|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Trainee** | **Last name(s)** | **First name(s)** | **Date of birth** | **Nationality**[[1]](#endnote-1) | **Sex [M/F]** | **Study cycle**[[2]](#endnote-2) | **Field of education**[[3]](#endnote-3) |
|  |  |  |  |  | Bachelor or equivalent first cycle (EQF level 6) | 0931.Nursing and Midwifery |
| **Sending Institution** | **Name** | **Faculty/ Department** | **Erasmus code**[[4]](#endnote-4) (if applicable) | **Address** | **Country** | **Contact person name**[[5]](#endnote-5)**; email; phone** |
|  |  |  |  |  |  |
| **Receiving** **Organisation/Enterprise** | **Name** | **Department** | **Address; website** | **Country** | **Size** | **Contact person[[6]](#endnote-6) name; position; e-mail; phone** | **Mentor[[7]](#endnote-7) name; position;****e-mail; phone** |
| Escola Superior de Enfermagem de Coimbra | Nursing |  P COIMBRA24 | Avenida Bissaya Barreto AP 70013046-851 Coimbra | Portugal | Luisa Martinserasmus@esenfc.pt +351 239 487 200 | António Fernando Salgueiro Amaral, IROffice Coordinator |
| **Before the mobility** |
|  | ***Table A - Traineeship Programme at the Receiving Organisation/Enterprise*** |
| **Planned period of the mobility: from [month/year] …0/201… to [month/year] …0/201…** |
| **Traineeship title: Ensino Clínico - Cuidados Primários/Diferenciados (code: 10006001)****Clinical Placement in**  Medical-Surgical and Rehabilitation Nursing (Hospital Nursing Units for Adults) Community Health and Family Nursing (Community and Family Health Units - Health Center) Both | **Number of working hours per week: 35 hours** |
| **Detailed programme of the traineeship:**The Clinical Teaching of Primary/Differentiated Care will take place in Institutions which provide Differentiated Health Care (10 weeks), such as Hospitals.The student integrated in the nursing team should gradually become autonomous in providing nursing care inherent to the duties assigned to the generalist nurse. This autonomy requires the use and enhancement of knowledge and skills developed in previous years.In order for the learning process to take place in the best possible way, we suggest:• An overall understanding of the institution (mission, intervention aims and functioning)• The adoption of a permanent attitude of research and knowledge update, leading to more appropriate practices;• A constant planning of the interventions (through the elaboration of plans of care aimed to the target populations - individuals, family and or groups -, taking into account their stage in the vital cycle and their health needs);• The development of an attitude and discourse theoretically supported by the major documents guiding The nursing profession (Deontological Code…) |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):**The following four general skills are established in articulation with the other clinical teachings of the Undergraduate Nursing Course: Personal DevelopmentSkills; Clinical Skills; Psychosocial Skills; Ethical-Deontological Skills.The general skills and specific capacities are seen as the set of skills which students have to gradually develop and enhance throughout the Undergraduate NursingCourse. Thus, from clinical teaching to clinical teaching, the level of demand is higher, and as expected higher than the one in the previous clinical teaching.We consider that in this level of development, the students should demonstrate, from the beginning, that they possess a set of basic skills, using the basic nursingInstruments, as well as the techniques and procedures, with self-confidence and agility, showing knowledge and flexibility performing them. Therefore,throughout this clinical teaching, the students will develop and acquire operational, reflection, psycho-affective and social skills as well as skills of therapeutic Interpersonal relationship. They are divided into four domains:Personal Development Skills:• Spirit of Initiative;• Creativity;• Adaptation and change;• Emotional management;• Self-confidence/autonomy in solving problems;• Show willingness and interest in different situations;• Self-training and research;• Self-assessment. Clinical Skills• Collect data appropriately;• Identify problems/needs;• Define nursing diagnoses;• Prescribe interventions;• Plan nursing care;• Establish priorities and demonstrate organization;• Assess the process and the outcomes of the interventions;• Guarantee the continuity of care;• Theoretically ground the interventions/practical situations;• Provide autonomous and interdependent care of promotion; prevention; curative/rehabilitation/palliative care• Use the materials and equipment rationally.Psychosocial Skills• Establish a relationship of trust;• Work in teams;• Adapt the communication to the person;• Adapt the communication to the situation;• Develop relational and assistance attitudes;• Negotiate with the user/family the caring processes;• Use the principles and knowledge which support health education and promotion;• Create a professional identity;• Appropriate personal presentation;• Manage data;• Elaborate documents during the clinical teaching (clear, synthetic, accurate and respecting the norms);• Delegate activities and understand the scope of action.Ethical-Deontological Skills• Take responsibility;• Respect professional confidentiality;• Respect the person’s intimacy and individuality;• Recognize the rights of the patient/family in the therapeutic decision-making process;• Critical analysis/reflection on the practice;• Regular attendance;• Punctuality. |
| **Monitoring plan:**The ones of the Hosting Institution |
| **Evaluation plan:**The ones of the Hosting Institution |
|  |  |  |  |  |  |  |  |  |
| The level of **language competence[[8]](#endnote-8)** in ENGLISH [*indicate here the main language of work*] that the trainee already has or agrees to acquire by the start of the mobility period is: *A1* [ ]  *A2* [ ]  *B1* [ ]  *B2* [x]  *C1* [ ]  *C2* [ ]  *Native speaker* [ ]  |

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| ***Table B - Sending Institution*** *Please use only one of the following three boxes:* **[[9]](#endnote-9)**1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent)[[10]](#endnote-10) | Give a grade based on: Traineeship certificate [x]  Final report [ ]  Interview [ ]    |
| Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).  |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [ ]  |

1. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [ ]  No [ ]   |  If yes, please indicate the number of credits: …. |
| Give a grade: Yes [ ]  No [ ]   | If yes, please indicate if this will be based on: Traineeship certificate [ ]  Final report [ ]  Interview [ ]    |
| Record the traineeship in the trainee's Transcript of Records: Yes [ ]  No [ ]   |
| Record the traineeship in the trainee's Diploma Supplement (or equivalent). |
| Record the traineeship in the trainee's Europass Mobility Document: Yes [ ]  No [ ]   |

1. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

|  |  |
| --- | --- |
| Award ECTS credits (or equivalent): Yes [ ]  No [ ]   | If yes, please indicate the number of credits: …. |
| Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes [ ]  No [ ]  |

**Accident insurance for the trainee**

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| --- | --- |
| The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes [ ]  No [ ]   | The accident insurance covers: - accidents during travels made for work purposes: Yes [ ]  No [ ]  - accidents on the way to work and back from work: Yes [ ]  No [ ]  |
| The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes [ ]  No [ ]  |

 |
| ***Table C - Receiving Organisation/Enterprise***

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| --- | --- |
| The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes [ ]  No [ ]   | If yes, amount (EUR/month): ……….. |
| The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes [ ]  No [ ]  If yes, please specify: …. |
| The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes [ ]  No [ ]   | The accident insurance covers: - accidents during travels made for work purposes: Yes [ ]  No [ ]  - accidents on the way to work and back from work: Yes [ ]  No [ ]  |
| The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution): Yes [ ]  No [ ]  |
| The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.  |
| Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship. |

 |
| By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries). |
| **Commitment** | **Name** | **Email** | **Position** | **Date** | **Signature** |
| Trainee |  |  | *Trainee* |  |  |
| Responsible person[[11]](#endnote-11) at the Sending Institution |  |  |  |  |  |
| Supervisor[[12]](#endnote-12) at the Receiving Organisation | António Fernando Salgueiro Amaral  | erasmus@erasmus.pt | Institutional Coordinator |  |  |

**During the Mobility**

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| --- | --- |
|  | ***Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise***(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise) |
| **Planned period of the mobility: from [month/year] ……………. till [month/year] …………….** |
| **Traineeship title: …** | **Number of working hours per week: …** |
| **Detailed programme of the traineeship period:** |
| **Knowledge**, **skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes)**: |
| **Monitoring plan:** |
| **Evaluation plan:** |

**After the Mobility**

|  |
| --- |
| ***Table D - Traineeship Certificate by the Receiving Organisation/Enterprise*** |
| **Name of the trainee:** |
| **Name of the Receiving Organisation/Enterprise:** |
| **Sector of the Receiving Organisation/Enterprise:** |
| **Address of the Receiving Organisation/Enterprise** [street, city, country, phone, e-mail address]**, website:** |
| **Start date and end date of traineeship: from [day/month/year] …………………. to [day/month/year] ………………..** |
| **Traineeship title:**  |
| **Detailed programme of the traineeship period including tasks carried out by the trainee:**  |
| **Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):**  |
| **Evaluation of the trainee:**  |
| **Date:** |
| **Name and signature of the Supervisor at the Receiving Organisation/Enterprise:** |

1. **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport. [↑](#endnote-ref-1)
2. **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8). [↑](#endnote-ref-2)
3. **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at <http://ec.europa.eu/education/tools/isced-f_en.htm> should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution. [↑](#endnote-ref-3)
4. **Erasmus code**: a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries. [↑](#endnote-ref-4)
5. **Contact person at the sending institution**: A person, who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution. [↑](#endnote-ref-5)
6. **Contact person at the Receiving Organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships. [↑](#endnote-ref-6)
7. **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor. [↑](#endnote-ref-7)
8. **Level of language competence**: a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#endnote-ref-8)
9. **There are three different provisions for traineeships**:

1. Traineeships embedded in the curriculum (counting towards the degree);

2. Voluntary traineeships (not obligatory for the degree);

3. Traineeships for recent graduates. [↑](#endnote-ref-9)
10. **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added. [↑](#endnote-ref-10)
11. **Responsible person at the sending institution**: this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-11)
12. **Supervisor at the Receiving Organisation**: this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document. [↑](#endnote-ref-12)