Dear Head of the department,

Please allow us to extend our gratitude for accepting our sixth-year student for practical training in preparation for their state exams.

During this practice, the student will work under supervision in the department as a junior intern. They should participate in briefings, rounds, radiology rounds and other seminars, as well as work in outpatient clinics and operating rooms. Under supervision, they should conduct rounds for assigned patients.

All entries made by the student in the medical records must be legibly signed by them and always supervised by the attending or supervising doctor. The student should not independently plan or order treatment or complex examinations (endoscopic or X-ray examinations), but they should be involved in the entire diagnostic and therapeutic process.

Attached to this letter is a list of procedures that students should observe and possibly assist with during their practice. Additionally, the list includes three topics that should be discussed during the internship in the form of a "small seminar" intended for the student and led by either you or an experienced doctor appointed by you from your department.

Thank you for collaborating with the Third Faculty of Medicine, Charles University. Your cooperation significantly contributes to the enhancement of both the practical skills and theoretical knowledge of our students. The faculty can officially recognize your active involvement in preparing our students by granting the status of an external teacher for the current academic year. Should you be interested in this status, we will send you the appointment signed by the Dean of our faculty subsequently.

Once again, thank you for your cooperation.

Sincerely,

doc. MUDr. Zdeněk Šubrt, Ph.D.                                                    MUDr. Jan Drozd

Head of Surgery, Chirurgická klinika 3. LF UK                      Deputy Head of Education