ICM II. **This request is usually being approved!** That means, that the request needs to be handed in in time before the beginning of the practice. In time means no longer than 14 days before the beginning of the practice. We recommend, that students hand in the request during the semester or final exams and that students **don’t wait until holidays.** During holidays the workers of the Nursing department take their vacation. It could happen, that students will have to wait until their request is approved.

#### 2.2.1 Request approval

The main reason of the request approval is, that students don’t get into the situation, that their practice is not admitted. It happens repeatedly, that the chosen facility doesn’t meet practice goals and the credit can’t be given.

#### 2.2.2 Signing up for an individual 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. **After the end of the practice, counting from the last day of the practice, you have 1 week to submit the practice report.**

Pay big attention to the contact person. State the degree, first and last name, job occupation, phone number and an e-mail address of a person, who will from the 3rd Medical School receive your practice report with a request for your evaluation. If you state an e-mail address, which the contact person doesn’t use, request for you evaluation will never get to him/her and you will have a big problem with receiving the credit, because the evaluation will be missing. Therefore we recommend to find out all information first and then fill in the form. You will receive information about approval or rejection of the form, or a request for an addition of information in your form, via e-mail, which you stated in SIS.

#### 2.2.3 Practice contract

Facility or hospital outside of our collaborating facilities, where you want to practice (for example in your country), will ask you for the Confirmation of the student’s liability insurance (signed by the Vice-Dean for Undergraduate Education and Student Affairs). Before the planned beginning of the practice, pick up this confirmation at the study department. **Don’t begin with the practice before having the Confirmation.**
For facilities in Czech Republic where is organised practice by our faculty you will need a contract. 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. If you are not able to hand in the form in time, you can do it when enrolling to the next year. **Don’t begin with the practice before having the contract signed.** The contract is your insurance in a case of an accident or in a case of harming other person.

**Students that will practice in FNKV don’t sign a contract because of the existence of an institutional contract.**

### 3. Practice report

The student writes in the practice report during the practice and no longer than 1 week after the end of a practice submits the report to an electronic system. The date of submitting, which is stated in the application form for the individual practice or at the workplace of the organized practice, is essential for the deadline. The range of the report is 1500 words for ICM I as well as for ICM II. 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. Of 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.

### 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, behaviour towards clients/patients and behaviour 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 an 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 sent via e-mail.

### 5. Logbook
Students participating in the ICM II practice complete a set of tasks from a predefined Task list. Students given tasks watch, assist with or perform them themselves. Healthcare workers, under whose supervision students practice, confirm the tasks to the Task list form. Teachers from the Nursing department enter this information based on the form to the logbook in stated dates.

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**FAQ – Most common questions and answers**

**Can I finish both practices in one year?**

*Yes, but it is possible only for students transferring to higher that first year. First year students can’t participate in the ICM II, because they are not theoretically nor practically prepared for this practice.*

**Do I need to have a signed contract when beginning with 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. If there is no such contract, it is necessary for students to sign a contract. Forms signed by the vice dean students pick up at the Study department. Students that will have ICM II practice in FNKV don’t need a contract. Students that will have ICM I in UVN-VFN and Hagibor don’t need a contract as well.*

**I have my study interrupted, so I have enough time. Can I finish the practice during the time of my interruption?**

*No, you can’t. You can finish the practice only as a student of the 3rd medical school. Otherwise the insurance wouldn’t apply to you and no facility or hospital will sign a contract with you.*

**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 centre?**

*Yes, you can.*