

國立中興大學學士後醫學系臨床實習委員會設置要點

National Chung Hsing University Department of Post-Baccalaureate Medicine Guidelines for the Establishment of the Clinical Internship Committee

112 年 7 月 27 日 111 學年度第 2 學期第 6 次系務會議訂定

Effective Date: July 27, 2023 (Approved during the 6th departmental meeting of the second semester of Academic Year 111)

一、國立中興大學學士後醫學系（以下簡稱本系）為健全臨床實習制度，落實醫學生臨床及校外實習制度之實施，特訂定本要點，設立臨床及校外實習委員會（以下簡稱本委員會）。

Article 1

To ensure the effective implementation of clinical and off-campus internships for medical students, the Post-Baccalaureate Medicine Program of National Chung Hsing University (hereafter referred to as "the Program") establishes these guidelines and the Clinical and Off-Campus Internship Committee (hereafter referred to as "the Committee").

二、本委員會組成方式如下：

- (一)當然委員：由醫學院院長擔任主任委員、本系系主任擔任召集人，並由系主任推派 1 名教師擔任執行秘書，以協調各實習機構實習事務。
- (二)選任委員：各實習機構各推派 2 名代表(1 名教師、1 名行政)。
- (三)學生委員：各年級學生各推派 1 名代表。

Article 2

The Committee's composition is as follows:

1. Ex-Officio Members:
The Dean of the College of Medicine serves as the Chairperson.
The Program Director serves as the Convener and appoints a faculty member as the Executive Secretary to coordinate internship affairs across various institutions.
2. Elected Members:
Each internship institution nominates two representatives (one faculty member and one administrative staff).
3. Student Representatives:
Each academic year nominates one student representative.

三、各委員為無給職，任期為 1 年，連選得連任。

Article 3

Committee members serve without compensation for a term of one year, and re-election is permitted.

四、本委員會執掌如下：

- (一)審定臨床實習課程及計畫。
- (二)選定實習機構、檢核與確認合作計畫與實習書面契約之內容。
- (三)督導實習機構之實習指導機制與醫學生實習機構分發。
- (四)審定醫學生之實習權利義務。
- (五)輔導醫學生實習期滿前終止實習後之轉介。
- (六)評估與檢討實習醫學生實習成效。
- (七)督導實習機構與輔導訪視之落實，醫學生實習期間應遵守相關法規。
- (八)其他醫學生權益保障相關事宜。

Article 4

The Committee's responsibilities include:

1. Reviewing and approving clinical internship courses and plans.
2. Selecting internship institutions, and reviewing and verifying cooperation agreements and internship contracts.
3. Supervising internship guidance mechanisms and the allocation of students to internship institutions.
4. Reviewing the rights and responsibilities of medical students during internships.
5. Assisting students in transitioning when internships end prematurely.
6. Evaluating and reviewing the effectiveness of internships.
7. Ensuring compliance with regulations during internships and conducting visits and evaluations of institutions.
8. Addressing other issues related to the rights and interests of medical students.

五、為保障醫學生實習權益並建立申訴管道，其申訴處理程序如下：

- (一) 醫學生與實習指導老師反映未獲改善，得逕向系辦公室提出申訴。
- (二) 系辦公室接獲申訴案件後，應即召開臨床及校外實習委員會議，並於 14 個工作天內處理完畢，必要時至多延長 14 個工作天，並將處理結果通知醫學生。
- (三) 醫學生如不服前款處理結果，應於接到通知書後 7 個工作天內，檢具理由及相關資料逕向本委員會提出異議；對異議處理結果如有不服，得循院內醫學生申訴機制處理。

Article 5

To safeguard the rights of medical students during internships, an appeals process is established as follows:

1. If issues raised with the internship supervisor are unresolved, students may directly file a complaint with the Program Office.
2. Upon receiving a complaint, the Program Office must convene a Committee meeting within 14 working days to address the matter, with an extension of up to 14 additional working days if necessary. Students are informed of the outcome.
3. If dissatisfied with the resolution, students may submit an appeal to the Committee within seven working days of notification. If still unsatisfied, they may pursue the internal medical student grievance mechanism.

六、本委員會每學期至少召開 1 次會議，必要時得經 3 名委員書面聯署後，召開臨時會議。

Article 6

The Committee convenes at least once per semester. Extraordinary meetings may be called upon written request by three Committee members.

七、本要點經系務會議通過，送請院長同意，並經校級委員會核備後實施，修正時亦同。

Article 7

These guidelines are enacted following approval by the Program Meeting, consent from the Dean, and ratification by the university-level committee. Amendments follow the same procedure.