**Faculty of Medical Sciences**

**University of Warmia and Mazury**

**in Olsztyn**

**Clinical Skills Labs**

**RULES AND REGULATIONS**

Course of Clinical Skills includes classes from the 2rd year

Subject is implemented in the form of classes.

**Course Coordinator:** Beata Moczulska, PhD, specialist in Internal Medicine and Hypertension(Adjunct, Department of Cardiology and Internal Medicine, Clinical University Hospital in Olsztyn)

Classes are held (according to the separate schedule) in the following Departments:

-Simulation Center al. Warszawska 30 (Beata Moczulska, Sylwia Leśniewska, - internal part

-Department of Oncology - examination of the Brest ( Łukasz Grabarczyk)

-Department of Emergency Medicine – emergency part ( Tomasz Olekszak)

-Department of Neurology – neurology part (Jarosław Ćwikła)

**REGULATIONS OF THE COURSE**

1. Before the start of clinical classes, the student is obliged to read these terms and conditions.

2. Before the classes the student is obliged to change his/her outfit. The student needs to change shoes, have an ID, medical white coat

3.All classes are held according to the schedule. Students and clinical class teachers are expected to be on time at the class start.

4. During the course at bedside or clinical demonstration student is obliged to respect the rights of the patient, and in particular the right to privacy and respect for his dignity.

5.During the clinical classes the student should to keep order and cleanliness, as well as care of appropriate behavior. Smoking is not permitted. Eating is possible only during breaks between the classes.

6.The student is required to participate in the classes with his/her assigned group. To participate in classes with another group, the student must have a written approval of the Dean.

7.Attendance on the classes is mandatory. Each absence needs to be excused. Every excused absence requires that the classes be done in a way designated by the Course Coordinator

8. The student is required to make up the absences and missed class in the same semester. It is necessary to receive an written letter of making up the missed class and its content. Failing to do so will result in refraining the student from joining the credit exam/test and in failing of the semester.

9. In case of unexcused absences, the Coordinator decides how to credit the student.

 **CREDIT AND EXAM**

1.Attendance lists are reported to the Subject Coordinator at the end of each semester. Subject Coordinator is also informed about all failures in attendance or preparation to particular classes that may lead to refrain student to join credit or exam and a list of students who have not fulfilled the conditions to pass the semester or year. Individual ‘expertise card’ forms are also reported to the Subject Coordinator.

2. The condition for admission to the practical exam is attendance at all classes

3.The practical exam will be conducted by Coordinator or individual teachers on a recent exercise or in another date agreed with Dean's Office

4. Each practical part is evaluated as a percentage according to the following principles:

60-60%-3,0

70-79%-3,5

80-89%-4,0

90-94%-4,5

95-100%-5,0

4.The practical exam covers all skills included in the program of the studies

5.Final grade from Clinical Skills Labs is a averaged score from the practical exams from each part

6.Any matters not covered by this regulation are to be discussed and solved by the coordinator of the course and the head of the appropriate department.

7.For matters related to the PBL course, contact the course coordinator and the secretariat of the appropriate department.

8. Students are required to comply with the principles of health and safety at the place where they exercise

9. The regulations comply with the UWM study regulations

10. Each student must comply with the principles of academic rule of law and integrity

11.The student is required to read the health and safety rules at the place of classes and the EU directive of the GDPR

 01.10.23 Beata Moczulska Coordinator