

# ***Clinical practice abroad for the medical programme of the University of Tartu***

This document provides a brief overview of what every student going abroad for clinical practice should know - whether you are going to Lapland to heal Santa Claus or to Sicily to take bullets out of the Cosa Nostra guys.

If the following doesn't answer all of your questions, turn to the practice coordinators. If they are in trouble, the academic affairs specialists from the Dean's office will help.

## **1. Prepare a study plan, a traineeship plan and a training agreement**

All documents must be completed separately for each institution where you will practice. So, if you have decided to spend emergency medicine cycle in Salvatore fixing completely legal wounds and during the course of a surgical cycle you want to deal with the diabetic leg of Santa Claus in Finland, then you will have to fill in two study plans, two traineeship plans and two training agreements. All of these documents are on the same web-page as this instruction.

In the study plan you will be asked for a number of ECTS completed abroad. Clinical practice is divided into five subjects, similar to division of practice cycles. Four basic cycles (surgery, internal medicine, emergency medicine and family medicine) each give 12 ECTS, the elective placement is 7 ECTS – all together 55 ECTS.

**NB!** Subjects (or practice cycles) that are performed abroad can't be registered to in Study Information System as it should be done for the cycles that are performed in Estonia. You will be registered to subjects performed abroad at the end of the semester on the basis of the documents you have submitted.

**NB!** Students who practice family medicine abroad need to notify **Liis Pöld** (liis.pold@ut.ee), secretary of the Department of Family Medicine and Public Health, who adds the student to Moodle. Completing the Moodle course in parallel with the practice of family medicine is compulsory irrespective of the country of destination of the cycle.

In a training agreement you must submit: (a) a detailed programme of practice; (b) tasks at the place where the practice is carried out; (c) the knowledge and skills to be acquired; and (d) how you are evaluated. The following questions must be covered: (a) in which department or departments are you going to work and when; (b) what will be your tasks; (c) that your purpose is to acquire the theoretical knowledge and practical skills necessary for work in, for example, emergency medicine or internal medicine; and (d) that you provide case studies during your placement and you are given feedback on your performance at the end of your placement. A brief summary of this information must be included in the traineeship plan under the content of the practice.

**NB!** Please write your name and the name of the institution where you will practice, in capital letters. The name of the supervisor must also be written near the signature, as this data will be used to enter information in the SIS.

Students going with the Erasmus programme will have to fill in the Erasmus programme training agreement instead of a regular training agreement. It can be found on the university website, along with a guide to complete it.

Keep in mind that if you do up to 2 practice cycles abroad, you don't need to get acceptance for it. If you perform more than 2 cycles abroad you must obtain consent from Sulev Haldre, general supervisor for clinical practice. The terms about which departments you can practice in apply to everybody.

## **2. Send training agreement for signing to the practice base**

If you have prepared a training agreement, you must receive a signature from the representative of the host institution. You do not necessarily need to return an original document, it is sufficient if it is faxed back to you with a signature (because fax is absolutely the thing you use on a daily basis☺), or scanned and sent by e-mail.

**NB! The signature of a contact person from a mediate company (like representative of Attendo) is not enough** in case you decide to go to Finland. You still need to get a confirmation from the host hospital, because they will also grade your practice logbook and are actually there for the time of the placement. Sometimes you don't know for a long time where exactly you are going, but the principle still applies - as early as possible!

## **3. Take the training agreement to the Dean`s office for signing**

If the training agreement has arrived back to you - now that it's already signed by both you and the host institution's representatives - then bring it to the Dean`s office along with the study and the traineeship plans, where they will be kept. As a result, the student is then considered to be a practitioner abroad, and this is reflected both in the study information system and in your graduation papers.

NB! The general supervisor signs the contracts in the Dean's office; you don't need to contact him separately for this matter.

## **4. Fill the clinical practice logbook during practice carefully**

A logbook reflects the fact that you have actually finished the practice abroad. Fill it with love and care! Logbooks are available in English as well.

## **5. Take the completed logbook for review to the Dean`s office**

If everything is okay, your practice abroad will be graded and the corresponding credits will be transferred to your study results.