

Order No. 1/WL/2025
of the Dean of the Faculty of Medicine
of the Wrocław Medical University
of 8 January 2025

on the organisation of work placements
in the medical programme conducted at the Faculty of Medicine
of the Wrocław Medical University

Pursuant to Article 67 section 1 of the Statute of the Wrocław Medical University of 19 June 2019 (i.e. Resolution 2349 of the Senate of the Wrocław Medical University of 27 October 2021, as amended), it is ordered as follows:

§ 1

1. Work placements in the medical programme are an integral part of the syllabus and are subject to credit.
2. The aim of the work placement is to verify the knowledge acquired in the course of education and to improve practical skills, the ability to work in a therapeutic team and to achieve social competence in real working conditions, in accordance with the established learning outcomes.
3. The work placement is carried out in healthcare entities, hereinafter: 'Entities', during the summer months. With the consent of the Dean, it is permissible to complete the work placement at a different date, provided that this date does not fall on class dates.
4. Work placements are carried out after the 1st, 2nd, 3rd, 4th and 5th year of studies.
5. The duration of the work placement is determined by the syllabus and amounts to 120 hours per year. The work placement is carried out over a period of 4 weeks, 30 hours each, i.e. 5 six-hour working days per week.
6. The work placement may take the form of a 24-hour on-call period, which is equivalent to 2 placement days of 6 hours each. A student may complete only one on-call duty during a given placement.

§ 2

Place of work placement

1. The work placement shall take place in healthcare entities that meet the criteria in terms of:
 - 1) the type and scope of health services provided;
 - 2) professional qualifications of the medical and other staff;
 - 3) infrastructure, including premises and equipment that allow students to achieve the learning outcomes envisaged for each type of work placement.
2. The University enters into an agreement with the Entity on the work placement.
3. Within the framework of the concluded arrangement, the Entity undertakes to:
 - 1) provide appropriate conditions necessary for the work placement;
 - 2) provide appropriate places and work stations, including premises, equipment and materials necessary for the execution of the placement programme;
 - 3) provide the student with personal protective equipment at least of the type required for employees of the Entity;
 - 4) familiarise the student with the Entity's work regulations, regulations on health and safety at work, regulations on the protection of personal data and classified information;

- 5) familiarise the student with the procedure in force at the Wrocław Medical University or at the Entity in the event of a puncture, and to initiate such a procedure with the student in the event of exposure;
 - 6) appoint a supervisor for the student at the Entity during the work placement;
 - 7) confirm in the student's documentation the course and completion of the placement.
4. The entity may request the University to dismiss the student from the placement in the event of the student's violation of the regulations in force at the Entity or a failure to fulfil the obligations of the placement programme.

§ 3

Work placement supervisor

1. The supervision and oversight of the student in the Entity during the placement is provided by:
 - 1) for 1st year students – a person with the right to practice as a nurse, who is an employee of the Entity performing medical activity in which the work placement takes place;
 - 2) for 2nd year students, in the field of emergency care – a person practising as a paramedic or having the right to practise as a doctor, paramedic or nurse of the National Medical Rescue System who is an employee of the Entity performing medical activity in which the work placement takes place or the persons listed in item 3;
 - 3) for students of the 2nd, 3rd, 4th and 5th year, practising in the field of: family medicine, internal diseases, paediatrics, surgery, intensive care and gynaecology and obstetrics – a person who has the right to practise medicine and a specialist title or specialisation adequate to the scope of placement or a person who has the right to practise medicine, who is undergoing specialisation training and has completed the basic module or has completed the 3rd year of specialisation training in uniform specialisations in the relevant field of medicine, provided that they have obtained a positive opinion from the head of the specialisation, as well as another person with scientific achievements or clinical experience, in the scope adequate to the placement programme, who is an employee of the given Entity in which the work placement takes place.
2. The supervisor of the work placement at the Entity is the student's immediate supervisor for the duration of the work placement. The supervisor's responsibilities include:
 - 1) familiarising the student with the regulations in force in the Entity, in particular epidemiological regulations;
 - 2) introduction of the student to the duties and work performed during the placement;
 - 3) direct supervision of the placement;
 - 4) support of the student during the work placement;
 - 5) verification and assessment of the student's achievement of the learning outcomes defined for the work placement;
 - 6) communication with the placement supervisor from the University.
3. The supervisor and the person supervising the placement on behalf of the University is an academic teacher appointed by the Dean.
4. The placement supervisor on behalf of the University:
 - 1) gives his/her opinion on applications for permission for individual placement;
 - 2) approves the placement location indicated by the student;
 - 3) supervises students during their placements;
 - 4) supports the student during the placement, also by assisting in solving problems related to the placement and clarifying conflict situations;
 - 5) observes the student during the work placement;
 - 6) communicates with the representatives of the Entity conducting the placement, in particular the supervisor of the placement in the Entity;
 - 7) gives credit for the work placement.

5. Methods of communication between the supervisor from the University and the supervisor from the Entity include:
- 1) direct contacts;
 - 2) contacts using distance communication methods and techniques, including e-mail and telephone.

§ 4

Registration for work placement

1. Registration for placements is organised by the Office for Student Affairs and takes place in the summer term preceding the period in which they are scheduled.
2. The list of healthcare entities, detailed dates and other information on the organisation and execution of work placements is announced by the Office for Student Affairs through publication on the University's website.
3. Work placements can be carried out as the following individual placements:
 - 1) domestic, in entities operating in the territory of the Republic of Poland;
 - 2) foreign in entities operating outside the territory of the Republic of Poland, indicated by the student, approved by the placement supervisor from the University according to the criteria to be met by the Entities.
4. In the case of an individual domestic or foreign placement, the student is obliged to submit to the Office for Student Affairs an application for permission for the individual placement, as specified in Appendix 4 to Order No. 28/XV R/2020 of the Rector of the Wrocław Medical University of 29 January 2020, by 31 March of the calendar year in which, according to the programme of study, the placement takes place, at the latest.
5. The application referred to in section 4 should indicate the place of placement, the date of completion of the placement and provide the consent of the host Entity, confirmed by the name stamp and signature of the person representing the facility.
6. In the case of a positive opinion of the university placement supervisor, the Dean gives consent to the individual placement.
7. A condition for execution of the individual domestic placements is the signing of an agreement between the University and the Entity.
8. A condition for execution of the individual foreign placements is:
 - 1) the consent of the person in charge of the Entity, given after reviewing the placement programme drawn up in English.

§ 5

Responsibilities of the student

1. Before commencing the placement, the student should download from the Office for Student Affairs or the website the placement programme appropriate to the year of study.
2. To qualify for the placement, a student must have:
 - 1) personal accident insurance covering the duration of the placement;
 - 2) a certificate of vaccination against hepatitis B;
 - 3) a current medical certificate for sanitary-epidemiological purposes;
 - 4) materials and tools necessary for documenting the course and getting a credit for the placement;
 - 5) protective medical clothing;
 - 6) a name badge made by the student in accordance with the template specified by the University. The student shall confirm the fulfilment of the qualification requirements for the placement by signing the placement programme.

3. The student is obliged, before starting the placement, to become familiar with the procedure to be followed after occupational exposure to viral infection: HIV, HBV, HCV in force at Wroclaw Medical University or at the Entity.
4. During the placement the student is obliged to:
 - 1) observe the regulations and rules of conduct in force at the Entity as well as regulations on the protection of personal data and classified information;
 - 2) comply with the instructions of the placement supervisor from the Entity related to the implementation of the placement programme;
 - 3) observe professional ethics and professional secrecy.
5. The student completing the placement is liable for damage to the premises and property of the entity during the placement caused by wilful misconduct.
6. The student completing the placement is not entitled to remuneration.

§ 6

Monitoring and evaluation of the work placement

1. In order to improve the quality of education, a procedure for monitoring the execution of work placements is introduced as defined in Appendix 1.
2. The objective of the procedure for monitoring the implementation of work placements is an annual review, including analysis and evaluation of:
 - 1) achievement of learning outcomes for work placements;
 - 2) correctness of the selection of places of placements, including their infrastructure;
 - 3) compliance of the placements with the programme;
 - 4) quality of reports on the completion of work placements;
 - 5) the results of the placement observation.
3. For the purposes of monitoring the execution of work placements, the following shall be introduced:
 - 1) a questionnaire for evaluation of the Entity by the student, constituting Appendix 2;
 - 2) a questionnaire for evaluation of the intern by the Entity, constituting Appendix 3;
 Work placement evaluation questionnaires are a supplement to the student and academic teacher evaluation questionnaires.
4. The questionnaires referred to in section 3 shall be submitted by students together with the placement programme no later than by 30 September of the calendar year in which the placement took place.
5. Questionnaires may be completed on paper or electronically.
6. The results of the questionnaires are compiled by work placement supervisors from the University.
7. The results of work placement reviews form the basis for formulating and implementing recommendations aimed at improving the quality of work placements. The conclusions from the reviews are forwarded to the Dean.
8. Supervisors of work placements from the University, together with the Dean, develop proposals for corrective measures, development and improvement of the quality of the work placement.
9. The degree and extent of change as a result of the actions set out in section 8 shall be analysed by the placement supervisors and submitted to the Dean.

§ 7

Credit for work placement

1. The basis for getting a credit for the placement is a certificate of completion of the placement according to the placement programme, including the date and place of the placement, the stamp or full details of the Entity, and the signature of the person granting a credit for the placement. If


the placement is completed outside the Republic of Poland, the certification should take place using the placement programme compiled in English.

2. The basis for getting a credit for the placement is the performance of all skills indicated in the placement programme. Programmes from which any item is deleted shall not be accepted.
3. The work placement is credited by the University placement supervisor on the basis of documentation prepared by the student, approved by the supervisor at the Entity, as well as the assessment of the verification of the student's achievement of learning outcomes by the supervisor at the Entity.

§ 8

1. This Order shall enter into force on the date of its signing.
2. Order No. 2/WL/2023 of the Dean of the Faculty of Medicine of the Wrocław Medical University of 1 June 2023 on the organisation of work placements in the medical faculty conducted at the Faculty of Medicine and the Wałbrzych Branch of the Wrocław Medical University is repealed.

Dean of the Faculty of Medicine
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