

# Administrative routines to accept a student for clerkships in a Medical Faculty/School. *Report from « Edinburgh's cases », May 2010*

## Administrative routines

How to request clerkship ? Through:

- Learning Agreement
- Contract (erasmus placement)
- Any official request

 *By the official representative of the sending university  
(erasmus officer or academic coordinator)*

# Administrative routines

## Roles of the receiving university (erasmus office):

- Have contact with the department at the hospital
- Book a place at the department
- Inform the student and the sending university of **availability, acceptance, rules to follow, plan of rotations, general information** (housing, language lessons,...)



*S/he accepts the student officially by signing in the LA, contract.*

# Administrative routines

## Information to be given could also be:

- How many **ECTS** given for **1 week (? Workload)**
- **Autonomy, responsibilities** of the student
- **Learning objectives**
- Level of **language** needed
- Usual **medical vocabulary, abbreviations** (WP1 Medinelingua)
- Usual **way to behave** with patients, medical and paramedical staff
- **Usual schedules**
- How does your **national health system work**




*Many ways to help and integrate foreign students !*

# Administrative routines

What the receiving university needs to know about the student:

- Language skills
- Medical experience, theoretical knowledge (through TOR, curriculum already studied and passed)
- Period requested (when, for how long)

 *Partner universities should communicate about this to all students who wish to apply for ex. through their web page.*

# Administrative routines


Information to receive from the students or their university could also be:

- Aims of the rotation / Learning outcomes
- How many ECTS are needed
- Health insurance
- Vaccinations
- Sign a contract student-hospital's department
- Motivation letter, cv,...

# Administrative routines

## Welcoming routines before arrival:


- Send information by e-mail or surface mail
- Information sent is : **when** to start, **where** to go, **what** to do (learning outcomes), **who** is the contact person and **what** are local rules to respect (vaccinations, behaviour,...)

 *The very best is to have a tutor/mentor student to help and guide the foreign student*

# Administrative routines

## Welcoming routines, at arrival


- **Register** the student as exchange student
- Give him/her **a plan for the period**
- Give all **material needed**: books, lecture notes , web access, learning outcomes,...
- Remind him/her of all important **rules**

 *Let him/her feel confident: introduce the student at the hospital*

# Administrative routines

Who is responsible for the student? ... Not only one person:


- Academics:
  - Doctor in charge of the student's supervision / Head of department / Doctor in charge of teaching
  - Departmental/academic Coordinator
- Administrators :
  - International Coordinator
  - Erasmus Officer

 *It is important to say to the student WHO is responsible. Teaching nurses (Turku) are sometimes responsible too...*

# Administrative routines

At departure, receiving university will

- **Do an assessment** of the student
- **Send the assessment (transcript of records)** to the sending university

 *Best practices:  
Ask the student to evaluate clerkships*

*Communicate him/her the assessment you've done*

***Explain your grading scale and give ECTS credits***

# Administrative routines

## Information that could be given to students:

- How are the coaching and the work organized for local students or foreign students
- Your advise according to the speciality requested (importance to know the language)