

INFORMATION ON PSYCHIATRY TEACHING

Contact for students: Psychiatric Clinic, Secretariat – Štěpán David

e-mail: stepan.david@lf1.cuni.cz, tel.: 224 965 345

Person responsible for teaching at the clinic: as. MUDr. Gabriela Jirečková

e-mail: Gabriela.Jireckova@vfn.cz, tel.: 22496 5357

All questions about teaching should be directed primarily to the contacts listed above!!!

Current information about teaching:

1. screen on the staircase on the first floor in front of the secretariat (we recommend always checking before teaching)
2. bulletin board on the mezzanine
3. MS Teams and the clinic website

In case of any questions, please contact the secretariat.

1) TEACHING

Lectures, workshops and internships take place at the Psychiatric Clinic in blocks, always 4 weeks from 8 am to 12 pm (in January from 1 pm to 5 pm). On Tuesdays and once on Mondays, teaching takes place at workplaces outside the Psychiatric Clinic according to the schedule.

Lectures – Vondráček Auditorium, left wing of the main building D1, entrance to the auditorium through the rear (main) entrance.

Internships/workshops – library, Ludvík seminar room and Herzův dům seminar room, as well as individual departments according to the teaching schedule.

Navigation to the departments in the clinic lobby, a map of the teaching rooms can be found on the clinic website.

Student obligations:

- Participation in classes – written attendance
- Wear a coat and visibly display the ISIC student identification card. (The student locker room is on the ground floor on the right, keys can be picked up at the secretariat).
- Follow the hygiene standards of the workplace, especially in case of adverse weather conditions, use disposable gloves available at the entrance before entering the clinic building.
- Behave quietly and do not disturb patients and the normal operation of the clinic.
- Do not crowd in the clinic premises and grounds (e.g. in front of classrooms) and do not restrict the movement of employees and patients.
- For classes in the Ludvík classroom and in the library, take the left staircase and wait in front of the secretariat.
- For exams (or tests), wait in front of the secretariat.

Instructions for making up for absences in practical classes in the subject of psychiatry

Students have the option of making up for absences in practical classes, and the confirmation of making up for the lessons must be submitted to the secretariat before the credit is awarded. The confirmation is available in the clinic secretariat - "Internship Compensation" form.

Options for making up for absences:

- by individual agreement.

2) CHANGE OF INTERNSHIP DATE

It is possible in justified cases, if the number of students does not exceed the capacity of the teaching workplace on the requested date. Priority will be given to students with an individual study plan. Approval of a change in the internship date is possible only after the schedule for the given semester is published in the SIS.

3) INTERNSHIPS BEYOND TEACHING

Those interested in the field of Psychiatry can do an internship at the Department of Psychiatry outside the scope of regular teaching; this internship does not compensate for absence from classes. The student must first make an agreement with the selected supervisor, request permission for the internship from the Head of the Department of Psychiatry, doc. MUDr. Eva Kitzlerová, Ph.D. (it is necessary to state the Department of Psychiatry and the name of the supervisor).

4) CREDIT

To be awarded credit, the following conditions must be met:

1. Attendance at the practical teaching of the subject (internships) with the possibility of two days of absence without the need for compensation and, if necessary, two more days of absence, which must be replaced according to the instructions given.
2. Submission of a completed psychiatric case history with the possibility of verifying knowledge of the presented case. The case history is usually submitted at the credit seminar on the penultimate day of the teaching block. In exceptional cases, it is possible to bring the case history to the exam by prior arrangement.
3. Successful completion of the knowledge test with a rating of excellent - very good - good (according to the given percentage of correct answers) with the possibility of a maximum of three repetitions.

When awarding credit, the subject guarantor may, regardless of the conditions set by these rules, take into account the individual circumstances of each individual student.

5) TEST

The psychiatry test is held in the Ludvík classroom and is part of the credit. The credit test has 40 questions, which are completed in 45 minutes; at least 70% of correct answers are required to successfully complete the test. This is a summative test with a choice of one correct answer. Tests can only be taken electronically, always on the last week of the internship on Monday and on other dates according to the schedule. Due to the limited capacity of the computer lab, it is necessary to divide students into groups, the division depends on the number of test takers and will be communicated to students no later than the day of the test; however, it is usually posted on the information board and the clinic website (possibly in MS Teams) a week before the credit test. Model questions from psychiatry (test) can be found in the teaching materials.

A student identification card is required for the test

It is forbidden to bring drinks and food into the classroom.

6) EXAM

Exam dates are posted in sufficient numbers, usually in the last two days of the teaching block and in the two weeks following the end of the teaching, they are intended for students of the given block. Other exam dates will be posted only after these dates have been used up and also always during the exam period. Cancellation is possible according to the conditions set in SIS, usually no later than 3 working days before the appointment.

Appointments are listed according to the clinic's personnel and time capabilities.

Wait for exams (or tests) in front of the secretariat.

7) ADDITIONAL EXCUSE FOR THE EXAM

If a student does not appear for an exam for which he/she is registered without a proper prior excuse, he/she will not be classified and the exam date will be forfeited. A late excuse (i.e. at a time when it is no longer possible to cancel the exam) can only be accepted for serious reasons. The student must send the excuse in writing (by email) to the clinic secretariat no later than the second day after the exam date, together with documents stating the reasons for non-attendance (e.g. a medical report, confirmation of a delayed connection, etc.).