



**REGULATIONS OF PRACTICAL TRAINING
AT FIRST DEGREE
MAJORING IN NURSING**

GDAŃSK/KWIDZYN/TORUŃ/KOŚCIERZYNA 2024-2025 & 2023-2024

LEGAL AND OTHER BASES

Regulations for practical training in the first degree program in nursing developed in accordance with the regulations:

- Regulation of the Minister of Science and Higher Education on the standards of education preparing to practice the profession of doctor, dentist, pharmacist, nurse, midwife, laboratory diagnostician, physiotherapist and paramedic. (Journal of Laws 2021, item 755, as amended).
- Act of July 15, 2011 on the professions of nurse and midwife (Journal of Laws 2022 item 2702).
- Recommendations for a model of cooperation of a university teaching nursing and/or midwifery with medical entities, Warsaw, 2020.

GENERAL PROVISIONS

§1

1. These Regulations set forth the rules for the implementation of practical training in the first degree program in nursing.
2. The provisions of these Regulations apply to all undergraduate nursing students.
3. Each student is required to familiarize himself with these Regulations before attending practical classes and professional practice.

ORGANIZATION OF PRACTICAL TRAINING

§2

1. Practical training is carried out in the form of: practical classes and professional practice.
2. Each student is required to attend and pass all practical classes and professional internships in accordance with the practical training schedule for the specified training cycle (*Appendix 1*).
3. In the case of practical training carried out by nursing students for certified nurses, it is carried out taking into account the provisions of Resolution No. 6/VI/2022 of January 20, 2022 of the National Accreditation Council for Schools of Nursing and Midwifery on the determination of detailed recommendations for the credit of documented work experience for practical classes and work experience in studies for nurses and midwives who have a high school diploma and have graduated from a medical high school or a post-secondary or post-secondary school, training in the profession of nurse and midwife.
4. Practical classes and apprenticeships are organized so that the acquisition of practical skills in natural conditions is preceded by the acquisition of these skills in low-fidelity simulated conditions (in nursing skills labs).
5. Practical classes and apprenticeships are conducted on the basis of the infrastructure of entities performing medical activities, with which the university has entered into contracts or agreements. Practical classes and apprenticeships in entities performing medical activities are conducted in particular in:
 - 1) Internal medicine, geriatric, surgical, pediatric, neurological, psychiatric, intensive care, obstetrics, gynecology and neonatal wards;
 - 2) primary care offices (primary care nurse, teaching and educational environment nurse and primary care physician);

- 3) long-term care facilities;
 - 4) hospices.
6. Practical classes and apprenticeships are also held in schools and nurseries with which the university has entered into contracts or agreements.
 7. Practical classes are conducted by academic teachers or other persons with a license to practice nursing and at least one year's professional practice in the field relevant to the classes.
 8. Apprenticeships are conducted under the direction of a person with a nursing or midwifery license, who is an employee of the particular health care provider in which the apprenticeship takes place, and supervision of the implementation of the apprenticeship is provided by an apprenticeship supervisor from the university.

LEARNING OUTCOMES

§3

In terms of knowledge, the graduate knows and understands:

- 1) development, structure and functions of the human body in normal and pathological conditions;
- 2) etiology, pathomechanism, clinical manifestations, course and methods of diagnostic and therapeutic management in selected disease entities;
- 3) determinants and mechanisms of functioning of healthy and sick people;
- 4) the health care system in the Republic of Poland and selected European Union member states;
- 5) principles of health promotion and disease prevention;
- 6) models of nursing care for the healthy, sick, disabled and dying;
- 7) ethical, social and legal conditions of the nursing profession.

In terms of skills, the graduate can:

- 1) provide health promotion and disease prevention services;
- 2) provide first aid and rescue efforts in cardiopulmonary resuscitation;
- 3) recognize health problems and identify priorities in nursing care;
- 4) independently organize, plan and provide holistic and individualized nursing care for an ill, disabled and dying person, using the indications of current medical knowledge;
- 5) independently provide preventive, diagnostic, therapeutic and rehabilitation services (to the extent specified in the regulations);
- 6) decide on the type and scope of care services;
- 7) cooperate with the patient's family or caregiver in achieving the established goals of nursing care and the educational activities conducted;
- 8) conduct a subject and physical examination to make a nursing diagnosis;
- 9) issue prescriptions for drugs, foodstuffs for special nutritional purposes and medical devices, necessary for the continuation of treatment under the implementation of medical orders;
- 10) make an analysis of the quality of nursing care;
- 11) organize the work of own and subordinate staff and cooperate in health care teams.

In terms of social competence, the graduate is ready to:

- 1) be guided by the welfare of the patient, respect the dignity and autonomy of those entrusted to their care, show understanding of worldview and cultural differences, and show empathy in their relationship with the patient and his family;
- 2) compliance with patient rights;
- 3) independently and diligently perform the profession in accordance with ethical principles, including adherence to moral values and duties in patient care;
- 4) bear responsibility for professional activities performed;
- 5) to consult experts in case of difficulties in solving the problem on their own;
- 6) anticipate and take into account factors that influence their own and the patient's reactions;
- 7) recognizing and recognizing their own limitations in terms of knowledge, skills and social competence, and making self-assessments of deficits and educational needs.

RIGHTS AND RESPONSIBILITIES OF THE STUDENT

§4

The student has the right to:

1. Properly organized educational process, appropriate to the requirements of the University and the institution where practical classes and apprenticeships are held in accordance with the study program;
2. Actively participate in the organization and conduct of practical training, as well as access to information necessary for the implementation of tasks;
3. Teaching care, conditions that ensure safety, security and respect for personal dignity;
4. Kind and subjective treatment in the teaching process;
5. Consultation and assistance from the academic teacher or supervisor/mentor of professional practice;
6. Fair, objective, open evaluation by the mentor/mentee, in accordance with the established criteria;
7. Assistance in planning and implementing self-development;
8. Meal breaks at the place and time designated by the teacher or supervisor/mentor of apprenticeship.

§5

The student is required to:

1. The student is obliged to start, complete and pass the practical training within the prescribed period and in accordance with the plan set by the University;
2. The student is obliged to be punctual and to carry out professional practice in a systematic manner, on the days and times specified by the supervisor to whom the student is subject during professional practice in a given institution/department;
3. Absence from practical classes, the student is obliged to report to the academic teacher, and absence from practice to the supervisor and excuse it, and documented absences (sick leave, fortuitous events) the student should make up the time agreed with the academic teacher of practical classes, supervisor of professional practice;
4. On each day of classes, a student may perform only one duty in a particular

department/facility, it is not permissible to combine duties within a single department/facility;

5. The student is obliged to familiarize himself with the specifics, organization and work schedule of the institution/branch and to follow the established rules of cooperation with the staff;
6. During the implementation of practical training, the student is involved in the work of the nursing team, by performing and completing the activities specified in the list of practical skills and performing other tasks assigned by the supervisor/mentor of practical classes and practice;
7. Tasks arising from the practical training program and assigned by the academic teacher in practical classes and the supervisor in professional practice, the student should perform only with his consent;
8. The task of the student undergoing practical training is to plan and carry out individual patient care, and to document this care on an ongoing basis, on the documentation (on the nursing process sheet) in force at the facility/department;
9. When performing nursing activities, the student is required to ensure patient safety and respect patient rights;
10. The student is obliged to act in accordance with professional ethics and maintain professional secrecy;
11. Comply with the rules and regulations operating in the facility/department and take care of the medical equipment entrusted to them;
12. The student is obliged to behave in a cultured manner towards patients and their families, employees of the facility and other students undergoing practical training;
13. The student may not arbitrarily leave the workplace, in a situation of necessity this is possible after obtaining permission from the academic teacher, and in the case of professional practice from the supervisor of professional practice.
14. At the end of the professional practice, the student is required to submit the completed plan of care (completed nursing process sheet, description of tasks/positions performed) to the supervisor for confirmation and evaluation of the written work done (applies to practical classes).
15. A student taking practical classes and in-service training is required to have a proper medical certificate for sanitary and epidemiological purposes, confirmation of vaccination against hepatitis B, a document confirming liability insurance, accident insurance, post-exposure insurance, and to have an appropriate document from the National Criminal Register - committing crimes specified in Chapters XIX and XXV of the Penal Code, in Art. 189a and Article 207 of the Penal Code, and in the Act of July 29, 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item 1939) or a sexual offense.
16. In addition, the student is required to wear protective clothing and changeable shoes with flat heels, as well as an ID badge with his name, surname and the name of the University.

§6

1. The lack of a proper insurance policy, a medical certificate for sanitary and epidemiological purposes, proof of hepatitis B vaccination and full uniform and ID badge is grounds for denying the student admission to practical classes and professional practice.
2. If a student is listed in the register mentioned in §5 item 15, the student shall not be referred for practical training.

§7

During the implementation of practical classes and apprenticeship, it is forbidden for sanitary-epidemiological reasons and for the safety of oneself and the patient: to wear jewelry; to wear artificial nails; to keep long and lacquered nails; to put additional clothing over the uniform; to bring and use video and sound recording devices and cell phones.

§8

1. A pregnant student is obliged to inform the academic instructor before the start of scheduled practical classes, and in the case of professional practice, the supervisor of professional practice, and present a current certificate from a specialist doctor stating the possibility of practical classes and professional practice;
2. In addition, the pregnant student is required to submit a written declaration of personal responsibility for the decision to take/continue scheduled practical classes and professional practice;
3. A student who is breastfeeding after providing the appropriate medical certificate may apply for a break in practical classes and professional practice in accordance with Article 187 §1 of the Labor Code. If a practical class or professional practice lasts more than 6 clock hours on a given day, a student who is breastfeeding her child is entitled to two half-hour breaks in practical classes/professional practice included in the time of practical classes and professional practice. Breastfeeding breaks may be granted in total.
4. If the time of practical classes/apprenticeship is less than 4 clock hours feeding breaks are not entitled. If the time of practical classes/apprenticeship in one day does not exceed 6 clock hours then one feeding break is entitled.

ORGANIZATION AND COURSE OF PROFESSIONAL PRACTICE

§9

1. Students carry out work experience in accordance with the practical training schedule (*Appendix 1*) during the academic year and/or summer vacation.
2. Apprenticeships can be carried out after passing the practical classes in a given subject.
3. The student carries out his professional practice in the institutions designated by the University or may independently identify an institution that is willing to accept him for practice.
4. Before the start of the professional practice, the student collects from the dean's office the documents necessary to plan the date of the professional practice - the practical training schedule and the practical training logbook, the model of which is *attached as Appendix 6*.

5. Before the start of the professional practice in the institution indicated by the student, the student takes a referral for professional practice from the dean's office (*Appendix 2*).
6. The facility indicated by the student must meet the criteria for the selection of facilities for the implementation of professional practice (*Appendix 3*).
7. In the event that a student indicates an institution for the implementation of professional practice, as referred to in paragraph 4 of this section, the University shall conclude an agreement with the institution (*Appendix No. 4*), and the institution shall indicate a professional practice supervisor. The supervisor must meet the criteria for the selection of a professional practice supervisor (*Appendix No. 5*).
8. The Curriculum and Teaching Committee oversees the appropriate selection of facilities for professional practice.
9. Professional practice is carried out in the form of an 8-hour or 10-hour on-call.
10. After the completed internship, completed and signed documents by the internship supervisor on behalf of the institution (practical training logbook) - (*Appendix No. 6*) should be submitted to the dean's office.
11. After receiving credit, the student is provided with an educational quality questionnaire or a corresponding version of the questionnaire in electronic form (*Appendix No. 8*) for completion.
12. The procedure for exemption from professional practice does not apply to nursing students, with the exception of students covered by Resolution No. 6/VI/2022 of the National Accreditation Council for Schools of Nursing and Midwifery of January 20, 2022 on the determination of detailed recommendations for crediting documented work experience for practical classes and professional practice in studies for nurses and midwives who have a high school diploma and have graduated from a medical high school or a post-secondary or post-secondary school training in the profession of nurse and midwife.

CONDITIONS FOR PASSING PRACTICE

§10

1. The prerequisite for passing the internship is the fulfillment of the tasks formulated in the internship program and the submission by the student of appropriate documentation of the internship (practical training logbook) tutors from the University.
2. Successful completion of professional practice is a prerequisite for passing the semester in a given year of study, the program of which provides for the implementation of these activities.
3. At the request of the student, the Vice-Rector for Practical Education may designate a period of professional practice other than that provided for in the schedule of the program of study, if there are circumstances beyond the student's control that make it impossible to carry out the practice in accordance with the schedule.
4. A student who has not completed all of the internships required by the study plans may not be admitted to the diploma exam.
5. Evaluation of apprenticeship is carried out by the supervisor of *apprenticeship* on behalf of the institution on the basis of the specified criteria for evaluation of practical classes and the criteria for evaluation of *apprenticeship* (*Appendix No. 7*).

6. Credit for internship in a particular subject is given by the Vice-Rector for Practical Education, after reviewing the grade given by the internship supervisor from the institution.
7. Credit for professional practice is given before the start of the next semester.
8. The Vice-Rector for Practical Education shall determine the consequences resulting from the dismissal of a student at the request of the workplace from the professional practice.

SUPERVISION OVER THE COURSE OF PROFESSIONAL PRACTICE

§11

1. Supervision of the course of professional practice in the institutions is exercised by the supervisor of professional practice on behalf of the institution where the student is practicing (*Appendix 9*).
2. Supervision of apprenticeship on behalf of the University is carried out by the Vice-Rector for Practical Education (*Appendix 10*).

TASKS OF THE VICE-RECTOR FOR PRACTICAL EDUCATION

§12

1. Selection of facilities, supervisors of practical training according to the criteria developed in consultation with the Curriculum and Teaching Committee and the Vice-Rector for Teaching. Developing and updating the plan and program of practical training.
2. Acquisition, in consultation with the Senate Plenipotentiary for Institutional Cooperation, of facilities where practical training is to take place and preparation of agreements to be concluded with these facilities.
3. Verification of the documentation of practical training for the procedure of admitting the student to the diploma examination in the practical part.
4. Develop procedures for controlling the conduct of practical classes/apprenticeships.
5. Inspection and evaluation of the course of practical classes/work experience.
6. Together with the Vice-Rector for Teaching and a person authorized to practice the profession, conducting observation of practical classes/professional internships and analyzing post-observation conclusions included in the observation protocols of for practical classes/professional internships (*Appendix No. 11*).
7. Collaboration with the Education Quality Committee in conducting inspections of practical classes/apprenticeships.
8. Obtaining, collecting and compiling the results of the questionnaire for assessing the quality of education during professional practice.
9. Acquire and collect criteria for selecting a supervisor for the implementation of apprenticeship and criteria for selecting a facility for the implementation of practical
10. classes/apprenticeship.

EXPOSURE TO BLOOD AND OTHER POTENTIALLY INFECTIOUS MATERIAL - IPIM

§13

1. During practical classes and professional practice, students may be exposed to potentially infectious material - biological material containing a pathogen, including

- a virus in the amount necessary for infection.
2. The most dangerous source of HBV, HCV, HIV infection is blood and any excretion or secretion containing blood.
3. In the event of a trainee's exposure to potentially infectious material, the Hospital will promptly implement procedures applicable to Hospital employees.

DOCUMENTS AND FORMS

§ 14

General apprenticeship documentation includes:

1. Schedule of practical training (*Appendix 1*);
2. Referral for professional practice (*Appendix 2*);
3. Criteria for the selection of a facility for the implementation of practical classes/vocational internships (*Appendix 3*);
4. Contract for the implementation of practical classes / *apprenticeship* (*Appendix 4*);
5. Criteria for the selection of a practice supervisor on behalf of the healthcare provider (*Appendix 5*);
6. Journal of practical training (*Appendix 6*);
7. Criteria for evaluation of practical skills (*Appendix 7*);
8. Questionnaire for evaluation of the quality of education during professional practice (*Appendix 8*);
9. Tasks of the supervisor of professional practice (*Appendix 9*);
10. Tasks of the Vice-Rector for Practical Education (*Appendix 10*);
11. Protocol of hospitalization of practical classes/professional practice (*Appendix No. 11*).

Katarzyna Strzała-Osuch, PhD, Professor of PSW

Rector

Schedule of practical training

Appendix No. 1 to the Regulations of
practical training - first degree studies

PRACTICE AND PROFESSIONAL TRAINING, nursing faculty, full-time bachelor's degree studies 2024-2025

<i>Practical classes and apprenticeships</i>	<i>practical activities</i>	<i>apprenticeship</i>	<i>total hours</i>	<i>semester 1</i>		<i>semester 2</i>		<i>semester 3</i>		<i>semester 4</i>		<i>semester 5</i>		<i>semester 6</i>	
				<i>ZP</i>	<i>PZ</i>	<i>ZP</i>	<i>PZ</i>	<i>ZP</i>	<i>PZ</i>	<i>ZP</i>	<i>PZ</i>	<i>ZP</i>	<i>PZ</i>	<i>ZP</i>	<i>PZ</i>
Health promotion	20		20							20					
Fundamentals of Nursing	80	120	200			80	120								
Internal medicine and internal medicine nursing	120	160	280					120	80		80				
Pediatrics and pediatric nursing	160	160	320					160	160						
Geriatrics and geriatric nursing	80	80	160							80	80				
Surgery and surgical nursing	120	160	280							120			160		
Obstetrics, gynecology and obstetrics nursing gynecological	80	40	120							80	40				
Anesthesiology and life-threatening nursing	80	80	160											80	80
Primary health care (*80 POZ, 20 School Medicine and 20 Nursery).	120	160	280									120*	160		
Psychiatry and psychiatric nursing	80	80	160									80			80
Neurology and neurological nursing	80	80	160									80			80
Nursing in long-term care	40	40	80											40	40
Palliative care	40	40	80											40	40
Total hours	1100	1200	2300			80	120	280	240	300	200	280	320	160	320

/stamp of the University/

on.....

DIRECTIONS

to carry out student work experience

fromto.....

Faculty/University name and address

.....

directs the student/student

.....

name

directionroku.....

for professional practice in the subject

Duration of practice hour..... .

The supervisor of the student internship on behalf of the host institution is Mr.

.....

/name, contact phone/

who/that confirms in the practical training logbook the learning outcomes realized by the student.

.....
stamp and signature

The student is obliged to keep a practice log, which, after confirmation by the practice supervisor, is the basis for credit for the practice.

The student has a current medical examination, liability insurance, accident insurance, post-exposure insurance and the relevant document from the National Criminal Register.

*Appendix No. 3 to the Regulations of
practical training - first degree studies*

**FACILITY SELECTION CRITERIA
FOR THE IMPLEMENTATION OF PRACTICAL CLASSES/APPRENTICESHIPS
IN THE ACADEMIC YEAR.....**

Powiślański University
Faculty of Health Sciences
Direction of *nursing*

Type of professional practice.....

Criterion		Points	Number of points received
1.	The given facility provides a wide range of diagnostic and/or therapeutic (therapeutic or rehabilitation) services and is recognized by the community	is accredited	2
		is preparing for accreditation	1
		is not accredited	0
2.	Staff education	<50% with higher education	2
		>50% with higher education	1
		secondary education only	0
3.	Average length of service of staff	over 5 years	2
		3-5 years	1
		under 3 years	0
4.	Staff experience in working with students	over 5 years	2
		under 3 years	1
		no	0
5.	Does the nature and extent of the health care provided enable you to meet the outcomes contained in the internship program?	yes	2
		to a limited extent	1
		not	0
6.	Is the unit/plant equipped with modern apparatus for acquiring the skills prescribed in the internship program?	100% modern equipment	2
		>50% modern equipment	1
		outdated	0
7.	Are medical services provided in accordance with current standards and procedures?	yes	2
		likely yes	1
		not	0
8.	Does the unit/facility have locker rooms for students?	yes	2
		endeavor to adopt	1
		not	0
9.	Are there teaching facilities in the unit/facility for the delivery of classes?	yes	2
		endeavor to adopt	1
		not	0
10.	Is there a social room (canteen, bar) in the unit/plant?	yes	2
		is a separate room	1
		not	0
11.	Does the unit have internal training, lectures, etc. that students could attend?	yes	2
		rarely	1
		not	0

Number of points obtained:

Evaluation criterion:

22-12 - the unit/plant meets the criteria required for student internships

11-6 - the unit/plant conditionally meets the criteria required for student internships

5-0 - unit/plant does not meet the criteria required for student internships

**Agreement
for the implementation of practical classes / apprenticeship**

concluded on in.....,
between:

Powiślański University with its head office in Kwidzyn at 11 Listopada Street 29 entered in the Register of Non-Public Higher Education Institutions kept by the Minister of Science under number 166, NIP 581 17 22 066, REGON:191871175, represented by:
Vice-rector for practical education - **dr Mariia Lutsyk**
hereinafter referred to as **the University**

a

_____, entered in the KRS Register under....., NIP, REGON.....
represented by:

..... -

hereinafter referred to as **the Practitioner (PD)**

§ 1.

1. This agreement regulates the rules for students of the Powiślański University (hereinafter interchangeably referred to as interns or trainees) to take practical classes/apprenticeships conducted at PD.
2. Apprentices take practical classes/internships at PD organizational units according to schedules agreed between the University and PD. The apprentices will be students of the following locations of the Powiślański University:
 - a) Gdansk,
 - b) Torun,
3. The University declares that the number of trainees does not exceed 60 students in an academic year, in each of the fields of study listed below with the given degree indicated, at the given location of the University's headquarters indicated in paragraph 2:
 - a) Nursing, first degree program;
 - b) Economics, undergraduate,
 - c) Economics, second degree.
4. The basis for the practical classes/internships are the named lists of apprentices, specifying the dates of the apprenticeship and indicating the managers/didactic supervisors of the apprenticeship carrying out the practical classes/internships on the part of the University. The lists of apprentices will be presented to the PD by the University no less than 7 days prior to the start of practical classes/apprenticeship.
5. The organizational and training function (the function of Supervisors of Practical Classes/Practical Training on the part of the PD) with respect to the participants of practical classes/professional practice studying in the courses referred to in paragraph 3, held in the Branches/Departments of the PD, is performed by:
 - a) for nursing majors - nurses or midwives with the appropriate qualifications in

accordance with applicable laws as designated by the Chief Nurse or the Ward/Department Head,

- b) For the direction of economics - employees of economic / organizational / human resources departments, etc., with higher education, with appropriate directional qualifications in accordance with applicable laws.
6. The PD will provide an Apprenticeship Supervisor who is an employee/co-worker of the PD on his/her own, without the participation of the University, informing the University of the selection in writing to the email address dziekanat_psw_gdansk@powislanska.edu.pl.
7. Practical classes/apprenticeships may/can be held in PD Departments, in accordance with the Practical Classes/Practical Training Program and PD capabilities.

§ 2.

The parties agree that for the duration of the practical classes/professional internships, PD organizational units designated by the University will be made available to the managers of the practical classes/professional internships (if applicable) and participants in the practical classes/professional internships, for the purpose of carrying out the practical classes/ internships.

§ 3.

1. The PD declares that he/she is duly authorized to conduct activities in the field of the selected course of education organized by the University.
2. The University has familiarized itself with the technical and organizational conditions of the PD and declares that they are sufficient for the proper execution of this contract
3. PD commits to:
 - a) conduct the training, and then authorize the trainee to process personal data in accordance with the procedure specified in the PD. It is the responsibility of the Department Coordinator/Department Head or Head of the organizational unit to conduct the training, and to grant authorization to process personal data to the trainee,
 - b) record and store the authorization to process personal data and the trainee's statement on keeping personal data confidential. The aforementioned process is the responsibility of the relevant PD organizational unit.

§ 4.

1. The University shall be responsible for the selection of apprentices so that they have the qualifications required by law to enable them to take the practical classes/apprenticeships covered by the subject of this agreement and meet the requirements indicated in paragraph 2 of this section.
2. The University represents and warrants that participants in practical classes/apprenticeships have a current health certificate, specifically including:
 - a) a current entry made by the Territorial Sanitary and Epidemiological Station stating: , *"not listed in the register of permanent and temporary carriers of salmonella bacilli"* (if applicable),
 - b) An entry on a history of hepatitis B vaccination (if applicable),
 - c) HCV blood test (if applicable),
 - d) current basic research.
3. The condition for admission to participate in practical classes/professional practice is that the trainee has and presents to the Supervisor of Practical Classes/professional practice, the certificate referred to in paragraph 2, and a certificate issued by a doctor

from an Occupational Medicine Clinic authorized to conduct preventive examinations of employees, stating that there are no contraindications to study the selected field of study and/or undertake practical classes/professional practice (if applicable).

§ 5.

1. The University shall be held fully liable for the acts or omissions of the interns and their managers/teaching supervisors carrying out practical classes/apprenticeships on the part of the University - up to the full amount of damage sustained by the PD as a result of the act or omission of the aforementioned persons. In particular, the University shall be liable for damages caused by the interns and managers/teaching supervisors referred to in the preceding sentence to the Hospital and third parties, especially patients. The University agrees to reimburse the PD for any amounts paid to a third party as compensation or damages in connection with the damage caused by the apprentice, manager/teaching supervisor, as well as to reimburse any legal costs incurred by the PD in defending against third party claims.
2. The University shall also be liable for damages incurred by the PD due to the University's inadequate preparation of the practical training and its organization.
3. The Apprentice shall have and submit to the Supervisor of Practical Classes/Practical Training, no later than the date of commencement of Practical Classes/Practical Training, a copy of a document confirming a contract of third-party liability insurance, personal accident insurance and post-exposure insurance covering the entire period of the Practical Classes/Practical Training (if applicable). In particular, the apprentice shall be obliged to undergo personal data protection training and sign a statement of commitment to keep personal data confidential and comply with personal data protection regulations and PD's internal normative acts on personal data protection in accordance with the specified procedure. Completion of personal data protection training and the student's authorization to process personal data is a condition for admission to the internship.
4. The University declares that it is insured against civil liability.
5. PD provides an information clause for the trainee.
6. PD provides an information clause for the University and its representatives.
7. The Division Coordinator or Head of an organizational unit is responsible for providing the information clause referred to in paragraph 5 above.
8. The relevant PD organizational unit is responsible for providing the information clause mentioned in paragraph 6 above.
9. The relevant PD organizational unit is responsible for recording and storing the confirmation of reading the information clauses.

§ 6.

1. The University declares that the Standards for the Protection of Minors applicable to the students of the Powiślański University undergoing practical training (practical classes/apprenticeships) and academic teachers/other instructors - supervisors of practical training in the institutions referred to in Article 12 items. 6 and 7 of the Act of May 13, 2016 on Countering the Threat of Sexual Crime.
2. A student may be admitted to receive practical training only if he or she has a relevant document from the National Criminal Register - the commission of crimes specified in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code, and in the Act of July 29, 2005 on Counteracting Drug Addiction (Journal of Laws 2023, item 1939) or a sex crime.

3. If the student is listed in the above-mentioned register - the student is not referred to receive practical training.
4. Apprentices and Supervisors of Practicum/Practicum Activities are obliged to comply with all provisions of applicable laws and internal acts of PD.
5. Prior to allowing the Supervisor of Practice/Practicum to perform his/her duties, the University shall check the person employed in the Sexual Offender Registry.
6. Supervisors of Practicum/Practicum Classes conducting classes required to submit a certificate of no criminal record obtained from the National Criminal Register.
7. Practitioners and Practice Supervisors on the part of the University may not provide health services to PD patients. This provision does not apply to Practice Supervisors on the part of the PD who are employees/co-workers of the PD. (Applicable to medical/health sciences majors).

§ 7.

1. PD responsibilities include:
 - a) Familiarize Apprentices with the organization of the PD, regulations on observance of work order and discipline, professional secrecy, occupational hygiene and safety, including radiological protection against ionizing and electromagnetic radiation, fire protection, personal data protection, operation of technical equipment and devices, and supervise their observance to the necessary extent,
 - b) Providing cleaning supplies and clothing storage facilities,
 - c) Familiarization of Trainees with the Rules of Order of the PD,
 - d) To allow the Vice-Rector for Practical Edukation - to perform activities related to the teaching supervision of the practice and its participants.
2. The University's responsibilities include:
 - a) Preparation of post-accident documentation with PD involvement;
 - b) Developing detailed programs for practical classes/internships and familiarizing trainees with them;
 - c) Establish, in consultation with the PD, a schedule of practical classes/internships in accordance with the program;
 - d) Exercising leadership/teaching supervision of internships, as well as control and evaluation of these practical classes/internships;
 - e) Informing students of the need:
 - to have liability and accident insurance extended to include occupational exposure (HIV and hepatitis infection),
 - To have a sanitary-epidemiological booklet with current examinations,
 - to meet the current sanitary and epidemiological requirements applicable to medical facilities,
 - have the applicable documentation necessary to pass the practice/practical activities
 - to have protective clothing and a badge prepared on their own;

- f) Informing trainees of their responsibilities under this agreement.
- 3. The duties of the trainee include:
 - a) to have civil liability (third party) insurance and personal accident insurance (NNW) for the entire duration of the practical training/apprenticeship, extended by additional insurance for the risk of exposure of the trainee to blood or other potentially infectious material (contact with human immunodeficiency virus (HIV) and hepatitis) during the performance by the trainee of activities in accordance with the program of practical training/apprenticeship ,
 - b) Procurement of and use of work clothes and protective clothing during practical classes/internship (if applicable).
- 4. In the event of an exposure to potentially infectious material in an apprentice, the Hospital will immediately implement the procedures applicable to Hospital employees, while the cost of implementing the procedures and post-exposure management in the event of an exposure to potentially infectious material in an apprentice shall be borne by the University.

§ 8

Participants in practical classes/apprenticeships are not entitled to labor remuneration during the period of taking classes covered by the contract.

§ 9.

1. The contract is concluded for a definite period of time fromr. to. / indefinite.
2. The contract may be terminated at any time, by either party, with 1 month's notice, effective at the end of the month, in the event of difficulties in the implementation of the contract by one of the parties to the contract or finding it unprofitable for one of the parties to the contract.
3. In the event of a party's failure to comply with the stipulations established herein, the other party shall have the right to terminate this Agreement with immediate effect, provided that the other party has first been requested in writing to cease violations and the time limit set for this purpose has expired without effect.
4. Declaration of termination of the Agreement shall be in writing under pain of nullity.

§ 10.

1. The parties agree to renegotiate the provisions of the contract and its amendments in the form of annexes, in the event of a proposal to amend the contract proposed by one of the parties.
2. The competent court for any disputes will be the court with jurisdiction over the PD's headquarters.
3. All modifications to the terms of the contract must be in writing in the form of an annex, otherwise they are null and void.

§ 11

The following functional persons are authorized for cooperation covered by the agreement at the working level:

1. On behalf of the University - Dr. Mariia Lutsyk, Vice-Rektor for Practical Education.
2. on behalf of PD -.....

§12

1. The parties agree on the following mailing addresses:

a) Powiślański University, 18 Smoluchowskiego St., 80-214 Gdańsk,
[e-mail:ksztalcenie_praktyczne@powislanska.edu.pl](mailto:ksztalcenie_praktyczne@powislanska.edu.pl)

b) _____
e-mail: _____

2. All deliveries and notices provided for in this Agreement shall be made to the addresses indicated in paragraph 1 and delivered directly to the Parties, by letter or e-mail.

§13

The agreement is drawn up in two counterparts, one for each party.

University:

Practitioner:

**CRITERIA FOR SELECTING A TUTOR
FOR THE IMPLEMENTATION OF PROFESSIONAL PRACTICE
IN THE ACADEMIC YEAR**

Powiślański University
Faculty of Health Sciences
Direction of *nursing*
Subject _____

Name of practice supervisor _____

Practice site.....Position:.....

Phone:E-mail.....

Evaluation criterion		Points	Please insert an "X" in the right place (To be completed by the Practice Supervisor)	Evaluation (fills Vice Rector for Practical Education)
Completed higher education: major in nursing	MA Nursing	3		
	Bachelor of Science in Nursing	2		
	Does not have a university degree in a field of study	0		
Current license to practice profession	Yes, based on the diploma of completion studies authorizing professions	2		
	It does not have	0		
Seniority in the field of subject taught	Over 5 years	3		
	1-5 years	1		
	Less than a year	0		
Pedagogical preparation	Yes	1		
	It does not have	0		
Specialties/courses/other forms of improving skills professional	Specialization (what kind?)	2		
	Vocational and other training courses (what kind?)	1		
	Does not have specialization and courses	0		
He/she has led before classes in a given subject	Yes	1		
	Not	0		
Proficiency in English	Advanced level of English	3		
	Communicative level of English	2		
	Basic level of English	1		
	Lack of English level	0		
The branch on which it will be care provided apprenticeships				

NUMBER OF TOTAL POINTS OBTAINED	
---------------------------------	--

.....
Signature and stamp of the practice supervisor

To be filled out by the Vice-Rector for Practical Education

The opinionated person receivedpoints, therefore, meets / does not meet^{*1} the criteria required in the Powiślański University for apprenticeships.

The decision of selecting a supervisor to conduct professional practice: positive/negative^{*2}

.....
**Signature of the Vice-Rector for Practical
Education**

^{*1} Basis for entrustment of care ≥ 5 points,

No grounds for entrusting care: less than 5 points.

^{*2} delete as appropriate

***Journal of Practical Education
Powiślański University***

***Direction of Nursing.*
*- bachelor degree***

.....
(student's name)

.....
(album number)

Gdańsk/Kwidzyn/Toruń/Kościerzyna 2024
(select the needed location, and remove others)

Practical training is carried out in two, differentiated forms of implementation - as **practical classes** and **apprenticeships**. Both forms of practical training are aimed at systematizing and consolidating the knowledge and skills imparted in the course of didactic classes at the university.

Practical classes and apprenticeships are provided for in the curriculum and study plans of the Faculty of Health Sciences of the Powiślański University. They perform an important function in the process of professional preparation of nursing graduates. Throughout the entire cycle of education, students are required to complete practical classes and professional practice as specified in the study plans, amounting to 2,300 hours, divided into 1,100 hours of practical classes and 1,200 hours of professional practice.

Practical classes and professional practice are an integral part of the study plan. The study plan specifies the type of practical classes and professional practice, the duration, and the semester and year of study in which the classes forming practical skills should be implemented. Practical classes and professional practice are assigned ECTS points, in accordance with the study plan.

Detailed rules for the implementation of practical training in the field of first-level nursing are presented in the Regulations on Practical Training.

Dimensions and scope of practical classes and apprenticeships

Scope of practical classes and apprenticeships	Practical activities		Apprenticeship	
	Number of hours /week	Number of ECTS credits	Number of hours / week and	Number of ECTS credits
Fundamentals of nursing	80 hours/ 2 weeks	3	120 hours/ 3 weeks	4
Health promotion	20 hours/ 0.5 week	1	-	-
Primary health care	120 hours/ 3 weeks	4	160 hours/ 4 weeks	6
Obstetrics, gynecology and obstetrics-gynecology nursing	80 hours/ 2 weeks	3	40 hours/ 1 week	2
Pediatrics and pediatric nursing	160 hours/ 4 weeks	6	160 hours/ 4 weeks	6
Internal medicine and internal medicine nursing	120 hours/ 3 weeks	4	160 hours/ 4 weeks	6
Surgery and surgical nursing	120 hours/ 3 weeks	4	160 hours/ 4 weeks (0.5 week operating block)	6
Nursing in long-term care	40 hours/ 1 week	2	40 hours/ 1 week	2
Geriatrics and geriatric nursing	80 hours/ 2 weeks	3	80 hours/ 2 weeks	3
Neurology and neurological nursing	80 hours/ 2 weeks	3	80 hours/ 2 weeks	3
Psychiatry and psychiatric nursing	80 hours/ 2 weeks	3	80 hours/ 2 week	3
Anesthesiology and life-threatening nursing	80 hours/ 2 week	3	80 hours/ 2 week	3

Palliative care	40 hours/ 1 week	2	40 hours/ 1 week	2
TOTAL	1100 hours/ 27.5 weeks	4	1200 hours/ 30 weeks	46

EVALUATION CRITERIA FOR PRACTICAL CLASSES

A skills index created to improve documentation of the development of acquired practical skills:

Level 1 Observation of procedures.

Level 2 Perform the skill with the help of a supervisor.

Level 3 Perform the skill under the guidance of a supervisor.

Level 4 Perform the skill independently, safely, competently with justification for your action, in the presence of a supervisor.

Evaluation criteria for practical skills (0-2 points for each element): principles, efficiency, effectiveness, self-reliance, communication, attitude.

Students receive a passing grade with at least 6 points for all learning elements.

Number of points	Criteria for evaluation of individual elements of the activity (performance of the task/exercise) by the student					
	Rules	Efficiency	Effectiveness	Independence	Communicating	Attitude
2	warns principles, proper technique and order performances activities	activities performs with confidence, vigorously	proceedings takes into account situation patient, achieves goal	plans and performs actions by yourself	correct, independent, effective content selection	analyzes its proceedings, cooperates With the treatment team, full identification with a professional role
1	warns rules after targeting	activities performs not very confident, after a short reflection	not always takes into account situation health patient, achieves target after targeting	requires reminders and orientations in some actions	requires guidance, directions in content selection	has difficulties in critical evaluation and analysis its proceedings, in cooperation with the team therapeutic and in identification with a professional role
0	does not comply principles, chaotically performs actions	activities performs uncertainly, very slowly	does not take into account attention individual situations patient, does not achieve the goal	requires constant homing and reminders in each action	can't keep contact verbal with the patient	can't critically appraise and analyze its proceedings, does not cooperate with the team therapeutic, does not identify come to grips with the role of professional

* Source: W. Ciechaniewicz: Formation of practical skills of nursing school students. CKPPiP, Warsaw.

RATING SCALE:

11-12 points - bdb (5.0)

9-10 points - db plus (4.5)

8 points - db (4.0)

7 points - dst plus (3.5)

6 points - dst (3.0)

5 points and below -ndst (2,

CRITERIA FOR EVALUATION OF PROFESSIONAL PRACTICE

Criteria for evaluating individual elements (at least 1 point for each element): principles, efficiency, effectiveness, self-reliance, communication, attitude.

The student receives credit when obtaining at least 6 points for all learning elements.

Number of points	Criteria for evaluation of individual elements of the activity (performance of the task/exercise) by the student					
	Rules	Efficiency	Effectiveness	Independence	Communicating	Attitude
2	warns principles, proper technique and order performances activities	activities performs with confidence, vigorously	proceedings takes into account situation patient, achieves goal	plans and performs actions by yourself	correct, independent, effective content selection	analyzes its proceedings, cooperates With the treatment team, full identification with job role
1	warns rules after targeting	activities performs not very confident, after a short reflection	not always takes into account situation health patient, achieves target after targeting	requires reminders and orientations in some actions	requires guidance, directions in content selection	has difficulties in critical evaluation and analysis its proceedings, in cooperation with the team therapeutic and in identification with a professional role
0	does not comply principles, chaotically performs actions	activities performs uncertainly, very slowly	does not take into account attention individual situations patient, does not achieve the goal	requires constant homing and reminders in each action	can't keep contact verbal with the patient	can't critically appraise and analyze its proceedings, does not cooperate with the team therapeutic, does not identify come to grips with the role of professional

* Source: W. Ciechaniewicz: Formation of practical skills of nursing school students. CKPPIP, Warsaw.

Criteria for evaluating the documentation of the nursing process

Criterion	Evaluation					
	Very good	Good plus	Good	Sufficient plus	Sufficient	Insufficient
Benchmark	Nursing process corresponds to the case study	The nursing process corresponds to case study	The nursing process corresponds to case study	Nursing process does not fully match case study	Nursing process hardly relevant to case study	Nursing process does not correspond to the case study
process nurture to the content included in study case	Right hierarchy presented diagnoses Proposed method of implementation/ proposed interventions adequate to situations existing in facility	The right hierarchy diagnoses presented Proposed method implementation/proposed interventions not always appropriate to the situation existing in the facility	Hierarchy presented diagnoses do not always correct, requires modifications Proposed method implementation/proposed interventions not always relevant	Hierarchy presented diagnoses in a large disturbed Proposed method implementation/proposed interventions not always relevant	Improper hierarchy diagnoses presented Proposed method implementation/proposed interventions do not appropriate to the situation existing at the facility	
Method formulation enrollment each stage process nurture	Correct on each stage of PP	Slight adjustment records require concerning interventions/	A significant adjustment records require concerning interventions/	Slight adjustment require provisions in in terms of objectives and intervention	A significant adjustment records require in terms of objectives and intervention	
Method running documentation process nurture	Correct, Aesthetic, clear	Correct, readable, unaesthetic	Correct, few clear, little aesthetic	Correct, minor errors requiring revision	Correct, numerous errors requiring revision	

**YEAR I, semesters I
and II**

**LABORATORY OF NURSING SKILLS
FUNDAMENTALS OF NURSING (120 HRS.)**

LIST OF PRACTICAL SKILLS FOR THE NURSING PROFESSION		SKILL CREDIT			
		*Performance level. <i>credit/signature</i>			
		1.	2.	3.	4.
C.U1. C.U20, C.U21., O.K1. O.K2. O.K5. O.K6. O.K7.	Disinfection, hygienic hand washing, use of disposable gloves.				
C.U1. C.U10. C.U19. O.K5.O.K6. O.K7.	Desmurgery: <ul style="list-style-type: none"> Principles of banding Types of hoops and their use Dressings of the upper limb and shoulder girdle Bandaging of the lower limb and hip girdle Thoracic dressings Head dressings Using a triangular sling to bandage different parts of the body and to protect the bandaged parts The use of elastic sleeves of the "Codofix" type 				
C.U1. C.U3, C.U17., C.U20. C.U22. O.K1. O.K2. O.K5.O.K6. O.K7.	Bedding: <ul style="list-style-type: none"> empty by 1 and 2 nurses, With the patient by 1 and 2 nurses, Change of bed linen partial and complete. 				
C.U1. C.U4, C.U17, C.U20. C.U21. O.K1. O.K2. O.K5.O.K6. O.K7.	Toilet the sick in bed.				
C.U1. C.U2. C.U4. C.U5 C.U20 O.K1. O.K2. O.K5. O.K6. O.K7.	Hair hygiene: <ul style="list-style-type: none"> Washing the head of a patient in bed, putting on a p/w cap. 				
C.U1. C.U2. C.U4. C.U5 C.U14. C.U20 O.K1. O.K2. O.K5. O.K6. O.K7.	Oral toileting.				
C.U1. C.U3, C.U17., C.U19. C.U20. C.U22. O.K1. O.K2. O.K5.O.K6. O.K7.	Prophylaxis and pressure ulcer toileting in the recumbent patient, facilities including: <ul style="list-style-type: none"> The use of surgical gloves, the application and change of the dressing on the decubitus ulcer, Changing the position of a bedridden patient, Moving the patient from bed to wheelchair and vice versa, The process of caring for a patient at risk of developing bedsores. Patient handling and positioning, various methods and techniques 				

	<ul style="list-style-type: none"> • rubbing, patting, active and passive exercises 				
C.U1. C.U2. C.U5. C.U6. C.U7. C.U8. C.U26. O.K1. O.K2. O.K5. O.K6. O.K7.	<p>Assessment of the patient's basic vital signs</p> <ul style="list-style-type: none"> • Heart rate assessment, • Assessment of blood pressure and respiration, • Assessment of central venous pressure, • Pulse oximetry, saturation, • Peak expiratory flow, • completing Patient Good Card <p>Documenting the activities performed in the patient observation chart</p>				
C.U10., O.K1. O.K2. O.K5. O.K6. O.K7.	<p>Making anti-inflammatory packs.</p> <ul style="list-style-type: none"> • Placing medical bubbles by various methods (fire and fireless) • Technique for making a cold pack (drying) • Technique for making a warming wrap • Technique of putting healing bubbles • Sollux lamp application technique 				
C.U16. C.U25. O.K1. O.K2. O.K5. O.K6. O.K7.	<p>Upper gastrointestinal procedures: gastric gavage, gastric lavage, feeding by probe, Nursing process for a patient fed by gastric probe.</p> <ul style="list-style-type: none"> • Indications and contraindications for performing the procedure • Complications of performing the procedure • Principles of gastric tube selection • Types of diets in case of feeding by probe 				
C.U23. O.K1. O.K2. O.K5. O.K6. O.K7.	<p>Lower gastrointestinal procedures - purging enema, rectal drip infusion</p> <ul style="list-style-type: none"> • Indications and contraindications for performing the procedure • Complications of performing the procedure 				
C.U7. C.U24. O.K1. O.K2. O.K5. O.K6. O.K7.	<p>Bladder catheterization.</p> <ul style="list-style-type: none"> • Bladder catheterization in a woman • Collecting urine for laboratory tests. • Nursing patients with incontinence use of external catheters. • Diuresis monitoring and catheter removal. • Bladder flush. • Bladder catheterization in a man • Process of Nursing in a patient with a Foley catheter in place 				
C.U11-12. C.U18. O.K1. O.K2. O.K5. O.K6. O.K7.	<p>Administration of oral medications, oxygen therapy, inhalation.</p> <ul style="list-style-type: none"> • Respiratory gymnastics and positioning drainage, airway decongestion • Storage and preparation of medicines according to current standards. 				
C.U12-13, C.U18., C.U21. O.K1. O.K2. O.K5. O.K6. O.K7.	<p>Administration of medicines to the patient by various routes, according to the doctor's written order and in accordance with the competence:</p> <ul style="list-style-type: none"> • Administration of medicines into the eye, ear, nose; rinsing of the eye and ear, mouth, throat. • administration of drugs by the respiratory route (oxygen therapy, inhalation, nebulization). • Administration of drugs through the gastrointestinal tract, • Administration of drugs via the urogenital route. • Care of the skin and its creations and mucous membranes with the use of pharmacological agents and medical materials, including the use of therapeutic baths • performance of tetanus influenza vaccination according to the indicated route of administration 				

C.U12., C.U14. O.K1. O.K2. O.K5. O.K6. O.K7.	Rinsing the eye, rinsing the ear, rinsing the throat, bladder, intestinal fistula and wound <ul style="list-style-type: none"> • Indications and contraindications for performing the procedure • Complications of performing the procedure • Types of preparations that can be used to perform the treatments 				
C.U11-13, C.U15., C.U20. O.K1. O.K2.O.K5. O.K6. O.K7.	Administration of drugs by the intracanal route, including: preparation of syringe, taking drugs from vial and ampoule. <ul style="list-style-type: none"> • Indications for drug delivery by the intracanal route • Drug delivery sites • Types of drugs administered by the intracanal route • Complications of intracanal drug delivery • Preparation of a kit for drug delivery by the intracanal route 				
C.U11-13, C.U15., C.U20. O.K1. O.K2.O.K5. O.K6. O.K7.	Intradermal injections <ul style="list-style-type: none"> • Indications for injection • Injection sites • Types of drugs administered intradermally • Complications of intradermal injections • Preparation of a kit for intradermal drug delivery 				
C.U11-13, C.U15., C.U20. O.K1. O.K2.O.K5. O.K6. O.K7.	Subcutaneous injections. <ul style="list-style-type: none"> • Indications for injection • Injection sites • Types of drugs administered subcutaneously • Complications of subcutaneous injections • Preparation of a kit for subcutaneous drug delivery 				
C.U6. C.U9, C.U11-13, C.U15., C.U20. O.K1. O.K2.O.K5. O.K6. O.K7.	Insulin therapy <ul style="list-style-type: none"> • Principles of blood glucose measurement • Indications and p/indications for insulin supply • Normal blood glucose values in different age groups • Types of insulins • Alternative treatments for diabetes 				
C.U11-13, C.U15., C.U20. O.K1. O.K2.O.K5. O.K6. O.K7.	Intramuscular injections. <ul style="list-style-type: none"> • Indications for injection • Injection sites • Types of drugs administered intramuscularly • Complications of intramuscular injections Preparation of an intramuscular drug delivery kit 				
C.U9. C.U11-13, C.U15., C.U20. O.K1. O.K2.O.K5. O.K6. O.K7.	Venipuncture, <ul style="list-style-type: none"> • intravenous cannula insertion, • Drip infusion and intravenous drug administration. • Nursing process of a patient with an intravenous cannula inserted • Collection of material for laboratory and microbiological tests. • Removal of peripheral venous catheter, care of peripheral, central venipuncture, vascular port 				

C.U1. C.U4, C.U17, C.U20. C.U21. O.K1. O.K2. O.K5.O.K6. O.K7.	Bathing a newborn baby.				
C.U5. C.U9. C.U11-13, C.U15., C.U20. O.K1. O.K2.O.K5. O.K6. O.K7.	Assisting the doctor with a puncture: - abdominal cavity, - pleurisy, - bone marrow collection, - lumbar puncture.				
I credit the nursing skills lab classes with the following		date/assessment/signature			

***Index of nursing skills** created to improve documentation of the development of acquired practical skills:

Level 1 Observation of procedures during class

Level 2 Performing the skill with the help of a supervisor

Level 3 Performing the skill under the guidance of a supervisor

Level 4 Perform the skill independently, safely, competently with justification for your action, in the presence of a supervisor

SEMESTER _____

Academic year _____

PRACTICAL SKILLS-BUILDING ACTIVITIES

Practical activities	Number of teaching hours	Number of ECTS
Apprenticeships		

STUDENT EVALUATION SHEET
Practical skills classes: Fundamentals of Nursing

Unit name: Address: Phone, fax:	Stamp of the hospital department/facility
Teacher's name	

Course of action

Semester: I

Teaching hours (*number*)

Start date (*day, month, year*)

Completion date (*day, month, year*)

A skills index created to improve documentation of the development of acquired practical skills:

Level 1 Observation of procedures.

Level 2 Perform the skill with the help of a supervisor.

Level 3 Perform the skill under the guidance of a supervisor.

Level 4 Performing the skill independently, safely, competently with justification of your action, in the presence of a supervisor.

Criteria for evaluating individual elements (0-2 points for each element): principles, efficiency, effectiveness, self-reliance, communication, attitude.

The student receives a passing grade with at least 6 points for each learning outcome.

Effect Symbol	Practical skills - student	Confirmation of achieved learning outcomes							
		1	2	3	4	Evaluation	Date	Teacher's signature	
Effect Symbol	Social competence - student	Evaluation/assessment					Date	Signature teacher	

Comments on the course of practical activities (principles, efficiency, effectiveness, self-reliance, communication, attitude)

.....

.....

.....

.....

The student has mastered / has not mastered* the subject learning outcomes in terms of skills and social competencies included in the description of the course of study - in practical classes.

*I credit/do not credit (*in words*).....

Rating (*in words*)..... (*numeric*).....

Date.....
(*teacher's stamp and signature*)

STUDENT STATEMENT

I declare that I have familiarized myself with the health and safety regulations, rules and instructions in force at the institution, as well as the apprenticeship regulations, documentation and apprenticeship evaluation criteria, and I undertake to abide by the rules in force.

Date.....
(*student's signature*)

.....
Date.....
(*signature of the Vice-Rector for Practical Education /practice manager*)

*delete as appropriate

STUDENT EVALUATION SHEET

Professional practice: fundamentals of nursing

Unit name: Address: Phone, fax:	Stamp of the hospital department/facility
Name of supervisor:	

Course of action

Semester: II

Teaching hours (number) 120

Start date (day, month, year)

Completion date (day, month, year)

Criteria for evaluating individual elements (at least 1 point for each element): principles, efficiency, effectiveness, self-reliance, communication, attitude.

The student receives credit when obtaining at least 6 points for each learning outcome.

Effect Symbo l	Practical skills - student	Confirmation of achieved learning outcomes		
		Passed/no credit	Date	Supervisor's signature
Effect Symbol	Social competence - student	Passed/no credit	Date	Supervisor's signature

Comments on the course of practice (principles, efficiency, effectiveness, self-reliance, communication, attitude)

.....
.....
.....

The student has mastered/not mastered* the subject learning outcomes in terms of skills and social competencies included in the description of the course of study - as part of professional practice.

*I credit/do not credit (*in words*).....

Date.....
(*stamp and signature of apprenticeship supervisor*)

STUDENT STATEMENT

I declare that I have familiarized myself with the health and safety regulations, rules and instructions in force at the institution, as well as the apprenticeship regulations, documentation and apprenticeship evaluation criteria, and I undertake to abide by the rules in force.

Date.....
(*student's signature*)

Date.....
(*signature of the Vice-Rector for Practical Education*)

*delete as appropriate

Powiślański University
Faculty of Health Sciences
Direction of *nursing*

EVALUATION CRITERIA FOR PRACTICAL CLASSES

Evaluation criteria for practical skills (0-2 points for each element): principles, efficiency, effectiveness, self-reliance, communication, attitude.

Students receive a passing grade with at least 6 points, 1 point for each element

Number of points	Criteria for evaluation of individual elements of the activity (performance of the task/exercise) by the student					
	Rules	Efficiency	Effectiveness	Independence	Communicating	Attitude
2	Follows the rules, proper technique and sequence of operations	performs activities confidently, energetically	conduct takes into account patient's situation, achieves goal	plan and carry out activities autonomously	correct, independent, effective selection of content	Analyzes his conduct, cooperates with the therapeutic team, full identification with professional role
1	warns rules after targeted u	activities performs not very confident, after a short reflection	Does not always take into account patient's health situation, achieves goal after targeting	requires reminders and targeting in some actions	requires guidance, orientation in the choice of content	has difficulties in critical evaluation and analysis his conduct, in cooperation with the team therapeutic and in identification with a professional role
0	Does not follow the rules, haphazardly performs actions	performs activities uncertainly, very slowly	Does not take into account the individual situation of the patient, does not achieve the goal	requires constant guidance and reminders in any action	Cannot maintain verbal contact with the patient	can't critically appraise and analyze his conduct, does not cooperate with the therapeutic team, does not identify with his professional role

* Source: W. Ciechaniewicz: Formation of practical skills of nursing school students. CKPPIP, Warsaw.

RATING SCALE:

11-12 points - bdb (5.0)

9-10 points - db plus (4.5)

8 points - db (4.0)

7 points - dst plus (3.5)

6 points - dst (3.0)

5 points and below -ndst (2.0)

CRITERIA FOR EVALUATION OF PROFESSIONAL PRACTICE

Criteria for evaluating individual elements (at least 1 point for each element): principles, efficiency, effectiveness, self-reliance, communication, attitude.

The student receives credit when obtaining at least 6 points, 1 point for each element.

Number of points	Criteria for evaluation of individual elements of the activity (performance of the task/exercise) by the student					
	Rules	Efficiency	Effectiveness	Independence	Communicating	Attitude
2	Follows the rules, proper technique and sequence of operations	performs activities confidently, energetically	conduct takes into account patient's situation, achieves goal	plan and carry out activities autonomously	correct, independent, effective selection of content	Analyzes his conduct, cooperates with the therapeutic team, full identification with professional role
1	warns rules after targeted u	activities performs not very confident, after a short reflection	Does not always take into account patient's health situation, achieves goal after targeting	requires reminders and targeting in some actions	requires guidance, orientation in the choice of content	has difficulties in critical evaluation and analysis his conduct, in cooperation with the team therapeutic and in identification with a professional role
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* Source: W. Ciechaniewicz: Formation of practical skills of nursing school students. CKPPIp, Warsaw.

RATING SCALE:

- 11-12 points - bdb (5.0)
- 9-10 points - db plus (4.5)
- 8 points - db (4.0)
- 7 points - dst plus (3.5)
- 6 points - dst (3.0)
- 5 points and below -ndst (2.0)

**QUESTIONNAIRE FOR EVALUATION OF THE
QUALITY OF EDUCATION DURING
PROFESSIONAL PRACTICE**

Dear Student,

We kindly ask you to evaluate the apprenticeships you have already completed. The survey is anonymous. The data obtained will be a source of information for us about the quality of apprenticeships and will allow us to improve them both in terms of the place where they are carried out and the people who conduct them.

In view of the above, please complete the data, select the correct answer and mark an X rating.

a. Type of practice (according to the apprenticeship program)

.....

b. Name of the hospital/facility where the professional practice was carried out:

.....
.....

c. Date of professional practice , from..... to.....

1. name of the organizational unit (department) where the professional practice took place

.....
.....

d. Evaluation of the implementation of professional practice on a rating scale from 1 to 5, where:

[1=very low, 2=too low, 3=difficult to say, 4=too high, 5=very high].

Evaluation categories	Rating scale				
	1	2	3	4	5
Conditions in which the practice took place (equipment with modern equipment, scope of diagnosis and treatment, modern beds, access to changing rooms for students), equipment with personal protective equipment (disposable gloves: hygienic and sterile, other material/equipment)					
Attitude of staff towards students					
The attitude of the practice supervisor to the students (friendliness, willingness to provide support)					
Skills of the internship supervisor (experience, knowledge, accessibility of passing on new information)					
Degree of improvement of professional skills (ability to perform professional activities frequently)					

The degree to which the skills listed in the apprenticeship program were deepened (acquisition of new skills or the opportunity to deepen and consolidate already known skills)					
Overall evaluation of the indicated professional practice					
Please indicate what activities you most frequently performed during the evaluated work experience					
Please indicate what activities you did not have the opportunity to perform during the evaluated work experience					
In your opinion, should an apprenticeship take place at this location you are evaluating?					
<input type="checkbox"/> yes			<input type="checkbox"/> no		
In your opinion, should the apprenticeship supervisor continue to be a designated Person?					
<input type="checkbox"/> yes			<input type="checkbox"/> no		

Your other comments relating to the evaluated professional practice:

.....

.....

.....

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Faculty of Health Sciences
Direction of *Nursing*.

TASKS OF APPRENTICESHIP SUPERVISOR

1. The supervisor of the company's professional practice (hereinafter referred to as the supervisor) is appointed by the head of the organizational unit of the facility where the practical training is implemented in consultation with the Vice-Rector for Practical Education.
2. The general tasks of the guardian include:
 - a. Providing direct care to students;
 - b. Implementation of the internship program in accordance with the objectives and learning outcomes in terms of knowledge, skills and social competence specified in the list of learning outcomes,
 - c. Cooperation with the academician serving as the subject coordinator on behalf of the university;
 - d. Keeping current and final records of the practice.
3. The specific tasks of the supervisor include:
 - a. Familiarize students with the staff of the department, the organization of work, the scope of health services provided, applicable health and safety regulations and medical records;
 - b. Presentation to students of the objectives, the learning outcomes to be achieved during the professional practice and the criteria for their assessment;
 - c. Organization of students for each day of professional practice, including the schedule, assignment of tasks, supervision of the performance of activities and their documentation, as well as the establishment of the scope of independence and responsibility;
 - d. Providing students with support in the implementation of the nursing process and the maintenance of individual documentation, as well as participation in the evaluation of documentation;
 - e. Ongoing discussion of problematic issues arising in the course of the practice in relation to the relationship with the patient and his family, the group of students and ward staff;
 - f. Completing missing knowledge, updating it and correcting inappropriate work habits and attitudes;
 - g. ongoing documentation in the student's Practical Training Journal of the learning outcomes achieved in accordance with the adopted criteria.
4. If difficult situations arise during the implementation of professional practice, e.g.: the absence of the student, the occurrence of professional exposure, problems with the credit of learning outcomes or the student's behavior in violation of the regulations, the supervisor immediately informs the Vice-Rector for Practical Education.

Powiślański University
Faculty of Health Sciences
Direction of *Nursing*.

TASKS OF THE VICE-RECTOR FOR PRACTICAL EDUCATION

1. The tasks of the Vice Rector for Practical Education include:
 - a) Familiarizing the company internship supervisor with the applicable learning outcomes in skills and social competencies in accordance with the approved syllabus, the internship regulations and the internship documentation, including the criteria for student assessment and the rules for entering the passed learning outcomes in the Practical Training Log,
 - b) Maintaining contact with the company supervisor and the student group during the implementation of the practice,
 - c) Assistance to the company supervisor in resolving current issues related to the implementation of the practice, e.g., student absence, problems with the credit of learning outcomes or student behavior that does not comply with the rules,
 - d) Cooperation in the evaluation and/or assessment of the prepared documentation.
2. If difficult situations arise during the implementation of apprenticeship, the supervisor is obliged to report the situation to the Vice-Rector for Practical Education.

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Direction of *Nursing*.

**Protocol of hospitalization of practical classes/professional practice*
Powiślański University/Department of Health Sciences**

1. Student's name/group number for practical classes*.

.....

2. album number

3. Date of completion of practical classes/internship*.

.....

4. Field of study/year/semester:.....

5. Address and location of practical classes/internship*.

.....

6. Name and surname of the supervisor of practical classes/internship *on behalf of JSOZ

.....

7. Name of hospitalizing student(s) on behalf of PSW

.....

8. Date of hospitalization

.....

(signature of the supervisor of practical classes/internships* on behalf of JSOZ or other authorized person)

L.p.	II. Interview with the supervisor of practical classes/internships at JSOZ: (if <i>NO</i> , please provide a brief description in the comments)	YES/ NO
1.	Did the student report to the JSOZ by the established deadline and complete all paperwork related to the practical/practicum activities?	
2.	Has the student familiarized himself with his workplace, the scope of his duties and competencies, the regulations applicable to all employees (including occupational safety and health regulations, regulations on the protection of official and state secrets, current work regulations), as well as the forms of cooperation required in the relationship:, supervisor - subordinate, trainee - patient (including the official way, etc.)?	
4.	Does the student have direct contact with the practical/internship supervisor on behalf of JSOZ and can he/she get his/her help in the implementation of practical classes/practical training tasks?	
5.	Does the student have the opportunity to learn about the rules of work organization in place at the JSOZ where he/she is doing his/her practical/practical training?	
6.	Can the student independently/team** gain experience in performing professional duties?	
7.	Is the student able to handle difficult situations and solve real-world situations professional problems?	
8.	Does the student have the opportunity to improve and consolidate the ability to plan and analyze his/her own work and its results?	
9.	Is the student able to gain self-evaluation, recognize his own mistakes, know how to eliminate and correct them?	

10.	Whether the student is interested and motivated to work in a particular JSOZ (e.g., activity, ingenuity, creativity)?	
11.	Does the student observe work discipline (lateness, absenteeism)?	
12.	How the supervisor of practical classes/internship assesses the student's preparation for the implementation of the practical/practical assignments? ***	
13.	Does the internship supervisor/employer have concerns about the way students initially contact JSOZ about internships? (e.g., internship consent, personal culture, etc.)?	
14.	Does the supervisor of the practical classes/internship/JSOZ make demands on the documentation of the practical classes/internship?	
15.	Is it possible to continue cooperation in the implementation of practical classes/internships even at other times?	
16.	Does the supervisor of practical classes/practicum/JSOZ make requests for students to be hospitalized by a university designee?	

L.p.	III. Interview with the student(s) carrying out practical classes/professional practice	YES/NO
1.	Does the student keep up-to-date records of practical/practicum activities (practice log)?	
2.	Does the student make any comments regarding the implementation of the practical/practical activities?	

Notes:.....
.....

Other practice issues not covered by the questionnaire questions:
.....

.....
(Place, date)

.....
(Signature of hospitalizing student(s) in practical classes/practicum)

pt.2, 13 concerns practices
* - ** circle appropriately
*** please put a short description in the comments

