

# External Practical Training Work Log



FVMUZ

Faculty of Veterinary  
Medicine University of  
Zagreb



First and  
Last  
name:

Year:

**EPT: External Practical Training**

THE DEAN OF THE FACULTY OF VETERINARY MEDICINE  
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prof. Marko Pećin  
Vice-dean for Veterinary Studies in English and lifelong learning

prof. Gordana Gregurić Gračner  
Vice-dean for quality control.

# FACULTY OF VETERINARY MEDICINE UNIVERSITY OF ZAGREB

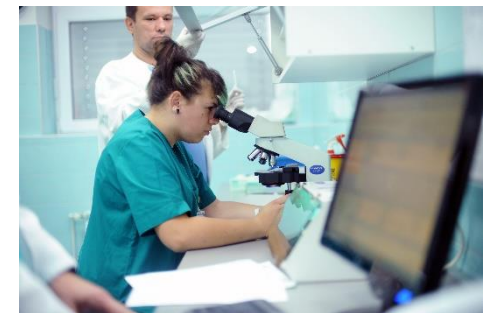


External Practical Training Work Log

Zagreb, Ulica Vjekoslava Heinzela br. 55.

# Faculty of Veterinary Medicine, University of Zagreb - FVMUZ

The Veterinary Faculty of the University of Zagreb is a public higher education institution that conducts university studies and develops scientific and professional work in the field of veterinary medicine in the Republic of Croatia.



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CHAPTER 2: Practical work pp. 73 – 103.



# CHAPTER 1. General about External Practical Training

Beginning of professional practice at the Veterinary Faculty of the University of Zagreb - the first generation of Bologna studies (2011)

FOR STUDENTS OF XII SEMESTER

The study program of the integrated undergraduate and graduate university study of veterinary medicine envisages that every student enrolled in XII. during the semester, he conducts practical classes in the regular subject: Fieldwork - professional work for a total of 180 teaching hours. This is a period of teaching that is an integral part of the curriculum, but which is conducted outside the Faculty and is under the supervision of a non-academic teacher (practitioner mentor).

*EPT: External Practical Training. These are training periods that are an integral part of the curriculum, but which are taken outside the VFMUZ and under the supervision of a non-academic teacher (e.g. a practitioner).*



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## General about **External Practical Training (EPT)**

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## Clinical-field work

During the conduct of the aforementioned core subjects which are being held as Clinical-field work and Professional-clinical work, students will apply the knowledge gained through studying in a specific institution and widen the practical knowledge and skills according to the curriculum. During practical work, the student is being trained for individual professional work in veterinary practice under the supervision of an expert (expert mentor).

Professional practice is organized by the Faculty, which for this purpose cooperates with employers where students perform professional practice. The vice dean for integrated studies and students is responsible for the operational implementation of professional practice. The employer with whom the student performs professional practice assigns the student a mentor who is confirmed by the Faculty Council. The mentor gives instructions, supervises, provides assistance and encourages the student to perform certain tasks independently or in a team in order to ensure quality performance of professional practice.



**Practical training of students** is held at institutions that perform activities by the study program:

1. Veterinary organizations (Veterinary ambulances and clinics)

*Clinical Field Work* is a mandatory course with exclusively practical training executed outside the Faculty, validated with **10 ECTS** points, with 180 hours per student. Practical training is conducted individually, one student is assigned to one mentor appointed by Faculty Council. The student is obliged to execute practical training in a duration of **30 working days**, up to **6 hours per day**.

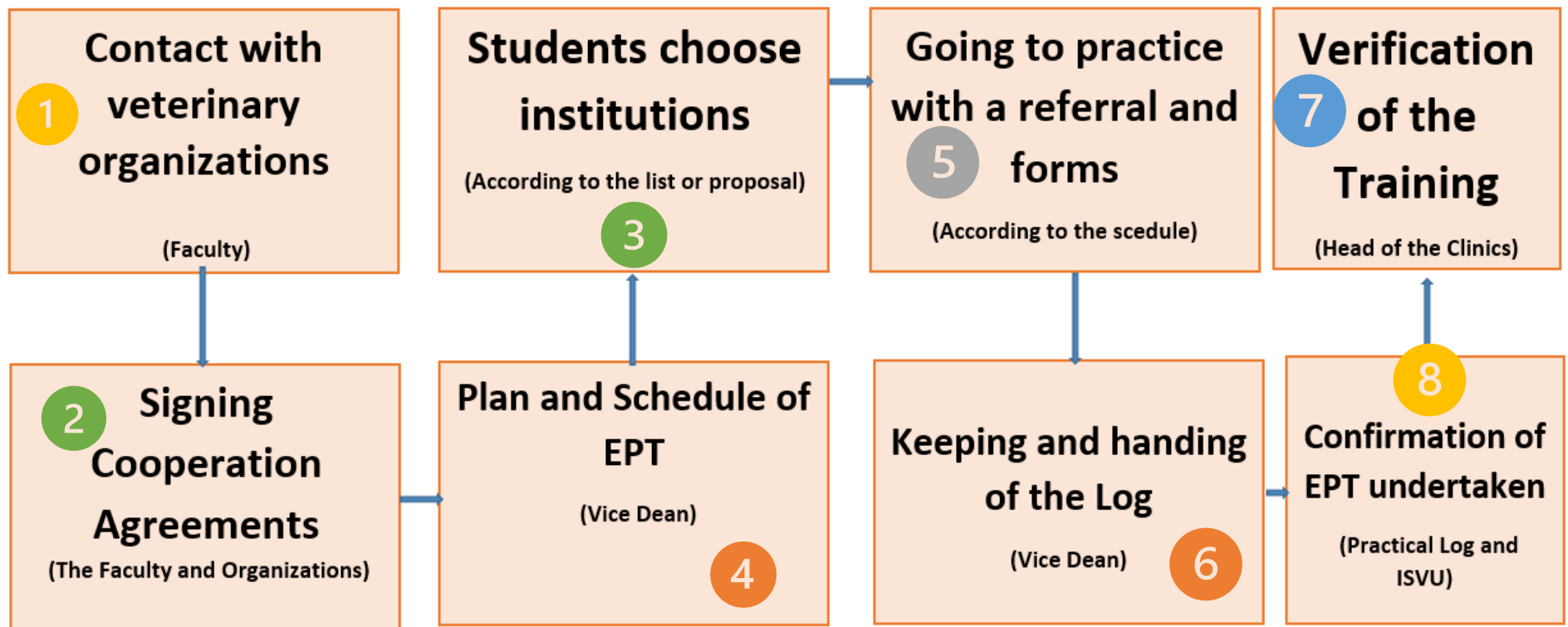
*A rotation schedule for both subjects is published for each academic year, thus notifying all the organizations (expert mentors) and students who participate in the execution of the subjects!*



***The decision on the acceptance of expert mentors from veterinary stations / clinics and field professional practice managers from the Faculty of Veterinary Medicine for the purpose of performing field professional practice is published on the Faculty's website after acceptance by the Faculty Council.***



# The Procedure Relating to the EPT





# Obligations of the EPT Holders and Students



- Preparation of a practice/work plan
- Appointment of a contact person
- Assigning mentors and guidance
- Practical Log review and student assessment



- Choosing an EPT Holder (employer)
- Contacting the employer
- Agreement on the date of EPT
- Keeping a practice log
- Evaluation of practice

# The flowchart of the EPT



- EPT is negotiated with Veterinary practices
- The student selects a Veterinary practice from the list offered
- The head of EPT (vice dean) checks and confirms the reservation
- The student takes over the Practical Training Log
- Upon finished EPT, the student submits the Practical Training Log to the Student Office
- The Practical Training Log is then reviewed by the head of the clinic confirmed by Faculty Council
- After checking that all the conditions are met, the head of the clinics confirms the completed practice and sends a notification to the student to come with an index
- The index is signed by the head of the clinics of the Faculty of Veterinary Medicine

## EPT Abroad



If the student performs an EPT abroad, the forms in English are used according to the following schedule of activities:

- ✓ *Traineeship application*
- ✓ *Assessment criteria of student's work during traineeship*
- ✓ *Student's traineeship report*
- ✓ *Traineeship confirmation*
- ✓ *Traineeship evaluation*

Students who perform the EPT within the Erasmus + program as a mandatory and integral part of the study program after the completed practice are required to obtain a *Traineeship evaluation* form. This form is compiled by the mentor in agreement with the student on the basis of the following relevant documentation: *Learning Agreement* for Traineeships, *Traineeship Certificate*, and *Monthly report*.

UNIVERSITY OF ZAGREB  
FACULTY OF VETERINARY MEDICINE



PRACTICAL TRAINING LOG

Integrated study

Zagreb, 2022/2023.

# Remarks



EPT can be accessed by students who have previously enrolled in the semester of studies in which the EPT is performed, by the curriculum and study program.

Students of integrated study are referred to EPT to supplement theoretical knowledge with practical knowledge and preparation of diploma thesis, which enables the more successful realization of the study program and involvement in professional work. The content of the assignments should derive from the content and character of the professional courses of study. The veterinary organization is obliged to organize the monitoring of the work of the student of veterinary medicine and to provide him with conditions for the successful performance of Clinical-Field Work and Professional-Clinical work. A person who is a doctor of veterinary medicine with at least 3 years of work experience in jobs after passing the professional exam can be appointed as a professional mentor.

## Obligations of the student toward the employer

During the EPT, the student is obliged to adhere to the prescribed measures of safety at work, fire protection, and other safety measures implemented by the employer and properly fulfill the set work tasks and adhere to other work obligations. The student is obliged to protect the property of the employer, to treat it carefully and conscientiously, and to be careful not to harm the employer by his behavior or actions.



## General data about the student:

*Name and Surname:*

*Indeks no.:*

*Academic year:*

*Diploma thesis topic  
(if applied):*

*Short description of diploma  
thesis:*

*Mentor:*



## General data about EPT Holder:

*Institution: Clinical Field work in Veterinary Ambulance / Clinic*

*Adress:*

*Contact person for EPT  
(phone number and e-  
mail):*

*Mentor  
(phone number and e-  
mail):*

*EPT start date:*

*EPT end date:*





## **Guidelines for Keeping the External Practical Training Work Log:**

During the EPT the student is required to keep a practical training log of the work done in which s/he describes the work tasks covered by the professional practice.

It is recommended that the tasks performed by the student in EPT are related to the field of study and the level of knowledge acquired during the study (see: Recommended competencies of doctors of veterinary medicine Day one Competence from the European Association of Establishments for Veterinary Education, EAEVE) page 49 and Minimum Practical Competences page 53.

The student is obliged to keep notes on the content and work activities of each day of practice, which means that the Practical Training Log should contain the activities for all 30 days (individually) spent in field practice.

Upon completion of the EPT, the Practical Training Log is certified by the mentor in the institution with his / her own signature. After the end of the EPT, the Practical Training Log is submitted for the control at the FVMUZ, and in accordance with the fulfillment of formal conditions, the fulfillment of the EPT obligation is verified by the head of the Clinics and the Vice Dean for education.



Student \_\_\_\_\_ performed EPT lasting 30 working days and regularly kept a diary of professional practice in the period from \_\_\_\_\_ to \_\_\_\_\_ 202\_. During the indicated time, the student performed the tasks indicated in this Practical Training Log and spent \_\_\_\_\_ hours of work on performing the EPT.

**To what extent are you satisfied with the knowledge that the student has shown during the EPT:**

1. completely dissatisfied
2. dissatisfied
3. neither satisfied nor dissatisfied
4. Satisfied
5. Completely satisfied

**How would you assess a student's communication skills during a student EPT?**

1. Extremely clear, well-organized and convincing communication, written and spoken
2. Satisfactory written and spoken communication skills
3. Poor writing and speaking skills

**To what extent are you satisfied with the behavior that the student has shown during the EPT:**

1. completely dissatisfied
2. dissatisfied
3. neither satisfied nor dissatisfied
4. Satisfied
5. Completely satisfied

MP

\_\_\_\_\_  
Mentor's signature

Date:



Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY OF  
VETERINARY MEDICINE

on completed professional-field work in Veterinary practice

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History: \_\_\_\_\_

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on completed professional-field work in Veterinary practice

Day/Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Description of the animal (national): \_\_\_\_\_

History: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Findings \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Diagnosis: \_\_\_\_\_

Course of illness and treatment: \_\_\_\_\_

Signature of mentor:

Signature of student



Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY OF  
VETERINARY MEDICINE

on completed professional-field work in Veterinary practice

Day/Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Description of the animal (national): \_\_\_\_\_

History: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Findings \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Diagnosis: \_\_\_\_\_

Course of illness and treatment: \_\_\_\_\_

Signature of mentor:

Signature of student



# Deadline and Submission of the Report

The Practical Training Log of the completed EPT is submitted personally to the Student Office of the Faculty.

1. The Practical Training Log be submitted by the student no later than 14 days after the end of the professional internship to the Office for Integrated Studies. Otherwise, the student is obliged to report to the Head of Professional Practice (head of the clinic of the Faculty of Veterinary Medicine) with an explanation, whereby the Head of Professional Practice can also make a decision not to recognize the professional practice. In this case, the student will be directed to repeat the professional practice.

2. After the student submits the Practical Training Log, the mentor (head of the clinic confirmed by FV) examines and certifies the professional practice Diary, thereby confirming the veracity of all data and confirming that the student has fully completed all tasks and responsibilities during the professional practice. If the mentor determines that it is necessary to make changes in the Diary of professional practice, he can request that the student complete the Diary of professional practice.

3. After the mentor and student fill out the evaluation forms, the head of professional practice signs the index for the purpose of validation of successful EPT

4. Based on the certified diary and signature in the index in the ISVU system, the office for integrated studies registers the above information for each student who has successfully completed the EPT. The diary of completed EPT is stored in the student's file.

5. The student should repeat the unsuccessful professional practice with the same or another employer.

6. In case of problems during the EPT the student consults with the vice dean for integrated studies and students, depending on the nature of the problem. The decision on the further course of practice is made by the vice-dean in cooperation with the Head of EPT.



## **The Competences of Doctors of Veterinary Medicine Recommended by the European Association of Establishments for Veterinary Education, EAEVE: Day One Competences**

The competences of doctors of veterinary medicine (Day One Competences) are aligned with Directives, Regulations and Proposals relating to veterinary professional qualifications:

1. Directive 2005/36/EC amended by Directive 2013/36/EC on the recognition of professional qualifications;
2. Directive 2010/63/EU on the protection of animals used for scientific purposes;
3. Regulation (EC) No 852/2004 on the hygiene of foodstuffs;
4. Regulation (EC) No 853/2004 on specific hygiene rules for food of animal origin;
5. Regulation (EC) No 854/2004 laying down specific rules for the organisation of official controls in the territory of the R. of Croatia;
6. Regulation (EC) No 1099/2009 on the protection of animals at the time of killing;
7. Proposals for Regulation of rules on animal health and official controls.



# Doctors of Veterinary Medicine must have the following knowledge and understanding (Day One Competences):

- 1.1 Understand the ethical and legal responsibilities of the veterinarian in relation to animals under his/her care, the environment, clients, policies and society.
- 1.2 Demonstrate knowledge of the organisation, management and legislation related to a veterinary business economics and employment rights.
- 1.3 Promote, monitor and maintain health and safety in the veterinary setting; demonstrate knowledge of systems of quality assurance; apply principles of risk management to their practice.
- 1.4 Communicate effectively with clients, the public, professional colleagues and responsible authorities, using language appropriate to the audience concerned and in full respect of confidentiality and privacy.
- 1.5 Prepare accurate clinical and client records, and case reports when necessary, in a form satisfactory to colleagues and understandable by the public.
- 1.6 Work effectively as a member of a multi-disciplinary team in the delivery of services.
- 1.7 Understand the economic and emotional context in which the veterinary surgeon operates.
- 1.8 Be able to review and evaluate literature and presentations critically.
- 1.9 Understand and apply principles of clinical governance, and practise evidence-based veterinary medicine.
- 1.10 Use their professional capabilities to contribute to the advancement of veterinary knowledge and One Health concept, in order to improve animal health and welfare, the quality of animal care and veterinary public health.
- 1.11 Demonstrate ability to cope with incomplete information, deal with contingencies, and adapt to change.
- 1.12 Demonstrate that they recognise personal and professional limits, and know how to seek professional advice, assistance and support when necessary.
- 1.13 Demonstrate an ability of lifelong learning and a commitment to learning and professional development. This includes recording and reflecting on professional experience and taking measures to improve performance and competence.
- 1.14 Take part in self-audit and peer-group review processes in order to improve performance.
- 1.15 Obtain an accurate and relevant history of the individual animal or animal group, and its/their environment.



- 1.16 Handle and restrain animal patients safely and with respect of the animal, and instruct others in helping the veterinarian perform these techniques.
- 1.17 Perform a complete clinical examination and demonstrate ability in clinical decision making.
- 1.18 Develop appropriate treatment plans and administer treatment in the interests of the animals under their care with regard to the resources available.
- 1.19 Attend in an emergency and perform first aid in common animal species.
- 1.20 Assess the physical condition, welfare and nutritional status of an animal or group of animals and advise the client on principles of husbandry and feeding.
- 1.21 Collect, preserve and transport samples, select appropriate diagnostic tests, interpret and understand the limitations of the test results.
- 1.22 Communicate clearly and collaborate with referral and diagnostic services, including providing an appropriate history.
- 1.23 Understand the contribution that imaging and other diagnostic techniques can make in achieving a diagnosis. Use basic imaging equipment and carry out an examination effectively as appropriate to the case, in accordance with good health and safety practice and current regulations.
- 1.24 Recognise signs of possible notifiable, reportable and zoonotic diseases as well as abuse and take appropriate action, including notifying the relevant authorities.
- 1.25 Access the appropriate sources of data on licensed medicines.
- 1.26 Prescribe and dispense medicines correctly and responsibly in accordance with legislation and latest guidance.
- 1.27 Report suspected adverse reactions through the appropriate channel.
- 1.28 Apply principles of bio-security correctly.
- 1.29 Perform aseptic procedures appropriately.
- 1.30 Safely perform sedation, and general and regional anaesthesia; implement chemical methods of restraint.
- 1.31 Assess and manage pain.
- 1.32 Recognise when euthanasia is appropriate and perform it with respect of the animal, using an appropriate method, whilst showing sensitivity to the feelings of owners and others, with due regard to the safety of those present; advise on disposal of the carcass.



- 1.33 Perform a systematic gross post-mortem examination, record observations, sample tissues, store and transport them.
- 1.34 Perform ante-mortem inspection of animals destined for the food-chain, including paying attention to welfare aspects; correctly identify conditions affecting the quality and safety of products of animal origin, to exclude those animals whose condition means their products are unsuitable for the food-chain.
- 1.35 Perform inspection of food and feed including post-mortem inspection of food producing animals and inspection in the field of related food technology.
- 1.36 Advise on, and implement, preventive and eradication programmes appropriate to the species and in line with accepted animal health, welfare and public health standards.



# Underpinning knowledge and understanding

In order to be able to undertake their professional duties effectively, new veterinary graduates will need a breadth of underpinning knowledge and understanding of the biological, animal and social sciences and laws related to the animal industries. This will include, but is not restricted to, the following:

- 2.1 Understanding of, and competence in, the logical approaches to both scientific and clinical reasoning, the distinction between the two, and the strengths and limitations of each.
- 2.2 Research methods, the contribution of basic and applied research to veterinary science and implementation of 3Rs (Replacement, Reduction, Refinement).
- 2.3 The structure, function and behaviour of animals and their physiological and welfare needs.
- 2.4 A knowledge of the businesses related to animal breeding, production and keeping.
- 2.5 The aetiology, pathogenesis, clinical signs, diagnosis and treatment of the common diseases and disorders that occur in the common animal species\*. 2.6 Awareness of other diseases of international importance that pose a risk to national and international biosecurity and trade.
- 2.7 Legislation relating to animal care and welfare, animal movement, and notifiable and reportable diseases.
- 2.8 Medicines legislation and guidelines on responsible use of medicines, including responsible use of antimicrobials and antiparasitics.
- 2.9 The principles of disease prevention and the promotion of health and welfare.
- 2.10 Veterinary public health issues, e.g. epidemiology, transboundary epizootic diseases, zoonotic and food-borne diseases, emerging and re-emerging diseases, food hygiene and technology.
- 2.11 Principles of effective interpersonal interaction, including communication, leadership, management and team working.
- 2.12 The ethical framework within which veterinary surgeons should work, including important ethical theories that inform decision-making in professional and animal welfare related ethics.

# Minimal Practical Competencies

## 1. General Veterinary Medicine

Most examinations and procedures are performed within clinical subjects (Infectious Diseases; Internal Medicine; Surgery, Orthopaedics and Ophthalmology; Obstetrics).

1.1. Post-mortem examination, collecting materials for pathohistological and bacteriological examination;

1.2. Knowledge, preservation and storage of drugs;

1.3. Knowledge of instruments, handling and sterilization

	Date/ signature of teacher or professional mentor				
<b>1. Internal Medicine</b>					
	1	2	3	4	5
Information about the owner					
Description of the animal					



Medical history					
<i>Status praesens</i> (habitus, trias, visible mucous membranes, lymph nodes)					
Clinical skin examination					
Clinical examination of respiratory tract					
Clinical examination of heart and cardiovascular system					
Examination of blood and blood-forming organs 1. Taking blood samples					
Examination of blood and blood-forming organs 2. Interpretation of results					
Clinical examination of digestive organs					





Clinical examination of urinary organs					
Clinical examination of the central nervous system					
Administration of drugs 3. Oral, in large and small animals					
Administration of drugs 4. Parenteral (iv., im., sc., ip.)					
Other					
<b><i>2. Infectious, Parasitic and Invasive Diseases</i></b>					
Taking a medical history when an infectious disease is suspected					
Taking materials for microbiological testing					



Taking blood for serological testing					
Taking materials for molecular testing					
Performing allergy tests (tuberculin tests)					
Preparation of microscopic slides for diagnostics of infectious diseases					
Taking materials for parasitological tests					
Preparation of material for diagnostics of parasitic diseases					
Dissection of carcasses and obtaining samples for examination (microbiological, pathological, parasitological)					
Vaccination of large and small domesticated animals including marking					



Vaccination of dogs and cats					
Deworming of domestic animals					
Eradication of ectoparasitosis in domestic animals					
Treating animals suffering from infectious diseases					
Treating animals with parasitical and invasive diseases					
Assessment of bio-security risk					
Implementation of measures to prevent the occurrence and spread of infectious diseases					
Implementation of measures to prevent the occurrence, spread and to combat parasitic diseases					



Keeping records on trends in infectious and parasitic diseases					
Implementation of various zoo-hygienic and zoo-technical measures					
Other					
<b><i>3. Obstetrics and Reproduction of Domestic Animals</i></b>					
Gynaecological examination of domestic animals					
Diagnostics of gravidity in domestic animals					
Andrological examination and artificial insemination of domestic animals					
Assisting the birth of domestic animals and care for new-borns					



Gynaecological surgical procedures					
Monitoring physiological and pathological puerperia - treatment of infertility					
Diagnostics, prevention and treatment of mastitis					
Other					
<b><i>4. Surgery, Orthopaedics and Ophthalmology</i></b>					
Use of asepsis and antisepsis (sterilization, disinfection, preparing hands and the operational area)					
Application of general and local anaesthesia in domestic animals					
Assistance in performing surgical examinations and surgical procedures					



Treatment of wounds - recognition and treatment of certain types of wounds					
Diagnostics of lameness					
Basic surgical interventions in pathologies of hoofs and trotters					
Castration of male domestic animals					
Surgical treatment of hernias					
Performing diagnostic and therapeutic laparotomy on domestic animals (apart from equine colic)					
Eye examination in daylight					
Correction of teeth in horses					



Other					
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*Main tasks and assignments for each student during the mandatory practice at the Croatian Veterinary Institute in Zagreb (lasting 64 hours) 4 students in the group:*

**Veterinary public health:**

- *Standard microbiological procedures in the control of foodstuffs of animal origin*
- *Standard microbiological procedures in animal feed control mikrobiološki postupci u kontroli hrane za životinje*
- *Analytical methods in testing the quality of food of animal origin and animal feed*
- *Analytical procedures in the control of foodstuffs of animal origin - determination of residues (residues) of prohibited substances*
- *Control and registration of veterinary medical products*

**Diagnosis and control of infectious and parasitic diseases:**

- *Basics of general pathology with special reference to special pathology of pigs*
- *Pathology of domestic and wild ruminants and diagnosis of transmissible spongiform encephalopathies (TSE)*
- *Diseases of aquatic animals*
- *Diagnosis of salmonellosis, listeriosis, anthrax and other significant animal diseases and determination of susceptibility of bacteria to antimicrobial drugs*
- *Laboratory diagnosis of mastitis*
- *Serological, bacteriological and molecular diagnostics of bacterial zoonoses (expert mentor*
- *Parasitological diagnostics*
- *Diagnosis of classical swine fever and basics of molecular methods in the diagnosis of viral infections in animals*
- *Methods and procedures in laboratory diagnosis of viral diseases with special reference to rabies*
- *Serological diagnosis of viral diseases.*



Main tasks and assignments for each student during the duration of practice at the Ministry of Agriculture of the Republic of Croatia was introduced and worked on the tasks (lasting 20 hours) 4 students in the group:

### **Animal health protection**

- a. crisis planning (making crisis plans, organizing exercises to simulate the outbreak of infectious animal diseases, crisis headquarters)
- b. animal disease control programs (development and monitoring of annual and multi-annual programs of measures for detection, control, monitoring, prevention and eradication of animal diseases and zoonoses in accordance with the epizootiological situation)
- c. data analysis and reporting (preparation of reports on the occurrence and distribution of diseases)
- d. zoonoses (preparation of national programs, preparation of reports, preparation of basic studies)

### **Animal health protection.**

- a. organization of the veterinary service (keeping the register of OVO, OV, procedure for granting and revoking authorizations to veterinary organizations)
- b. financing of animal health protection measures (program development)
- c. marking and registration of animals (inspection of registers, VPG)
- d. welfare (registers, holding conditions)

### **Veterinary Public Health**

- a. Hygiene of food of animal origin - meat, milk, eggs, honey, fish and shellfish (access to registers, conditions that must be met by facilities, assessment of facilities)
- b. By-products of animal origin (access to the register, categorization, disposal)
- c. Veterinary medicinal products (insight into the list of registered medicinal products, preparation of a decision on the placing on the market of medicinal products)
- d. Veterinary Public Health
- e. Residue monitoring (preparation of the National Residue Control Program, preparation of reports)
- f. Animal feed (insight into registers, trade, supplements)

### **International cooperation and EU accession negotiations**

- a. Harmonization of legislation (EU regulations, development of an annual harmonization plan, transposition into national legislation)
- b. Central Veterinary Information System (SVIS); Insight into SVIS (method of keeping databases and registers, possibilities provided by data).





## **Upon completion of integrated undergraduate and graduate studies in Veterinary Medicine, students will have acquired the following competences:**

(a) Adequate knowledge and understanding of:

- the sciences on which the activities of the veterinary surgeon are based upon;
- the structure and function of health and animal reproduction;
- contemporary procedures in molecular diagnostics of diseases;
- the causes, nature, course, effects, diagnosis, treatment and control of animal diseases, including contagious diseases and zoonoses;
- key aspects and concepts of preventive veterinary medicine, including principles associated with selection and breeding of animals for enhanced health and resistance to specific diseases, principles of animal hygiene: housing and keeping, recognition of specific types of animal behaviour and monitoring of basic indicators of animal welfare;
- the process of economic planning, breeding and selection technology, and game processing;
- biology and basic principles of aquatic organisms and beneficial insects breeding and related disease control procedures;
- hygiene and technology involved in the production, manufacture and putting into circulation of foodstuffs of animal origin intended for human consumption;
- laws, regulation and administrative provisions relating to veterinary medicine, animal husbandry, hunting, food, and animal and environment protection;



(b) Application and analysis abilities:

- the ability to treat animals, perform basic surgical and clinical procedures on animals;
- the ability to relate production technology, composition of animal feed and hygiene with animal health, devise animal feeding plan for animals in specific physiological conditions and sickness, and in productive periods;
- the ability to apply the acquired knowledge on protection of animals regarding veterinary environmental protection activities
- the ability to select adequate analytical methods in veterinary laboratory diagnostics;

(c) Research:

- the ability to search the literature, databases and other sources of information;
- the ability to design and conduct experiments in the field of veterinary medicine;
- the ability to demonstrate and interpret results and draw conclusions;
- the ability to use appropriate laboratory equipment and apply critical thinking in the analysis of acquired laboratory results

(d) Practical skills:

- adequate clinical and other practical experience under appropriate supervision;
- the ability to select and apply appropriate scientific principles, methods and diagnostic equipment in animal production and biotechnology, veterinary public health and preclinical and clinical veterinary medicine;



- the ability to integrate theoretical knowledge and practical skills in professional practice;
- the ability to understand applied techniques and diagnostic procedures in veterinary medicine

(e) Complementary skills

- the ability to function effectively as an individual as well as an effective team member, and to present work results both in written and oral form;
- the awareness of the health, safety and legal issues as well as responsibilities of veterinary profession, the impact of veterinary solutions in societal and environmental context;
- commitment to and implementation of professional ethics, responsibilities and norms in veterinary practice;
- the ability to promote knowledge in the domain of veterinary medicine and animal husbandry
- commitment to engage in life-long learning



## Information about the Log book of EPT:

*Date of submission :*

*Student's signature :*

*Signature of the head of subject at*

*FVMUZ :*

*Signature of the Vice Dean for  
education:*



# **CHAPTER 2: Professional practice**



# Chapter 2: Professional practice

## General about professional practice

Beginning of professional practice at the Veterinary Faculty of the University of Zagreb - the first generation of Bologna studies (2011)

FOR STUDENTS OF XII SEMESTER

The curriculum and study program, which is conducted as an integrated undergraduate and graduate university study of veterinary medicine, stipulates that every student who enrolled in XII. during the study semester, he teaches professional work, as one part of the subject Professional - clinical work. This is a teaching period that is an integral part of the curriculum, but which is conducted outside the Faculty and is under the supervision of a practitioner mentor. The subject Professional-clinical work is a form of clinical and non-clinical teaching that lasts several days with a fund of 120 hours per student and is evaluated with 8 ECTS points. Part of the course is conducted outside the Faculty. Thus, during the duration of the course, students perform two types of practical work, which are different in terms of location and duration.



During the duration of the subject, which is carried out as a professional work, students will apply the knowledge acquired during the course of study in a specific institution and expand practical knowledge and skills according to the established study program. During the professional work within the subject Professional-Clinical Work, the student is trained under the supervision of an expert (professional mentor) to independently perform professional work in the veterinary profession. Professional practice is organized by the Faculty, which for this purpose cooperates with employers where students perform professional practice. The vice dean for integrated studies and students is responsible for the operational implementation of professional practice. The employer with whom the student performs professional practice assigns the student a mentor who is confirmed by the Faculty Council. The mentor gives instructions, supervises, provides assistance and encourages the student to perform certain tasks independently or in a team in order to ensure quality performance of professional practice.

**Practical training of students** is held at institutions that perform activities by the study program:

1. Croatian Veterinary Institute in Zagreb
2. Ministry of Agriculture of the Republic of Croatia



***A rotation schedule for both subjects is published for each academic year, thus notifying all the organizations (expert mentors) and students who participate in the execution of the subjects!***

***The decision on the acceptance of expert mentors to perform field professional practice is published on the Faculty's website after acceptance by the Faculty Council.***



# Obligations of employer and student

## STUDENTS



Complete an internship lasting 8 working days

- Keeping a diary of professional work
- Evaluation of the institution

## EMPLOYER



- Creating a practice plan
- Appointment of a contact person
- Assignment of mentors and guidance
- Familiarizing students with the rules and safety measures at work
- Review of the professional practice diary



## Timeline of implementation of professional work

An agreement on professional clinical practice is concluded with veterinary institutions

- The head of practice (vice dean) checks and confirms the reservation
- The student receives a practice referral and professional clinical practice diary
- After completing the internship, the student submits the internship diary to the Office for Integrated Studies
- The practice diary is then reviewed by a mentor from the Faculty (head of the clinic determined by the decision of the Faculty Council);
- After the mentor has checked whether all the conditions have been met, the head of the professional practice practice (head) confirms the completed practice and sends a notification to the student to come with the index;
- The index is signed by the head of the practice (head of the clinic of the Faculty of Veterinary Medicine).

UNIVERSITY OF ZAGREB  
FACULTY OF VETERINARY MEDICINE

PRACTICAL TRAINING LOG

Integrated study



Zagreb, 2022/2023.

# Remarks:

Professional work within the Professional Clinical Work course can be accessed by students who have previously enrolled in the study semester in which professional practice is carried out, in accordance with the study plan and program.

Students of integrated studies are referred to professional practice in order to complement theoretical knowledge with practical knowledge and prepare a diploma thesis, which enables more successful completion of the study program and involvement in professional work. The content of the assignments should derive from the content and character of the professional study subjects. The veterinary organization is obliged to organize the monitoring of the work of the student of veterinary medicine and to provide him with the conditions for the successful performance of professional clinical work.

## Obligations of the student towards the employer

During the professional clinical work the student is obliged to adhere to the prescribed measures of safety at work, fire protection and other safety measures implemented by the employer and to properly fulfill the set work tasks and adhere to other work obligations. The student is obliged to protect the property of the employer, to treat it carefully and conscientiously, and to be careful not to harm the employer by his behavior or actions.



## General data about the student:

*Name and Surname:*

*Indeks no.:*

*Academic year:*

*Diploma thesis topic  
(if applied):*

*Short description of diploma  
thesis:*

*Mentor:*



## General data about practice Holder:

*Institution: Ministry of Agriculture of the Republic of Croatia*

*Adress:*

*Contact person for EPT  
(phone number and e-  
mail):*

*Mentor  
(phone number and e-  
mail):*

*EPT start date:*

*EPT end date:*



*Institution: Croatian Veterinary Institute in Zagreb*

*Adress:*

*Contact person for EPT  
(phone number and e-  
mail):*

*Mentor  
(phone number and e-  
mail):*

*EPT start date:*

*EPT end date:*



## **Instructions for keeping a diary of professional work within the subject Professional-clinical work:**

During the practice the student is required to keep a practical training log of the work done in which s/he describes the work tasks covered by the professional practice.

It is recommended that the tasks performed by the student in EPT are related to the field of study and the level of knowledge acquired during the study (see: Recommended competencies of doctors of veterinary medicine Day one Competence from the European Association of Establishments for Veterinary Education, EAEVE).

The student is obliged to keep notes on the content and work activities of each day of practice: 5 days of professional clinical work at the Croatian Veterinary Institute in Zagreb and 3 days in the Ministry of Agriculture.

Upon completion of the practice, the Practical Log is certified by the mentor in the institution with his / her own signature. After the end of the practice, the Practical Log is submitted for the control at the FVMUZ, and in accordance with the fulfillment of formal conditions, the fulfillment of the practice obligation is verified by the head of practice and the Vice Dean for education.





Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY OF VETERINARY  
MEDICINE

on completed laboratory practice in the Croatian Veterinary Institute

Day/Date \_\_\_\_\_

Method or procedure: \_\_\_\_\_

Description: \_\_\_\_\_

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Findings/Diagnosis: \_\_\_\_\_

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Signature of mentor:

Signature of student:



Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY OF VETERINARY  
MEDICINE

on completed laboratory practice in the Croatian Veterinary Institute

Day/Date \_\_\_\_\_

Method or procedure: \_\_\_\_\_

Description: \_\_\_\_\_

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Findings/Diagnosis: \_\_\_\_\_

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Signature of mentor:

Signature of student:



Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY OF VETERINARY  
MEDICINE

on completed laboratory practice in the Croatian Veterinary Institute

Day/Date \_\_\_\_\_

Method or procedure: \_\_\_\_\_

Description: \_\_\_\_\_

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Findings/Diagnosis: \_\_\_\_\_

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Signature of mentor:

Signature of student:



Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY OF VETERINARY  
MEDICINE

on completed laboratory practice in the Croatian Veterinary Institute

Day/Date \_\_\_\_\_

Method or procedure: \_\_\_\_\_

Description: \_\_\_\_\_

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Findings/Diagnosis: \_\_\_\_\_

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Signature of mentor:

Signature of student:



Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY STUDY OF VETERINARY  
MEDICINE

on completed laboratory practice in the Croatian Veterinary Institute

Day/Date \_\_\_\_\_

Method or procedure: \_\_\_\_\_

Description: \_\_\_\_\_

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Findings/Diagnosis: \_\_\_\_\_

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Signature of mentor:

Signature of student:



Student \_\_\_\_\_ performed Professional work in the Croatian Veterinary Institute lasting \_\_\_\_ working days and regularly kept a diary of professional practice in the period from \_\_\_\_\_ to \_\_\_\_\_ 202\_. During the indicated time, the student performed the tasks indicated in this Practical Training Log and spent \_\_\_\_\_ hours of work on performing the EPT.

**To what extent are you satisfied with the knowledge that the student has shown during the EPT:**

1. completely dissatisfied
2. dissatisfied
3. neither satisfied nor dissatisfied
4. Satisfied
5. Completely satisfied

**How would you assess a student's communication skills during a student EPT?**

1. Extremely clear, well-organized and convincing communication, written and spoken
2. Satisfactory written and spoken communication skills
3. Poor writing and speaking skills

**To what extent are you satisfied with the behavior that the student has shown during the EPT:**

1. completely dissatisfied
2. dissatisfied
3. neither satisfied nor dissatisfied
4. Satisfied
5. Completely satisfied

MP

\_\_\_\_\_  
Mentor's signature

Date:



Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY  
STUDY OF VETERINARY MEDICINE  
on completed practical training in The Ministry of Agriculture

Day/Date: \_\_\_\_\_

Method or procedure: \_\_\_\_\_

Description: \_\_\_\_\_  
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\_\_\_\_\_

Signature of mentor:

Signature of student:



Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY  
STUDY OF VETERINARY MEDICINE  
on completed practical training in The Ministry of Agriculture

Day/Date: \_\_\_\_\_

Method or procedure: \_\_\_\_\_

Description: \_\_\_\_\_

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Signature of mentor:

Signature of student





Practical training log of the student of INTEGRATED UNDERGRADUATE AND GRADUATE UNIVERSITY  
STUDY OF VETERINARY MEDICINE  
on completed practical training in The Ministry of Agriculture

Day/Date: \_\_\_\_\_

Method or procedure: \_\_\_\_\_

Description: \_\_\_\_\_

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Signature of mentor:

Signature of student



Student \_\_\_\_\_ performed Professional work in the Ministry of Agriculture lasting \_\_\_\_ working days and regularly kept a diary of professional practice in the period from \_\_\_\_\_ to \_\_\_\_\_202\_. During the indicated time, the student performed the tasks indicated in this Practical Training Log and spent \_\_\_\_\_ hours of work on performing the EPT.

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3. neither satisfied nor dissatisfied
4. Satisfied
5. Completely satisfied

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1. Extremely clear, well-organized and convincing communication, written and spoken
2. Satisfactory written and spoken communication skills
3. Poor writing and speaking skills

**To what extent are you satisfied with the behavior that the student has shown during the EPT:**

1. completely dissatisfied
2. dissatisfied
3. neither satisfied nor dissatisfied
4. Satisfied
5. Completely satisfied

MP

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Mentor's signature

Date:



## Information about the Log book of EPT:

*Date of submission :*

*Student's signature :*

*Signature of the head of subject at*

*FVMUZ :*

*Signature of the Vice Dean for  
education:*



# Submission of the Report

**The Log of the completed practice is submitted personally to the Student Office of the Faculty.**

- The Log must be submitted no later than 14 days from the end of the practice.
- The Log submitted after the deadline does not have to be accepted, and in that case the student will be sent to re-perform the practice.
- Successfully completed practice is verified in the index of each student.



# EMPLOYER SURVEY

1. How satisfied are you with our internship students? Rate from 1 to 5 \_\_\_\_

2. Assess students' knowledge and competencies in practice. Rate from 1 to 5 \_\_\_\_

3. In your opinion, which area of knowledge (competencies) should be supplemented?

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4. Assess the justification (importance) of an integrated undergraduate and graduate study of veterinary medicine.  
Rate from 1 to 5 \_\_\_\_

5. Do you think that the share of practice should be increased through study? Circle! YES NO

6. If yes, please indicate the practice/theory ratio! \_\_\_\_/\_\_\_\_

7. Are you ready to accept students for an EPT for a longer period of thirty days? If yes, please provide your suggestion!

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9. In your opinion, which subjects should be introduced or the number of hours should be increased for the practice to be more successful?

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10. How do you see the economy and our students in a few years?

a - the Croatian economy will have to adapt to the requirements of the EU market,

b - students with lifelong learning will be supporting our economy,

c - the economy and education should be in line with real needs,

d - your opinion

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11. Please provide your proposal for student practice for the needs of your business entity or institution.

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12. Your suggestion on how we can help students with their competencies.

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The survey is intended exclusively for the needs of the Faculty of Veterinary Medicine, University of Zagreb, for monitoring and analyzing the attendance of students in EPT.



# CONCLUSION

In the conclusion, the student expresses his/her opinion and impression about professional practice and whether the practice helped him/her further professional development.



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