



Non-commercial educational institution
Educational-scientific-production complex
"International University of Kyrgyzstan"

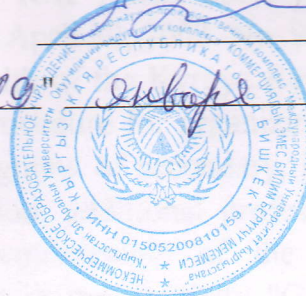
Regulation
on the field internship of students
International School of Medicine NCEI ESPC "IUK"
ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

"APPROVED"

Rector of the NCEI ESPC "IUK"


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"29" 2021



REGULATION

**on the field internship of students of the International School of Medicine
Educational-Scientific-Production-Complex
"International University of Kyrgyzstan"
ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021**

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	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

1. General Provisions

The regulation on the field internship of students of the International School of Medicine of the Educational-Scientific-Production Complex "International University of Kyrgyzstan" (hereinafter ISM ESPC "IUK") was developed in accordance with the Law of the Kyrgyz Republic dated April 30, 2003. No. 92 "On Education", based on the order of the Ministry of Health of the Kyrgyz Republic dated April 16, 2012. No. 362 "On approval of the procedure for organizing and conducting practical training in basic educational programs of secondary, higher and postgraduate medical and pharmaceutical education, additional professional educational programs", in accordance with the requirements of the State educational standard of higher professional education in the specialty "General Medicine", the Charter of Educational and Scientific -Production Complex of the International University of Kyrgyzstan and the Regulation of the International School of Medicine ESPC "IUK".


1.1. This Regulation determines the procedure for organizing and conducting educational and production practice of students of ISM ESPC "IUK", contains requirements for planning, material support, content and summing up the practice.

1.2. The main goal of the field internship of students is to consolidate and deepen theoretical knowledge, acquire the necessary skills, abilities and apply them in practice.

1.3. The objectives of the practice are the formation of students in the organization of health care professional skills and abilities on the basis of theoretical knowledge, their preparation for independent professional activities of a general practitioner (hereinafter DGP)

1.4. The timing, duration and content of the types of industrial practice are determined by the management of the ISM ESPC "IUK" in accordance with the approved curricula and programs, as well as on the basis of contracts with clinical bases. The practice is carried out in health care organizations corresponding to the profile of training specialists.

1.5. The bases of practical training for students are established on a contractual basis between the management of the ESPC "IUK" and the administration of the health organization of the receiving party.

	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

Heads of internship are appointed by the order of the rector of ESPC "IUK" from the teaching staff of clinical departments responsible for conducting industrial practice.

1.7. Methodological support, control of the organization of practice and the current certification of students are carried out by the heads of practice from clinical departments, a representative of the health care organization and the internship department of the ISM ESPC "IUK".

1.8. The basis for sending students to practical training is the order of the rector of the ESPC "IUK".

1.9. Internship grades are equated to theoretical learning grades and are considered when summarizing the results of the general progress of students and issuing diplomas.

1.10. Responsibility for organizing and conducting training and practical training is borne by the vice-rector for medical and clinical work, the dean of the faculty, heads of clinical departments, the head of the ID ISM "IUK" and the heads of practices within their competence.


2. Types, forms and methods of internship

2.1. In accordance with the curriculum of ISM ESPC "IUK" students are required to undergo 4 types of practices:

- **Nurse Assistant (2nd semester);**
- **Assistant paramedic of an ambulance (4, 5 semester);**
- **Doctor's assistant in a hospital (6.7 semester);**
- **Physician assistant of the group of family doctors (9.10 semester).**

2.2. Production practice is carried out in the following forms:

- continuously (by highlighting in the schedule of the educational process a continuous period of study time for practice);
- discretely (by alternating in the schedule of the educational process, conducting practices with periods of study time for the assimilation of theoretical knowledge);

	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

- on-site practice (possible for students wishing to practice abroad).

2.3. Production practice methods / methods:

- active methods at the patient's bed;
- the use of virtual training simulators (simulation classes);
- distance practice.

2.4. Distance practice is carried out with the aim of students gaining experience of independent scientific, analytical and practical work.

2.5. Conducting the practice remotely includes:

- solving academic assignments;
- video report on the work performed for control by the head of the practice;
- discussion with the head of the practice of educational issues and consultations;
- error correction and correction.


2.6. In remote practice, the head of the practice controls the student's actions via the Internet.

3. Internship Content

3.1. The planning and content of field internship at all its stages should ensure that state requirements for a minimum content and level of training of a general practitioner are met, depending on the qualifications, duration of training, and the relationship between practice and theoretical training.

3.2. The internship program must contain:

- goal and tasks;
- the terms of the internship;
- a list of practical skills provided by the internship program of the corresponding course;
- the structure of reports of the heads of internship;
- the scheme of the final certification;

	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

- Conducting conversations and consultations with students, as well as other activities aimed at consolidating the knowledge gained in the learning process

3.3. The preparation of a distance learning program includes:

- preparation of the program and preparation of video materials by type of practice;
- drawing up recommendations on the given topics of distance learning practice for independent analysis and structuring of information by students;
- discussion of the practice report with video materials.

3.4. Internship programs are developed by the departments taking into account the curriculum, according to which students study in accordance with the adopted program of the state educational standard (hereinafter SES), with the requirements of the Compulsory educational program of the ESPC "IUK" to the level of training of the graduate and are approved in the prescribed manner.

4. Field Internship Organization

4.1. Educational and methodological guidance of production practice is carried out by the departments of the ISM ESPC "IUK".

4.2. The organizational management of the practice is carried out by the internship department of the ISM ESPC "IUK".


4.3. The terms of the internship are established on the basis of the curricula of the ISM ESPC "IUK".

4.4. Clinical bases for the practice are determined by medical organizations, regardless of the form of ownership, with which an agreement is concluded on the conduct of internship for students of the ISM ESPC "IUK".

4.5. The management of the healthcare organization where the practice is conducted appoints the head of the production practice from among the employees of the healthcare organization, who directly supervises the practice at this clinical base.

5. Departments organizing internship

5.1. Prepare and approve training programs for methodological documentation of internship.

	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

5.2. The required number of teachers is planned for the methodological guidance of the students' practice.

5.3. Submit to the ID (Internship Department) of the ISM ESPC "IUK" an extract from the minutes of the meeting of the department on the appointment of heads of practice.

5.4. Practice leaders from departments.

5.4.1. Get the transcripts.

5.4.2. Introduce students to the goals, objectives and program of internships.

5.4.3. Instruct students on the procedure for undergoing internship, filling out an internship diary and drawing up an internship report.

5.4.4. Together with the head of the practice of the clinical base, they control the attendance of the practice by students, inform the ID of the ISM ESPC "IUK".

5.4.5. They organize a test based on the results of the practice and submit the test sheets with grades to the ID of the ISM "IUK".

5.4.6. After the end of the internship, within three days, they submit to the FI a report on the internship with proposals for improving the organization of the internship.

6. Internship Department

6.1. Participates in the work on the selection of clinical bases for production practice.


6.2. Takes part in the conclusion of contracts with medical organizations for students to undergo production practice.

6.3. Selectively checks the readiness of clinical bases to accept students for internship.

6.4. Determines the quantitative composition of the group for the practical training, depending on the type of practice.

6.5. Provides the dean's office with a list of clinical bases and the number of students for practical training in each clinical base.

6.6. Participates in scheduling and assigning students to clinical practice bases.

	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

6.7. Together with the heads of practical training from the departments, he conducts meetings for students on organizational and methodological issues and labor protection.

6.8. Provides students with directions to practice.

6.9. Issues to students before the start of practical training documentation on production practice (diary, industrial practice programs).

6.10. Carries out, together with the heads of practices from clinical departments, the current control of the practice of students.

6.11. Controls the timeliness of the delivery of reporting documentation and tests based on the results of production practice.

6.12. Responsible for reports, inquiries, letters on production practice.

6.13. Summarizes the results of industrial practice according to the reports of departments and the dean's office, prepares a final report on the results of production practice.

7. The immediate head of the practice at the base internship

7.1. Together with the head of the group, draws up a schedule of internship and distributes students to workplaces in accordance with the schedule.


7.2. He instructs students on safety, fire safety and sanitary and hygienic requirements at the workplace, checking their knowledge and drawing up the established documentation.

7.3. Provides the necessary conditions for students to complete the practice program, organizes their work.

7.4. Introduces students to the organization of work at a specific workplace and the modern methods and techniques used in work.

7.5. Supervises the work of students during the period of internship in order to fulfill the students' internship program.

7.6. Provides students with daily assistance in the implementation of the program of production practice, their acquisition of professional knowledge and practical skills.

	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

7.7. Bears full responsibility for accidents with students in this organization, immediately informs the management of the ISM ESPC "IUK" about cases of injury or gross violation of labor discipline by students.

7.8. Encourages or imposes penalties on students by order of the health organization and informs the vice-rector for clinical and medical work and the head of the ISM ID.

7.9. At the end of the practice period, he compiles a characteristic reflecting the level of professional knowledge, abilities and skills, the quality of assignments and programs, by students.

8. Student responsibilities when passing internship

8.1. Observe the current internal labor regulations and safety regulations, strictly comply with the requirements for labor protection, sanitary and hygienic and anti-epidemic requirements of the healthcare organization (practice base).

8.2. Have a medical book, student ID, medical gown, bonnet, 3-4 medical masks and removable shoes with you.

8.3. To actively and fully carry out the tasks provided for in the practice program.

8.4. Take responsibility for the work performed and its results.

8.5. Master the skills and manipulations in accordance with the requirements of the internship program.


8.6. Keep a daily record of the work performed and fill out a diary of production practice.

8.7. Based on the results of the internship, draw up a written report, the volume of which is determined by the content of the internship program.

8.8. Pass the test based on the results of the practice.

8.9. Submit a report and practice diary signed by the head of the practice from the healthcare organization and the head of the practice from the department of the ISM ESPC "IUK" to the Internship Department .

9. Internship documentation and report

	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

9.1. The diary of internship is filled in by the student every day, which reflects the volume of work performed per day, the diary is signed by the head of the practice at the end of the working day.

9.2. A summary report on internship is drawn up by the student at the end of the practice and certified by the signature of the head of the practice and the seal of the medical organization.

9.3. At the end of the practice, the student passes the test to the head of the practice from the department.

9.4. Students who have undergone practical training in foreign countries are certified by an attestation commission, created by order of the rector of the ESPC "IUK", according to the schedule drawn up by the dean's office and ID ISM "IUK"

9.5. The head of practice from the department fills in the transcripts and draws up a final report on internaship.

9.6. The final report on the results of the internship is summarized by the head of the ID ISM "IUK".

9.7. After passing the test, the diaries of students' industrial practice are kept in the DI ISM "IUK" for one year.


10. Summing up the results of internship

10.1. The reports of the heads of the practice and the results of the analysis of the passage of the practice are heard at the meeting of the department.

10.2. The lecturers of the department submit the transcripts and the final report on the production practice to the ID ISM "IUK" within a week after the end of the industrial practice.

10.3. Based on the report of the head of the ID, a student who did not complete the internship program for an unjustified reason, received a negative review of the work or an unsatisfactory mark when passing the test for practice, is subject to expulsion or is sent for a second course of production practice by decision of the management of the ISM ESPC "IUK".

10.4. The final report on the results of the internship is presented by the head of the ID to the management of the ISM ESPC "IUK" no later than 20 days after the start of the next academic semester.


	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

11. Material provision of practice

11.1. Remuneration of labor of workers of health care organizations for the management of internship is made from the funds of the ESPC "IUK" for actually worked time on the basis of an employment agreement.

11.2. During the internship outside Bishkek, students are provided with motor transport of the ESPC "IUK" to the place of production practice and back.

Developer: Internship Department of the ISM ESPC "IUK"

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	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

Approval sheet:

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	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021


Change Registration Sheet

№	Document which reflects the changes (order, direction)	Date	Signature	Print full name
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	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021

Review worksheet

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	Non-commercial educational institution Educational-scientific-production complex "International University of Kyrgyzstan"
	Regulation on the field internship of students International School of Medicine NCEI ESPC "IUK" ISM NCEI ESPC "IUK" QMS-R-3.2.9. -2021