

Procedure for Practical Training at Tartu Health Care College

General Provisions

1. Practical training is a purposeful activity organised for the achievement of learning outcomes aimed at the implementation of acquired knowledge and skills in the working environment under supervision.
2. Practical training is integrated with theoretical study; its time and duration are regulated by the curriculum, the study schedule and the study regulations.
3. The site of practical training (hereinafter “the practice institution”) is an institution where practical training is performed and which are selected by the college based on the general objectives and learning outcomes of practical training as well as on the number of student places for practical training determined by the practice institution.
4. Practice institutions involve:
 - 4.1. the institutions with which the college that concluded the agreement regulating the organisation of practical training; and agreed upon the number of student places for practical training, if required;
 - 4.2. home environment, in case the performance of practical training is aimed at the conduct of training at the private person’s place, in which case the private person in the role of the supervisor from outside the college signs the coordination form with the college;
 - 4.3. the competence centre of the college.
5. The supervising teacher of practical training is the teacher who helps the learner to determine individual learning outcomes of practical training, guides and supports the learner in the process of practical training, providing feedback and assessment on the performance of practical training.
6. The supervisor in the practice institution (hereinafter “the supervisor”) is the specialist of a particular practice field assigned by the practice institution who helps the learner to determine individual learning outcomes, supervises and supports the learner within practical training, providing feedback and assessment on the performance of practical training.
7. The practice book is a set of documents on paper and/or online where the documentation related to all practical training sessions is collected and maintained until the completion of the study.
8. The college has the right to forward the practice institution the personal and contact details of the learner (name, e-mail address, phone number and personal identification code).

Entry to Practical Training

9. Learners enter into practical training based on the directive of the vice rector for academic affairs. The entry is based on the general objectives and learning outcomes of practical training, as well as on the number of student places for practical training determined by the practice institution.
10. The learner may agree independently with the practice institution in the case practical training is conducted according to the coordination form (Annexes 1 and 2); the private person in the role of the supervisor is adopted by the vice rector for academic affairs directive.

11. The learner is informed about the practice site and the teacher supervising practical training on the intranet two months before the beginning of practical training. Information about the arrival day at the practice site is available to the learner on the intranet.
12. Practical training starts with an introductory seminar of practical training. More detailed information on practical training is provided in the syllabus and in the practice book.
13. Accommodation and travel expenses occurring, as well as the costs regarding the health certificate, insurance and vaccinations within practical training are covered by the learner. Accommodation and travel expenses are regulated by "The Procedure for Application and Covering of Travel and Accommodation Expenses of Learners of Tartu Health Care College".
14. If the college sends the learner to the practice institution where they have no accommodation opportunity and they cannot apply for the benefit specified in point 13, the college may in exceptional cases and based on the learner's application (Annex 3) cover the accommodation invoices of the learner during their performance of particular practical training.
15. The learner has an opportunity to apply for accommodation in the establishments providing accommodation or in the accommodation facilities of the practice institutions that have concluded the appropriate contract with the college. The application is submitted on the name of the relevant study department head at the latest within five working days from the announcement of the practice institution on the intranet.
16. In the case of disclaiming the place for accommodation organised by the college, the learner has the obligation to inform about it the studies specialist at the latest by the first day of practical training. If the learner does not inform the studies specialist by due date, the learner has the obligation to pay the accommodation costs based on the invoice delivered by the establishment providing accommodation.

Practical training in the practice institution

17. The volume of practical training in the practice institution is calculated in astronomic hours.
18. For the conduct of practical training, the college provides the learner with the following:
 - 18.1. place for practical training;
 - 18.2. the practice book on paper or online;
 - 18.3. informs the learner about the obligation to forward the practice institutions additional details required by the practice institutions (e.g. health certificate, vaccination information, criminal record check etc.)
 - 18.4. delivers the personal and contact details of the learners who are performing practical training to the persons coordinating practical training in relevant practice institutions four weeks before the beginning of practical training or by the date stipulated in the practice agreement;
 - 18.5. assigns the teacher to supervise the learner's practical training; the teacher's responsibilities are as follows:
 - 18.5.1. to conduct seminars related to practical training;
 - 18.5.2. to supervise and guide the performance of written papers to be compiled within practical training;
 - 18.5.3. to provide formative feedback within practical training;
 - 18.5.4. to formulate the three-party assessment in the practice book;
 - 18.5.5. to provide the final assessment on practical training in the practice book, based on the assessment given by the supervisor, the learner's written self-assessment and the compulsory written papers..
19. For the conduct of practical training, the learner:
 - 19.1. before the performance of first practical training, signs the confidentiality agreement between the college and the learner (Annex 4), one copy of which is maintained by

- the learner in the practice book and the other copy is kept in the personal file of the learner;
- 19.2. signs the confidentiality agreement between the practise institution and the learner before the beginning of practical training, if required by the practice institution;
 - 19.3. has the valid medical certificate and other analysis and certificates required by the practice institution, and is ready to present them to the practice institution;
 - 19.4. is vaccinated according to the requirements of the practice institution (against influenza, hepatitis B, Covid-19), as recommended. If the learner is not vaccinated, they acknowledge the possible infection risk and are accountable for the risk. Learner has to take into account that if being unvaccinated becomes an obstacle for finding practice institution and conducting the practical training, they are not eligible to graduate from the curriculum (they are not able to complete the curriculum in full);
 - 19.5. has the valid accident insurance when performing practical training in the ambulance service;
 - 19.6. is wearing the personal practical training uniform, the name tag and alternate indoor footwear during practical training in the practice institution (except the special departments of the practice institution where special clothing is required and provided by the practice institution);
 - 19.7. covers the travel and accommodation costs during the period of practical training;
 - 19.8. introduces the supervisor the general objectives and learning outcomes of practical training, coordinates/specifies the individual learning outcomes of practical training and delivers them to the supervising teacher by the date agreed on within the introductory seminar of practical training;
 - 19.9. delivers the supervising teacher the schedule of practical training at the latest by the third day of practical training;
 - 19.10. commences practical training in the practice institution according to the information delivered about the first day and performs practical training according to the schedule of practical training, based on the general objectives, learning outcomes and individual learning outcomes of practical training in the volume provided for practical training in the curriculum;
 - 19.11. informs within the first day of practical training the supervisor in the practice institution, the supervising teacher and the studies specialist about illness (or another good reason) for not appearing at practical training.
20. Violence of rules provided by points 19.10 to 19.11 is considered as disregard of the study regulations and in this case practical training is not passed.
 21. For the conduct of practical training, the supervisor:
 - 21.1. examines the general objectives and individual learner objectives as well as learning outcomes of practical training in the practice book and finds appropriate solutions for the achievement of the objectives;
 - 21.2. teaches and supervises the learner, guiding their development;
 - 21.3. provides continuously the learner with constructive and developing assessment on their performance in practical training;
 - 21.4. informs the general supervisor of the practice institution and the supervising teacher about the course of practical training and the occurring problems;
 - 21.5. approves the schedule of practical training prepared by the learner in the practice book;
 - 21.6. at the end of practical training provides in the practice book written analytical assessment on the learner's performance and development during practical training.
 22. This procedure for practical training enters into force on 30 August 2021.

Annex 1. Form on coordination of practical training with the institution



Coordination of practical training

Dear Practice Institution Representative

We ask you to provide the ... year student (*the name of the curriculum and the name of the student*) of Tartu Health Care College with an opportunity to perform practical training from ... to....in your institution. During that period, the student performs ... hours of practical training according to the schedule.

Name of institution:

Address:

Contact person:

Email:

Phone:

On the first day of practical training (*date*), to come at (*time*).

Name and contact of the supervisor:

Additional information

Theoretical preparation and the skills trained in practicums by the student or other information relevant for the practice institution

Objective of practical training

Description of the objective(s) for practical training

General learning outcomes/content of practical training

List of learning outcomes for practical training

The confidentiality agreement is signed by the college and the student in the first semester of the first year of the student; the student has to follow the confidentiality agreement.

The college pays for the supervision of practical training based on the valid agreement between the college and your institution. If your institution has no valid collaboration agreement with Tartu Health Care College, please provide the details involved at the end of the coordination form and the college will contact you in regard to concluding the agreement.

Filled in by the practice institution representative:

Legal name of the institution:

Registry code:

Address:

Email:

Phone:

Name and position of the signatory:.....
 (the agreement is signed by the board member whose name is in B-card of the commercial register)

In regard to issues related to the organisation of practical training or in occurrence of problems please contact

Studies Specialist

.....
 (name and contact of the Studies Specialist of the curriculum)

Please confirm your agreement with the completion of practical training with your signature on two copies, one of which will be in your possession and the other copy will be returned to the college by the student.

College representative

.....
 (name and position)

Practice institution representative

.....
 (name and signature)

Annex 2. Form on coordination of practical training with the private person



Form on coordination of practical training

We ask you to provide the ... year (*the name of the curriculum and the name of the student*) student of Tartu Health Care College with an opportunity to perform practical training from ... to...in your institution. During that period, the student performs ... hours of practical training according to the schedule.

Additional information

Theoretical preparation and the skills trained in practicums by the student or other information relevant for the practice institution

Objective of practical training

Description of the objective(s) for practical training

Content of practical training

Description of practical training

Main duties of the supervisor of practical training (detailed tasks are included in the student's practice book):

1. Provision of the obligatory scheduled supervision, including the supporting, counselling and guidance of the student, if required.
2. Organisation of purposeful activities for the student's practical training hours in order to facilitate the achievement of general objectives for the practical training and also the individual objectives, if possible.
3. Coordination of all potential activities between the supervisor and the student.
4. Provision of feedback on the performance of practical training by the student according to the provided guidelines.

The confidentiality agreement is signed by the college and the student in the first semester of the first year of the student; the student has to follow the confidentiality agreement

Supervising teacher of practical training is

.....
(name and contacts of the teacher)

In regard to issues related to the organisation of practical training or in occurrence of problems please contact

Studies Specialist

.....
(name and contact of the Studies Specialist of the curriculum)

I have examined the objectives, content as well as the supervision tasks related to practical training and I agree to supervise the student in practical training and provide the student an opportunity to perform their practical training.

Please confirm your agreement with the completion of practical training with your signature on two copies, one of which will be in your possession and the other copy will be returned to the college by the student.

Name of the parent/carer:

Phone:

Email:

Signature:

College representative

.....
(name and position)

Practice institution representative

.....
(name and signature)

Annex 3. Application for accommodation

Curriculum

Study year

Application

I pic
(first name and surname of the student) (personal identification code)

would like to have accommodation funded by the college to be organised for practical training period(s) as follows:

1. to perform practical training in
(title of practical training)

in
(the name of practice institution)

in the period of
(dates of the practical training period)

2. to perform practical training in
(title of practical training)

in
(the name of practice institution)

in the period of
(dates of the practical training period)

3. to perform practical training in
(title of practical training)

in
(the name of practice institution)

in the period of
(dates of the practical training period)

4. to perform practical training in (title of practical training)

in
(the name of practice institution)

in the period of
(dates of the practical training period)

NB! By applying for the organisation of accommodation by the college I undertake the obligation to inform about the disclaiming of accommodation the studies specialist by the first day of practical training. In the case of not informing by due date, I have the obligation to pay the accommodation costs based on the invoice delivered by the accommodation establishment.

Date:

Name:

Signature:

Annex 4. Confidentiality agreement

CONFIDENTIALITY AGREEMENT

In Tartu,

“.....”.....20.....

Tartu Health Care College (in the agreement “the college”), registry code 70005714, address Nooruse 5, Tartu, 50411, email address nooruse@nooruse.ee, represented by the head of _____ department and

Tartu Health Care College student (in the agreement “the student”)

.....

.....
(first name and surname, personal identification code, address of residence, email, phone)

(hereinafter separately as “the Party” or together as “the Parties”), concluded this confidentiality agreement (hereinafter “the agreement”) in relation to the organisation of studies (incl. practical training) by the college required by the student to complete curriculum:

1. OBJECT OF AGREEMENT

The object of the agreement is the obligation of the Parties to ensure the confidentiality of personal data (incl. sensitive personal data) that become known due to studies (incl. practical training), by avoiding the access to these data by the unauthorised third parties.

2. OBLIGATIONS OF THE PARTIES

The student shall undertake to

- 2.1. maintain confidentiality of all personal data that become known to him or her due to the performance of studies and practical training tasks that are not provided for general use;
- 2.2. use the data to be processed by authorisation of the person, family or the attending physician and for the performance of practical training tasks only;
- 2.3. apply for protection of personal data being processed by him or her the organisational and technical measures to avoid incidental or voluntary breach or eradication, as well as the unauthorised data processing;

The college shall undertake to

- 2.4. maintain confidentiality of all personal data that become known due to the performance of studies and practical training tasks by the student that are not provided for general use;
- 2.5. apply for protection of personal data being processed within the studies or as the result of the studies the organisational and technical measures to avoid incidental or voluntary breach or eradication, as well as the unauthorised data processing.

The Parties shall undertake to

- 2.6. maintain confidential and not deliver the third parties the data that become known to them in the performance of obligations or incidentally;
- 2.7. comply with the confidentiality obligation without a term.

3. RESPONSIBILITY

- 3.1. The Party that violates the requirements for processing personal data provided by law or by the agreement, shall assume responsibility for it according to legislation and undertake the obligation to compensate for the damage caused by violation to the other Party.

3.2. The Party shall immediately inform the Data Protection Inspectorate of any offences related to the protection of personal data named in the agreement.

3.3. The student confirms that before signing the agreement the college has provided him or her an opportunity to examine the need for protection of personal data (incl. sensitive personal data) and explanation about their processing within the studies (incl. practical training).

4. ENTRY INTO FORCE AND PERIOD OF VALIDITY

This agreement enters into force when signed by both Parties and remains in force without a term.

SIGNATURES OF THE PARTIES:

College representative

Student

.....
signature

.....
signature

.....
(first name and surname of department head)

.....
(first name and surname)