Documentation in HI
– best practices from Finland

Ms Piri Hiltunen – TAMK
Ms Viveka Höijer-Brear – SAMK
• Network introduction

• Speaker introduction

• Outgoing student mobility – before and after

• Incoming student mobility – before and after

• Discussion
West Finland HEInet is a network of universities and UAS’s since 1997

- common policymaking
- joint staff language training (since 1998)
- joint orientation for outgoing students from all participating universities (since 1999)
- UUNO Finnish language web course
• TAMK
  - approx. 10,000 students, 850 staff
  - all mobility ~ 2,200 flows annually
  - mobility for HI students ~ 143 flows annually

• SAMK
  - 6,500 students, 450 staff
  - all mobility ~ 1,000 flows annually
  - mobility for HI students ~ 115 flows annually
Before introduction of SMP mobility (outgoing)

* Clinical placements were a part of theoretical studies and could vary from 0.75 ECTS to 15 ECTS

⇒ students sent as exchange students (supervision by teacher of HEI required at host)

⇒ documentation: LEARNING AGREEMENT
LA - Still used as an "order form"

**Details of the Proposed Study Programme Abroad / Learning Agreement**
(continue on page 2, if necessary)

<table>
<thead>
<tr>
<th>Studies in the Host Institution</th>
<th>Studies to be accredited to the sending institution (TAMK) after the exchange, can be in Finnish</th>
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<tbody>
<tr>
<td>code</td>
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<tr>
<td>Surgical Nursing, Clinical Practice in Bed Ward</td>
<td>Surgical Nursing, Clinical Practice in Operation Theatre</td>
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<td>3</td>
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<td>K261G-11</td>
<td>K261G-11</td>
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<td>Leikkauspotilaan hoitotöön harjoittelut</td>
<td>Leikkauspotilaan hoitotöön harjoittelut</td>
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<td>6</td>
<td>3</td>
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<td>Total</td>
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After SMP is introduced (outgoing):

\[ \Rightarrow \text{modification of Erasmus Training Placement Agreement!} \]
Notable:

* Why is the agreement signed by home HEI, host HEI and student?

1. Students usually placed in several locations
2. Students need to be covered and insured under the collaboration agreement between HEI and local health care provider
3. Full accreditation only guaranteed if credits are given by HEI

NB! Policies and legislation differ from country to country ⇒ responsibilities clearly stated in the agreement.
TAMPERE UNIVERSITY OF APPLIED SCIENCES AND PLACEMENT ORGANISATION JOINTLY
UNDERTAKE TO:

Negotiate and agree a tailor-made Training Agreement (including the programme of the placement and
the recognition arrangements) for each student and the adequate mentoring arrangements

Monitor the progress of the placement and take appropriate action if required.

Develop the collaboration based on feedback gathered from all parties involved.

THE HOST UNIVERSITY / HIGHER EDUCATION INSTITUTION (HEI) UNDERTAKES TO:

Draw an agreement or equivalent document for the placement in accordance with the requirements
of the national legislation.

Assign to students tasks and responsibilities (as stipulated in the Training Agreement) to match their
knowledge, skills, competencies and training objectives and ensure that appropriate equipment and
support is available

Appoint a mentor to advise students, help them with their integration in the host environment and
monitor their training progress

Register the student to the university’s / HEI’s registry and offer student benefits (as to Erasmus
exchange students)

Provide logistical support to the students concerning accommodation, residence or work permits and
social security cover at the host country

Provide practical support if required, check appropriate insurance cover and facilitate understanding of
the culture of the host country

Issue a certificate for completing training (in collaboration with placement organisation
• Introduction of SMP mobility (incoming) did not change documentation practice at SAMK

* Students are received for
  - clinical placements
  - a combination of clinical placements and theoretical studies
  - theoretical studies

⇒ students are received as exchange students
(supervision by teacher of HEI required at SAMK)

⇒ documentation: LEARNING AGREEMENT or TRAINING AGREEMENT
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<th>TIME</th>
<th>SEP</th>
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<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MARCH</th>
<th>APRIL</th>
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<td>ACADEMIC COORDINATOR</td>
<td>CHECK SPRING COURSES AND PLAN PRACTICE TIMING AND PLACEMENTS</td>
<td>LA/TA NEGOTIATIONS/ APPROVAL</td>
<td>ORIENTATION WEEK 1</td>
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<td>SEND LETTER OF ACCEPTANCE AND INFO PACKAGES</td>
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<td>STUDENT</td>
<td>APPLICATION TIME 16.9-</td>
<td>APPLICATION DEADLINE &gt;3RD OCTOBER</td>
<td>SEND LA/TA +MEDICAL AND CRIMINAL RECORDS</td>
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*PLACEMENT COORDINATOR  
** CLINICAL LINK TEACHER

14.10.2013  
EAIE Istanbul 2013
UNIVERSITY AND PLACEMENT SECTOR AGREEMENTS

GENERAL AGREEMENTS

STUDENT-SPECIFIC AGREEMENTS
GENERAL AGREEMENTS

- Extensive and detailed agreements
- With mainly big public and private placement providers
- Covers: social-and health field supervised clinical practice

Responsibility of health sector:
- Arrange learning facilities,
- Mentoring,
- Student insurance related to third party damage and hospital equipment

Responsibility of university:
- Inform health sector on education and aims
- Mentor-training
- Student insurance

Responsibility of student:
- Follow regulations of receiving health organisation
- Confidentiality

14.10.2013
EAIE Istanbul 2013
RESponsibility of health sector:
provide practice placement opportunity and mentoring

Responsibility of university:
information on aims, timing and link teacher
CASE SAMK-INCOMING HI-STUDENTS

• EARLY APPLICATION TIME
  
  *(Deadlines mid-April / early October)*

• INFORMATIVE APPENDIX FOR CLINICAL PLACEMENT

• PLACEMENT BOOKING SYSTEM
**Satakunnan Ammattikorkeakoulu**
**Satakunta University of Applied Sciences**
Faculty of Social Services and Health Care

**ADDITIONAL INFORMATION ON CLINICAL PRACTISE**

Students applying to the Faculty of Social Services and Health Care are requested to provide information on previous clinical practise and their planned practise in Finland. This appendix is to be attached to the application form.

**Information about previous clinical practices/placements in your home country:**

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<th>Ward</th>
<th>Dates (start, end)</th>
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**Information about clinical practice requested in Finland:**

<table>
<thead>
<tr>
<th>Field/Speciality</th>
<th>Minimum hours in total</th>
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**Student’s signature**
# Placement Plan International Exchange Students / Pori Autumn 2013

**Update 5.9.2013**

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**Student 1**

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<th>M3</th>
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**Student 2**

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<th>Heart unit</th>
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**Student 3**

<table>
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<th>M3</th>
<th>Emergen</th>
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**Student 4**

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| N2B (oh luvannut, että sama opisk saa jatkaa) |

**Student 5**

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<th>A6 PERUUTETTU!</th>
<th>PKS, os 2</th>
<th>Sot</th>
<th>Day surgery</th>
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</table>

<table>
<thead>
<tr>
<th>A5/T vie</th>
<th>Intensive care unit</th>
<th>Sot</th>
<th>Homehospital</th>
</tr>
</thead>
</table>

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Send your CV (= information about you and your "life path": studies, work experience, family, hobbies e.t.c.) to the relevant e-mail addresses in good time (at least two weeks) before starting your clinical practice.

**Ward manager / Mentor:**

email address

**Ward/unit link teacher:**

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14.10.2013

EAIE Istanbul 2013
CHALLENGES (?):

• LA/TA arrives too late and contains impossible mix of courses/clinical placements

• Demand of clinical placements is greater than supply

• Competition for attractive placements

• Discrepancy with regards to hours of clinical learning = 1 ECTS
NEW IDEAS?

QUESTIONS?

DISCUSSION?