



General Instruction for Drafting a Contract on Clinical Practice Provision for Students of the Faculty of Health Sciences with Providers of Healthcare and Social Services

The following instructions **do not apply** to clinical practice at the University Hospital Olomouc (FNOL), Military Hospital Olomouc (VNOL), City Hospital Ostrava, Pardubice Region Hospital, Hospital Šumperk, and Paraple Centre. Students can find the agreements, applications or requests for admission to carry out the clinical practice at the above-listed healthcare service providers in the Clinical Practice section of the FHS website).

1. On the FHS UP website (Clinical Practice section), the student finds the Request for Contract Drafting – Clinical Practice <https://www.fzv.upol.cz/en/students/study/clinical-practice/>, fills in the required information in the Request and delivers the signed document **in the electronic version** to the CCPPT assistant on the email address cppv@upol.cz. The CCPPT assistant drafts a tripartite contract (within a standard 30 days) and delivers it in PDF format to the student's university email address with further instructions.
2. The student prints **4 copies** (3 copies are usually sufficient), signs all copies as the first contract party and delivers them for signature to the healthcare or social services provider with whom the clinical practice will be carried out.
3. The student delivers **4 copies of the contract signed by the student and the provider of the healthcare services** with whom the clinical practice is carried out (3 copies are usually sufficient) via post or in person to the CCPPT office.
4. The CCPPT office secures the FHS UP signature and forwards one copy to the healthcare or social services provider with whom the student carries out the clinical practice; another copy shall stay at the FHS UP, and the last copy shall be collected by the student at the CCPPT office in person after prior email arrangement with the CCPPT assistant.
5. The student must familiarise themselves with the content of the General Contract concluded between the healthcare or social services provider and the FHS UP or with the content of the tripartite Agreement on the Implementation of Clinical Practice and to comply with the conditions and rules. If the student finds incorrect information in the already drafted contract, they shall immediately contact the CCPPT assistant via cppv@upol.cz, who will make corrections to the Agreement.
6. If the student themselves secures a bilateral contract between the student and a provider of healthcare or social services, they shall deliver the signed scanned contract to the CCPPT assistant at cppv@upol.cz.
In such a contract, the student must check whether it is a clinical practice (and not an internship), and they take out insurance because, in this case, the student is not covered by the FHS UP insurance. In the case of an internship, the clinical practice supervisor (“garant klinické praxe”),

the study programme supervisor (“garant studijního programu”) or the head of the department at which the student is enrolled must agree to the implementation of the internship.

Warning:

The student is responsible for the accuracy of the information provided in the Request.

The student shall request to draft a contract in advance so that the starting date of the clinical practice is after the contract is signed by all three parties and delivered to the healthcare or social services provider well in advance.

If the student does not meet the requirements mentioned above, they cannot commence the clinical practice.

In the case the student enters a clinical practice without a concluded contract, they will not be covered by the insurance contract for damages caused by FHS UP students during the clinical practice.

The student shall request to draft a contract in advance, as the deadline for drafting a contract is 30 days.

The student may not open contracts in PDF format and make changes or other modifications to the contract without the knowledge of the CCPPT staff. If the student does so, it is a violation of the rules of the legislation.

In Olomouc on 22.09.2023