

Regulations of student summer internships carried out at the Faculty of Medicine of the Medical University of Warsaw

& 1. General provisions

1. After the 1st, 2nd, 3rd, 4th and 5th year of medical studies, each student shall complete a compulsory summer internship, in accordance with the curriculum, as follows: after the 1st year of studies: practice in nursing care (4 weeks, 120 hours); after the 2nd year of studies: practice in out-patient health care (3 weeks, 90 hours) and emergency care (1 week, 30 hours); after the 3rd year of studies: internship in internal medicine (4 weeks, 120 hours); after the 4th year of study: internship in pediatrics (2 weeks, 60 hours) and surgery (2 weeks, 60 hours); after the 5th year of study: internship in gynecology and obstetrics (2 weeks, 60 hours) and intensive care (2 weeks, 60 hours).

2. Objectives and scope of student summer internships (detailed learning outcomes in terms of practical skills acquired and social competencies possessed are included in the Internship Cards):

a. in the field of patient care - to familiarize the student with the full range of activities related to nursing care of the patient, to acquire and improve social skills and competencies resulting from the implementation of the program of study;

b. in the field of inpatient care - to familiarize the student with the full range of activities related to the work in inpatient care, to acquire and improve social skills and competencies resulting from the implementation of the study program;

c. in the field of emergency care - to familiarize the student with the full range of activities related to the work in the emergency department, to acquire and improve social skills and competencies resulting from the implementation of the study program;

d. in the field of internal medicine - to familiarize the student with the full range of activities related to the work in the department of internal medicine, to acquire and improve social skills and competencies resulting from the implementation of the study program;

e. in the field of pediatrics - to familiarize the student with the full range of activities related to the work in the department of pediatrics, to acquire and improve social skills and competencies resulting from the implementation of the study program;

f. in the field of surgery- to acquaint the student with the full range of activities related to the work in the department of surgery, the acquisition and improvement of social skills and competencies resulting from the implementation of the study program;

g. in the field of intensive care- to acquaint the student with the full range of activities related to the work in the intensive care unit, to acquire and improve social skills and competencies resulting from the implementation of the study program;

h. in the field of gynecology and obstetrics - to familiarize the student with the full range of activities associated with work in the department of gynecology and obstetrics, to acquire and improve social skills and competencies resulting from the implementation of

the study program.

3, Prior to the commencement of the internship, the student shall be obliged to familiarize himself/herself with the Internship Regulations and the specifics of the work in the unit where he/she is doing the internship, in accordance with the guidelines of the Internship Coordinator.

& 2. Place and conditions of the internship

1. Student summer internships may be held in health care institutions throughout the country, provided that an agreement is signed between the selected unit and MUW, and also outside the country without the need to sign such an agreement.
2. The basis for applying for the possibility of a student's own summer internship, in Poland and abroad, is the submission to the Internship Supervisor of an application for permission to organize the internship on their own and a positive opinion on it. A model of the application is presented in Appendix No.1. The application should be submitted by May 15 of the academic year in which the practice will be held. In particularly justified cases, it is possible to submit an application to the Practice Supervisor after May 15 of the academic year.
3. If it is necessary to issue, at the request of the entity accepting the student for practice or the practice coordinator at the place of practice, an opinion on the student, a request in this regard, addressed to the Dean, should be submitted to the Dean's Office of the Faculty of Medicine (FoM).
4. Prior to the start of the internship, the student shall collect at the FoM Dean's Office a referral to the internship and a Student Internship Card (cards are available in Polish and English). The template of the referral for practice is specified in Appendix No. 2, the template of the Internship Card for each year of study is specified in Appendix No. 3.
5. Students taking part in summer student internships should have a valid medical examination in the field of occupational medicine, examination for Salmonella-Shigella carrier and current vaccination against hepatitis B. Information in this regard is provided by the FoM Dean's Office.

& 3. Supervision of the student doing the internship

1. At the place of internship, the student is supervised by the Internship Coordinator designated by the head of the health care facility, this is a nurse or doctor for internships after the first year of study, a doctor for internships after the second to fifth year of study. The practice coordinator may be a nurse with at least 3 years of work experience, a doctor with a specialist title in a particular field, consistent with the practice program or at least 3 years of work experience.
2. The internship coordinator at the practice site is responsible for the implementation of the internship program (in accordance with the learning outcomes for individual skills and social competencies indicated in the Internship Card), certifies the practice, acquisition of practical skills, evaluates the student's social competence and medical professionalism.
3. On the part of MUW, substantive supervision of the correctness of the course of practice is exercised by the Internship Supervisor appointed by the Dean (MUW teacher), who evaluates and completes the practice on the basis of entries in the Internship Card.
4. Tasks of the Internship Supervisor: verifying the correctness of the achieved learning outcomes during summer internships, giving opinions on applications for the implementation of summer internships on their own in Poland and abroad, assisting in solving problems and doubts related to the completion of summer internships, monitoring the selection of facilities and coordinators of summer internships.

5. In all matters of doubt concerning the internship, the student shall contact the Internship Supervisor.
6. Disputed issues regarding student summer internships shall be resolved by the Dean of Student Affairs for the relevant year of study.
7. In the course of the student's summer internship, internship observation may be carried out in accordance with the class observation procedure in force at MUW. Observation of internship may be carried out using means of distance communication or by traditional/contact means.
8. The student shall self-assess the skills and competencies acquired during the internship.
9. Monitoring of the quality of internships, analysis of internship evaluations is handled by the Faculty Educational Quality Team.

& 4. Internship documentation

1. The Internship Card is the document certifying the completion of the internship.
2. The Internship Card was developed by a Team appointed for this purpose by the Dean, consisting of specialists in the relevant fields of medicine, taking into account the assumed learning outcomes regarding skills and social competencies.
3. The Internship Card includes the student's self-assessment of the practice.
4. The student is responsible for completing and submitting the Internship Card. The Internship Card should be submitted to the Dean's Office of the Faculty of Medicine (as appropriate to the years of study).
5. If the student loses the Internship Card, the document must be reproduced, the student is responsible for its reproduction.
6. The Internship Card is part of the documentation of the course of study and is kept in the student's personal file in the Dean's Office.

& 5. Internship completion/credit

1. Student work experience shall be carried out during the summer vacation, in accordance with the framework organization of the year, i.e. from the end of the summer examination session (in justified cases, at the request of the student and with the consent of the Internship Supervisor, the work experience may be started after taking all examinations and therefore before the end of the summer examination session) until the end of the summer vacation.
2. Successful completion of the student internship is a prerequisite for passing the year of study.
3. The basis for the credit of student summer internship, both carried out in Poland and abroad, is the written certification of the internship in the Internship Card covering. Certification of completion of the internship is made by the person coordinating the internship in the unit (Internship Coordinator) where it took place.
4. Credit and evaluation of summer internships is done by the Internship Supervisor, who is an academic teacher employed at MUW. Credit and evaluation of practice is based on the point scale described in the Internship Card.

& 6. Final provisions

1. In exceptional situations and in matters not regulated by these Regulations, decisions are made by the Dean.
2. Amendments to the Regulations may be made by the Dean of the Faculty of Medicine.

3. The Regulations shall enter into force on the date of it being signed by the Dean of the Faculty of Medicine.