

REGULATIONS ON THE AMBULATORY CLINIC OF THE FACULTY OF VETERINARY MEDICINE, UNIVERSITY OF ZAGREB

General provisions

Article 1

These Regulations define: the organization and activity of the Ambulatory clinic, election of the chair, election of professors and their duties, students' obligations, organization of teaching, cooperation with central clinics, cooperation with field veterinary organizations, care for Ambulatory clinic property and other issues in relation with the Ambulatory clinic activities.

Organization and activity

Article 2

The Ambulatory clinic is a core organizational unit of the Division of the Faculty of Veterinary Medicine Clinics that provides practical, field and clinical education to students in veterinary and related organizations.

Chair

Article 3

The Chair, who is elected in accordance with the Regulations on the election of division heads and department or clinic chairs along with the appointment of heads of organizational units, runs the Ambulatory clinic.

Organization of teaching

Article 4

Classes for students of the Faculty of Veterinary Medicine within the Ambulatory clinic are conducted from four courses offered by the Faculty of Veterinary Medicine Clinics: Internal Diseases Clinic, Surgery, Orthopaedics and Ophthalmology Clinic, Department of microbiology and infectious diseases with clinic and Reproduction and Obstetrics Clinic (hereinafter: central clinics).

In accordance with the curriculum, and at the proposal of the Faculty council, other courses requiring practical field teaching to be conducted can be included into field courses.

The Ambulatory clinic teaching is conducted in field conditions of the areas that belong to particular Veterinary stations, Veterinary clinics or similar veterinary organizations. Clinical cases, provided by field veterinarians in consultation with animals' owners, are used for teaching purposes.

In the event that the course teacher estimates that s/he is not able to provide appropriate veterinary service (surgery) in field conditions, s/he can refuse to undertake it or s/he can refer a patient to the Faculty of Veterinary Medicine Clinics.

A patient is transported by the Faculty of Veterinary Medicine lorry at the expense of the Faculty of Veterinary Medicine, and in consultation with a field veterinarian, an animal owner and the Ambulatory clinic chair.

Cooperation with central clinics

Article 5

Field courses in the Ambulatory clinic, with the consent of the Ambulatory clinic chair, are conducted by the employees of central clinics holding scientific-educational and associate titles (hereinafter: teachers).

Practical field courses are conducted by teachers at the proposal of Central clinics chairs and with the consent of the Ambulatory clinic chair.

Other clinic employees

Article 6

Besides teacher staff, other full time employees of the Ambulatory clinic are entrusted with practical field teaching. In accordance with the Faculty Regulations on the organization of job positions, they are: two veterinary technicians, one veterinary associate, two orderlies and three drivers.

In case of extended scope of work or some of the abovementioned non-teaching staff are being prevented, employees of central clinics having appropriate qualifications can join the Clinic according to agreed procedure and providing that they have the consent of the chairs of the Ambulatory clinic and central Clinics.

Property and property care

Article 7

All the equipment used in teaching is owned exclusively by the Faculty of Veterinary Medicine.

If needed, the equipment can be exchanged (lent) between the Ambulatory clinic and central Clinics according to agreed procedure and with the consent of the Chair.

Article 8

Purchase and maintenance of the teaching equipment and purchase of vehicles is regulated by the decision of the Faculty of Veterinary Medicine Dean, according to the request of the Ambulatory clinic chair and at the proposal of teachers from central Clinics and non-teaching staff of the Ambulatory clinic.

Article 9

Expenses relating to teaching, equipment, purchase and maintenance of vehicles are covered by the Faculty funds.

Cooperation with veterinary organizations

Article 10

Cooperation of the Ambulatory clinic with the purpose of conducting practical teaching is regulated by the agreement on cooperation with veterinary or related organizations.

Students' obligations

Article 11

While attending classes, students shall follow the instructions of course teachers and the Ambulatory clinic staff so that classes are conducted smoothly in safe conditions.

Property and property care

Article 12

Teaching and non-teaching staff of the Ambulatory clinic must be insured against increased risks of work injuries that are present in field conditions (for employees of the Ambulatory clinic and students who attend field classes).

Damages caused by conducting the Ambulatory clinic classes are covered by the Faculty of Veterinary Medicine in Zagreb.

Article 13

For the purpose of conducting classes, the Ambulatory clinic disposes of the equipment that is listed in the inventory list.

Article 14

Teaching and non-teaching staff of the Ambulatory clinic shall handle the equipment with due care.

A person who caused damage shall be liable for damage to the Ambulatory clinic equipment that resulted from the improper use and careless handling.

Students are allowed to handle the equipment and technical aids owned by the Ambulatory clinic only in the presence and under the supervision of teaching staff and authorized technical staff.

Article 15

Veterinary technicians and orderlies must report any unauthorized or improper handling of the equipment as well as eventual damages caused by such handling.

Veterinary technicians and orderlies must properly clean the equipment after use and store it in the space provided.

Article 16

A person who failed to comply with regulations shall be liable for damage to the equipment that resulted from the improper storage and transport.

Article 17

Veterinary technicians and orderlies must constantly control and supplement consumables used during classes (gloves, aprons, overshoes) as well as check the quantity of medicines and their expiry date so that they can be restocked and supplemented on time.

In case that there is a need for additional specific medicines or equipment, course teachers must duly inform the Chair so that the abovementioned items can be ordered on time.

Article 18

The Ambulatory clinic technical associate must keep employee work time records, keep records and fill out order forms for necessary goods, keep subsidiary book for outgoing mail and purchasing book for small inventory.

A technical associate also deals with paper work in relation to students and performs other tasks given by the Chair.

Article 19

Teaching staff must regularly and conscientiously enter all field patients together with all prescribed data into the outpatient protocol for the purpose of keeping records.

Upon return from fieldwork, veterinary technicians are obliged to enter field classes' data from the outpatient protocol into the computer outpatient protocol on daily and weekly basis and, at the end of a semester, draw up statistical reports on the number and type of patients according to the place where classes took place or otherwise as determined by the Chair.

Article 20

Teaching and non-teaching staff that conduct field classes shall receive prescribed remuneration. The amount of remuneration is regulated by the Labour Act, in accordance with field conditions and pursuant to Article 8, Paragraph 9 of the Regulations on the contents and manner of keeping employee work time records at the Faculty of Veterinary Medicine.

Article 21

Maintaining order and hygiene at the Ambulatory clinic premises is the responsibility of non-teaching staff. They carry out tasks according to the assignment and allocation of duties as prescribed by the Clinic chair.

Maintaining order and hygiene in the garage and vehicles of the Ambulatory clinic is the responsibility of drivers, who do carry out tasks according to the assignment and allocation of duties as prescribed by the Clinic chair.

Article 22

During the period when there are no Ambulatory clinic field classes, non-teaching staff shall be assigned to other Departments and Clinics in accordance with their qualifications, and with the consent and agreement of the Ambulatory Clinic Chair and Chairs of other Clinics and Departments.

Transitional and concluding provisions

Article 23

These Regulations enter into force eight days after their publication on the Faculty of Veterinary Medicine website.

Dean:

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