

Reference documents:

Education Act 1/2011

Government decision no. 4033/2011

The Charter of the University of Medicine and Pharmacy of Tîrgu Mureș

Order of the Ministry of Education, Research, Youth and Sports No. 3955/09.05.2008 regarding the approving the General frame of organizing probations of practice within the medical degree and master courses and the Framework Convention regarding the conduct of professional practice within the medical degree and master courses

Order of the Ministry of Health No. 140/26.01.2007 on approving the Methodology under which the collaboration between hospitals and medical higher education institutions, respectively medical education units is realized

Law 258/2007 regarding pupils and students' practice

SR EN ISO 9000: 2001 Quality management systems. Basic principles and vocabulary

SR EN ISO 9001:2001 Quality management systems. Requirements

SR EN ISO 9004:2001 Quality management systems. Guiding Lines for improving performances

REGULATION OF CONDUCT OF PROFESSIONAL PRACTICE

Regulation code: UMFTGM REG-72-F02

Drafted	The appointed working committee	Date: 2012
Verified	Assoc. prof. Adriana Ciurba	Date: 2012
Approved	Administrative Board	Date: 2012
	The Senate	Date: 2012

Date of enforcement:	2012
Date of withdrawal	



AIM

This regulation comprises the general framework for organizing and conducting students' professional practice and aims to establish standards, rules, and instructions in order to ensure its proper conduct.

APPLICATION FIELD

This Regulation shall apply within the University of Medicine and Pharmacy of Tîrgu Mureș.

Each faculty shall draw up specific rules in this regulation taking into account the specifics of the faculty, the majors.

LEGISLATION APPLICABLE BY THIS REGULATION

The law on accreditation of institutes of higher education and recognition of diplomas No. 88/1993, as amended and supplemented

LawNo.441/2001 approving the Government Emergency Ordinance No.133/2001 on university education and postgraduate education with tuition fee

Emergency ordinanceNo.75 of 12 July 2005 on ensuring the quality of education

LawNo.288/2004 regarding the organisation of University studies

Emergency ordinance No.78/2005 for modifying and supplementing Law 288/2004 regarding the organisation of University studies

Law 224 of11 July 2005 for modifying art.5 of Government Emergency ordinance No.133/200 regarding state university and postgraduate education with tuition fee for State-funded student places from the State budget

Government Decision No.88/2005 concerning the Organization of undergraduate studies

Order of the Ministry of Education and Research No.3235/10.02.2005 regarding the organization of the cycle of medical degree courses

Order of the Ministry of Education and ResearchNo.3617/16.03.2005 on the application of broad-based European credit transfer System

Order of the Ministry of Education and Research No.3928/21.04.2005 on ensuring the quality of educational services in institutions of higher education

Recommendation 2006/961 EC of the European Parliament and of the Council regarding transnational mobility within the European Community for the purposes of education and professional training: European Charter of quality for mobility

Decision 1720/2006 of the European Parliament and of the Council regarding the action programme „Life Long Learning” 2007-2013

TARGETS

- ensuring excellence in instruction-education and in scientific research;
- consolidation of theoretical knowledge and formation of practical skills of the student, so that (s)he can apply them according to the specialisation for which (s)he is trained;

- promoting science in the spirit of democracy, of moral standards, of academic freedoms in the context of European and universal culture and civilisation;
- adapting the knowledge and practical skills of the students to the labour market through both initial training and lifelong learning programmes;
- prospecting and exploitation of the possibilities of employment of graduates, depending on their skills and training.

Chapter I. Organising and conducting professional practice

Art.1. Definitions

- (1) *Professional practice (medical practice)* is a compulsory subject whose duration is regulated by the educational plan, in compliance with the rules in force.
- (2) *The professional practice organizer* is the University of Medicine and Pharmacy of Tîrgu Mureș, through its faculties.
- (3) *The professional practice partner* is an institution or a legal person carrying on an activity in correlation with the professions of the future graduates of the University of Medicine and Pharmacy of Tîrgu Mureș.
- (4) *Practitioner*—the student or the master student carrying out practical activities for the consolidation of theoretical knowledge and formation of skills, so that (s)he can apply them according to the specialization for which (s)he is trained.
- (5) *Teacher supervisor (coordinator)* - the person named by the professional practice organizer, who will ensure the planning, organizing, and supervising of the conduct of professional practice.
- (6) *Tutor*- the person designated by the partner of practice, which will ensure compliance with the requirements of training and acquiring professional competences planned for the practical training period by the practitioner.

Organizing and conducting professional practice

Art. 2. The practice of students is carried out on the basis of a Framework Convention on cooperation between the organiser of practice and practice partner, referred to in Annex01. This is accompanied by document portfolio for professional practice that includes educational objectives to be reached, the competences that must be obtained through professional practice, as well as its ways of progress.

Calendar

Art. 3. Professional practice is held at the end of the year of study, in accordance with educational plans. The calendar of activities for the organization and conduct of the practice shall be drawn up annually, at the beginning of the academic year.

Venue

Art. 4. There are two methods of determining the establishments in which students / master students can pursue their professional practice; these are clearly detailed in the specifications to this regulation of each Faculty, according to the specialization and the study year:

- The student/master student identifies the venue of conduct of professional practice; the requirements are related to the ensuring of conditions set out in the syllabus and to the acceptance by the respective institution;
- The organizer of practice sets out the respective establishments, places available for practice in the town of Tîrgu Mureș and the teacher supervisor makes the information public on the web site of the University or the Bulletin Board.

Art. 5. In order to carry out the practice in the institutions proposed by the student/master student, after finding the venue, or for the available venues assigned by the faculty, (s)he shall submit an application in accordance with Annex 02 towards the Faculty management which, through the teacher supervisor, analyzes and validates the venues for its conduct. Each faculty governs deadline for submission of applications.

Art. 6. The Coordinator designated with practice organization (teacher supervisor) shall centralize data based applications, approved with regard to the venue of the practice, shall create a database of this information, and shall complete the distribution of students/master students.

Art. 7. The students stand at the venue for practical work on the basis of a document issued by the Dean's office of each faculty to the institution, according to Annex 03, accompanied by the syllabus of each study programme, and each year of study mentioned in Annex 04, and by the assessment form of the student's activity according to Annex 05.

Art. 8. Syllabuses include the educational targets to be achieved in each year of study.

Chapter II. Obligations and responsibilities

Art. 9. The practice organizer, represented by the teacher supervisor, has the following obligations:

- (1) Facilitates obtaining employment for university students;
- (2) Prepares the syllabus;
- (3) Brings to the attention of the students the rules of organisation and conduct of the practice (including its annexes, which are an integral part of this regulation) and the syllabuses;
- (4) Analyses and validates the practice venues proposed by students on the basis of applications made by them;
- (5) Organizes and carries out the procedure for the award of available practice venues through the framework conventions of collaboration concluded by the University with its practice partners;
- (6) Provides the Dean's Office of the Faculty with centralized information about the venue, the period, and the programme of conduct of the students' practice;
- (7) Ensures permanent communication with the Faculty management (dean, vice dean);
- (8) Ensures permanent contact with students in order to inform, support, and coordinate them for a conduct of practice in good conditions;

- (9) Ensures an appropriate framework at the level of the faculty for the issue to the students /master students of the requests for practice, syllabus and certificate model (assessment form) to be completed by the partner of practice with respect to the conduct of this activity;
- (10) Ensures contact with the institutions with framework conventions of collaboration are concluded;
- (11) Carries out monitoring visits at the partner of practice to assess the conduct of practice activity;
- (12) Ensures proper conditions for the organization and conduct of the practice oral examination/examination;
- (13) Informs students /master students about the date, venue, and manner of conducting the practice oral examination / examination;
- (14) Identifies and resolves current problems by contacting the managers within the host or partner entities of practice;
- (15) When the conduct of practice is not consistent with the commitments made by the partner of practice within the framework convention of collaboration this shall inform the management of the host institution which can decide to interrupt the practical activity according to the framework convention after informing the chief of the partner of practice and after receiving he confirmation of receiving this information. Another partner of practice shall be selected in order to continue the collaboration.
- (16) After the successful conduct of professional practice, the organizer of practice shall give the practitioner the number of due credit points.

The organizer of practice does not take responsibility for possible damage caused by practitioners at the partner of practice.

Art. 10. The partner of practice has the following obligations:

- (1) Designates a person responsible for the practice activity of students /master students, called tutor, with higher education and professional qualification in the field, to assist them throughout the period of the practice;
- (2) Ensures the conditions necessary for the conduct of the practice activity according to the requirements of the educational plan and of the syllabus;
- (3) Guides the work of the practitioner to strengthen his (her)theoretical knowledge and practical skills training, and gives him (her)the necessary means;
- (4) Presents the student / master student the Regulation of Interior Order of the institution and presents the briefing about the rules for safety and health at work in accordance with the legislation in force;
- (5) Observes and records the turnout at the activity of the student / master student;
- (6) Approves the practice notebook of the student / master student;
- (7) In the case of a breach of obligations by the practitioner, the teaching supervisor is to be contacted;
- (8) Assesses the activity of the student / master student according to the assessment form.

The organising educational institution from where the practitioners come achieves evaluation of the capacity of the partner of practice in terms of logistical, technical, technological, and organizational level.

Art. 11. The obligations of the practitioner:

- (1) To conduct his (her) activity according to the syllabus;
- (2) To respect the duration and period imposed by the organizer of practice. Attendance at practices is mandatory. In case of illness or other objective causes, the practice shall be done with the consent of the organizer and of the partner of practice, in accordance with the duration, without disrupting the process of theoretical instruction. Practitioner with unexcused absences shall not be admitted to take the practice oral examination / examination;
- (3) To comply with the Regulation of Interior Order of the partner of practice and the rules of labour protection and defence against fire, specific to the activity which is carried out;
- (4) To comply with the internal discipline of the institution where they carry out the specialty practice;
- (5) To respect the confidentiality of data and information which are available during work practice about partner of practice orbits customers/patients;
- (6) To record in the practice notebook the daily activity, practiced skills, personal observations on the work done;
- (7) The practitioner actively participates in the activities of the partner of practice only if they are in the interest of his (her) specialization, knowledge development, but only after the conduct of the briefings on safety at work, specific to those activities;

Chapter III. Recognition and assessment of professional practice

Art. 12. Recognition of passing the specialty practice exam is achieved by granting transferable credit points according to the educational plan.

Art. 13. Assessment shall be done in the first week of the next academic year, at a date that shall be communicated to students in due time. The assessment type of the activity of students/ masters student is made known to them at the beginning of the practice training.

Art. 14. The assessment of the practice activity is done by a commission named by the Faculty Council of each faculty within the University of Medicine and Pharmacy of Tîrgu Mureș.

Art. 15. The assessment of the practice activity ends by giving a mark, taking into account the practice tutor's feedback in assessment form, the notebook and other requirements in the specifications of each faculty.

Art. 16. The practitioner who had unexcused absences shall not be admitted to the oral examination/ examination. (S)he is obliged to carry out the non accomplished activity, to complete his (her) notebook and has the possibility to take the oral examination / examination in a later session. The student who does not come to the oral examination shall be written absent in the grade book.

Art. 17. On-the-job practice carried out abroad within the programme „Life Long Learning” is recognized as practice programme according to this regulation, based on presented documents.

Art. 18. Keeping record of the assessment forms shall be done by the teacher supervisor of specialty practice, according to the procedures established by each faculty, according to their specific and study programme.

Chapter IV. Final provisions

Art. 19. This Regulation can be modified and completed through decisions of the Senate of the University of Medicine and Pharmacy of Tîrgu Mureș at the proposal of the Faculty Councils.

Art. 20. This Regulation shall be communicated to students each academic year, 30 days before the beginning of specialty practice.

The Senate of the University of Medicine and Pharmacy of Tîrgu Mureș has approved this regulation in 2012 and this has come into force beginning with the academic year 2012/ 2013.

Annexes

ANNEX 01: UMFTGM-REG-72-F01 –Framework convention regarding the conduct of professional practice within the medical degree courses

ANNEX 02: UMFTGM-REG-72-F02 - Request for approving the venue of conduct of professional practice.

ANNEX 03. UMFTGM-REG-72-F03 –The document of the faculty towards the partner of practice

ANNEX 04. UMFTGM-REG-72-F04 –The syllabus of professional practice

ANNEX 05. UMFTGM-REG-72-F05 - The assessment form of the student/ master student

ANNEX 01: UMFTGM-REG-72-F01

Framework Convention regarding the conduct of professional practice within the medical degree courses

No. /

This framework convention is concluded between:

University of Medicine and Pharmacy of Tîrgu Mureș (hereinafter referred to as the organizer of practice),

represented by Rector Prof. Azamfirei Leonard, PhD

address of the organizer of practice: Tîrgu Mureș, 38. Gh. Marinescu Str.

email: rectorat@umftgm.ro, telephone: 0265-215551

The company, local or central institution, the legal person _____

(hereinafter referred to as partner of practice),

represented by (name and capacity) Mr./ Mrs. _____

address of the partner of practice: _____

email: _____, telephone: _____

ARTICLE 1

The object of the frame work convention

(1) The framework convention establishes the framework within which professional practice is organized and carried out to strengthen the theoretical knowledge and skills training, to apply them according to the specialization for which the practitioner is trained.

(2) Ways of carrying out and contents of the practical training are described in this framework convention and in the portfolio for professional practice in the annexe to this framework convention.

ARTICLE 2

Professional practice duration and period

(1) The duration of the practical training is of _____

(2) The period of carrying out the practical training is from _____ (day/ month/ year) till _____ (day/ month/ year)

ARTICLE 3

Responsibilities of the practitioner

(1) The practitioner has the obligation throughout the practical training to respect the work programme and to carry out the activities mentioned by the tutor according to the portfolio for professional practice, to comply with the legal framework regarding their amount and difficulty.

(2) Throughout the training, the practitioner complies with the Regulation of Interior Order of the partner of practice. The practitioner is bound to keep the rules for safety and health at work learned from the representative of the partner of practice before the beginning of the practical training.

(3) The practitioner engages oneself not to use at all the information accessible to him (her) during the practical training about the partner of practice or its clients, in order to communicate them to a third party or to publish them, even after the end of the practical training, unless (s)he has the consent of that partner of practice.

ARTICLE 4

Responsibilities of the partner of practice

(1) The partner of practice shall assign a tutor for practical training, selected from its own employees and whose obligations are mentioned in the portfolio for professional practice, which is a part of the framework convention.

(2) Before the beginning of the practical training, the partner has the obligation to conduct for the practitioner the briefing about the rules for safety and health at work according to the laws in force.

(3) The partner of practice must provide the practitioner with all the means necessary for getting the skills mentioned in portfolio for professional practice.

ARTICLE 5

Obligations organizer of practice

(1) The organizer of practice assigns a teacher supervisor to be responsible with the planning, organization, and supervision of the practical training.

(2) After the successful completion of the practical training, the organizer gives the practitioner a number of transferable credit points according to the provisions of the educational plans.

ARTICLE 6

Report on training in specialty practice

(1) During the professional practice, the tutor shall continuously assess the practitioner, on the basis of an assessment form. Both the level of professional skills, behaviour, and the way of integration of the practitioner in the activity the partner of practice shall be assessed.

(2) At the end of the professional practice, the tutor shall fill in the assessment form, on the basis of the assessment of the acquired skills by the practitioner. The result of this assessment will underpin the grading of the practitioner.

(3) Periodically and after the end of the practical training, the practitioner shall show a practice notebook containing: skills trained; activities carried out during the practical training; personal remarks about the activity.

ARTICLE 7

Final provisions

This framework convention was drawn up in two copies on: _____

Rector,

Prof. Leonard Azamfirei, PhD _____

(Signature and stamp)

Representative

Health Unit, Company, Institution,

(Function, Name) (Signature and stamp)

PORTFOLIO FOR PROFESSIONAL PRACTICE

to the framework convention on the carrying out professional practice

1. Total duration of training on the job: _____

2. Calendar: _____

3. Period of practice, working time, and schedule (the days of practical training in the case of part time job to be mentioned):

4. The address where the practical training shall take place:

5. Rights and responsibilities of the teacher from the education unit organizing the practice, during the practical training:

- Ensures permanent contact to students in order to inform, support, and coordinate them for a conduct of practice in good conditions
- Performs monitoring visits at the partner of practice in order to assess the way in which the activity of practice is carried out
- Informs students upon date, venue and way of carrying out the practice oral examination/ examination
- Identifies and resolves current problems by contacting the managers within the host or partner entities of practice

6. Rights and responsibilities of the tutor of practice assigned by the partner of practice:

- Ensures the conditions necessary for the conduct of the practice activity according to the requirements of the educational plan and of the syllabus
- Guides the work of the practitioner to strengthen his (her) theoretical knowledge and practical skills training, and gives him (her) the necessary means
- Presents the student the Regulation of Interior Order of the institution and presents the briefing about the rules for safety and health at work in accordance with the legislation in force
- Observes and records the student's turnout at the activity
- Approves the practice notebook of the student
- In the case of a breach of obligations by the practitioner, the teaching supervisor is to be contacted
- Assesses the activity of the student according to the assessment form

7. The defining of skills to be acquired during practical training is accomplished by the syllabuses of each faculty, study programme, and each year of study respectively.

The whole activity shall be reflected in the practice notebook.

8. Ways of assessing professional training acquired by the practitioner during practical training.

The assessment of the practice activity is carried out according to the specific rules in the Regulations of each study programme, and ends by giving a mark.





Annex 02: UMFTGM-REG-72-F02

DEAN

APPROVED

YES NO

Type of request: Approval of SPECIALTY PRACTICE

Faculty: _____

Study programme: _____

The undersigned _____, _____-year student, academic year _____, I hereby request the approval of the specialty practice in _____

_____, town _____, county _____.

I **have/ do not have** the acceptance of the medical/ pharmaceutical institution to perform my speciality practice.

Date:

Signature:



Annex 03: UMFTGM-REG-72-F03

No. /

To _____,

We kindly ask you to agree that the student
_____, year _____,
Faculty _____, study programme
_____ performs their speciality practice of the academic year
_____, in your institution during _____, fulfilling a
daily activity of _____ hours (___days/ week) according to the timetable of your institution.

Please find the objectives to be achieved during this specialty practice in the attached syllabus.

After the practice is completed, the student evaluation form will be filled out in order to be handed in along with the practice notebook with the view to taking the colloquium/ examination.

Greatly indebted for your understanding and cooperation.

Dean,



SYLLABUS

Specialty practice year _____

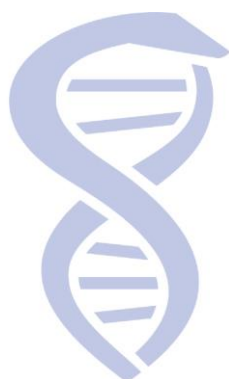
Faculty _____

Study program _____

Academic year _____

OBJECTIVES *

* The objectives are set by each faculty according to the abilities/ skills to be acquired by the practising student.



STUDENT ASSESSMENT FORM

Student year _____

Surname, given name _____

Period of speciality practice _____

Practice institution _____

Telephone number _____ Address _____

Name of tutor _____

ASSESSMENT OF THE STUDENT'S ACTIVITY AND BEHAVIOUR*

*Each faculty develops an assessment form in accordance with the specificity of the targeted specialisation

