

## **INFORMATION ON THE ORGANIZATION OF SUMMER CLERKSHIPS THE MEDICAL FIELD IN THE ACADEMIC YEAR 2023/2024**

Person responsible for organizing of summer clerkships for Medical program students:

Dean's Office administrative employee – Ewelina Walawska, MSc

Questions regarding the clerkship should be directed to the below listed persons:

Organizational questions – Ewelina Walawska, MSc ([ewalawska@afm.edu.pl](mailto:ewalawska@afm.edu.pl))

- Questions regarding the selection of a hospital which is not listed by Dean's office – Dean's Representative for Summer Clerkships Tomasz Kowalczyk, MD, PhD ([tkowalczyk@afm.edu.pl](mailto:tkowalczyk@afm.edu.pl))

We encourage you to read the information on the website of the Faculty of Medicine and Health Sciences:

<https://www.ka.edu.pl/lek/kierunkistudiow/medicine/summer-clerkships>

### **Enrollment for Clerkship (organized by University)**

- Enrollment for clerkship on behalf of the University will take place in electronic form via the Microsoft Forms questionnaire, the link of which will be available on MS Teams soon;
- The list of hospitals and the start date of registration will be announced in advance to enable the student to prepare for the enrollment;
- The place and date of the clerkship will be assigned on the basis of the order of applications in a Microsoft Forms questionnaire;
- The final list of students (by album number) assigned to each hospital will be announced on MS Teams;
- The places (Medical Entities) for realization of the summer clerkship proposed by the University are organizational units cooperating with Andrzej Frycz Modrzewski Krakow University, therefore the student doesn't have to sign any contract on his own and doesn't need any referrals from the Dean's Office;
- In case, if a student wishes to complete a clerkship in a Krakow hospital, which is not mentioned on the list of Medical Entities cooperating with AFMKU, the "Guidelines for students implementing individual clerkships" must be followed up;
- Transfer students are asked to contact Ms Ewelina Walawska ([ewalawska@afm.edu.pl](mailto:ewalawska@afm.edu.pl)) in order to verify the previously completed clerkships and to collect the necessary materials.

### **Dates for the implementation of clerkships**

Clerkships should be completed in the following months:

- July
- August
- September

## Materials for pickup

1st year students have a possibility to collect:

- Clerkship Logbooks and Student Skill Records
- Medical clothing (scrubs package),
- ID Badges.

We kindly inform you that it is not possible to send medical clothes, logbooks or agreements by post.

Transfer students who haven't yet received Clerkship Logbooks and Student Skill Records, medical clothing and ID Badges are kindly requested to contact [ewalawska@afm.edu.pl](mailto:ewalawska@afm.edu.pl)

The collection of the above mentioned materials will be possible after prior appointment in the Dean's Office

## Clerkship Logbook

Instruction:

- The Clerkship Logbook will be issued on the date set by the Dean's Office;
- Student must regularly complete the Logbook during the clerkship implementation;
- After completing the clerkship, student should submit the Clerkship Logbook to the Dean's Office for approval of the Dean's Representative for Professional Clerkships (**no later than 11th October 2024**).

## Guidelines for students implementing individual clerkships

Carrying out clerkships on student's own is associated with the obligation to meet certain conditions:

- Submitting the request to the Dean for consent to individual implementation of summer clerkship (application form available on the Faculty webpage). The application should be sent to the Dean's Office employee Ms Olha Stasiv via e-mail: [ostasiv@afm.edu.pl](mailto:ostasiv@afm.edu.pl) or MS Teams platform;
- After obtaining the above consent, student should arrange the meeting in the Dean's Office in order to collect:
  - 1) "Agreement on cooperation regarding student's professional clerkship"(2 copies), which must be signed by the Receiving Organisational Unit (Hospital/POZ);
  - 2) Referral for clerkship;
  - 3) Insurance certificate.
- After signing the Agreement, one copy should be delivered to the Dean's Office (by post or in person). If it is not possible to appear in person, a scan should be sent, the original may be delivered at a later date;
- After meeting the above conditions, please collect the Clerkship Referral and the insurance certificate, which must be delivered to the Clerkship Organisational Unit.

The collection of the above mentioned materials will be possible after prior appointment in with Ms Ewelina Walawska via e-mail [ewalawska@afm.edu.pl](mailto:ewalawska@afm.edu.pl) or MS Teams platform.

### **Insurance**

- Medical students doing their clerkship in Poland have a valid liability, accident and post-exposition insurance;
- Medical students doing their clerkships abroad in the area of The European Union also have a valid liability, accident and post-exposition insurance.

### **Assessment of the course of internships**

After the end of the summer clerkships, a survey will be made available on Microsoft Forms assessing the course and student satisfaction with the summer clerkship.

### **Regulations**

Each student is required to read the **Procedures for Professional Clerkships at the Faculty of Medicine and Health Sciences.**

Attachments:

1. Application to the Dean regarding individual organization of the summer clerkship;
2. Instruction for filling in the Clerkship Logbook for students;
3. Procedures for Professional Clerkships at the Faculty of Medicine and Health Sciences.