



«International University of Kyrgyzstan»

Regulation
on the Internship Department
International School of Medicine "IUK"
ISM "IUK" QMS-R-3.2.8. -2021


«APPROVED»

Rector of the IUK
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"29"



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1. General Provisions

1.1. This provision regulates the activities of the Internship Department (hereinafter ID) as a structural subdivision of the International School of Medicine “IUK” in the implementation of the Department's main activities, interaction with other departments of the university and third-party organizations in accordance with its purpose in the structure of the “IUK”.

1.2. The internship department is a part of the International School of Medicine “IUK» and is directly subordinate to the vice-rector for clinical and medical work.

1.3. The department is created, reorganized and liquidated by the order of the rector of the “IUK”.


1.4. The structure and staffing of the department are approved by the rector of the on the recommendation of the vice-rector for clinical and medical work, depending on the tasks and functions assigned to him.

1.5. The department is headed by a chief appointed and dismissed by the order of the rector of the “IUK”.

1.6. Other employees of the department are appointed and dismissed by the order of the rector of the “IUK” on the proposal of the vice-rector for clinical and medical work and in agreement with the vice-rector for academic affairs.

1.7. The ID organizes its activities on the basis of the plans of the ISM “IUK” in accordance with its tasks and functions together with other divisions of the ISM "IUK".

1.8. In its activities, the ID is guided by the legislation of the Kyrgyz Republic, the Charter of the “IUK”, decisions of the Academic Council, orders and orders of the rector, local acts, as well as this regulation.


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2. Goals and objectives

- 2.1. Organization and implementation of all types of educational and industrial practices at a high organizational and methodological level in order to ensure the continuity and consistency of the formation and mastery of professional skills and abilities of students in accordance with the requirements of the Compulsory educational program of the "IUK" to the level of preparation of the graduate.
- 2.2. Management of the activities of the subdivisions of the ISM "IUK" on the issues of production practice involved in its conduct.
- 2.3. Selection and determination of compliance with the type of practice of the bases for its implementation.
- 2.4. Providing students with places for internships.
- 2.5. Organization of the conclusion of contracts with healthcare organizations selected as bases of practice;
- 2.6. Ensuring the implementation of organizational measures before students go to practice.
- 2.7. General organizational management of internship for students of the ISM "IUK".
- 2.8. Control of the work of the departments for planning and organizing the practical training for students of the ISM "IUK" in accordance with the curriculum.

3. Functions

- 3.1. Coordination of internship in the ISM "IUK» at all stages.
- 3.2. Ensuring planning, organization and accounting of the results of all types of internship in the ISM "IUK».
- 3.3. Preparation of draft contracts with enterprises, institutions and organizations for all types of practice in accordance with the approved curricula.

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3.4. Contacting the clinical bases of practice by agreeing on the conditions and time of the practice.

3.5. Carrying out work to expand and strengthen ties with basic organizations in the profile of training specialists.

3.6. Development of forms of joint work of the department with basic organizations in the training of specialists aimed at mastering students' professional skills, gaining experience in medical activities.

3.7. Control over the work of practice leaders from departments and clinical bases, elimination of shortcomings in the practice.

3.8. Ensuring the collection, timely processing and systematization of data on the implementation of the requirements of the Compulsory educational program of the ESPC "IUK" and local acts of the University in terms of organizing and conducting industrial practice, monitoring their implementation.

3.9. Organization of collection, systematization and accumulation of instructive, normative and methodological materials on the issues of industrial practice of students.

3.10. Participation in drawing up an internship schedule by type of internship, by years of study in accordance with the curriculum.


3.11. Conducting research on the formation of student's professional qualities during the period of practice, reflecting the quality of its implementation.

3.12. Carrying out work with students to conclude individual contracts for practice.

3.13. Providing students with places for practical training.

3.14. Participation in the methodological work of the departments on industrial practices.

3.15. Reception and verification of reporting documentation of practice managers from departments, provided to the internship department

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3.16. Monitoring the performance of the training load in practice and the practice program.

3.18. Statistical processing and analysis of information based on the results of field internships.

3.19. Preparation of a consolidated report on the results of organizing and conducting practices.

3.20. Participation in the annual survey of students.

3.21. Updating information on the website of the ISM "IUK" section "Internship Department".

4. Structure and staffing

4.1. The department consists of the head of the department and specialists.

4.2. The head of the department organizes and directs the work of the ID, represents the department in the Department of Education of the "IUK".

4.3. The powers, rights, duties, responsibilities and requirements for the qualifications of PPE employees are determined by the relevant job descriptions.


5. Rights

5.1. The rights of the ID related to its activities are exercised by the head of the department.

5.2. The rights and obligations of the head of the department are determined by his job description.

5.3. The industrial practice department has the right to:

- to request information and documents from faculties, departments and subdivisions of the ISM "IUK" necessary for the performance of work within the competence of the department, incl. orders and orders of the dean's office concerning the practical training of students, reports on the results of the practice;

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- participate in meetings on the organization, conduct and improvement of the process of educational and industrial practice;
- to make proposals for improving the practice and improving the quality of professional training of specialists;
- represent, in the established manner, ISM "IUK" in government bodies, other institutions and organizations on issues within the competence of the department;
- to get acquainted with the draft decisions of the management of the "IUK" on the work of the department;
- initiate the conclusion of agreements on the organization of practices.

6. Service communications

6.1. The interaction of the ID with the faculties and divisions of ISM "IUK" on the organization of internships is carried out on a regular basis on the basis of the regulation on the field internship for students of the ISM "IUK" and the internal organizational and legal documents provided for by it, based on production needs.

6.2. The interaction of the ID with third-party healthcare organizations on the issues of conducting practices is carried out within the framework of contractual documents with these organizations.

7. Responsibility

7.1. Department employees are responsible for:

- violation of the provisions of the Charter of the "IUK", regulatory and local acts;
- for non-fulfillment or improper fulfillment of their official duties within the limits determined by the current labor legislation of the Kyrgyz Republic;
- violation of safety rules, labor protection, internal labor regulations of the college;
- provision of untimely and (or) inaccurate information to the management of the ISM "IUK";

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- for offenses committed in the course of their activities, within the limits determined by the current criminal, administrative and civil legislation of the Kyrgyz Republic, as well as in accordance with the Internal Labor Regulations of the ISM "IUK" and specific service descriptions.

8. Logistics

8.1. The material and technical equipment of the ID ISM is carried out from the budget of the "IUK".

8.2. If necessary, the management of the "IUK" can allocate additional financial and material resources necessary to resolve the issues of the functional activities of the ID ISM

9. Termination of activities

9.1. The decision to amend, supplement and cancel this Regulation is made by the management of the "IUK" in the prescribed manner.

9.2. In the event of liquidation and reorganization of the ID, the dismissed employees are guaranteed the observance of their rights in accordance with the legislation of the Kyrgyz Republic.

10. Storage and transmission of copies of the regulations

10.1. The first copy of the Regulation is kept in the personnel department. A copy with the mark of the personnel department on the acceptance of the document is stored in the OPP, an electronic copy - in the ISM database of the "IUK".