

Przykładowy formularz „Porozumienia o programie praktyki” (Training Agreement)

**TRAINING AGREEMENT and QUALITY COMMITMENT
LLP-ERASMUS PROGRAMME**

I. DETAILS OF THE STUDENT

Name of the student: Anna Kowalska	
Subject area: Nursing, Midwifery, Physiotherapy (no 12.6)	Academic year: third
Degree : Bachelor	
Sending institution: Medical University in...	

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation: Hospital, paediatric ward

Planned dates of start and end of the placement period: from 01.06.2010 till 31.08.201, that is 3 months

<p><u>Knowledge, skills and competences to be acquired:</u></p> <p>During the placement the trainee will learn to:</p> <ul style="list-style-type: none"> • compile information about the child, • communicate with the child and its parents, • maintain documentation of the sick and healthy child, • diagnose the health problems of the child and its parents, • assess the general condition, efficiency of respiratory and circulation systems and the state of hydration of the child, • assess the nursing problems, elaborate the nursing procedures and take care of the sick and healthy child, • assess the state of nutrition and level of nutrition disorders, • maintain nutrition of the sick and healthy child, • keep controlling the functioning of the child's basic body systems and organs, • assess health risk on the basis of disorders of the basic body systems and organs, • recognize the state of immediate health risk to the child, • choose and apply the optimal method of preparing the child to the diagnostic and therapeutic treatment, • administer medicines to the child, • recognize pain and cooperate in the painkilling procedure, • work with the therapeutic team, • support parents in matters concerning the growth and nurture of the child, <p><u>In case the placement takes place in a representation or public institution of the home country of the student (e.g. cultural institutes, schools,) please indicate the additional transnational benefits the student will obtain as compared to a similar placement in his home country. Placements in a national diplomatic representation (embassy and consulate) of the home country of the student are not authorised:</u></p> <p>Not applicable</p>

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Detailed programme of the training period:

SUBJECT TO COVER	METHODS	TIME
Learning the documentation procedures and work organisation in the ward	Job shadowing, executing tasks given by the tutor	60 h
Nursing procedure in prevention from hospital infection on the paediatric ward	Job shadowing, executing tasks given by the tutor	60h
Pharmacological treatment	Job shadowing, executing tasks given by the tutor, case study	60h
Diagnostic of the children's illnesses	Job shadowing, executing the tasks given by the tutor, case study, seminar	60h
Nursing care of the child with disorders of various systems	Job shadowing, executing tasks given by the tutor, case study, seminar	240 h

Tasks of the trainee:**1. Documentation procedures and the organisation of work in the ward**The trainee will:

- learn the organisation structure and specific character of work in paediatric ward,
- learn the medical documentation and computer system of the ward,
- assess the children's general condition on the basis of:
 - ✓ the state of consciousness,
 - ✓ ability to see and hear,
 - ✓ child's behaviour, reaction for orders and requests,
 - ✓ psychomotor development,
 - ✓ vital signs,
 - ✓ skin condition,
 - ✓ the body posture (height, body mass, etc.),
- plan an appropriate diet for the child at its specific age and health condition.

2. Nursing procedure preventing the child from hospital infection in the paediatric wardThe trainee will:

- learn procedures in the paediatric ward,
- apply the rules of asepsis and antisepsis ,
- apply the following procedures:
 - ✓ washing hands hygienically,
 - ✓ using antiseptic means in surgeries,
 - ✓ segregation of medical waste in the paediatric ward,
 - ✓ transportation and storage of potentially infectious material,
 - ✓ using disinfection means on various surfaces,
 - ✓ sterilisation of equipment used in the paediatric ward,
 - ✓ procedure after explosion caused by infectious materials,

3. Pharmacological treatmentThe trainee will:

- explain to the child and its carers the rules of the 24-hour intravenous administration of liquids and medicines,
- inform the child's carers about the planned treatment,
- perform the appropriate calculations to dose the medicine,
- prepare the appropriate dose of the medicine and apply it through a vein, muscles, bronchi, nose, mouth, anus, tongue, on to the skin and mucosa,
- use central venous catheters and circular venous catheters,
- use infusion pump,
- explain the rules of applying a medicine to its parents, depending on the individual treatment plan of the child.

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4. Diagnostic of children's illnessesThe trainee will:

- take part in the examination in the paediatric ward,
- inform the child's carers and prepare the child to the medical examination,
- accompany the child and observe the medical examination,
- take care of the child after the examination,
- obtain samples for the biochemical and microbiological examination.

5. Nursing care of the child with disorders of various systemsThe trainee will:

- take part in the process of diagnosing the child,
- use appropriate rules during various medical treatments,
- observe and record the general condition of the child,
- take part in the planning of the child's rehabilitation,
- help the child with everyday activities depending on its clinical condition,
- cooperate with the child's carers and prepare them to nurse child,
- prepare the family to take part in the process of the child's rehabilitation during its stay in the hospital and at home,
- help in creating the atmosphere encouraging the child to overcome difficulties in the process of rehabilitation,
- help child to overcome the fear of rehabilitation and diagnostic activities.

Monitoring and evaluation plan:**MONITORING**Monitoring activities of the sending institution

- every Monday: an e-mail from the trainee with a short report (an electronic version of the monitoring form will be sent before the departure of the trainee),
- at the end of the first month: monitoring visit of Home University representatives.

Monitoring activities of the tutor from the host institution

- everyday monitoring of the trainee work and verbal feedback at the end of each day,
- after the first, second and third month of the placement: e-mail from the tutor with a short report (monitoring form will be agreed before the trainee's arrival).

EVALUATION

Evaluation activities by the tutor from the host institution: preparing the Transcript of Work at the end of the placement, including an evaluation of the trainee's performance of essential tasks (detailing knowledge acquired by her, the trainee's attitude toward work, social skills, personal qualities etc.).

Evaluation activities of the sending institution:

- preparing a final evaluation report on the basis of all monitoring and evaluation activities and reports and Transcript of Work from the host institution,
- recognition of the placement by the deputy dean responsible for placements.

III. INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST COUNTRY (OPTIONAL)

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a local partnership with [not applicable] in view of helping with the monitoring of the mobility abroad.

All parties will keep the sending institution informed of their exchanges.

The contact person in the partner institution is:

Name: _____ Function: _____

Phone number: _____ E-mail: _____

Address: _____

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IV. COMMITMENT OF THE THREE PARTIES

By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

The student

Student's signature

.....

Date:

The sending institution

We confirm that this proposed training programme agreement is approved. The placement is part of the curricula Yes/No (*). On satisfactory completion of the training programme the institution will [please indicate how the placement will be recognised. There should at least be one positive answer]:

- award ECTS credits Yes/No (*) If yes: number of ECTS credits: 10
- and/or (*)

record the training period in the Diploma Supplement Yes/No (*) or if not possible record it in the student's transcript of records Yes/No

In addition, the mobility period will be documented in the Europass mobility document Yes/No (*)

Coordinator's name and function

Date:

Coordinator's signature

(*) (please strike out the non applicable answer)

The host organisation

The student will receive a financial support for his placement Yes No

The student will receive a contribution in kind for his placement Yes No

We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student.

Coordinator's name and function

..... Date:

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Coordinator's signature

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