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Faculty of Health  
Sciences

**FHS UP INTERNAL STANDARD**

**FZV-B-24/03**

# **Administrative Provision of Clinical Practice of the Faculty of Health Sciences of Palacký University Olomouc**

Content:	The Internal Standard includes all administrative provisions of clinical practices of the Faculty of Health Sciences of Palacký University Olomouc for students.
Guarantor:	Dean of FHS UP
In force:	September 20, 2024
In effect:	September 25, 2024

## Article 1 Subject of the Internal Standard

1. This Internal Standard (concerning the applicable and effective legal standards) specifies the organisation of the administrative provision of clinical practice contracts of students of the Faculty of Health Sciences (hereinafter referred to as “faculty”) with healthcare or social services providers (hereinafter referred to as “providers”). The validity of this standard is bound to all clinical practices of all study programmes offered by the FHS departments.
2. Under Act No. 372/2011 Coll., on Healthcare Services and Conditions of their Provision (Act on Healthcare Services) § 46(2), *“Provider is furthermore obliged to ensure that persons preparing for the healthcare profession carry out only those activities, including medical procedures, which are part of their practice, during the clinical practice, which takes place at the provider’s workplace under the direct supervision of a healthcare professional qualified for the independent exercise of the healthcare profession and has an employment or a similar relationship with this provider.”*
3. Act No. 372/2011 Coll. on Healthcare Services and Conditions of their Provision (Act on Healthcare Services) requires under Section § 13 Integrity, under § 51 imposes Maintaining Confidentiality concerning healthcare services, and defines in § 65 Viewing medical records, making extracts or copies thereof, unless otherwise regulated under Section § 65 (3) of the Act.
4. A condition for the performance of clinical practice is the conclusion of a contract or agreement between the faculty and the provider of healthcare or social services or between the faculty, the provider and the student. The contract may also be between the provider and the student only, in which case the contract must be for the clinical practice, not the internship, and the student must obtain insurance for any damage caused by the students during the practice.
5. The Centre for Clinical Practice and Practical Training (hereinafter referred to as “CCPPT”) carries out the administrative provision of practice at the faculty. The Dean of the faculty has the right of signature. However, the Dean of the faculty may grant a power of attorney in legal negotiations or official and written acts related to the administration of clinical practice of the faculty students to the director of the CCPPT.

## Article 2 Definition of Basic Terms

1. Clinical practice (hereinafter referred to as “practice”) is the acquisition of practical experience and skills necessary to exercise future employment within the general educational programmes issued for the relevant study programme or accredited academic programmes.

2. The General Contract means the conclusion of a written contract between the contracting authority (FHS UP) and the provider. It is usually concluded for an indefinite period. The General Contract defines “general rules of business” between the parties.
3. The subsequent sub-contracts/documents presenting specific information related to the General Contract are “*Agreement on the Implementation of the Clinical Practice*”, “*Agreement to the Contract on Cooperation in Securing the Clinical Practice*”, and “*Application for the Clinical Practice*”.
4. The application is a formal communication expressing an interest in having the addressee take a particular action.
5. The person(s) in the position of representative/agent for the provider is the person(s) who are the chairperson of the board of directors, vice-chairperson of the board of directors or directors with the right of signature or to grant power of attorney to another person to sign student clinical practice contracts on behalf of the representative/agent.

## Article 3 Conditions and Organisation of the Clinical Practice Administration

1. In the case of the General Contract with the provider (also “*Agreement on Cooperation with the Provider*”), students secure their clinical practice using, for example, a tripartite “*Agreement on the Implementation of the Clinical Practice*”, “*Application for the Clinical Practice*”, “*Agreement to the Contract on Cooperation in Securing the Clinical Practice*” or the “*Provider’s Application Form*” for the clinical practice.
  - a) Provision of the clinical practice by a tripartite “*Agreement on the Implementation of the Clinical Practice*” (hereinafter referred to as “Agreement”):
    - on the faculty website <https://www.fzv.upol.cz/en/students/study/clinical-training/>, the student can find providers whose contractual conditions are secured by a tripartite agreement,
    - before the administration of the clinical practice agreement, the student must request the provider with whom their clinical practice will take place,
    - the student legibly fills in all the required data in the “Application for the preparation of a contract – FHS students’ clinical practice” (hereinafter referred to as “application”), available on the faculty website at <https://www.fzv.upol.cz/en/students/study/clinical-training/> and sends it to the CCPPT assistant’s email address at [cppv@upol.cz](mailto:cppv@upol.cz) (the CCPPT assistant has 30 days for drafting the agreement),
    - the student is responsible for all information

- provided in the application,
  - the agreement may include more than one date of a specific clinical practice, but it must be clear in which department the practice will be carried out on a particular date. For each date, the required number of hours of practice on that date must be indicated,
  - the student will receive a drafted agreement with further instructions on their university email address,
  - the student must no longer interfere in the drafted agreement; in case of discrepancies, they shall contact the CCPPT assistant as soon as possible to arrange for a check and correction,
  - the student delivers all signed copies at least 14 days before the start of their clinical practice in person or by post to the CCPPT, where the faculty signature is secured,
  - one copy is kept by the faculty, one copy is given to the student, and one copy is given to the provider (unless otherwise stated). A signed copy of the agreement is only issued to the student in person or to another person by presenting a signed power of attorney or by sending written consent stating the name of the person to whom the agreement may be issued. The student shall send consent for the issue of a copy of the certified agreement to the CCPPT assistant at [cppv@upol.cz](mailto:cppv@upol.cz),
  - the agreement must be printed double-sided, in at least three copies, unless otherwise requested,
  - provider contracts will not be signed for students by the faculty unless both parties have agreed to the contract terms.
- b) Provision of clinical practice by the “*Application for the Clinical Practice*” (hereinafter referred to as “Application”):
- on the faculty website <https://www.fzv.upol.cz/en/students/study/clinical-training/>, the student can find the providers whose contractual conditions are secured by an application,
  - before the actual administration of the clinical practice agreement, the student shall request the provider with whom their clinical practice will take place,
  - the student legibly fills in all the required data in two copies of the application (unless otherwise stated), signs and delivers them in person or by post to the CCPPT at least 14 days before the start of their clinical practice,
  - the student is responsible for all information provided in the application,
  - the application may include more than one date of a specific practice, but it must be clear in which department the practice will be carried out on a particular date. For each date, the
- required number of hours of practice on that date must be indicated,
- one copy of the application is kept by the faculty, and one copy will be given to the provider (unless otherwise stated). A copy of the signed application is only issued to the student in person or to another person by presenting a signed power of attorney or by sending written consent stating the name of the person to whom the copy of the application may be issued. The student shall send consent for the issue of a copy of the certified application to the CCPPT assistant at [cppv@upol.cz](mailto:cppv@upol.cz).
- c) Provision of clinical practice is secured by a signature of “*Agreement to the Contract on Cooperation in Securing the Clinical Practice*” (hereinafter referred to as “Agreement”), which applies to e.g. Military Hospital Olomouc (hereinafter referred to as “MHO”):
- before the actual administration of the clinical practice, the student shall inquire the MHO whether they can complete the practice at the selected department (unless otherwise stated),
  - on the faculty website <https://www.fzv.upol.cz/en/students/study/clinical-training/>, the student finds the agreement under the MHO icon, fills in the required information and delivers two signed copies to the CCPPT in person or by post at least 14 days before the start of their clinical practice,
  - the faculty ensures the signature and the delivery of the agreement to the MHO,
  - the student is responsible for all information provided in the agreement,
  - the agreement includes the date of only one specific clinical practice and a specific department where the practice will be completed,
  - one copy is kept by the faculty, and one copy will be given to the MHO (unless otherwise stated). The copy of the signed agreement is only issued to the student in person or to another person by presenting a signed power of attorney or by sending written consent stating the name of the person to whom a copy of the agreement may be issued. The student shall send consent for the issue of a copy of the certified agreement to the CCPPT assistant at [cppv@upol.cz](mailto:cppv@upol.cz).
- d) Provision of clinical practice by the “*Provider’s Application Form*”:
- on the faculty website <https://www.fzv.upol.cz/en/students/study/clinical-training/>, the student finds the provider whose contractual conditions are secured by the provider’s application form,
  - before the actual administration of the clinical practice, the student must request the provider

- with whom the practice will be carried out,
  - the student legibly fills in all required data in the application (unless otherwise stated), ensures the signature of the head of the department where the practice will be completed, and delivers the application for a signature in person or by post at least 14 days before the start of the practice if required by the provider (e.g. this does not apply to University Hospital Olomouc),
  - the student is responsible for all information provided in the application,
  - the application may include more than one date of the clinical practice if the provider allows it, but it must be clear which department the practice will be completed in on a particular date. For each date, the required number of hours of practice on that date must be indicated,
  - the provider's application form, such as the provider's consent with the completion of the clinical practice, is kept by the CCPPT in an electronic version as a copy of the application; in certain cases, after signing the provider's application, the student signs a bilateral *"Contract on Securing the Clinical Practice"*. Once signed, the student delivers the contract via email at [cppv@upol.cz](mailto:cppv@upol.cz) for record at least 14 days prior to the start of the clinical practice.
2. If the Faculty does not have a General Contract with the provider:
- before the actual administration of clinical practice, the student shall require the provider with whom the practice will be completed,
  - the student legibly fills in all required information in the *"Application for the preparation of a contract – FHS students' clinical practice"* the student finds on the faculty website <https://www.fzv.upol.cz/en/students/study/clinical-training/> and delivers via email to the CCPPT assistant at [cppv@upol.cz](mailto:cppv@upol.cz) (the assistant has 30 days to draft the contract),
  - the student is responsible for all information provided in the application,
  - the contract may include more than one date of the practice, but it must be clear which department the practice will take place in on a particular date. For each date, the required number of hours of practice on that date must be indicated,
  - the student will receive a drafter contract with further instructions on their university email,
  - the student must no longer interfere in the drafted contract, and in case of discrepancies, the student must contact the CCPPT assistant as soon as possible to arrange for a check and correction,
  - the student delivers all signed copies at least 14 days before the start of the clinical practice in person or by post to the CCPPT, where the faculty signature will be secured,
  - one copy is kept by the faculty, one copy will be given to the student, and one copy will be given to the provider (unless otherwise stated). A signed copy of the contract is only issued to the student in person or to another person by presenting a signed power of attorney or by sending written consent stating the name of the person to whom the contract may be issued. The student shall send consent for the issue of a copy of the contract to the CCPPT assistant at [cppv@upol.cz](mailto:cppv@upol.cz).
3. The UP insurance covers students for the entire duration of the clinical practice period specified in the contract document. However, the contract must be concluded between the provider, the faculty and the student before the student starts the clinical practice.
4. The CCPPT director signs contracts and sub-contracts on behalf of the Dean of the faculty.

#### Article 4

#### Responsibilities of the FHS Student in Securing the Clinical Practice

1. The student must always have the clinical practice arranged with a competent person of the provider before the administrative arrangement of the practice.
2. The student complies with the conditions of the provider, which are contractually stipulated.
3. The students always use their university email address in connection with securing the practice and the administration of contracts and sub-contracts.
4. The contracts and sub-contracts must always include the original signatures of all parties involved.
5. If the date of the clinical practice with the provider is cancelled, the student must inform the CCPPT at the email address [cppv@upol.cz](mailto:cppv@upol.cz) immediately.
6. The student is responsible for the accuracy of all information in the applications or sub-contracts.
7. The student meets the deadlines associated with the administration of contracts, sub-contracts and the start of the clinical practice.
8. The student prints the contract and subcontracts in the required format and amount in the duplex.
9. The contracts or subcontracts are delivered to the CCPPT without rewriting, corrections or other modifications.
10. The students shall comply with all provisions set out in this Internal Standard.

**Article 5**  
**Final Provisions**

1. Clinical practice of FHS students must always be secured by contract.
2. The validity of a legal act in writing requires the signature of the person acting (Act No. 89/2012 Coll, the Civil Act Code, as amended).
3. Clinical practice may only take place on the date specified in the contract.
4. If the FHS student starts a clinical practice without a contract, the student's practice will not be recognised,
5. and the student will have to make up the unrecognised hours. The study programme supervisor, clinical practice supervisor, or the supervisor of the respective practice will be informed about the non-compliance with the clinical practice conditions.
5. The FHS accepts only clinical practice, not internship.
6. The last contracts and sub-contracts for the provision of clinical practice will be signed in the CCPPT office fourteen days before the end of July unless otherwise stated.
7. This Internal Standard shall enter into force on 20.09.2024 and become effective on 25.09.2024.

In Olomouc on 20.09.2024

Mgr. Jiří Vévoda, Ph.D.  
Dean  
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