

The Senate of the Angela Boškin Faculty of Health Care adopted, at its regular 4<sup>th</sup> and 11<sup>th</sup> meeting in the academic year 2016/17, based on Articles 30 and 32 of the Statute of the Angela Boškin Faculty of Health Care (Official Gazette of the Republic of Slovenia, no. 86/16), the following

## **INSTRUCTIONS ON GUIDING FOREIGN EXCHANGE STUDENTS AT THE ANGELA BOŠKIN FACULTY OF HEALTH CARE AND FOR PARTICIPATING PROFESSIONALS AT CLINICAL LEARNING CENTERS**

### **I. PROVIDING INFORMATION AND DOCUMENTS (PRIOR TO AND FOLLOWING THE EXCHANGE PROGRAM)**

#### **A. FACULTY**

1. After foreign students are accepted in the exchange program, they are sent a Letter of Acceptance.
2. Prior to the exchange, foreign students receive from the international exchange coordinator of the Angela Boškin Faculty of Health Care (hereinafter: ABFHC) the following:
  - basic information on ABFHC (a brochure);
  - a short leaflet on Slovenians (their culture, stereotypes) and Slovenia (sights, transportation options, a map of the Gorenjska region, weather, links to key institutions);
  - information on student tutors at the ABFHC during the exchange program;
  - information on accommodation possibilities and transportation options between clinical learning centers and housing;
  - information on the exchange program (schedule for clinical exercises at the Faculty, clinical training, introductory meeting, an introductory course of Slovenian, evaluation meeting, possible international events) together with contact information of key persons;
  - information on the library and password for database access.
3. Information for key contact persons at the ABFHC (international exchange coordinator, clinical training coordinator, instructor-tutor, clinical mentor) and in the clinical setting (clinical mentor) during the exchange program. An introductory meeting upon arrival of exchange students with the exchange coordinator, a Faculty management representative and key persons at the ABFHC involved in the exchange program. Foreign exchange students obtain ABFHC documentation which they have to fill out during their clinical training.
4. Final evaluation meeting attended by the international exchange coordinator, clinical mentor at the ABFHC and, optionally, other key persons at the ABFHC involved in the exchange program.
5. During the exchange program, foreign students can turn on persons actively involved in the exchange program (key persons and their contact information is provided), such as: international exchange coordinator, instructor-tutor, ABFHC mentor, and clinical mentor at the clinical learning center.

#### **B. CLINICAL LEARNING CENTER**

1. Clinical learning centers shall provide ABFHC exchange coordinators with a brochure introducing their institution (basic information, staff structure, basic activities, history, work organization at the institution).
2. Clinical learning centers shall prepare a schedule for foreign exchange students depending on the size of their institution, work organization, and staffing capacity. It is important for the ABFHC that the agreed number of hours in the agreed area of clinical training is conducted in the agreed period; the detailed schedule is not relevant.

3. Previous experience with clinical training has shown that student involvement improves if they spend two weeks at a department. If this is possible, a clinical training schedule shall be prepared accordingly for each student.
4. According to their wishes and requirements, clinical learning centers conduct the final evaluation with exchange students.
5. At the end of the exchange program, the ABFHC shall obtain a general evaluation of satisfaction with the conducted program from the exchange students and send it to the clinical learning center.

## **II. STUDENT DOCUMENTATION BEFORE THE EXCHANGE PROGRAM**

### **A. FACULTY**

In addition to the e-mails exchanged between the coordinators of partner exchange institutions, documentation for foreign exchange students shall be obtained with two forms:

1. Erasmus mobility registration for foreign exchange students
2. Questionnaire for exchange students before the start of clinical training
3. Prior to the exchange program, students must also send:
  - their CV,
  - a motivational letter,
  - proof of health insurance (In your country of residence, please obtain a health insurance plan including health insurance, accident insurance and liability insurance),
  - 1 photo (required for the student card),
  - Certificates of vaccination against measles and Hepatitis B,
  - Results of MRSA swab conducted up to 1 month before the start of exchange (certificate).

### **B. CLINICAL LEARNING CENTER**

1. The ABFHC shall provide clinical learning centers with the information about clinical training obtained with the Questionnaire for exchange students before the start of clinical training.
2. Clinical learning center coordinators have already obtained exchange student documentation from the ABFHC and shall, if necessary, make photocopies for mentors working with foreign exchange students at their clinical learning center.

## **III. PROCEDURE FOLLOWING THE ARRIVAL OF FOREIGN EXCHANGE STUDENTS**

### **A. FACULTY**

1. Organization and implementation of an introductory meeting with a foreign exchange student. The meeting is attended by: international exchange coordinator, Dean or one of the Vice-Deans, the clinical training (CT) coordinator, Head of the Nursing Department, student tutors and other persons actively involved in the implementation of the foreign exchange program.
2. Exchange students obtain the documentation which they have to fill out during their CT.
3. Exchange students shall submit their CT documentation at the final evaluation meeting. The documentation shall be received and archived by the CT coordinator. The documentation shall be kept in the ABFHC archives for the period of five years.
4. Exchange students shall submit the documentation regarding the realization of Erasmus exchange program and the appropriate use of scholarship received at the final evaluation meeting. The documentation shall be received by the international exchange coordinator who signs and stamps the

required forms for the students (mobility certificate—students can have their own forms; a copy is made, documented and numbered) and issues the following forms: Certificate of Completed Exchange, Letter of Confirmation and, if necessary, the Transcript of Records.

5. At the end of the exchange program, exchange students shall fill out the questionnaire on their satisfaction with the exchange (Evaluation of clinical practice), and submit it to the international exchange coordinator at the final evaluation meeting.
6. During the exchange program, students' reports on the progress of the exchange program shall be published at the ABFHC website and in E-news. The international exchange coordinator shall ask the students to prepare such a report, and publish it together with accompanying images at the ABFHC website under the heading International cooperation.
7. Organization and implementation of the final meeting. The meeting is attended by: international exchange coordinator, CT coordinator, instructor-tutor, and ABFHC clinical mentor. Time permitting, one of the Vice-Deans is also present at the meeting.

*The entire procedure of managing a foreign exchange program (from the first inquiries to the end of the exchange program) is specified in the document Action plan\_mobility.*

## **B. CLINICAL LEARNING CENTER**

1. Following the arrival of an exchange student, the clinical learning center shall organize a meeting with the student attended by all direct mentors at the institution. During the meeting, the following things shall be discussed with the student:
  - the options for a flexible work schedule (depending on work organization at the institution),
  - introduction of the student,
  - introduction of clinical mentors and work at the departments,
  - introduction of the CT plan,
  - readiness for cooperation outside of the clinical setting (e.g. advice, interesting extracurricular things students can participate in during their free time),
  - student expectations and requirements of the clinical setting are discussed. We tend to base our expectations on our own culture; therefore, they can be self-evident to us, but unclear to others.

At the meeting, special attention should be paid to ensuring that both sides understood the information received appropriately.

2. A clinical learning center shall first of all designate the responsible person for the CT to which an exchange student can turn. This is especially important when exchange students are involved in the work at more than one department.
3. Mentors must always make sure that exchange students understood them. Often, exchange students are afraid to admit that they did not understand something or that they require additional instructions. If exchange students fail to do something the way they were instructed to, the reason might lie in failure to understand instructions.
4. Because a foreign language is used in instructing and assisting exchange students, good communication is extremely important both between a mentor and an exchange student, as well as between direct mentors and CT coordinator at the learning center.
5. If an exchange student has more than one mentor, a joint meeting is organized for student evaluation at the end of CT. All mentors at the clinical learning center who were involved in training an exchange student participate at the meeting. If they wish to do so, clinical learning centers can conduct an evaluation of the exchange program and obtain direct feedback on satisfaction with the program from the students.

## **IV. FINAL PROVISIONS**

These instructions shall come into force one day after being adopted by the ABFHC Senate.

Instructions shall be posted in the Student Information System.

Dr Brigita Skela Savič, Associate Professor  
Dean

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