

PROCEDURE FOR COMPLETING SUMMER CLINICAL PRACTICE

for students of the Polish Campus

1. General Information on Summer Clinical Practice

Summer clinical practice (hereinafter — the Practice) at the Polish Campus of Private Higher Education Institution “Kyiv Medical University” is an integral part of the educational process and an important opportunity for students to take their first steps into professional activity.

Purpose and objectives of the practice:

- consolidating and improving theoretical knowledge;
- developing practical skills and clinical thinking;
- mastering the skills of maintaining medical documentation;
- learning the fundamentals of medical ethics and deontology;
- adapting to work within the staff of a healthcare institution.

The practice takes place during the summer vacation period (July, August) in accordance with the educational and professional programs (EPP).

Types and Duration of Practice

Year	Type of Practice	Duration
FACULTY OF MEDICINE		
After Year 1	Orientation practice	4 weeks
After Year 2	Patient care practice	4 weeks
After Year 3	Nursing practice	4 weeks
After Year 4	Clinical medical practice	4 weeks
After Year 5	Clinical medical practice	4 weeks
FACULTY OF DENTISTRY		
After Year 1	Orientation practice	4 weeks
After Year 2	Clinical practice (nursing)	4 weeks
After Year 3	Clinical medical practice	4 weeks
After Year 4	Clinical medical practice	4 weeks

Year	Type of Practice	Duration
Year 5	Clinical medical practice (winter period)	—

Practice Supervisors

Supervisor from the practice site (Coordinator) — a representative of the healthcare institution, appointed from its staff. Directly oversees the student's work at the clinical site and makes entries in the practice logbook.

Supervisor from the University (Mentor) — an experienced University instructor who provides methodological oversight of the practice, advises on documentation (logbook, report), and explains occupational health and safety rules.

2. Procedure for Completing the Practice: Step-by-Step Process

The practice may take place at municipal, state, or private healthcare institutions. There are two options for completing the practice:

Option 1. Practice at sites with which the University has a cooperation agreement

1. By April 15 of the current academic year, the student must inform the dean's office of their wish to complete the practice at one of the proposed sites.
2. The University independently forms student lists and assigns them to the relevant healthcare institutions, taking on all organizational matters.

Option 2. Individually arranged practice

The student has the right to independently choose a practice site, either in Poland or abroad.

Step 1. Submitting an application to the dean's office

- By April 15 of the current academic year, the original application stating the intent to complete practice at an independently chosen site must be submitted to the dean's office (contact person: Anatonina Hrytsenko, office 127).
- The application must state: full name, year of study, group number, the full name of the chosen clinic, its address, and an official contact phone number.
- The application must be signed by the student (application template — Appendix No. 1).

Step 2. Concluding an agreement with the healthcare institution

1. The student downloads and prints the tripartite agreement form, or obtains it from the dean's office (agreement template — Appendix No. 2).
2. The student arranges for the agreement to be signed by the chosen clinical site.
3. Once signed by the clinic, the agreement is submitted to the dean's office for signature by the University.
4. One copy of the signed agreement is returned to the clinic; the other remains with the University.

Step 3. Issuing the practice referral

- Based on the signed agreement, the student completes the practice referral.
- The referral is signed by the student, a representative of the clinic, and the University.
- One copy remains with the clinic; the other is returned to the dean's office (referral template — Appendix No. 3).

3. Payment and Mandatory Medical Examination

Payment for the practice

Payment for the summer clinical practice for all University students must be made by May 1 of the current academic year, using the payment details provided by the Finance Department.

Medical requirements for completing practice in Poland

To be admitted to practice at a clinical site in Poland, every student is required to undergo testing at the sanitary-epidemiological station nearest to them and provide a set of valid medical documents:

1. Certificate from the sanitary-epidemiological station (Zaświadczenie do celów sanitarno-epidemiologicznych) — issued based on the relevant test results.
2. Certificate from an occupational medicine physician (Zaświadczenie lekarskie o braku przeciwwskazań do odbycia praktyk) — confirms the absence of medical contraindications to completing the practice. The examination is organized by the University; if this is not possible, the student must undergo the examination independently at an address available from the dean's office (office 127).
3. Accident insurance (Ubezpieczenie NNW) — student insurance, which can be arranged, for example, via bezpieczny.pl or with any insurance company.
4. Mandatory civil liability insurance (Odpowiedzialność Cywilna) — insurance covering damages caused to other persons.
5. Certificate of no criminal record (Zaświadczenie o niekaralności) — mandatory when completing practice at emergency medical services stations (SOR) or emergency departments; obtained from the relevant judicial authorities in Poland.

4. Documentation and Rules of Conduct

Practice logbook

3. The practice logbook is the main reporting document. It can be obtained in paper form from the dean's office or downloaded and printed independently from the website.
4. Throughout the practice, the student records completed tasks and acquired skills in the logbook on a daily basis.
5. To be admitted to the final assessment, the logbook must be completed and signed by both the Supervisor from the practice site and the Supervisor from the University.

Rules of Conduct and Dress Code

Ethics: students are required to comply with the standards of medical ethics and deontology, as well as infection control and safety regulations.

Appearance: neat medical attire (white coat or surgical scrubs), clean indoor footwear, hair tied back.

Items to bring: identification document, a device with internet access and access to the corporate email address.

5. Final Assessment and Grading

Completion of the practice is confirmed through a final assessment held on the last day of the practice. The assessment is conducted by the examination committee.

Requirements for admission to the final assessment

Students who meet the following requirements are admitted to the theoretical and practical parts of the assessment:

5. Fully completed the practice program (no missed days, or all absences made up in accordance with the established procedure).
6. Submitted a properly completed practice logbook, signed by both the Coordinator and the Mentor.
7. Submitted the agreement and referral confirming completion of the practice to the dean's office (office 127).

Components of the final assessment

6. Review and evaluation of the practice logbook.
7. Assessment of theoretical knowledge (usually in the form of questions based on the practice curriculum).
8. Assessment of practical skills (demonstration of practical skills on mannequins, models, or, with consent, on patients).
9. Interpretation of laboratory and instrumental test data.

The final assessment result is graded according to the ECTS scale.