

Principles of implementation of the didactic process in the Medical Education Unit

1. Participation in all lectures, tutorials and seminars is mandatory.
2. Students are obliged to appear at the classes on time.
3. Students are required to attend tutorials prepared in the area of current topics according to the syllabus and the schedule of the subject.
4. Students should show respect towards teachers, other employees of the University, other students and patients by proper conduct and wearing appropriate clothing.
5. At the examination, students are forbidden to use any aids or devices which allow to record the examination or allow to communicate with others (such as mobile phones). Student's behavior suggesting possession of any forbidden aids or confirmed use of the mentioned above, will result in failing the examination and in bringing the case to the Students' Disciplinary Commission.
6. Mandatory conditions required to obtain a passing score in the subject:
 - Mandatory attendance at all types of the classes (lectures, tutorials, seminars).
 - A passing score in all required tests administered during the classes – according to the verification system included in the syllabus of the given subject.
 - A passing score on the final test or final examination.
7. Final test/examination:
 - In order to be eligible to take the final test/examination, it is mandatory for a student to have passed obligatory classes in the subject (achievement of the all required learning outcomes).
 - The final test or examination consists of the theoretical and practical part.
 - The final test/examination serves as an ultimate method of verification of the achieved learning outcomes and is required to pass the subject.
8. It is not allowed to miss classes without providing a valid excuse. Unexcused absence will result in failing the class that was missed by a student.
9. It is required to provide a valid excuse for the absence at the classes – in the Medical Education Unit during the office hours of the academic teacher (in case of absence due to the health reasons, it is required to provide a note from the doctor). The academic teacher decides about the form of making up for the absence, in order to achieve all the required learning outcomes.
10. General OHS rules followed during the classes conducted by the Medical Education Unit:
 - Failure to comply with the OHS rules will result in the student's exclusion from the class (the student will be considered to have been absent from the class).
 - Before the classes, students are required to leave their outerwear in the locker room.
 - The possession and use of the cell phones is strictly forbidden during all classes.

- Students are required to wear protective clothing and possess medical equipment required to complete classes in given subject.
- During the classes, the students are required to follow the rules regarding cleanliness. It is not allowed to eat during the classes. It is forbidden to smoke or be under influence of alcohol or other intoxicants. It is forbidden to use fire during the classes. In case of breaking the rules above, the student will be expelled from the class.
- Without a consent of the academic teacher, students are not allowed to take pictures and/or film the classes with cameras, phones, smart phones, tablets, or any other electronic devices with fitted camera. Moreover, the sound recording during the classes is strictly forbidden as well.
- The student bears financial responsibility for any material damage caused by noncompliance with OHS and fire protection regulations.

11. Due to security reasons, all electronic correspondence with the students will take place only via their official e-mail addresses created on the University's server.

**Detailed regulations regarding the subjects conducted
by the Medical Education Unit**

Subject: FIRST AID
Rules of final examination of credit
<p>Participation in all lectures and tutorials is obligatory for all students in order for them to be eligible to take their practical and theoretical final tests. During lectures and tutorials students are obliged to achieve all the required learning outcomes, as outlined in the learning outcomes verification system. Students are also required to pass all in-class practical and oral tests.</p> <p>The final test is considered as the ultimate method of validation of a student's achievement of the learning outcomes in the areas of knowledge and practical skills.</p> <p>The final test consists of multiple-choice questions open-ended questions. Each multiple-choice question contains 4 or 5 possible answers with only one answer considered to be correct.</p>
Criteria of final practical examination or credit
<p>The method used to conduct the practical test is as follows: students are required to complete various practical tasks at a series of stations. Upon completion of these tasks at each station, the students are graded utilizing the pass/fail verification system. Practical skills, as well as an affective domain, are evaluated during the final practical test. During the final practical test, only highly reliable methods and techniques are used to assess the students. The subject matter of each individual task is designed to accurately test selected practical skills which were included in the course curriculum of the subject.</p>

Detailed OHS rules applicable during classes taught at the Medical Education Unit
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Special precautions are required when working with medical equipment. Improper use of any equipment may be hazardous to a student's health and safety.
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Use of all equipment is allowed only under the strict supervision and direction of the academic teacher.
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Each student is required to utilize all equipment and didactic aids according to all safety guidelines and instructions.
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All students are required to wear the appropriate clothing and footwear:
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| <ul style="list-style-type: none">• Comfortable clothing and non-slip, full-covering medical footwear.• Long hair should be appropriately pinned up before entering the classroom (due to work safety and out of concern for the equipment that is used during the classes).• The wearing of any jewelry or watches during the practical classes is forbidden. |
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<i>Failure to comply with the rules listed above will result in the student's exclusion from the tutorial (the student will be considered to have been absent from the class).</i>
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Subject: TECHNIQUES OF MEDICAL PROCEDURES
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Rules of the final examination or credit

Participation in all seminars and tutorials is obligatory for all students in order for them to be eligible to take their practical and theoretical final tests. During seminars and tutorials students are obliged to achieve all the required learning outcomes, as outlined in the learning outcomes verification system.
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Students are also required to pass all in-class practical and oral tests.

The final test is considered as the ultimate method of validation of a student's achievement of the learning outcomes in the areas of knowledge and practical skills. The final test consists of the practical part (a summary of practical tests) and theoretical part.
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The final test consists of multiple-choice questions and open questions. Each multiple-choice question contains 4 or 5 possible answers with only one answer considered to be correct. The final grade is determined by the number of points obtained in the final module test.

Criteria of final practical examination or credit
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Practical tests from each subject are used to assess practical skills of the students. The method used to conduct the practical test is as follows: students are required to complete various practical tasks at a series of stations. Upon completion of these tasks at each station, the students are graded utilizing the pass/fail verification system. Practical skills, as well as an affective domain, are evaluated during the final practical test – therefore, during classes, the student receives points that determine the final grade in the subject.

During the final practical test, only highly reliable methods and techniques are used to assess the students. The subject matter of each individual task is designed to accurately test selected practical skills which were included in the course curriculum of the subject.

Detailed OHS rules applicable during classes taught at the Medical Education Unit

Special precautions are required when working with medical equipment. Improper use of any equipment may be hazardous to a student's health and safety.

All students are required to wear the appropriate clothing and footwear:

- Full clean medical clothing (detailed guidelines are available on the Faculty of Medicine website) and non-slip, full-covering medical footwear.
- Long hair should be appropriately pinned up before entering the classroom (not only loosely tied, due to work safety, learning the rules of asepsis and taking care for the equipment that is used during the classes).
- In the palm area: short nails without varnish (due to work safety, learning the rules of asepsis for the during the classes).
- The wearing of any jewelry or watches during the practical classes is forbidden (due to work safety and learning the principles of asepsis).

Failure to comply with the rules listed above will result in the student's exclusion from the tutorial (the student will be considered to have been absent from the class).

Subject: EMERGENCY MEDICINE

Rules of final examination or credit

In order to receive a passing grade:

- Attendance at all subject tutorials is required.
- Achieving a passing grade, according to the learning outcomes verification system, is required.

Students must pass all in-class practical and oral tests.

The necessary requirements needed to be fulfilled by a student in order to successfully pass the subject are based upon the rules described in the Physician and Dentist Professions Act, as well as in the Minister of Health Directive's framework program of practical classes for medical students.

Criteria of final practical examination or credit

Practical and theoretical tests include:

- Procedures in the emergency department clinical settings (pass/fail validation system).
- Procedures performed in the simulation center (pass/fail validation system).

The areas of evaluation include: practical skills, clinical knowledge, interpretation of laboratory and radiology test results, the taking of a patient's history, as well as the demonstration of affective domain. During the final practical test, only highly reliable methods and techniques are used to assess the students. The subject matter of each individual task is designed to accurately test selected practical skills which were included in the course curriculum of the subject (according to the student's practical skills register).

Detailed OHS rules applicable during classes taught at the Medical Education Unit

Students are obliged to follow the general rules and the detailed health and safety regulations of each selected medical department.

Special precautions are required when working with medical equipment. Improper use of any equipment may be hazardous to a student's health and safety.

All students are required to use their own stethoscopes.

All students are required to comply with the regulations of the Centre for Medical Simulation CM, UMK.

All students are required to wear the appropriate clothing and footwear:

- Appropriate medical clothing and non-slip, full-covering medical footwear.
- Long hair should be appropriately pinned up before entering any medical department or any classroom.
- The wearing of any jewelry or watches during the practical classes is forbidden.

Failure to comply with the rules listed above will result in the student's exclusion from the class (the student will be considered to have been absent from the class).