

Dean's Order no. 2/2020 (April 6) on the student volunteer work during the public health emergency caused by the coronavirus pandemic

Preamble

The University of Pécs Medical School (hereinafter: UPMS or the Faculty) supports the student volunteer work in Hungary as specified in the decree of the Minister of Human Capacities and also the abroad student volunteer work pursued in accordance with the local provisions and recognises it as part of the students' training according to the following.

Article 1. The scope of the order

The scope of this order shall extend to all students of the General Medicine major having valid student status at the Faculty and all members of the teaching staff of the Faculty, including lecturers employed as public servants or working on contract basis.

Article 2. The aim of the order

The aim of recognising the student volunteer work is to provide opportunity in the current epidemiological situation to get the practices or parts of practices in concern accepted in the patient-care related practical trainings based on the acquired knowledge and the pursued work, in accordance with the professional approval of the course director and to the extent of his/her decision.

Article 3. Procedure and conditions of recognising student volunteer work in the practical training: in case of General Medicine rotational year practices; Internal Medicine Summer Practice, Surgery Summer Practice, Medical Communication Skills Summer Practice, Hospital Care Summer Practice and Clinical Professional Block Practice

(1) Student volunteer patient-care work can be recognised with the approval of the competent course director to the extent of his/her decision in the following cases:

- in the professional practice of the professionally related subject (eg.: volunteer work carried out in a surgical department recognised as part of the surgery practice)
- as part of the professional practice of a professionally close subject (eg.: volunteer work carried out in the Emergency Medicine Department or in the Coronavirus Patient-Care Center can be accepted as Internal Medicine practice).
- in the practical period of a subject with a different professional profile, but containing certain relevant practical elements

(2) Method of recognising student volunteer work as practice period:

- The whole certified number of practice hours can be recognised, it is not necessary to apply the daily 6 or 8 hours and the weekly 30 or 40 hours limit.
- On-call and weekend volunteer work can also be recognised (activities beyond the regular daily working hours are considered valuable practice time).
- In case of emergency activity only the actually completed work elements can be recognised.

- Not only department work can be recognised, but activities in ambulant field and with outpatients as well.
- According to and to the extent of the course director's decision the following activities can be partially recognised as clinical professional practice time:
 - (a) volunteer work carried out in a different professional field, but containing certain relevant practical elements,
 - (b) volunteer work on social field (eg.: helpers for the elderly recruited by the Faculty Student Union – University Student Union) up to 50 percent of the required number of hours

(3) Completing the practice in the form of volunteer work does not give exemption from taking the exam in the given subject.

(4) Possible places of completing the professional practice in the form of volunteer work:

- Hungarian health care and social services,
- Foreign health care and social services.

(5) Method of certifying the practice period:

- The head of the organisational unit hosting the volunteer work shall certify the completion of the student's volunteer activity on the form attached to this order, based on the schedule and the attendance sheet. The form shall be sent to the student in scanned format.
- Following this the student prepares the document certifying the rotational year or other professional practice as a certification draft indicating the number of hours to be accepted, the full number of hours of volunteer work and number of hours to be accepted in other subject(s) in case he/she wants to divide it.
- The certified number of hours of the volunteer work can be divided for more than one clinical professional practices, but the student has to indicate on the form certifying the full number of working hours how he/she plans to divide them between each practices.
- In case of rotational year practices or summer practices students must supplement the „Certificate of completion of rotational year practice” form or the „Certificate of completion of summer practice” form with the completely filled out „Certificate on volunteer work” form attached to this order after the supervising doctor or the head of the institution certified it (with signature, seal). Following this the student of the rotational year must also upload both forms to the Obligatory Professional Practices of the Neptun ES or send it to the Registrar's Office electronically.
- The course director may fully or partially recognise the completed volunteer working hours as clinical professional practice based on the number of hours and the student's performance during the volunteering.
- The course director shall notify the student about the accepted number of working hours and the further requirements electronically.

(6) Other completions that may be accepted as part of the professional practice:

- Consultations, practical demonstrations, case discussion offered by the course director or lecturer for the students.
- Practical assignments (eg.: case reports, diagnostic and therapeutic plans, evaluation of differential diagnosis, tasks checking the practical knowledge and skills, summaries of medical history, documented completions providing practice on a level of proficiency).

- Persons entitled to certify other completions:
- (a) lecturer of the UPMS,
 - (b) lecturer of a teaching hospital,
 - (c) doctor supervising the volunteer work.

Other completions may be accepted by the course director on the „Certificate on volunteer work” and the certificate of completion of professional practice form or based on the request in the letter attached to the certificate on volunteer work form.

(7) Further possibilities of the recognition of student volunteer work as academic achievements beyond the clinical professional practices, based on the decision of the competent course director or the responsible person for the technical credit:

- (a) As practical hours in obligatory subjects that are fully or partially equivalent from professional aspect,
- (b) As part of elective or optional subjects the are fully or partially equivalent from professional aspect,
- (c) Clinical professional block practice,
- (d) Hospital care practice,
- (e) Volunteer student practice.

Article 4. Enforcement of the order

This order is valid as of April 6, 2020.

Dr. Miklós Nyitrai

Dean

Pécs, April 6, 2020