

On the basis of Article 47 and Article 97, paragraph 3 of the Statute of the College of Applied Sciences Lavoslav Ružička in Vukovar (Class: 003-01/15-02/28, number: 2196-115/15-01-02), the Professional Council of the Lavoslav Ružička College in Vukovar at its 17th regular session, held on September 30, 2019 in the academic year 2018/2019, enacted under the 15th point of its schedule this

REGULATION ON CLINICAL PRACTICAL TRAINING

Article 1

- (1) This Regulation regulates the obligations of students of the Lavoslav Ružička College in Vukovar (hereinafter: the College) when performing clinical practical training at the Physiotherapy undergraduate study program and the Preventive Physiotherapy undergraduate study program in accordance with the study program and the implementation plan of the corresponding study program.
- (2) Terms used in this Regulation that have gender significance, regardless of whether they are used in male or female form, are applied to both male and female genders in the same way.

Article 2

- (1) Clinical practical training is an obligatory and integral part of the educational process performed in accordance with the study plan and program, as well as the implementation plan for the study program.
- (2) Students are appointed to clinical practical training for enhancing theoretical knowledge with practical experiences and preparation for writing the final paper, which enables a more successful implementation of the study programs and inclusion into professional work.
- (3) The work area of individual clinical practices are defined with the curriculum of the study program and the clinical practice Journal.

Article 3

- (1) Students perform clinical practical training at legal entities in the Republic of Croatia with which the College has signed a cooperation agreement.

- (2) Exceptionally, students can perform clinical practical training at legal entities with which the College has not signed a cooperation agreement with approval of the head of clinical practical training.
- (3) Clinical practical training can be performed abroad:
 - With approval of the head of clinical practical training (students are obligated to turn in a written and certified confirmation of acceptance to clinical practical training)
 - In the scope of international student mobility under the ERASMUS+ program, with approval of the head of clinical practical training and the ECTS coordinator of the Department of Health Studies.

Article 4

- (1) Students perform practical clinical training during the semester in which the training was enrolled in, in other words, during the academic year for which the practical training was planned in the teaching plan and program.
- (2) Students transferring from other institutions of higher education make arrangements for attending clinical practical training with the head of clinical practical training with approval of the head of the Department of Health Studies.

Article 5

- (1) Planning, organizing, and other work around performance of clinical practical training are done by: the head of clinical practical training (hereinafter: the Head) and mentor.
- (2) The Head is a teacher of the College who is also the carrier of the Clinical Practical Training class in accordance with the study program and the class implementation plan.
- (3) Obligations and tasks of the Head include:
 - Creation of the implantation plan for clinical practical training for the current academic year,
 - Making sure that legal entities ensure an appropriate number of places and terms for performing clinical practical training,
 - Organizing clinical practice at a legal entity in cooperation with the mentors while taking care of the synchronization of the learning outcomes of the training and the study program,
 - Issuing the Referral note for clinical practical training,
 - Monitoring and grading of Journals,
 - Evidencing the performed clinical practical training of students,
 - Performing other work important for efficient and appropriate performance of clinical practical training.
- (4) A mentor is an employee of the legal entity at which students perform their clinical practical training.

- (5) Mentors are designated by an authorized person at the legal entity in cooperation with the Head.
- (6) Obligations and tasks of a mentor are:
 - Organizing and implementing practical parts of the classes for regular and irregular students,
 - Keeping evidence of students,
 - Monitoring and conducting examination of students during and after performing exercises,
 - Other work significant for efficient and appropriate implementation of clinical practical training.

Article 6

- (1) Students are obligated to attend clinical practical training in accordance with the directions from the Head
- (2) Prior to attending clinical practical training, the Head issues students a filled-in and signed “Referral Note for Performing of Clinical Practical Training” (Attachment 1)
- (3) Students who are, due to illness (or other justifiable reasons), unable to attend practical training in the planned timeframes are obligated to inform the Head as soon as possible in order for the Head to ensure a different timeframe.

Article 7

- (1) During clinical practical training, students are obligated to keep a Journal of clinical practice (hereinafter: the Journal).
- (2) Contents of the Journal of individual clinical practical training cycles are designated by the learning outcomes defined in the curriculum of the undergraduate or graduate study programs.
- (3) At the end of clinical practical training, Journals are handed in to the Head. The Head reviews and grades the Journals with: accepted or denied. The accepted grade is given to a complete and orderly Journal which contains clearly described activities. The grade denied is given to an incomplete or inaccurate Journal which is given back to the student for changes and additions. Students are obligated to hand in the changed and corrected Journals within five days.

Article 8

- (1) After performed clinical practical training students are obligated to ask the institution for a certification of the “Confirmation of Performed Clinical Practical Training” (Attachment 2), which is then turned in as the first page of the Journal. The Confirmation must be signed by the mentor and needs to have a stamp of the institution.

Article 9

- (1) After a successful performance of clinical practical training, the Head certifies the correct performance of obligations in the ISVU system and signs the student’s index.

Article 10

- (1) During performing of clinical practical training students are obligated to uphold the prescribed measures of protection in the workplace, protection from fire hazards, and other safety measures conducted by the employer, as well as perform their assigned work tasks and uphold all other work commitments.
- (2) Students are obligated to take care of the employer’s property, use it carefully and consciously, and take care that they do not harm the employer with their actions or behavior.
- (3) During clinical practical training students are obligated to uphold ethical rules of the profession.

Article 11

- (1) Expenses occurred during performance of clinical practical training are not included in the obligations of the College and the Department of Health Studies.

Article 12

- (1) The “Referral Note for Clinical Practical Training” and the “Confirmation on Performed Clinical Practical Training” documents are an integral part of this Regulation.

Article 13

(1) This Regulation enters into force on the eight day from its publication on the notice board.

Class: 003-01/19-03/17

Number: 2196-115/19-01-16

Vukovar, September 30, 2019

REFERRAL NOTE FOR CLINICAL PRACTICAL TRAINING

The student _____ is referred to Clinical practical training number _____ at the _____ institution where they will, under the guidance of mentor _____

Perform clinical practical training during the work hours of the institution in accordance with the Regulation on Clinical Practical training and the mentor's recommendations.

Place and date _____

Head of Clinical Practical Training

M. P. _____

**CONFIRMATION OF PERFORMED CLINICAL PRACTICAL
TRAINING**

Name of institution: _____

Headquarters: _____

*We hereby confirm that the student _____
has in the timeframe from _____ to _____ performed clinical
practical training obligations at our institution in the duration of
_____ days.*

Place and date _____

Mentor

M.P. _____