

Guidelines of the Faculty of Medicine of Masaryk University

C. 1/2016

RULES OF CONDUCT FOR STUDENTS PARTICIPATING IN CLINICAL RESEARCH AND PRACTICE

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the Higher Education Act), I issue this Directive.

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Cl. I. INTRODUCTION

1. This directive specifies the duties and rules of conduct of students of the Faculty of Medicine of Masaryk University (hereinafter referred to as "LF MU") when performing practice in health care facilities.
2. The provisions of this Directive are based in particular on the Masaryk University Study and Examination Act, Act No. 111/1998 Coll., on Universities, Act No. 372/2011 Coll., on Health Services and the Act 258/2000 Coll., on the protection of public health.
3. In the application of this Directive, there shall be no discrimination or exclusion, particularly on grounds of sex, age, race, language, origin, nationality, religion or belief.
4. This Directive provides for:
 - a. general rules of student behaviour,
 - b. ground rules for the student-teacher relationship,
 - c. ground rules for the student-patient relationship and
 - d. penalties for failure to comply with these rules.

Cl. II. GENERAL PROVISIONS

1. For the purposes of this guideline, a *student* is understood to be an active student of at least one field of study at the MU Faculty of Medicine who participates in an internship as part of a study programme taught at the MU Faculty of Medicine.
2. For the purposes of this Directive, a *trainee* is defined as a person who is involved in the training of students in the course of practice in health care.
3. For the purposes of this Directive, *practice* means any part of the study that takes place on the premises of any health care provider. The practice is thus referred to as clinical teaching, clinical practice, holiday practice and five-year practice.
4. For the purposes of this Directive, a *health care facility* is understood to be a health care facility under Act No. 372/2011 Coll., on health services, in which the student performs his/her work.

5. For the purposes of this Directive, a *patient* is understood to be a natural person to whom health services are provided in a health care facility in which the student is practicing.

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Cl. III. GENERAL RULES OF STUDENT CONDUCT

1. The student is obliged to comply with all hygienic regulations and rules required at the workplace within which he/she is doing his/her practice, especially Act No. 258/2000 Coll., on the protection of public health, especially to observe hygienic habits to prevent the spread of infectious diseases, to undergo all prescribed vaccinations for the workplace.
2. The student shall observe the general rules of dress etiquette with regard to the usual practice of dressing medical personnel and with regard to the dignity of the profession for which he/she is preparing by his/her studies, in particular, he/she is obliged to wear white laboratory plastic, a tag with his/her name and other clothing required by the health care provider and the department in which the student is practicing.
3. The student grooms himself, dresses and acts in such a way as to prevent harm to himself and his surroundings.
4. Students doing their internship with a day or respite care provider must wear clean personal protective equipment designated for their own department only. Excluded work footwear may also be used for other workplaces of a similar nature. When working in another workplace, only the personal protective equipment of that workplace shall be used. The student must not leave the premises of the health care provider in personal protective equipment. Students undertaking work experience with outpatient health care providers shall use appropriate personal protective equipment, taking into account the nature of their activity.
5. In workplaces where surgical or hygienic hand disinfection is carried out, the student must not wear any clips on his/her hands. Students shall not wear watches in operating theatres. The treatment of the nails must not impair the health of the patient, particularly with regard to the possible spread of hospital-acquired infections, and must not impede the provision of health care in a pinch. Natural nails must be neat, short and clean.
6. The student may approach the examination and treatment only after washing; hygienic hand disinfection must be carried out always after contact with infectious material, after each individual medical procedure on individual individuals, always before the patient is cleaned, always after handling biological material and objects and aids contaminated with biological material, including used laundry and hazardous waste.

Cl. IV. RELATIONSHIP BETWEEN STUDENT AND TEACHER

1. The student has the obligation to educate himself in the individual disciplines and to strive for the deepest possible professional knowledge and skills.
2. The student is obliged to comply with the safety and health guidelines for work with which acquainted before starting practice.
3. The student is obliged to respect and follow the instructions of the teacher and to perform only those tasks that are part of the practice under the primary guidance of the teacher. The student may perform activities that are part of the medical practice only on the primary instruction of the teacher.
4. In the event that the student's conscience would not allow him to make the requested termination, he is obliged to immediately report this fact to his teacher.
5. The student is obliged to notify the instructor in the event that he/she has become aware of an event that has caused damage or has the potential to cause damage to the student, another

student, a patient, a medical facility, an employee of a medical facility and/or the MU Faculty of Medicine

or other responsible person of the occurrence of such an event, provided that it cannot reasonably be assumed **that** the teacher or other responsible person is already aware of this fact.

6. The teacher is obliged to maintain the confidentiality of information obtained about students during the practice.
7. Teachers and students shall avoid any discriminatory treatment (especially on the basis of race, gender, sexual orientation, religion or social status) towards all persons with whom they come into contact during the course of their internship.

Cl. V. STUDENT-PATIENT RELATIONSHIP

1. The student has a duty to look after the welfare of the patient and to act in his or her best interests.
2. The student shall not intentionally, self-inflict pain or any other harm to the patient's health or property.
3. The student is obliged to respect the autonomy of the patient's will and the patient's freedom of choice, in particular the student's right to refuse the provision of health services, including access to medical records, refusal of medical termination and the right not to be informed about his/her health status.
4. The student deals with the patient correctly, with understanding, with suffering life, appropriate to the age and intellectual maturity of the patient, taking care to preserve his and the patient's dignity and integrity. The student is forbidden to treat patients in a rude, disrespectful or indecent manner.
5. **The** student must refrain from all disruptive activities towards patients that directly or indirectly mean promotion or advertising and in their souls are agitational activities, aimed at expanding the clientele of any entity. It is also not permissible to initiate such activities for the benefit of others.
6. The student is obliged to maintain confidentiality about all facts he/she has learned in in connection with the practice, especially about the patient's medical condition.
7. The student has the right to get acquainted with the patient's medical condition and to consult the medical records to the extent necessary for the course of teaching, and only in case of explicit disagreement on the part of the patient.
8. The student is not allowed to take medical records from the premises of the hospital, the student is allowed to take copies and extracts from medical records only with the express consent of the patient and only in anonymized form.
9. The student may use any photographs of the patient and audiovisual recordings or photographs associated with the patient's medical condition only with the patient's explicit consent. The student is allowed to take any audio-visual recordings or photographs of health care workers only with the express consent of these workers. The student may not publish such audiovisual recordings or photographs via social media and they may be used only for the purposes of student papers or publications in professional literature within the limits set out in cl. V. paragraph 10. of this Directive.
10. The student is allowed to publish his/her ideas, especially in student journals or professional literature, only in anonymized form and with the patient's consent.

SANCTIONS

Cl. VI.

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1. In the event that a student is guilty of a serious violation of any of the provisions of this Directive, the instructor is entitled to exclude the student for one day from the practice, whereby the student is considered absent from the class for the entire day for the purpose of fulfilling his/her study obligations.

- 1.1. A student so expelled is required to make up the missed class.
2. In the case where a student commits a gross violation of one of the provisions of this Directive repeatedly, the teacher is entitled to exclude the student from the practice without the obligation to provide a record.
 - 2.1. A student so expelled will be evaluated as unsatisfactory from the Friday in which the practice takes place, in accordance with the Study and Examination Council of Masaryk University.
3. A gross violation of this guideline is understood as a disciplinary offence according to the valid Disciplinary Code of the Faculty of Medicine of Masaryk University and its violation will be discussed before the Disciplinary Committee of the Faculty of Medicine of Masaryk University.
4. Particularly serious cases of violation of this Directive and related laws are treated as criminal offences under Act No. 40/2009 Coll., the Criminal Code, and are sent to the Czech Republic for prosecution.

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CL. VII. CONCLUDING PROVISIONS

1. The interpretation of the individual provisions of this Directive and updates to this Directive is entrusted to the Legal Department of the Faculty of Law of Masaryk University.
2. The control of the implementation of this directive is carried out by the teaching staff and also by the vice-dean for teaching in clinical disciplines, the vice-dean for teaching in preclinical disciplines, the vice-dean for dental medicine and the vice-dean for non-medical disciplines.
3. This Directive comes into force on 24.5.2016
4. This Directive shall enter into force on 7 June 2016.

In Brno
One 24.5. 2016M

MASARYKOVŮ UNIVERZITY
Lékařská fakulta
602 00 Brno, Komenicova 5

24
prof. MUDr. Jiří Jirák CSc., v.r.
dean of LF MU