

國立中興大學學士後醫學系醫學生校外實習要點

National Chung Hsing University Department of Post-Baccalaureate Medicine Guidelines for Off-Campus Internships

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一、國立中興大學學士後醫學系（以下簡稱本系）為督導本系健全臨床實習制度，提升醫學臨床實習課程之品質、維護醫學生學習環境安全與身心健康，特訂定本要點。

Article 1

To enhance the quality of clinical internship courses, ensure a safe and supportive learning environment, and safeguard the physical and mental well-being of medical students, the Post-Baccalaureate Medicine Program of National Chung Hsing University (hereafter referred to as "the Program") establishes these guidelines.

二、醫學生實習依本系與實習機構協商實習事宜，就醫學生進行資格審查。本系一至二年級必修系統課程未通過者，不得修習本系三、四年級該系統之臨床實習課程。經本系資格審查通過之名單，依據本要點第三點之作業方式辦理實習分發事宜。

Article 2

Internship arrangements are based on agreements between the Program and internship institutions, including eligibility reviews for students. Students in the first and second years who fail compulsory system-based courses are ineligible for third- and fourth-year clinical internship courses. Eligible students, as determined by the Program's review, are assigned internships according to the procedures outlined in Article 3.

三、本系醫學生實習組別及實習路線之分發，其作業方式如下：

(一) 實習組別：由各年級學生自行決定 A、B 組；若該組別人數超額且協調未果，由系主任、副系主任或班導師抽籤，將超額組別人數抽離至另一組別，過程錄影存證。

(二) 實習路線：

1. 抽籤：

(1) 由系主任、副系主任或班導師抽籤。

(2) A 組設置 12 名學生籤及 12 條實習路線籤，B 組設置 11 名學生籤及 11 條實習路線籤，各組皆分兩桶籤同時抽並配對，抽籤全程錄影存證。

2. 換籤：

(1) 辦理時間為自抽籤完畢起，至隔天下午五點前截止。

(2) 限同組別內成員互換。

(3) 當事人 2 名以上須本人至系辦公室簽具切結同意書，作為雙方換籤佐證，且一旦完成辦理即無法再行異動。

(三) 分發作業完成後 1 週內，應公告實習分發結果。

Article 3

Procedures for grouping and assigning internship routes for students are as follows:

1. Grouping:

Students select between Group A and Group B. If a group is oversubscribed and cannot be resolved through negotiation, excess students are reassigned by lottery conducted by the

Program Director, Associate Program Director, or class advisors. The process is recorded on video.

2. Route Assignment:

(1) Lottery:

- A. Lotteries are conducted by the Program Director, Associate Program Director, or class advisors.
- B. Group A includes 12 student lots and 12 internship route lots, while Group B includes 11 student lots and 11 internship route lots. Pairing is done via simultaneous drawing from two separate containers, with the process recorded on video.

(2) Exchange:

- A. Exchanges are allowed within the same group only and must be completed by 5:00 PM the day following the lottery.
- B. All parties involved must sign an agreement in person at the Program Office. Once finalized, exchanges cannot be altered.

3. Results Announcement : Internship assignments are announced within one week of completion.

四、實習分發作業完成後，應與各實習機構簽訂實習合約，並將實習合約及相關資料送交實習機構，實習合約副本及相關資料應送交本系臨床實習委員會及本校學生校外實習委員會備查。

Article 4

After assignments are finalized, internship contracts must be signed with the designated institutions. Copies of the contracts and related materials are submitted to the Program's Clinical Internship Committee and the University's Off-Campus Internship Committee for reference.

五、參加實習學生經分發後，不得任意變更，若確實有更改實習機構之需求者(例如：家庭重大變故、適應不良等其他重大事由)，經本系臨床實習委員會協調後，由系主任同意後始得辦理。

Article 5

Students are prohibited from changing their assigned institutions arbitrarily. Requests for changes due to significant reasons (e.g., family emergencies, maladjustment) must be approved by the Clinical Internship Committee and authorized by the Program Director.

六、為維護醫學生、實習機構人員與病患三方之健康，醫學生應於報到前，依據各實習機構之規定注射相關預防疫苗或健康檢查，並將相關證明文件提供實習機構備查。

Article 6

To protect the health of students, staff, and patients, students must comply with the health check and vaccination requirements specified by the internship institutions before starting their internships. Relevant documentation must be provided to the institutions for record-keeping.

七、本系醫學生於實習期間應遵守實習機構及本校之相關規範，並依本系排定之實習路線及行事曆至實習機構實習。

Article 7

Students must adhere to the regulations of the internship institutions and the University during their internships, following the assigned routes and schedules.

八、各科教師應於規定期限內，彙整各實習機構評定之學生實習成績，並輸入至本校校務資訊系統，送交教務處備查。

Article 8

Faculty members are responsible for compiling and submitting students' internship evaluations from the institutions to the University's administrative system within the specified deadlines for record-keeping by the Academic Affairs Office.

九、本要點未盡事宜，悉依本校學則或其他有關法令規定辦理。

Article 9

Matters not covered in these guidelines are handled in accordance with the University's academic regulations and relevant laws.

十、本要點經本系系務會議通過，並送校級學生校外實習委員會備查，修正時亦同。

Article 10

These guidelines are enacted following approval by the Program Meeting and reference by the University's Off-Campus Internship Committee. Amendments follow the same procedure.