

Rules of Procedure of the Department

valid in the academic year	2023/2024
full name of the department	Department of Nursing Faculty of Health Sciences Pomeranian Medical University of Szczecin
the department's data (e-mail, phone)	e-mail: zpropnp@pum.edu.pl phone number of the front office: 91 4800-910
head of the department (degree/title, name, surname)	prof. dr hab. Elżbieta Grochans
the teachers responsible for the subject (degree, name, surname, e-mail, phone)	<i>Basic medical procedures, Primary diagnosis and care of a patient, Elements of medical activities - part 1 and – part 2:</i> dr n. zdr. Daria Schneider-Matyka, daria.schneider.matyka@pum.edu.pl , 91 48 00 910 <i>Accident medicine and Emergency and Disaster Medicine:</i> dr n. zdr Grzegorz Wójcik grzegorz.wojcik@pum.edu.pl 91 48 00 982
field of study	Medicine, Medicine and Dentistry
year of study	Medicine: the 1 st , the 3 rd and 5 th year Medicine and Dentistry: the 1 st and the 2 nd year and the 3 rd year
name of subject/subjects	Medicine: <ul style="list-style-type: none"> • Basic medical procedures (obligatory at the 1st year) • Accident medicine (obligatory at the 1st year) • Primary diagnosis and care of a patient (elective at the 3rd year) • Interpersonal Communication (elective at the 3rd year) • Gynecology (the 5th year–exercises at the Medical Simulation Center) • Obstetrics (the 5th year–exercises at the Medical Simulation Center) Medicine and Dentistry: <ul style="list-style-type: none"> • Emergency and Disaster Medicine (obligatory at the 1st year) • Basic medical activities (obligatory at the 1st year) • Elements of medical activities – part 2 (obligatory at the 2nd year) • Basic medical procedures (obligatory at the 3rd year)

§1

Mode of conducting classes

1. Classes are held in the forms determined under the curriculum approved by the Faculty of Medicine and Dentistry Council.
2. Classes begin promptly at the time and place specified in the timetable for individual groups.
3. Cigarette smoking is strictly prohibited during the class.
4. During the class, it is forbidden to use mobile phones as well as electronic devices for communicating with other people over a distance for purposes other than teaching.

§2

Method and forms of reducing a backlog including that arising as a result of absence

1. The student is required to present a written justification for the unattended classes **no later than 7 days after rejoining the class.**

2. The academic teacher conducting the classes accepts the justification and sets the time and form of making up for the contents or skills carried out during the missed class.
3. If the absence is not justified within the stated period or the Final Educational Effects are not passed, the student does not receive the credit for the course.
4. The failing grades received during the classes should be improved within two weeks at the class-leading academic teacher's duty hours, unless the teacher will decide otherwise.
5. No more than two attempts to improve the unsatisfactory grade are allowed.
6. Consultations on the subjects taught in the Department of Nursing are held according to the schedule given on the notice board at the Department of Nursing ul. Żołnierska 48, third floor, room 312, and at the PUM's website.

§3

Conditions and ways of allowing students to get the subject credits

1. All courses (subjects) end with a passing grade.
2. Getting a credit requires: regular attendance at classes, active participation in classes and achievement of education outcomes envisaged in the curriculum.
3. During classes, written tests will be held to assess students' knowledge of the previous and current material. In the case of obtaining the unsatisfactory grade and not improving it by the student (§ 2 paragraphs 4 and 5 of the Rules of Procedure of the Department), the Final Educational Effect is regarded as not obtained, and so the student does not get the credit for the subject.

§4

Rules of allowing students to participate in classes in an academic year*

1. The student will not be admitted to class in the following cases:
 - a) being late for classes exceeding 20 minutes,
 - b) failure to meet the requirements set out in §4 points 4 and 5 of the Internal Regulations.
2. The student will not be allowed to participate in the classes or will be expelled from them in case of improper behavior contrary to the rules of the studies or other regulations in force at the University/hospital/clinic, behavior disrupting the conduct of the classes, threatening health, life or property, as well as in the event of a gross lack of personal culture in relation to the teacher or other people participating in the classes.
3. The Student's non-admission to classes or expulsion from classes in the cases referred to in points 1 and 2, is tantamount to the Student's absence from classes.
4. From the first class of:
 - Basic medical procedures
 - Primary diagnosis and care of a patient
 - Basic medical activities
 - Elements of medical activities–part 2.

each student of Medicine and each student of Medicine and Dentistry is obliged to wear protective clothing and to have a valid epidemiological book or a certificate from an occupational medicine physician with the result of a stool test for Salmonella and Shigella, as well as a certificate of vaccination against hepatitis. The lack of them is synonymous with training on manikins only.

5. During exercises carried out in low-fidelity laboratories (training rooms) and in the Medical Simulation Center, the student is obligated:
 - to wear protective clothing (jacket and trousers),
 - to wear comfortable shoes that support the ankles well,
 - to have pinned up hair,
 - to have cut-short, unpainted natural nails,
 - to take off and secure jewelry (earrings, rings, bracelets, necklaces) before the class,
 - to have the ID badge.

§5

Conditions and ways of carrying out the subject credits

1. The form of assessment for the subject credit is defined in the curriculum endorsed by the Faculty of Medicine and Dentistry Council.

2. Getting a credit requires: regular attendance at classes (one hundred percent attendance), active participation in classes and achievement of education outcomes envisaged in the curriculum.
3. Classes will be preceded by checking if the student is prepared for the current topic (in a written or oral form). Obtaining the unsatisfactory grade by a student and not improving it (§2 points 4 and 5 of the Internal Regulations) is synonymous with failure to pass the Final Educational Effects in terms of knowledge, and consequently failure to receive the credit for the course.
4. The last day of classes in a given subject (according to the Schedule of Classes) is the deadline for final credit.
5. The method of making course credit entries is determined by the Dean's Office of the Faculty of Medicine and Dentistry.
6. Getting a credit (graded assessment) requires achievement of learning outcomes envisaged in the curriculum.

§6

Conditions of exemption from tests and exams

Does not apply.

§7

**Conditions of allowing students to sit an exam ahead of the schedule,
as stated in § 32 paragraph 8 of the Study Regulations**

Does not apply.

§8


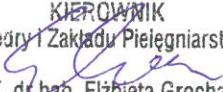
Assessment criteria



1. The credit is given to the student who completed the course in assigned number of teaching hours, who acquired the skills stemming from education outcomes of the subject.

§9

Other

1. A decision to exempt a student from *Basic medical procedures, Primary diagnosis and care of a patient, and Basic medical activities* classes is made in individual cases by the Head of the Department of Nursing.
2. In special cases (for example, absence due to prolonged illness of the student), individual decisions are taken by the Head of the Department of Nursing.

 <p>POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE KATEDRA I ZAKŁAD PIELĘGNIARSTWA 71-210 Szczecin, ul. Żołnierska 48 tel./fax 91 480 09 05, tel. 91 480 09 10 e-mail: zprohnp@pum.edu.pl</p> <p>.....</p> <p>the stamp of the department</p>	<p>KIERCOWNIK Katedry i Zakładu Pielęgniarstwa</p>  <p>..... prof. dr hab. Elżbieta Grochans</p> <p>the stamp and signature of the Head of the department</p>
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Opinion: Positive / Negative**	Approve:
 <p>POMORSKI UNIWERSYTET MEDYCZNY W SZCZECINIE PARLAMENT STUDENTÓW 70-204 Szczecin, ul. Rybacka 1@pum.edu.pl</p> <p>.....</p> <p>the stamp and signature of the Student Government</p>	<p>PRODZIEKAN Wydziału Medycyny i Stomatologii Pomorskiego Uniwersytetu Medycznego w Szczecinie</p>  <p>.....</p> <p>dr hab. n. med. Aleksandra Gawlikowska-Sroka</p> <p>the stamp and signature of the Dean</p>

* if the specificity of the subject requires it

**delete as appropriate