

NURSING

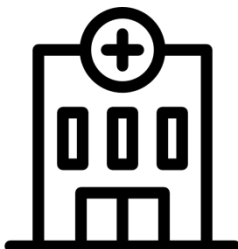
STEP BY STEP

START

PLEASE READ THE DOCUMENTATION AND LIST OF PROFESSIONAL INTERNSHIP SUPERVISORS ON THE UNIVERSITY WEBSITE.



BEFORE STARTING YOUR PROFESSIONAL PRACTICE, CONTACT YOUR SUBSTANTIVE SUPERVISOR TO AGREE ON THE PLACE AND TIME OF YOUR PROFESSIONAL PRACTICE.



STEP 1 SELECTING A PLACE FOR YOUR INTERNSHIP

STUDENT, YOU HAVE 2 OPTIONS!



CHOOSING A PLACE THAT PARTNERS WITH SUM IN PROFESSIONAL PRACTICE

FRAMEWORK AGREEMENTS



INDIVIDUAL CHOICE OF A FACILITY FOR IMPLEMENTING PROFESSIONAL TRAINING

INDIVIDUAL AGREEMENTS

STEP 2



Choose your internship location and **DOWNLOAD 3 copies of the REFERRAL + NNW and INTERNSHIP PROGRAM** Additionally: students are asked to submit a declaration of no contraindications to carrying out professional internships.

STEP 2



DOWNLOAD 3 copies :
• **INDIVIDUAL AGREEMENT** - template on the website
• **REFERRALS FOR INDIVIDUAL PROFESSIONAL PRACTICE, 1 copy: EVALUATION CRITERION FOR THE PLACE OF PROFESSIONAL TRAINING + NNW and TRAINING PROGRAM**

STEP 3



COMPLETED DOCUMENTS should be delivered to **the DEAN'S OFFICE** in order to obtain signatures of persons authorized to refer to professional practice

STEP 3



DELIVERY THE COMPLETED DOCUMENTS TO THE MANAGEMENT OF THE SELECTED HOSPITAL (contract and referral) and to the **PRACTICE SUPERVISOR AT THE MEDICAL FACILITY** - Facility Selection Assessment Criteria.

STEP 4



SIGNED DOCUMENTS must be collected and delivered to the workplace/facility where the internship will be carried out **IN ORDER TO OBTAIN A SIGNATURE BY THE EMPLOYMENT REPRESENTATIVE.**

STEP 4



Submit the **DOCUMENT SIGNED BY THE INTERNSHIP SUPERVISOR AT THE MEDICAL FACILITY: Criteria for Evaluating the Place of Professional Internship to the Content Supervisor of the Professional Internship** in order to obtain consent to carry out the professional internship.

STEP 5



COLLECT DOCUMENTS from the workplace/facility where the internship will be carried out, one set should be left at the facility, **DELIVER THE SECOND ONE TO THE DEAN'S OFFICE - BEFORE START PRACTICE!!!!!!** keep the third for yourself.

STEP 5



A COMPLETE SET OF SIGNED AND APPROVED DOCUMENTS (Agreement, Referral, Place of Internship Evaluation Card) **should be delivered to the DEAN'S OFFICE - BEFORE STARTING THE PRACTICE**, in order to obtain signatures of persons authorized to sign the contract and refer the candidate to the professional practice. Additionally: students are asked to submit a declaration of no contraindications to carrying out professional internships.

STEP 6



COMPLETE YOUR INTERNSHIP WITHIN THE GIVEN DATE , make sure all entries in the internship index are correct and fill out the document: **participation card in the internship in the subject** (remember to sign the internship supervisor at the medical facility)

STEP 6



COMPLETE YOUR INTERNSHIP WITHIN THE GIVEN DATE , make sure all entries in the internship index are correct and fill out the document: **participation card in the internship in the subject** (remember to sign the internship supervisor at the medical facility)

STEP 7



TO PASS A WORKSHOP TRAINING to the UNIVERSITY'S PROFESSIONAL INTERNSHIP SUPERVISOR in the agreed manner :

- **PRACTICAL TRAINING INDEX**
- **PROFESSIONAL PRACTICE PARTICIPATION CARD**
- **PROFESSIONAL PRACTICE SETTLEMENT** (the above **CARDS** are in the vocational training index)

STEP 7



TO PASS A WORKSHOP TRAINING DELIVERY a complete set of documents to **the UNIVERSITY 'S PROFESSIONAL INTERNSHIP SUPERVISOR IN THE AGREED MANAGEMENT ...**

- **PRACTICAL TRAINING INDEX**
- **PROFESSIONAL PRACTICE PARTICIPATION CARD**
- **PROFESSIONAL PRACTICE SETTLEMENT** (the above **CARDS** are in the vocational training index)

PRACTICES MUST BE ACCOUNTED UP TO 7 DAYS AFTER COMPLETION!

STEP 8



REMEMBER TO EVALUATE PROFESSIONAL PRACTICE

FILL IN THE CARD: student self-assessment and assessment of the place of implementation of the professional internship

AND THROW IT INTO THE BOX IN THE DEAN'S OFFICE