

**MINISTRY OF EDUCATION AND SCIENCE OF THE KYRGYZ REPUBLIC  
MINISTRY OF HEALTH OF THE KYRGYZ REPUBLIC  
"SALYMBEK UNIVERSITY" INSTITUTION**



**APPROVED**  
at the meeting of the Academic council of  
"Salymbekov University" Institution  
Protocol No. \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_

**APPROVED**  
Rector of the "Salymbekov University"  
Institution Zhumadilov E.Zh.  
Order No. \_\_\_\_\_ " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_

**REGULATIONS ON CONDUCTING  
PRACTICAL TRAINING FOR STUDENTS**

**Bishkek 2019**

The regulation on industrial practice (hereinafter - IP) of students contains requirements for planning, material support, organization, content, conducting and summing up the results of practice as one of the leading stages in the implementation of the educational process in the system of higher medical education.

## **I. General Provisions**

1.1. IP is the most important part of the educational process in the preparation of specialists with higher medical education and is a systematic and purposeful activity of students to master practical skills and in-depth consolidation of theoretical knowledge at each stage of training.

1.2. The purpose of the IP is to teach students practical skills and prepare them for independent professional activities in their chosen specialty.

1.3. The terms and content of IP are determined by the state educational standards (SES) of the specialty, curricula and standards.

1.4. Methodological support, control of the organization of practice and the current certification of students is carried out by the head of the practice department together with the teacher, who is appointed by order of the rector from among the teaching staff (faculty) of the departments responsible for conducting IP.

1.5. Responsibility for organizing and conducting IP is borne by the Vice-Rector for Academic Affairs, Head of the IP Department, Dean of the Faculty, heads of departments and educational institutions within their competence, heads of IP.

1.6. In the event of the abolition of the department of IP or approval of the Regulation on the IP of students in a new edition, this Regulation loses its legal force and becomes invalid.

1.7. This Regulation comes into force from the date of its approval and is valid until it is canceled in the prescribed manner by the Rector or other authorized official of the University.

## **II. Content of practice**

2.1. The content and planning of IP at all its stages should ensure the fulfillment of state requirements for a minimum of the content and level of training, the connection of practice with theoretical training.

2.2. The IP program provides for:

- goal and tasks;
- the terms of the internship;
- a list of practical skills provided by the IP program of the corresponding course;
- the structure of the reports of the heads of IP;
- schemes for the final certification;
- lecturing and conducting consultations with students, including remotely and other activities aimed at consolidating the knowledge gained in the learning process.

2.3. Practice programs are developed by departments, taking into account the specialty in which students are trained in accordance with the adopted SES program and are approved in the prescribed manner.

## **III. Practice types**

3.1. The types of practice are established by the SES for the specialty of higher medical education in the Kyrgyz Republic.

3.2. The periods, duration and terms of the practice are established by the standard curriculum of the specialty, the schedule of the educational process of the «Salymbekov University» Institution (hereinafter - University).

3.3. The content of the practice is determined by the curriculum of the IP in accordance with the educational standards of the specialty.

3.4. Types, time, duration of practice of University students in their specialty in the table (attachment 1).

#### **IV. Organization, management and control of IP**

- 4.1. IP is organized taking into account the profile of the specialty. The dates are set on the basis of the University curricula.
- 4.2. For the IP of the students of the University, by the order of the Rector of the University, medical and preventive institutions are assigned as clinical bases.
- 4.3. If it is necessary to change the nature and timing of the IP no later than a month before its start, these changes are brought to the attention of the administration of the relevant organizations and healthcare facilities.
- 4.4. Organizations, regardless of their form of ownership, corresponding to the profile of training specialists in higher educational institutions, with which an agreement on the conduct of IP is concluded, are determined as clinical bases for conducting IP.
- 4.5. The teaching and methodological guidance of the IP is carried out by the faculty, departments and educational institutions of the University.
- 4.6. In the organizations where the IP is carried out, the general and direct management of the practice is carried out. The leader, appointed from the organization and carrying out its general management, selects and appoints experienced specialists to directly lead the practice in the organization.
- 4.7. The quantitative composition of the group is established by the University depending on the nature and specifics of the teaching staff, the need to ensure optimal working conditions for students and the capabilities of host organizations and institutions (groups should be at least 6 and no more than 25 students).
- 4.8. Students who graduate from medical school and have at least 3 years of work experience as a nurse or paramedic may be exempted from passing the IP after 2 and 3 courses owls, as a "Nurse Assistant", "Assistant paramedic of ambulance and emergency medical care" when providing a diploma and a certificate from the place of work to the IP department.

#### **V. Department of IP**

- 5.1. Prepares an order on sending students to practice and appointing leaders from among the teaching staff of the departments organizing the teaching process.
- 5.2. Conducts the distribution of students to practice bases.
- 5.3. Informs students about the timing and location of the IP.
- 5.4. Provides and controls the medical examination of students sent to practice.
- 5.5. Completes study groups for the period of practical training and determines for this period the heads of the groups (groups must be at least 6 and no more than 25 students).
- 5.6. Checks the readiness of the bases to accept students for practice.
- 5.7. Provides the dean with a list of IP bases and the optimal number of students for them by courses and by faculties and organizes course meetings on organizational and methodological issues and labor protection with the participation of the head of the IP, teachers of departments organizing the practice.
- 5.8. Issues to students the established documentation before the start of the IP (programs, guidelines, standard diaries).
- 5.9. Carries out the current control over the passage of practice by students.
- 5.10. Controls the timeliness of delivery of reporting documents and offsets based on the results of PP.
- 5.11. Draws up and brings to the attention of the students who passed the IP at the place of residence, the schedule for passing the certification.
- 5.12. Prepares a generalized report on the results of the internship and submits it to the head of the educational and methodological department of the University and the vice-rector for academic

affairs, prepares a final report on the results of the internship for approval at the council of the university administration and the Academic Council.

5.13. Participates in the work on the selection of clinical bases of the teaching staff and takes part in the conclusion of contracts with organizations for the internship of students.

5.14. Answers to inquiries, letters, reports on IP.

## **VI. Departments organizing the practice**

6.1. Organizes the preparation and approval in the prescribed manner of training programs of methodological documentation of the IP.

6.2. Plans the required number of teachers for the methodological guidance of students' practice and submit an extract from the minutes of the department meeting to the head of the IP department (without delay) and write a statement.

6.3. The heads of the IP can be the main employees of the department, occupying no more than rate 1.0, part-time workers in the department, as well as employees hired for the period of IP in connection with production needs.

6.4. Introduce students to the goals, objectives and program of the IP.

6.5. At least 5 days before the start of the practice, they provide a visit to the practice bases of teachers to check their readiness to accept students, presenting information about this to the head of the practice department.

6.6. Receive the transcripts in a timely manner from the practice department.

6.7. Together with the direct supervisor of the teaching staff of the clinical base, they monitor the attendance of the practice and promptly inform the head of the department of the teaching staff about the debts of students for practice in the required form.

6.8. Directly arrange for the credit based on the results of the internship or a separate cycle and provide the transcripts with grades to the IP practice department.

6.9. After graduation, within 3 days, they submit to the head of the IP department a report on the passage of practice with proposals for improving the organization of this part of the educational process. In case of late delivery or not submitting a report on passing the IP, the IP department writes a report to the head of the Educational-methodical department.

## **VII. Immediate supervisors of IP on the basis of practice**

7.1. Provide the necessary conditions for students to complete the internship program.

7.2. Together with the head of the group, they develop an internship schedule and distribute students to workplaces in accordance with the schedule.

7.3. Provide students with daily assistance in acquiring professional knowledge and practical knowledge.

7.4. Organize and supervise the work of students during the period of internship in order to implement the internship program by students.

7.5. Conduct briefing on safety and fire-fighting techniques at the workplace place, with the registration of the established documentation.

7.6. They can encourage or impose penalties on students by order of the practice department and report this to the Vice-Rector for Academic Affairs.

7.7. Take full responsibility for accidents with students in this institution.

7.8. Introduce students to the organization of work at a specific workplace and modern methods and techniques.

7.9. They make up a description reflecting the level of professional knowledge, abilities and skills, the quality of assignments and programs, by students at the end of the practice period.

### **VIII. Regulations on students passing IP**

- 8.1. The student is obliged to: actively carry out the tasks provided by the program.
- 8.2. Obey the current labor regulations of the medical institution (practice base).
- 8.3. Observe safety regulations.
- 8.4. Take responsibility for the work being done.
- 8.5. Keep records of the work done. Fill in the diary and journal of the PP.
- 8.6. Students are subject to working hours and sanitary regulations requirements.
- 8.7. A student who has not completed the internship program for a good reason, received negative feedback on the work or an unsatisfactory grade upon passing the test cannot be transferred to the next course or semester and is subject to expulsion.
- 8.8. A student who has not completed the internship program for a good reason (due to illness, childbirth, natural disasters, etc.) passes IP outside of school hours free of charge on the basis of a certificate from a medical institution and an application from the student himself.
- 8.9. A student who has not completed the IP program for no valid reason less than 50% of the internship program must re-pass IP and eliminate the debt during the semester. Otherwise, the student is subject to expulsion from the University on the basis of the report of the head of the practice department to the vice-rector for academic affairs.

### **IX . Regulations on students passing IP**

- 9.1. During the internship, the student keeps an internship diary, where he writes down the work done for the day on a daily basis. The diary is signed by the direct supervisor of the IP every day.
- 9.2. At the end of the IP, the student draws up a "Summary report on industrial practice", certifying the signature of the head of the practice and the seal of the healthcare institution.
- 9.3. At the end of the IP, the student takes a credit with a differentiated assessment to the head of the practice.
- 9.4. Students who have passed the IP in the countries of near and far abroad, write an application in advance if there is a petition from the institution, the application is certified by the dean's office and the IP department.  
Students who undergo practical training at the place of residence are certified according to the schedule drawn up by the department of teaching staff, an attestation commission created by the order of the vice-rector for educational work from among the teaching staff.
- 9.5. The teachers of the department (heads of practice) submit transcripts, a report on the passage of practice to the department of IP within 3 days after the end of the practice.
- 9.6. The head of the IP department summarizes the IP results according to the reports of the practice leaders, prepares a final report on the IP results.
- 9.7. After passing the test, the diaries of the teaching staff of students are kept in the department of the teaching staff for one year.

### **X. Material support of IP**

- 10.1. Payment to teachers of the IP is carried out in the order of hourly payment upon its completion.
- 10.2. Remuneration for the work of health care workers for the management of the IP is made from the funds of the University in the manner prescribed by law.
- 10.3. The travel of students to the place of the IP and back is paid by students at the expense of their own funds (during the internship at the place of residence).

## APPROVAL AND RECOGNITION SHEET

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## Registration of changes

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