APSTIPRINĀTS

MF DOMES sēdē 01.07.2016

Protokols Nr.2840-V2-5

**University of Latvia Faculty of Medicine**

**Student Regulations of Professional Conduct**

1. General Regulations:

1.1. The University of Latvia Faculty of Medicine Student Regulations of Professional Conduct (henceforth – Regulations) define a unified code, that should be observed by students in the University of Latvia Faculty of Medicine (henceforth – FM).

1.2. The Regulations define a student's rights and responsibilities that must be observed during the teaching process when coming into contact with patients, their data, or their relatives, as well as with personnel of a health care institution.

1.3. The Regulations are to be observed during the teaching process in FM buildings and health care institutions, where theoretical and practical instruction takes place (henceforth – FM contractual institutions).

1.4. The responsibility for observing the Regulations lies with the student and FM academic and scientific personnel.

2. Student Responsibilities:

2.1. The student should be polite, tactical, kind, tolerant, sensitive and with a non-discriminatory attitude (observing human rights) when in contact with patients, their relatives and personnel of FM contractual institutions.

2.2. The student is prohibited from being in any FM buildings or on the grounds of any FM contractual institution under the influence of alcohol or narcotic drugs, or distributing narcotic or psychoactive substances.

2.3. Professional duties (treatment, care or observation) during the teaching process are strictly incompatible with romantic or intimate relationships with patients.

2.4. The student must observe the internal regulations of FM contractual institutions, as well as instructions of their personnel, regarding work organization to insure optimal patient care.

2.5. During the teaching process, in conformity with the requirements of the course instructor, the student shall wear appropriate clothes (a clean outer gown suitable for health care personnel, and indoor footwear).

2.6. The student must maintain a neutral external appearance appropriate for the health care profession (refrain from exposing tattoos, using conspicuous or cumbersome jewelery or excessive perfume etc.).

2.7. The student must observe personal hygiene requirements (manicured and clean hands, mouth hygiene, hair grooming etc., so as not to interfere with patients or colleagues)

2.8. The student must insure his/her recognition while in any FM buildings or FM contractual institutions – an identification badge must be prominently displayed on the student's clothing.

2.9. The student must use the official state language when communicating with patients or their relatives, except in those cases where, with the patient's permission, communication takes place in another language familiar to the patient.

2.10. Communicating with fellow students or with FM academic or scientific personnel during the teaching process (theoretical and practical instruction), the student must use the official state language or the language of the study programme (English).

2.11. The student must observe a patient's right to autonomy and privacy during all contacts with patients. Psychological or physical coercion is strictly disallowed.

2.12. The student should be candid when communicating with other students, patients and their relatives, even in situations where mistakes have been made due to commission or omission.

2.13. Communicating with personnel of FM contractual institutions, the patient or his/her relatives, the student must observe the integrity of clinical decisions (prohibiting involvement in the making and execution of clinical decisions without permission from academic or scientific personnel).

2.14. The student must observe complete confidentiality regarding a patient's health status and information about a patient's private life when communicating with individuals not involved in the patient's health care.

2.15. The student must observe all regulations of FM contractual institutions perrtaining to the use of documents when using patient-based information (documents, medical history, prescriptions etc.) for teaching or research purposes.

2.16.  Missing academic assignments, especially in clinical study courses and in clinical practice, must be completed no later than within the following academic year.

3. Student Rights:

3.1. The student has the right to expect non-discriminatory demeanor in communication with patients and their relatives.

3.2. The student has the right to receive polite, tactical, kind, tolerant, non-discriminatory responses without offensive remarks in communication with FM contractual institution personnel.

3.3. The student has the right to use any language acceptable and understandable to all present while communicating with fellow students or with FM academic or scientific personnel outside the confines of the teaching process.

3.4. Following permission from a FM contractual institution, the student may use patient-based information (documents, medical history, prescriptions etc.) for teaching or research purposes, observing the FM contractual institution's regulations and other statutes of the Republic of Latvia.

3.5. The student has the right to request an explanation from FM academic and scientific personnel concerning the actions of these Regulations.

4. The Academic Ethics Codex:

4.1. FM students should follow ethical standards in accordance with The Academic Ethics Codex of the University of Latvia.

4.2. Violation of these Regulations will result in consequences and sanctions provided for in normative clauses of the University of Latvia, including disciplinary penalty.