

REGULATIONS

**SUBJECT REGULATIONS
CLINICAL SKILLS LABS 4/5
(in the part implemented by the Department of Radiology)
for students of the Faculty of Medicine of the
Collegium Medicum
University of Warmia and Mazury in Olsztyn**

1 General information

1.1 Classes are conducted by the Department of Radiology of the Faculty of Medicine of the Medical College of the University of Warmia and Mazury in Olsztyn on a full-time basis.

1.2 All students are bound by:

1.2.1 medical secrecy, they are obliged to keep confidential all information obtained during their studies

1.2.2 absolute order to observe health and safety regulations (see below - applicable health and safety regulations).

1.3 Employees responsible for the implementation of the subject:

a) Head of the Department: **Grzegorz Wasilewski, M.D, PhD**

b) Coordinator of the subject: **Karina Borszczewska-Chechlowska, MD**

c) Persons responsible for the implementation of individual types of classes:
Urszula Łączkowska, MD; Karina Borszczewska-Chechlowska, MD

The place, time and subject matter of individual forms of classes and credits are determined by the study plan, syllabus, schedule and subject matter of classes.

2. Classes of the subject Clinical Skills Labs 4 are implemented in the 8th semester. The course of the subject Clinical Skills Labs 4 implemented in the Department of Radiology includes:

a) exercises- 15 hours

In the course of the *Clinical Skills Labs 4* part conducted by the Department of Radiology, the following subject areas are carried out:

Exercise 1: General introduction to ultrasound; biophysical basics of ultrasound; basics of abdominal and neck ultrasound.

Exercise 2: Practical exercises: Abdominal ultrasound; familiarization of students with pathologies seen in abdominal ultrasound.

Exercise 3: Practical exercises: Ultrasound of the neck; familiarize students with the pathologies visible in ultrasound examination in the area of the neck.

Exercise 4: consolidation of acquired knowledge and theoretical and practical completion of exercises.

2.1 Exercises

a) are held according to the established schedule of classes posted on the website of the Faculty of Medicine UWM in Olsztyn and on the website of the Department of Radiology

b) are carried out in a stationary form or, in the case of an aggravation of the pandemic situation and by order of the university authorities, also in the form of e-learning on the MOODLE or MS TEAMS platform.

3 Attendance at classes, method of excusing and making up for absences

3.1 Attendance at all exercises is mandatory.

3.2 All absences must be excused as soon as the reason for the absence ceases (but no later than within 7 calendar days from the date of cessation of the absence), presenting for inspection documents confirming the absence. The coordinator of the subject, the instructor of the class will then determine how and when to make up the classes and make up the curriculum content.

3.3 In the case of failure to make up an excused absence, the Student is not allowed to take the final credit, which automatically means that the Student does not receive credit.

3.4 Treatment of unexcused absences.

a) unexcused absence(s) from the exercises makes it impossible to receive credit for the semester and the course.

b) failure to excuse a student's absence on the designated 1st term or 2nd credit term is equivalent to forfeiture of these terms and no grade(s).

c) unexcused absence of the student on the 3rd credit term results in the lack of a grade and failure to pass the course.

4 Rules for passing individual forms of classes:

4.1 Exercises

a. the condition to pass the exercises is 100% attendance. In the case of excused absences it is obligatory to make them up. The student should immediately establish the date and form of making up the absence from exercises with the course coordinator or at the Department secretary's office.

b. the material covered during the exercises is included in the subject area for final credit.

Credit for the course Clinical Skills Labs 4 includes the content taught during all exercises according to the applicable schedule, as well as the content included in the syllabus and detailed schedule of classes.

5 Final credit

5.1 The person responsible for conducting the semester credit and setting the place and date of the semester credit is **Urszula Łączkowska, MD and Karina Borszczewska-Chechłowska, MD.**

5.2. The condition for admission to the final credit is active participation and attendance at all exercises and preparation of presentation on a selected topic in the field of abdominal and neck pathology.

5.3. The material obligatory for the final credit includes all the content included in the detailed schedule and topics of classes and presented during the exercises.

5.4. The final credit in the course of Medical Procedural and Clinical Skills 4/5 consists of two parts:

-the theoretical part- 2 open-ended questions on the execution of the scope of the material implemented during the exercises, in the form of a traditional credit or in electronic/multimedia form, using electronic devices, e.g. tablets/computer stations running on the department's operating system or e-learning platforms

-practical part - the technique of performing abdominal and neck ultrasound is evaluated.

5.5 The prerequisite for final credit is:

- attendance at all exercises

- giving a minimum of 60% of correct answers during the final credit.

Grading scale for final credit:

>90% - very good

85 - 89% - good plus

76 - 84% - good

70 - 75% - sufficient plus

60 - 69% - sufficient

<60% - insufficient

The final grade for the subject Clinical Skills Labs 4 is the arithmetic mean obtained from the part carried out by the Department of Cardiology and Internal Medicine and the part carried out by the Department of Radiology.

5.6 The information on the number of terms / final credits to which the student is entitled to approach is in accordance with the provision in the Academic Regulations

5.7 Corrective final credit I

- admits those who did not receive credit on the 1st term, or those who were absent on the 1st term and excused their attendance within 7 working days of the credit
- consists of two parts:
 - theoretical part**- 2 open-ended questions on the execution of the range of material implemented during the exercises, in the form of traditional credit or in electronic/multimedia form, using electronic devices such as tablets/computer stations working on the operating system of the department or e-learning platforms
 - practical part** - the technique of performing abdominal and neck ultrasound examination is evaluated.
- The condition to pass I corrective assessment is giving at least 60% of correct answers during the final assessment
- In justified cases, the course coordinator reserves the right to change the form of the final corrective I credit into an oral form, "viva voce" conversation or into a written form with answers to questions in descriptive form.

5.8 Corrective final credit II

-has the form of a "vivavoce" interview and is passed at the Coordinator of the subject Clinical Skills Labs 4 or at the person designated by the Course Coordinator. In justified cases, the Course Coordinator reserves the right to change the form of the final credit to a written form. Persons who received a failing grade in the final re-sit date I or were absent and excused their absence are admitted to the second re-sit date.

5.9 During each of the final credit terms, it is forbidden to have and/or use any teaching aids and means of communication (MOBILE PHONE, SMARTPHONE) and any kind of electronic devices equipped with a camera and/or camcorder. Fixing the content of the test in whole or in part by transcribing and/or photographing during the pass is strictly prohibited. The Chair reserves the right to check with a portable metal detector including before, during and after the credit whether the student has the above-mentioned devices despite the prohibition. Violation of this prohibition will result in an automatic failing grade for final credit, leaving the examination room and referral to the Disciplinary Committee of the University.

6. Academic rule of law and integrity:

In a situation where there is a violation of the principles of academic rule of law and integrity (in particular, but not limited to: cheating, cheating, downloading or prompting during the final credit/examination, plagiarism of presentations, blatant violation of the Regulations), the Student will be removed from the class, or from the examination venue with a concurrent failing grade. In addition, such proceedings are referred to the Disciplinary Committee of the University.

7. Issues not regulated in the presented class regulations for the subject Clinical Skills Labs 4 in the Department of Radiology remain at the discretion of the Subject Coordinator -Karina Borszczewska-Chechłowska, MD.

8. the Regulations of the course are in accordance with the UWM Academic Regulations and the procedures of the Faculty of Medicine.

9. the student is obliged to familiarize himself/herself with the rules of occupational health and safety in the place of implemented classes and the EU directive RODO (if justified, e.g. clinical subjects).

10. detailed description of health and safety rules in force at the place of realization of all forms of classes.

Health and safety regulations

binding in the Department of Radiology of the Faculty of Medicine of the University of Warmia and Mazury in Olsztyn for Students of the Medical Faculty. Students must bear in mind that due solemnity and respect must be maintained in the exercise rooms.

a. Only UWM Students with a photo ID and personal information (name, surname, field of study) are allowed to enter the exercise, seminar and lecture halls. In the case of clinical classes, Students must be dressed in protective attire: white, clean and ironed apron, hair tied; changed footwear (shoes with covered toes and white soles apply). Protective attire must be put on and taken off outside the classroom.

b. Students are forbidden to be in the exercise/seminar/lecture rooms outside the designated class and consultation hours.

c. The introduction of outsiders is strictly prohibited.

d. It is forbidden to take photos and/or record videos using cameras, cell phones, smartphones, tablets and any other electronic equipment equipped with a camera and/or camcorder with audio and video recording capabilities.

e. Cleanliness and health and safety rules are strictly observed in all rooms of the Department of Radiology.

f. Outerwear, bags, briefcases and backpacks must be left in the locker room before entering the exercise room.

g. Textbooks and note-taking kits must be brought to the exercises.

h. It is strictly forbidden to bring foodstuffs, beverages and chewing gum into the classrooms, which is tantamount to a ban on eating food, drinking any beverages and chewing gum during class.

i. Students are forbidden to leave the classrooms during classes without notifying the instructor and obtaining his permission.

j. Smoking is strictly prohibited on the premises of the Department of Radiology and the entire USK building.

Issues not regulated in the presented class regulations of the *Clinical Skills Labs 4* course in the Department of Radiology are at the discretion of the Subject Coordinator Karina Borszczewska-Chechłowska, MD and Head of the Department, Grzegorz Wasilewski, MD, PhD.

Effective from: 19.02.2024.