

Unofficial translation

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



AGREED

**at the Board of Founders meeting
"Salymbekov University"**

protocol №. ____ dated on " ____ " ____ 20__ .

APPROVED_____

**Rector of "Salymbekov University"
Zhumadilov E.Zh**

" ____ " ____ 20__ .

REGULATIONS ON STUDENT PRACTICAL TRAINING

Bishkek 2019



The Regulation on the educational practice (hereinafter referred to as the PT) of students contains requirements for planning, material support, organization, content, conduct and summing up of practice as one of the leading stages of the educational process in the system of higher medical education.

I. GENERAL REGULATIONS

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

The PT purpose is to teach students practical skills and prepare them for independent professional activity in their chosen specialty.

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

Methodological support, the practice organization control and the current certification of students is carried out by the head of the practice department together with the teacher, who is appointed by the rector's order and responsible for conducting the PT.

The vice-rector for Academic Affairs, the head of the PT department, the dean of the faculty, the heads of departments and EMD within their competence supervise the responsibility for the organization and conduct of the PT.

In the event of the PT department abolition or the approval of the Regulations on PT of Students in a new version, this Regulation loses its legal force and becomes invalid.

This Regulation comes into force from the date of its approval and is valid until the Rector or other authorized official of the University cancels it in accordance with the established procedure.

II. CONTENT OF PRACTICAL TRAINING

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

2.2. The practical training program provides:

- goal and tasks;
- timing of the internship;
- a list of practical skills provided for by the PT program;
- the structure of the reports of the PT managers;
- schemes for the final certification;
- giving lectures 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' study in accordance with the adopted program of the SES and are approved in the prescribed manner.



III. TYPES OF PRACTICE

- 3.1. Types of practice are established by the SES in the higher medical education specialty in the Kyrgyz Republic.
- 3.2. The periods, duration and terms of the practice are established by the standard curriculum of the specialty, the educational process schedule of “Salymbekov University” Institution (hereinafter referred to as the University).
- 3.3. The content of the practice is determined by the curriculum of the EP in accordance with the educational standards of the specialty.
- 3.4. Types, time of conducting, duration of student’s practice of the University in the table (Appendix 1).

IV. ORGANIZATION, MANAGEMENT and CONTROL OF THE PT

- 4.1. The PT is organized taking into account the specialty profile. The dates are set on the basis of curriculum of the University
- 4.2. In order to conduct the PT of students, medical and preventive institutions are fixed as clinical bases by the order of the Rector of the University.
- 4.3. If it is necessary to change the nature and timing of the PT no later than a month before its start, these changes are brought to the attention of the administration of the relevant organizations and MPI.
- 4.4. Organizations, regardless of their forms of ownership, corresponding to the profile of training specialists in higher educational institutions, with which an agreement on conducting PT is concluded, are defined as clinical bases for conducting PT.
- 4.5. The teaching and methodological guidance of the PT is carried out by the faculty, departments and EMD of the University.
- 4.6. The organizations where the PT, general and direct management of the practice are carried out. The head appointed by the organization and exercising its general management selects and appoints experienced specialists to direct the practice in this organization.
- 4.7. The number of groups is determined by the University depending on the nature and specifics of the PT, to ensure optimal working conditions for students and the capabilities of host organizations and institutions (groups must be at least 6 and no more than 25 students).
- 4.8. Students who have graduated the medical school, have work experience as a nurse or paramedic at least 3 years old, have "Assistant nurse", or «Paramedic assistant of emergency medical care" diploma or a certificate from the place of work, can be exempted from the PT after the 2nd and 3rd courses.

IV. PT DEPARTMENT

- 5.1. Prepares an order on sending students to practice and appointing managers from among the teaching staff of the departments organizing the PT.
- 5.2. Distributes students according to the bases of practice.
- 5.3. Informs students about the dates and venue of the PT.



- 5.4. Provides and supervises the medical examination of students sent to practice.
- 5.5. Completes study groups for the practical training period and determines the group leaders for this period (groups must be at least 6 and no more than 25 students).
- 5.6. Checks the readiness of the establishments to receive students for practical training.
- 5.7. Provides the dean with a list of PT establishments and the optimal number of students on them by courses and by faculties and organizes course meetings on organizational and methodological issues and labor protection with the participation of the PT head, the department's teachers who organizing the practice.
- 5.8. Provides students with the established documentation before the PT starts (programs, guidelines, standard diaries).
- 5.9. Carries out the current control of the internship by students.
- 5.10. Controls the submission timeliness of accounting documentation and offsets based on the results of the PT.
- 5.11. Inform the students who have passed the PT at the place of residence, the schedule of passing the certification.
- 5.12. Prepares a summary report on the practice's results 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 practice for approval by the Rector's Council and the Academic Council.
- 5.13. Participates in the work on the selection of clinical bases of PT and participates in the conclusion of contracts with organizations for the internship of students.
- 5.14. Responds to requests, letters, reports on PT.

VI. DEPARTMENTS THAT ORGANIZE THE PRACTICE

- 6.1. Organizes the preparation and approval in accordance with the established procedure of the training programs of the methodological documentation of the PT.
- 6.2. Plans the required number of teachers for methodological guidance of students' practice and provides an extract from the department meeting to the head of the PT department (without delay) and writes an application.
- 6.3. The heads of the PT may be the main employees of the department, occupying no more than 1.0 rates, part-time, as well as employees hired for the period of the PT due to production necessity.
- 6.4. Introduce students to the goals, objectives and program of the PT.
- 6.5. At least 5 days before the start of the internship, teachers are provided to visit the practice establishments to check their readiness to receive students, submitting information to the head of the PT department.
- 6.6. Receive the test sheets in the practice department.
- 6.7. Together with the direct head of the PT of the clinical base, they monitor the attendance of the practice and promptly inform the head of the PT department about the debts of students in practice in the required form.
- 6.8. They directly organize the offset based on the results of the practice or a separate cycle and provide the scoring sheets with estimates to the PT department.
- 6.9. After graduation, within 3 days, they submit to the head of the PT department a report on the internship with suggestions for improving the educational process organization. In case of late delivery or failure to submit a report on the passage of the PT, the PT department writes a report addressed to the head of the EMD.



VII. PT IMMEDIATE SUPERVISORS ON THE BASIS OF PRACTICE

- 7.1. Provide the necessary conditions for students to complete the internship program.
- 7.2. Together with the leader 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 control the work of students during the internship period in order for students to complete the internship program.
- 7.5. Conduct instruction on safety and fire-fighting equipment at the workplace, with the execution of the established documentation.
- 7.6. They may encourage or impose penalties on students by order of the practice department and inform the Vice-rector for Academic Affairs about this.
- 7.7. They are fully responsible for accidents with students in this institution.
- 7.8. Introduce students to the work organization at a specific workplace and modern methods and techniques.
- 7.9. Make up a characteristic reflecting the level of professional knowledge, skills and abilities, the quality of tasks and programs performed by students at the end of the internship period.

VIII. REGULATIONS ON STUDENTS PASSING PT

- 8.1. The student is obliged to: actively perform tasks provided by the program.
- 8.2. Obey the current rules of the labor regulations of the medical institution (practice base).
- 8.3. Observe safety regulations.
- 8.4. Be responsible for the work performed.
- 8.5. Keep records of the work carried out. Fill out the diary and journal PT.
- 8.6. Working day and requirements of sanitary-epidemiological rules and regulations are applied for the students.
- 8.7. A student who has not completed the internship program without a good reason, who has received a negative review of the work or an unsatisfactory assessment when 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 the PT after school free of charge on the basis of a certificate from a medical institution and a statement from the student himself.
- 8.9. A student who has not completed the PT program for a disrespectful reason less than 50% of the internship program must re-take the PT and liquidate the debt during the semester. Otherwise, the student is subject to expulsion from the University on the basis of the PT head report to the Vice-rector for Academic Affairs.

IX. REGULATIONS ON STUDENTS PASSING PT

- 9.1. During the internship, the student keeps a practice diary, where he writes down the completed work for the day on a daily basis. The diary is signed by the direct head of the PT daily.
- 9.2. Upon completion of the PT, the student draws up a "General report on practical training", certifying with the signature of the practice head and the seal of the healthcare institution.



9.3. At the end of the PT, the student passes a test with a differentiated assessment to the head of the practice.

9.4. Students who have passed the PT in the countries of the 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 PT department.

Students who have interned at their place of residence are certified according to the schedule drawn up by the PT department, the attestation commission established by the order of the Vice-rector for Academic Affairs from among the teaching staff.

9.5. Teachers of the department (heads of practice) submit test sheets, an internship report to the PT department within 3 days after the end of the practice.

9.6. The head of the PT department summarizes the results according to the reports of the practice managers, prepares a final report on the results of the PT.

9.7. Students' PT diaries after passing the test are stored in the PT department for one year.

X. PT MATERIAL SUPPORT

10.1. Payment to PT teachers is carried out in the order of hourly payment upon its completion.

10.2. Remuneration of employees of healthcare organizations for the management of EP is made from the funds of the University in accordance with the procedure provided for by law.

10.3. The travel of students to the place of PT and back is paid by students at the expense of personal funds (during the internship at the place of residence).

APPROVAL AND FAMILIARIZATION SHEET

"__" _____ 20__.

Rector of "Salymbekov University"

E.Zh. Zhumadilov.

Vice-President of the Institution "Salymbekov University"

U.E. Esenamanov

Dean of the Faculty
Head of EMD

A.T. Akmatova

Head of the department. EHD

T.S. Tokusheva

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Registration of amendments

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