

**LITHUANIAN UNIVERSITY OF HEALTH SCIENCES
VETERINARY ACADEMY, FACULTY OF VETERINARY MEDICINE, THE
DESCRIPTION OF PROCEDURE
OF CLINICAL PRACTICE OF THE STUDENT IN THE STUDY
PROGRAMME OF VETERINARY MEDICINE**

I. GENERAL PART

1. The description of procedure of Clinical Practice of the student in the Study Programme of Veterinary Medicine of the Faculty of in the Veterinary medicine, Veterinary Academy, Lithuanian University of Health Sciences (hereinafter referred to as a Procedure) shall be regulated by the Faculty of Veterinary medicine of Veterinary Academy, Lithuanian University of Health Sciences (hereinafter referred to as LSMU VA FVM), and the clinical practice of examination procedures drawn up on the basis of the following documents:

1.1. Law on the Amendment of the Law on Higher Education and Research of the Republic of Lithuania No. XI-242 (29/06/2016. No. XII-2534);

1.2. Regulation of the Studies at the LSMU, approved by the Decree No. 148-03 of the Senate of the LSMU on 22th of April, 2021;

1.3. Law on Veterinary Activities of the Republic of Lithuania (17/12/1991, No. I-2110);

1.4. Description of the Study Field of Veterinary Medicine. Approved by Order No V-1687 of the Minister of Education and Science of the Republic of Lithuania of 4 November 2020

1.5. Manual of Standard Operating Procedure (SOP) 2019 as amended in September 2021 (ESEVT);

2. This Procedure is used to determine organization and implementation of practice of students in the study programme of Veterinary Medicine in the Faculty of Veterinary medicine and in the bases of clinical practice;

3. The clinical practice shall be organized by the unit of the Faculty of Veterinary Medicine (FVM) approved by the LSMU FVM Council, and coordinated by the coordinator (-s) of clinical practice appointed by the FVM dean's decree upon consent of the LSMU Rector.

II. BASIC CONCEPTS

4. **Clinical practice** (hereinafter referred to as a Practice) – a part the 6-th year curriculum of Veterinary Medicine study program. The practice is supervised by the head of clinical practice, according to the programme and allows, gaining practical skills, abilities and clinical experience necessary, to carry out an independent work. The content of the study, the studying methods and material applied by academic and Professional staff shall be approved by the Council of the Faculty of Veterinary Medicine of the LSMU Veterinary Academy.
5. **Coordinator of the clinical practice** (hereinafter referred to as a Coordinator)– employee Faculty of Veterinary Medicine of the LSMU Veterinary Academy responsible for the organisation of clinical practice. The FVM lecturer recommended by the responsible FVM unit and appointed by the FVM dean's decree upon consent of the LSMU Rector, who has a qualification of veterinary surgeon.
6. **Supervisor of the clinical practice** (hereinafter referred to as Supervisor) – veterinary surgeon, who has work experience of at least 3 years in accordance with the professional qualifications.
7. **Base of clinical practice** (hereinafter referred to as Practice Base)–Practice may be performed in the Large Animal Clinic, Dr. L. Kriaučeliūnas Small Animal Clinic of the Veterinary Academy, private clinics for small animals, a private companies of various legal forms for veterinary surgeons, animal shelters, universities in foreign countries, agricultural companies and specialized farms and other which are working with veterinary Surgeons.
8. **Electronic practice Logbook** (hereinafter - *e-Logbook*) - a logbook of competences (skills) acquired by veterinary medicine students during the year of clinical practice is placed in the **praktika.lsmuni.lt**, which students must fill in every day and submit for approval by the Supervisor.
9. **Reports** - documents prepared during the Practice of the large and small animals, which the student prepares according to the requirements specified by the university and submits for evaluation at the time specified by the coordinator.
10. **Competences** - skills, knowledge, abilities formed during Practice.
11. **Health Insurance** - all students of VM are insured by the faculty against accidents during the practice; *Insurance is not valid during bank holidays and leisure time. Insurance is not valid for students: who are on academic leave; who are going on vacation or to practice without university contract.*

III. AIM OF CLINICAL PRACTICE

12. To improve the student's professional competences acquired while studying and to gain Professional veterinarian practice required for qualifications in veterinary medicine.

IV. RESULTS OF CLINICAL PRACTICE

13. During the practice the students have to achieve the following competences:

13.1. To be able to monitor and control suitable occupational and bio-safety standards, and to communicate appropriately with the patient owners.

13.2. To be able to assess the clinical condition of the animal, provide veterinary first aid to maintain basic vital functions and perform initial differential diagnosis.

13.3. To follow the instructions of the veterinary surgeon and to perform basic essential procedures of clinical diagnostic and treatment safely and effectively.

13.4. To be able to take samples for laboratory tests, using clinic-based facilities to carry out blood, urine and other tests, to evaluate and interpret the results.

13.5. To be able to carry out visual diagnostic (X-ray, ultrasonic, CT, MRI) tests and to evaluate and interpret the results.

13.6. To be able to assess animals' welfare, to care about them to assess their diet, to recognize diseases, their course and severity of clinical signs.

13.7. To be able to assist the veterinary surgeon during surgery, to explain the essence of transactions, veterinarian care and to operate independently.

13.8. To be able to evaluate the recovering process of the animal, to provide to the animal the necessary postsurgical care.

13.9. To make diagnosis, to select appropriate diagnostic methods for treatment, and to take care about prevention in accordance with animal health and welfare standards.

13.10. To leave animal carcasses for necropsy and to complete the required documents.

13.11. To gain organizational skills needed for the veterinary surgeon, and to get familiar with the labour legislation.

13.12. To observe the veterinarian ethical standards.

13.13. The ability to use information technology to communicate and share, collect, manages and analyzes information.

13.14. To acquire skills and abilities necessary to work independently as a veterinary surgeon.

V. ORGANISATION AND EXECUTION OF CLINICAL PRACTICE

14. The student may start Practice only upon having completed the 1th-5th years of study programme of Veterinary Medicine.

15. The volume and performance period of Practice is regulated by the curriculum and programme of Veterinary Medicine.

16. Practice – 800 academic hours (30 credits); 2 hours (to inform students about Practice arrangements, report writing requirements and other relevant information); 760 hours – Practice in the Practice base (380 Small animal and 380 Large animal); 28 hours – Report writing; 10 hours – lecturers' consultations on report writing;
17. A student must perform Practice in a Small animal and Large animal clinics or in farms.
18. The Practice may be organized beyond the limits of the semester in the cases specified in the study programme:
 - 18.1. When the Practice is included into the ERASMUS exchange programme, provided other terms to start the practice are laid down in the contract.
 - 18.2. When the Practice is performed in foreign universities or other clinical bases and the receiving organization indicates the time when the Practice should be started.
 - 18.3. If the student wants to perform Practice beyond the limits of the semester due to other objective reasons she/he shall submit the reasoned application to the faculty's dean.
19. The Practice bases students choose themselves and personally about it, inform the Coordinator till 1st of October (first practice place) and till 15th of December (second practice place) of current year by submitted Statement for Practice Place and Period (Annex 8) in Moodle.
20. The student can offer a base of Practice himself, but before signing the contract with it, the base must be assessed by the commission, formed by the VF Dean and found to be fit to carry out clinical practice (Annex 1)
21. The Contract of Practical Training of the Student (praktika.lsmuni.lt) regarding Practice shall be signed (electronic signature) between the University, base of Practice and the student. The University shall be represented by a person appointed by the Rector's order.
22. If it is not possible to sign an electronic Contract of Practical Training of the Student then a paper Contract of Practical Training of the Student must be signed and present to the Coordinator or sent by air post Lietuvos sveikatos mokslų universitetas, Veterinarijos akademija, dr. L. Kriaučeliūno smulkiųjų gyvūnų klinika, Tilžės g. 18, LT-47181 Kaunas within 5 working days.
23. The base of practice can be changed not more than twice during practice time (separately small and large animal Practice base).
24. Students may not perform Practice in companies owned by parents or other close relatives.
25. The Practice performed in bases of foreign universities and private companies is defined by the Contract of Practical Training of the Student with the University. Students leaving to practice under the Erasmus exchange program, contact personally with LSMU International Relations and Study Centre.
26. The student shall perform Practice in the Practice base under supervision of the Supervisor

27. The student together with the Supervisor draw up a time schedule for the Practice. The schedule must be placed in Moodle during the first week of the practice. Changes to the schedule shall be notified to the coordinator via e-mail and immediately placed renew schedule in Moodle.
28. During the Practice the student fills e-Logbook in praktika.lsmuni.lt where describes daily the carried-out procedures and acquired competences. Logbook evryday should be approved of Practice Supervisor.
29. During the Practice the student shall prepare a REPORT OF CLINICAL PRACTICE (hereinafter the Report) (Annex 4, Annex 5, Annex 6) in accordance with the REQUIREMENTS FOR THE CLINICAL PRACTICE REPORT (Annex 9). The Report shall be placed in Moodle at the time specified by Coordinator but not later than one week after the end of the Practice. *Note: The parts of Veterinary athology and State veterinary and public health shoul be placed with the second practice report.* Reports should be submitted in pdf format in the LSMU Moodle space.
30. The Procedures of Practice, Annexes and other related documents are uploaded on the webpage of LSMU <https://lsmu.lt/en/most-important-documents-of-faculties/#faculty-of-veterinary-medicine> and Moodle course of Clinical Practice.

VI. FUNCTIONS, RIGHTS, DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR OF CLINICAL PRACTICE

31. In the base of Practice a student shall perform his Practice according the Schedule (Annex 2). The schedule must be signed and stamped by Supervisors.
32. The Supervisor of Practice shall:
- 32.1. Enable and help students to deepen their theoretical knowledge and practical skills;
 - 32.2. Provide an opportunity for students to carry out independent veterinary procedures under supervision of the supervisor;
 - 32.3. Present safety and bio-safety requirements to the students;
 - 32.4 In the end of the clinical practice the supervisor shall evaluate the student with a grade by filling in the system praktika.lsmuni.lt *Valued professional and personal characteristics* and writing down the grades for all evaluated points.
 - 32.5 If necessary, the Supervisor shall inform in writing the coordinator about any inappropriate course of practice and violations of veterinarian ethics or other violations committed by the students;
 - 32.6. Be responsible in accordance with laws for transfer of students and provision of veterinary services necessary to carry out independent work or professional activities.

VII. FUNCTIONS AND RIGHTS OF THE COORDINATOR OF CLINICAL PRACTICE

33. The Practice is organized under the responsibility of the Coordinator of practice who shall:
- 33.1. Ensure that the Practice is organized in accordance with the procedure approved by the Council of the Faculty of Veterinary Medicine;
 - 33.2. Organize preparation of the necessary documents;
 - 33.3. Fills out the descriptors of Practice in LSMUSIS;
 - 33.4. Organize selection and evaluation of Bases for Practice;
 - 33.5. Organize distribution of students between the bases of clinical practice;
 - 33.6. If more students are willing to enter the Base of Practice than the base can accept the row shall be formed according to the following criteria:
 - 33.6.1. Arithmetic means achievements in the previous semesters;
 - 33.6.2. Arithmetic mean of the last semester;
 - 33.6.3. Recommendations of the Supervisor;
 - 33.6.4. Social, residence and other criteria.
 - 33.7. Ensure timely preparation and submission of the Contract of Practical Training of the Student
 - 33.8. Mediate in changing the Practice bases;
 - 33.9. Organize acceptance of Reports and Logbook monitoring and evaluation;
 - 33.10. Organize inspection of the course of students' Practice and Practice bases;
 - 33.11. Organize an anonymous survey of students and carry out its analysis;
 - 33.12. Organize an annual training seminar for Practitioners' and Practice supervisors;
 - 33.13. Presents the results of the Practice to the VF Council and submits the results of the student survey and the financial report on the payment to the Practice Bases;

VIII. STUDENT'S RIGHTS, POSITION AND RESPONSIBILITIES

34. The student performing Practice shall have the rights, obligations and responsibilities determined in the LSMU regulation of Studies.
- 35 Students' rights:
- 35.1. To implement the Practice programme, and receive necessary consultations;
 - 35.2. To refuse in written to carry out orders of the Supervisor of Practice (this does not exempt the student from the programme's execution), and to notify the Coordinator of practice when the tasks unrelated to their studies and practical training, or unqualified job are imposed on students during the practice;

35. 3 Regarding the assessment and assessment procedures, the student has the right to appeal in accordance with the provisions of the LSMU Study Regulations.

36. In cases of harassment, sexual harassment, pursuit or violence, the student may contact the University administration directly or fill in the report form in the Academic Ethics section of the University website in Lithuanian or English, as specified in the Rules of Prevention of Harassment, Sexual Harassment, Pursuit and Violence of Lithuanian University of Health Sciences. Free psychological assistance is provided to LSMU staff and students who have experienced discrimination, harassment or other degrading events.

37. Students have the right to complain about disputes with the administration and other employees in accordance with the LSMU Student Dispute Resolution Procedure with the administration and other employees.

38. According LSMU Regulations of studies (*Approved LSMU Senate Resolution No. 170-04 of 22 June 2023*) Chapter III. To be able to vaccinate against dangerous diseases (rabies, tetanus, etc.) or be insured against accidents during the study process, when this is established in the study process;

39. Student's duties:

39.1. To observe the internal regulations of LSMU and base of Practice and legal acts regulating professional practice of the the Republic of Lithuania and:

39.2. To implement the requirements of Practice;

39.3. To observe veterinarian ethical principles;

39.4. to prepare a schedule for the student's practice. The schedule (Annex 2) must be signed and stamped by the supervisor and placed at the beginning of the practice in the course Moodle specified by the Coordinator. Failure to submit a schedule will not result in an evaluation of the Report. When the schedule changes, a newly created and signed schedule must be placed in Moodle

39.5. To fill out the e-Logbook in praktika.lsmuni.lt in the established form every day

39.6. To prepare and submit the Report on the set time.

IX. REPORTING ON CLINICAL PRACTICE

40. The Report on practice shall be evaluated by mark within the set term by the evaluation commission of Practice formed by the decree of the dean of the Faculty of Veterinary Medicine. Failure to submit the Logbook report will not be evaluated.

41. If, during the assessment of the Report, academic dishonesty (copying, plagiarism, duplication or falsification of data) is detected, action is taken in accordance with the rules of Section 12, Chapter XIV of the Regulations for Studies of the Lithuanian University of Health Sciences.

X. EVALUATION OF ACHIEVEMENT OF CLINICAL PRACTICE

42. The achievements gained by the student during the clinical practice shall be evaluated according to the provisions of Chapter IX of the LSMU Regulation of Studies.

43. The evaluation of student's achievements during the clinical practice shall be performed in the accumulative mode using the following formula:

$$BV = A \times 0,3 + B \times 0,7$$

BV – 100 % – evaluation of the clinical practice

A – 30 % – the mark written by the supervisor of the clinical practice (1-10 point); *Supervisors evaluations must be graded as positive (not less than 5);*

B – 70 % – report's evaluation (the sum of all evaluations divided by the number of evaluation parts) average; *(evaluations of all parts of the report must be positive (not less than 5);*

44. *The grades written of Supervisors, Report shall be written to the nearest hundredth and only the final grade shall be rounded.*

45. If a student's Practice is negatively assessed by at least one Supervisor, the student must repeat the Practice.

46. If he / she receives a negative evaluation from at least one part of the report (less than 5 points). The student must rewrite or correct the negatively evaluated Report part (s) and submit it for a new evaluation at the time specified by the coordinator.

XI. FINANCING OF CLINICAL PRACTICE

47. Practice is a mandatory part of the integrated study programme of Veterinary Medicine and it is funded within the existing funding arrangements of the integrated study programme of Veterinary Medicine.

48. When the students are financed from the budget of the Republic of Lithuania, the scholarship shall be continued to be paid to them during their clinical practice in accordance with the valid LSMU procedures.

XII. FINAL PROVISIONS

49. The Supplements of the Procedures (approved by the VF Council on 28/04/2017, Protocol No. 17; supplemented by the VF Council on 15-05-2019, protocol No. 61; supplemented by the VF Council on 19-06-20, protocol No VF10-14; supplemented by the VF Council on 08-06-21, protocol No VF10-10;) enters into force in 01.07.2024.

50. The Procedure may be amended, supplemented or cancelled by the decision of the Council of the Faculty of Veterinary Medicine.