

## **TEACHING REGULATIONS OF PEDIATRIC COURSE FOR STUDENTS OF THE ENGLISH DIVISION (STUDY YEARS 3 TO 6)**

1. These regulations are consistent with the general Rules of Study and the Charter of the Medical University of Białystok.
2. Educational process and didactic classes (lectures, seminars and clinical labs) are realized consistently with the study curriculum approved and announced by the Dean of the Medical Faculty. Student should complete the classes and seminars with the regular group to which he/she is assigned.
3. Before beginning the classes, all baggage, coats, jackets etc. should be left in the cloakroom localized in the hospital.
4. Student is responsible for his/her personal belongings. Pediatric departments will not take responsibility for any loss or damage.
5. During the classes students should adhere to the dress code, therefore, are obliged to change footwear and should be equipped with a clean medical clothes (doctor's coats, scrubs, T-shirt) with short sleeves (we do not provide it). Medical clothes should be permanently labeled with „The University Children's Clinical Hospital (UDSK) – Pediatrics” and, due to epidemiological reasons, should be used during classes in Medical University Children's Hospital **only**. It is forbidden to wear hand watches, rings, and fingernails have to be cut shortly and not to be polished. Both the student's dress code and the bedside manners shall reflect their prestige and respect to patients, their families, academic teachers and medical staff.
6. Students with any alarming symptoms (body temperature above 37.5C, dry cough, dyspnea, disorders of taste or smell) should not participate in (didactic) classes. Students are advised to have their body temperature measured prior to commencing classes at a temperature measuring location/station as designated by the university.
7. Students are required to cover their mouth and nose with a mask or face-shield when in publicly accessible locations on university grounds as well as during (didactic) classes.
8. Unless otherwise deemed by a physician, students undergoing quarantine are required to participate in off-campus e-learning/online classes by available means.
9. Students participating in classes are required to adhere to sanitary guidelines as outlined in generally accepted local guidelines, those given by GIS and other approved institutions, as well as in the Directive nr 51/2020 of the Rector of the University of Medicine in Białystok dated June 4th, 2020 concerning procedures of preventing, counteracting, and combating COVID-19 (<https://bip.umb.edu.pl/zarzadzenie/1706/zarzadzenie-nr-51-2020>) and Directive nr 86/2020 of the Rector of the University of Medicine in Białystok dated September 9th, 2020 concerning the implementation of classes outlined in the study program for the winter semester of the academic year 2020/2021 (<https://bip.umb.edu.pl/zarzadzenie/1844/zarzadzenie-nr-86-2020>).
10. During the classes student should be provided with his/her own stethoscope and with identification badge with clearly indicated student's first and last name, and the denomination of the faculty and the division. Both the stethoscope and hands should be disinfected effectively according to standard rules before and after each contact with a patient. The stethoscope has to be disinfected, immediately before disinfection of hands.

11. Students are prohibited from using any electronic devices while training and providing services to patients.
12. Taking photographs, making recordings or movies during lectures, seminars or clinical classes are strongly prohibited. Failure to comply with these principles may be penalized by law.
13. During the exams or tests students are strongly advised to refrain from using any written materials, unauthorized electronic devices, mobile phones or multimedia. Moreover, students must not communicate verbally or non-verbally with persons other than the assistants and staff. Contacting other fellow students during the test is not allowed. Any violations of these rules will result in failing of the exam.
14. Students are required to keep all confidential and personal data securely. Medical files and documents (both the hard copy and paperless/electronic format) should be devoid of any sensitive / personal data of the patients.
15. Self-willed leaving the teaching rooms or inpatient unit during the classes is not allowed, i.e., a strict coordination and permission from the tutor/lecturer is advised.
16. Smoking cigarettes (incl. e-cigarettes) is strongly prohibited within the entire facility of the Children's Clinical Hospital (UDSK).
17. For safety and epidemiological reasons, it is prohibited to eat and drink in the didactic rooms, inpatient unit or outpatient clinics during the classes.
18. During the breaks students are welcome to make use of a relaxation area located on the 1<sup>st</sup> floor in the Hospital i.e. the lounge nearby the Esperanto hall.
19. The student is obliged to observe the safety regulations presented on pediatric departments' websites. Prior to beginning the classes, student is acquainted with these contents and should confirm the compliance by his/her own signature.
20. Student should immediately report to the instructor on all accidents or unforeseeable events being noticed in the department during the classes.
21. Students are obliged to participate in all classes and lectures (taking into account e-learning). Students are expected to arrive to classes on time.
22. The Dean will be notified about students who will not participate in classes more than 14 days.
23. Student must submit sick leave or Dean's Certificate, justifying the absences to his/her teacher immediately (within 7 days). Documents delivered after the expiry of the deadline will not be accepted, and the absence shall be classified as unjustified.
24. Any unexcused absence results in failure of the pediatric course.
25. Student should be prepared to the current classes (starting from the very first day). It is mandatory to master the basic material corresponding to a given topic and syllabus. The detailed plan of the lectures and clinical classes is announced in the departments' information boards as well as on the websites.
26. Health issues posing serious contraindications (i.e. signs and/or symptoms of infections) to participate in clinical classes ought to be announced beforehand to the head of the department or another authorized teacher before beginning of the classes.
27. The Teaching Regulations during the academic year may be amended after consultation of the class representative only.
28. Criteria for assessing the achieved learning outcomes and the form and conditions for receiving credit:

## YEARS III-V

- A. To attend and complete all pediatric classes, lectures and seminars (taking into account e-learning). Only one justified absence (see: point 19 of the Regulations) from seminar or clinical lab per one semester is allowed, without obligation to work the absence out. Student having more than one justified absence per one semester is entitled to an individual completing of the practical classes and seminars, preferably with another group (or, if not possible, in another mode determined by the head of the department), yet until the end of ongoing semester.
  
- B. To pass the credit test: The form of the credit test will be determined by the head of a given pediatric department (oral exam, written exam or multiple-choice test etc.), and will be announced before the beginning of the academic year. If the pediatric course is carried out in several pediatric departments in a given year, student must pass the credit test in each department independently.

## YEAR VI

To attend all clinical labs, and practical solving of clinical problems classes (PSCP) conducted by each of the pediatric departments (taking into account e-learning): Only one justified absence (see: the point 19 of the Regulations) from clinical lab per one semester is allowed, without obligation to work the absence out. Student having more than one justified absence per one semester is entitled to an individual completing of the practical classes and seminars, preferably with another group (or, if not possible, in another mode determined by the head of the department). Any absence from PSCP classes must be worked-out with another group (or, if not possible, to receive a credit from the teacher/assistant leading the PSCP class/es).

### **Regulations and legal provisions for the Final Exam in Pediatrics.**

#### **A. Opening remarks and general arrangements**

- 1) Exam in Pediatrics on the 6<sup>th</sup> year will be conducted as a multiple-choice test.
- 2) The suggested reading and basic textbook: Tom Lissauer and Will Carroll, Illustrated Textbook of Paediatrics, 5<sup>th</sup> Ed. Elsevier 2017.
- 3) No exam exemption is foreseen.

#### **B. The test**

- 1) The test questions include the whole content of the subject, and reflect all areas of pediatrics discussed and trained throughout the university course and curriculum, according to the syllabus for the study years 3<sup>rd</sup> to 6<sup>th</sup>.

- 2) The range and the set of test questions are prepared in a way reassuring objectivity. The lot is composed and mixed allowing more comfort and independence for individuals sitting side by side, so that the diversified sequence and order of answers are guaranteed.
- 3) The multiple-choice test is composed of 100 items. Not less than 25% of the questions will be practical-based (ie. analysis of laboratory results, radiological imaging, ECG).
- 4) Unassisted performance of the test is strictly advised (see: the point 9 of the Regulations).
- 5) In case of factual and substantial remarks to the questions, the examinee has the opportunity to submit his/her objections in a written form, immediately after having completed the test, before leaving the auditorium/exam location. Any submitted objections will be carefully checked by the examining board before scoring.
- 6) In case the student's objection has been acknowledged, the relevant question/item will be cancelled, and will have been generally removed from the scoring system. The exemption will then be revoked i.e. the nullified questions will not be scored.
- 7) The outcome of the test is presumed positive in case the student has achieved at least 60% of correct answers. The results below 60% denominate failure of the entire exam, i.e., negative evaluation /unacceptable note/ in the first attempt.
- 8) Scoring and the range of notes from the written test are based on the criteria specified below:

<b>% of correct answers</b>	<b>Grade</b>
<60.00	unacceptable (fail = 2)
60.00 – 67.99	acceptable (passing grade = 3)
68.00 – 74.99	average (3.5)
75.00 – 81.99	good (4)
82.00 – 89.99	above good (4.5)
90.00 – 100.00	excellent (5)

- 9) The results of the test are available and announced within the 3 weekdays from the date of the test. Commonly accepted form of publicizing is applied, thus, the policy and usual procedures of personal data protection is warranted in the announcement of the outcomes.
- 10) Student is entitled to the inspection of his/her own exam forms (answer sheet) within 3 days after announcement of the results in the secretary's office of the

Department of Pediatrics, Rheumatology, Immunology and Metabolic Bone Diseases. Following this term, the insight into the works and exam papers will not be longer possible.

In case of a necessity of organizing the exam through the e-learning platform the regulations may be altered.

### **C. Resit and principles for retake the exam**

- 1) Students who fail the exam (either of the exam components) will be granted two (2) opportunities to retake it. The first retake test will be organized within 4 weeks following the first test. The second opportunity will take place within 3 weeks of the first retake exam but no later than the end of the winter exam session.
- 2) The date of the retake test will be announced on the website of the Department of Pediatrics, Rheumatology, Immunology and Metabolic Bone Diseases <https://www.umb.edu.pl/en/s,15887/News> without undue delay. **Note:** There will be no possibility to retake the test in any other term than that appointed in the special announcement. This exam consists of both the 100-item multiple-choice test and is based on the identical procedure as that in the first attempt.