MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)
SCHOOL OF BIOMEDICINE

APPROVE
Director of the School of
Biomedicine Yu.S.
Khotimchenko
Full name

February 02, 2021

COLLECTION OF WORKING PROGRAMS OF PRACTICES

DIRECTION OF PREPARATION
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Graduate Qualification: Master
Full-time form of education
Normative period of mastering the program is 2 years
Starting year of preparation: 2021

Vladivostok
2021

APPROVAL SHEET
collection of work programs of practices

in the field of study 32.04.01 Public health
Name of the educational program "Leadership and governance in public health (program in English for foreign citizens)"

The collection of practice work programs was compiled in accordance with the requirements of the Federal State Educational Standard in the field of study 04/32/01 Public Health, approved by order of the Ministry of Science and Higher Education of the Russian Federation dated 05/31/2017 No. 485.

Reviewed and approved at the meeting of the School of Biomedicine February 02, 2021 (Minutes No. 3).

Considered and approved at the meeting of the FEFU CC on March 04, 2021 (Minutes No. 03-21).

Head of the OPOP _____ Yu.S. Khotimchenko
signature

Director of the School _____ Yu.S. Khotimchenko
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Deputy Director of the School O.L. Kalinina

Director of the Department E.V. Khozhaenko

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February 02, 2021

WORKING PROGRAMM
TRAINING PRACTICE
academic training. Introduction practical training
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Vladivostok
2021

OBJECTIVES OF LEARNING PRACTICE

The purpose of the introductory educational practice in the specialty 32.04.01 "Public Health" is to obtain the primary skills and abilities of collecting scientific information and its processing using information technology.

OBJECTIVES OF LEARNING PRACTICE

The tasks of educational practice are:

-obtaining primary skills in collecting information for conducting research activities;

- obtaining primary professional skills in creating and processing databases with the help of statistical software packages;

- obtaining primary professional skills in interpreting, presenting research data in the field of public health.

THE PLACE OF TRAINING PRACTICE IN THE STRUCTURE OF THE EP

In Block 2. Practice: Educational practice “Academic training. Introduction practical training" in the direction 32.04.01 Public health "Leadership and governance in public health (a program in English for foreign citizens)" is included in the part formed by the participants in educational relations, and is a type of training session directly focused on professional and practical training of students.

Educational practice is the first stage of practical training at the level of higher education "Master's" and is aimed at obtaining students' initial skills in research activities. Training practice is carried out only in the basic, stationary organization, structural unit with the necessary human, scientific, technical and material potential (stationary).

Academic training. Introduction practical training” is based on the theoretical development of such disciplines as: Sociology of medicine, human ecology and quality of life; Social and hygienic significance of the most important non-infectious and infectious diseases; Medical Cybernetics, Systems analysis and management in healthcare, Social Security Issues, Social insurance and the quality of health care, Healthcare Management and Marketing, Biostatistics, Information technology in healthcare.

The passage by students of educational practice is an integral part of the educational process and is necessary for the subsequent study of professional disciplines and practices.

TYPES, METHODS, PLACE AND TIME OF LEARNING PRACTICE

Type of practice: Educational practice.
Practice type: Introduction practical training.
Way of carrying out: Stationary/exit.
Form of carrying out: Dispersed.
Practice time, duration,course, semester: 1 course, 1 semester: 3 credits, 2 weeks, 108 hours.

STUDENT COMPETENCES FORMED AS A RESULT OF TRAINING PRACTICE

Professional competencies of graduates and indicators of their achievement:

Code and name of professional competence	**PS code (if PS is available) or reference to other grounds**	**Labor function code (if there is a PS)**	**Competence achievement indicators**
Type of tasks of professional activity: research			
PC-1 Ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and indicators characterizing the state of public health			PC-1.1 Knows the principles of collecting and processing information PC-1.2 Can create a data matrix, code the material PC-1.3 Owns statistical methods of data processing, including using information and analytical systems and the information and telecommunication network "Internet"

STRUCTURE AND CONTENT OF PRACTICE INCLUDING PRACTICAL TRAINING

Practice Stage	**Types of work in practice, including independent work of students**	**Content in didactic units**

Preparatory (organizational)	Instruction at the university	Familiarization with the safety regulations, the conditions for the internship, the timing, the content of the mandatory activities, the requirements for the preparation of the report. Safety briefing
Basic	Methodology for planning and organizing scientific and practical research (forms, types, methods and stages)	Modern information technologies and methodological approaches to the collection and analysis of the results of scientific and practical research
		Key professional information resources and databases
		Rules for registration and presentation of resultsscientific and practical research
final	Making a practice report (practice diary)	Protection of the practice report

Individual task of the student

In the process of independent work, the undergraduate performs an individual task.

1. Formulates with the help of the supervisor the topic of scientific research.

2. Forms the relevance of his future research, which reveals the scientific problem, the degree of its disclosure and resolution in modern scientific literature, the contradictions in the opinions of the authors. The student determines the direction of his scientific research.

3. The student, with the help of a supervisor, formulates the goal of scientific research and tasks that reveal ways to achieve the goal.

4. The student formulates an approximate layout of the design of scientific research, determines the object, subject and methods of research.

5. The student generally formulates the results that he wants to get as a result of the study.

6. The student presents a plan for the implementation of the upcoming study.

7. The student prepares a presentation for presentation to the conference of FEFU students based on the materials of his research.

To successfully complete the internship, the student must have preliminary training in the disciplines: Methodology of scientific research in health care, Biostatistics and analysis of medical information, Information technology in health care.

To master the program of educational practice, students must

Know:

- modern information technologies for obtaining data for practical health care and scientific data;
- modern information methods and techniques aimed at collecting, processing and analyzing data on the health status of the population;
- modern information and telecommunication technologies;
- features of presenting the results of scientific activity in oral and written form when working in Russian and international research teams;
- an algorithm for preparing the developed methods and techniques aimed at protecting the health of citizens for implementation in practical healthcare, taking into account the structure of the modern healthcare system;

Be able to:

- use modern information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- use software products to control the expenditure of material, technical and financial resources of a medical organization;
- follow the norms adopted in scientific communication when working in Russian and international research teams in order to solve scientific and scientific and educational problems;
- make personal choices in the process of working in Russian and international research teams, evaluate the consequences of the decision made and bear responsibility for it to yourself, colleagues and society;
- generate new methods and techniques aimed at protecting the health of citizens with a high potential for effectiveness and expediency of implementation in practical healthcare;
- organize the recording and collection of information on risk factors and health factors, identify priorities and propose prevention and health promotion programs for a given population and for a given institution, propose programs to improve prevention at all its levels, evaluate the effectiveness of the proposed health promotion and disease prevention programs;

Own:

- skills in the implementation of information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health

indicators, planning, evaluating effectiveness, etc.;

- skills in analyzing the main worldview and methodological problems, incl. interdisciplinary nature arising from the work on solving scientific and scientific-educational problems in Russian or international research teams;
- technologies for evaluating the results of collective activities to solve scientific and educational problems, including those conducted in a foreign language;
- technologies for planning activities within the framework of work in Russian and international teams to solve scientific and scientific and educational problems;
- the skills of implementing the developed methods and techniques aimed at protecting the health of citizens based on a comparative analysis of the final results of activities, economic and medical and social efficiency;
- statistical method of recording and collecting information on risk factors and health factors, evaluating the effectiveness of ongoing health promotion and disease prevention programs;
- a methodology for assessing the quality of medical care using standards, building and evaluating a model of the final results of the activities of structural units, medical organizations and regional healthcare systems.

The results of the training practice should be used in the future - when studying the following disciplines: Health of the population of the region and health care priorities, Health technology assessment, System analysis and management in health care, as well as during research and undergraduate practice.

EDUCATIONAL AND METHODOLOGICAL SUPPORT FOR INDEPENDENT WORK OF STUDENTS IN LEARNING PRACTICE

Independent work of a master student in educational practice includes the following tasks:

1. consolidation of the acquired theoretical knowledge, focusing on those disciplines that are basic in the chosen direction;
2. obtaining additional information necessary for undergraduates to write research papers that meet the requirements of the state educational standard;
3. selection of the necessary initial information for the implementation of research work;

First of all, it is necessary to choose a topic according to which the educational practice will be formed, to discuss all the details regarding the content of the forthcoming work. After that, you should start collecting materials. All the information received under the supervision of the teacher must be processed and analyzed. In the course of completing assignments for practice, the undergraduate

is required to fill out a report. The report presents the general results of the trainee's practice on the basis of a diary of practice or other results that are important in terms of acquiring practical skills and abilities by undergraduates. The report notes: what was specifically accomplished during the period of practice; what could not be done, for what reasons; it is necessary to present the results of the individual task; and it is also advisable to sum up the overall result of their activities for the period of practice.

Preparation of undergraduates for a differentiated test is carried out by them independently on the basis of the work performed and the prepared report on the internship, the study of basic and additional literature specified in the internship program.

FORMS OF CERTIFICATION (BY THE RESULTS OF PRACTICE)

Before passing «Academic training. Introduction practical training" the student receives an individual task from the head of practice from the university, the content and scope of which are negotiated with the head of practice. Based on the results of the internship, the student draws up a report on the internship, participates in the final conference with a presentation of the results of the internship, after which he receives a credit with an assessment.

The practice report should contain the following elements:

− title page (Appendix 3);

- task and schedule of practice (Appendix 1);

− a document confirming the fact of internship;

- a description compiled by the head of practice from an organization or structural unit, if the practice is carried out on the basis of FEFU;

− content;

− introduction (modern problems and methods of molecular biotechnology, the place of cell biology and its methodological approaches in the system of biological sciences);

− the main part about activities in the process of internship;

− completed individual task;

− conclusion;

− sources of information;

The report is drawn up in accordance with the "Requirements for the design of written work performed by students and students of FEFU".

Approximate structure of the main part of the report:

1. General information about the laboratory and its brief description (history, list of structural units with their purpose; description of the functions of the laboratory, research programs, description of development directions).

2. Description of technical means and methods of work, work on experimental facilities, preparation of equipment and research objects.

3. Description of research methods.

4. Description of research objects.

5. Description of obtaining biological material.

6. Processing of the obtained results of scientific research at the modern level

In accordance with the requirements of the Federal State Educational Standard in the direction32.04.01 Public health (Master's degree), certification based on the results of the practice is carried out on the basis of a written report of the undergraduate, drawn up in accordance with the established requirements, and the recall of the head of the practice from production. Based on the results of certification, a test is issued with an assessment.

It is recommended to organize training seminars following the results of practices, where the most interesting reports of undergraduates are heard.

Undergraduates who have not completed the internship program for good reasons are sent to internship a second time, in their free time (on the proposal of the EP Administrator).

Undergraduates who did not complete the internship program without good reason or received an unsatisfactory grade are expelled from FEFU for academic failure.

The practice score is entered into the ELECTRONIC examination sheet and the record book by the head of the practice. The head of the practice draws up a report and submits it to the director of the Department no later than two weeks after the attestation of the group.

Criteria for assessments when defending a report on educational practice (credit with an assessment):

"Excellent" - the report is made in accordance with the requirements for it using computer technology, the answers to the questions posed by the head of practice are covered in full, with a sufficient degree of professionalism and competence, the content of the answers indicates the confident knowledge of the undergraduate and his ability to solve professional tasks.

"Good" - the report is made in accordance with the requirements for it, but there are small inaccuracies, inaccuracy in execution, an incomplete answer to one question asked by the supervisor, but the content of the answers indicates sufficient knowledge of the undergraduate and the ability to solve professional problems.

“Satisfactory” - the report was completed in violation of the requirements for registration, sections in the report were omitted, inaccuracy in execution, poor orientation of the undergraduate on the report, incomplete answers to two questions, the content of the answers indicates the knowledge of the undergraduate and his limited ability to solve professional problems.

"Unsatisfactory" - the submitted report on the practice does not meet the requirements, the topic is not disclosed, the undergraduate does not understand the questions asked by the head of the practice, cannot answer questions related to the place of internship and the performance of his duties.

The practice report should consist of a title page, table of contents, main part, conclusion, list of sources and literature used, appendices (if any). As attachments, the practice report may include copies of documents (regulations, reports, etc.) studied and used by the student during the period of practice.

The practice report is provided on A4 sheets, top and bottom margins - 20 mm, right - 15 mm, left - 30 mm, text alignment - in width, paragraph indentation - 1.25 cm. profile organization and individual task) should be at least 15 pages of printed text. The text is prepared using the text editor Microsoft Word (or equivalent) and saved as a file in .doc or docx format using 1.5 spacing and using 14 Times New Roman font size.

EDUCATIONAL AND METHODOLOGICAL AND INFORMATION SUPPORT FOR EDUCATIONAL PRACTICE (including basic and additional literature)

Main literature

1. Public health and health care [Electronic resource]: textbook / Medic V. A., Yuryev V. K. - 2nd ed., corrected. and additional - M. : GEOTAR-Media, 2016. - 608c.- http://www.studentlibrary.ru/book/ISBN9785970437100.html

2. Public health and healthcare [Electronic resource]: textbook / V.A. Medic, V.I. Lisitsin. - 4th ed., revised. and additional - M. : GEOTAR-Media, 2016. - 496c.

http://www.studentlibrary.ru/book/ISBN9785970437018.htm

3. Public health and healthcare [Electronic resource]: textbook / Yu. P. Lisitsyn, G. E. Ulumbekova. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 544 p. - http://www.studentlibrary.ru/book/ISBN9785970432914.html

4. Public health and healthcare [Electronic resource]: textbook / V. A. Medic, V. K. Yuryev. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 288c. -http://www.studentlibrary.ru/book/ISBN9785970433256.html

5. Public health and health care, health economics In 2 vols. Vol. 1 [Electronic resource]: textbook / ed. V. Z. Kucherenko. - M. : GEOTAR-Media, 2013. - http://www.studentlibrary.ru/book/ISBN9785970424148.html

6. Public health and healthcare. Part 2: textbook at 2 pm: / I.A. Naumov [and others]; ed. I.A. Naumov. - Minsk: "The Highest School", 2013. - 351 p. http: //znanium.com /catalog.php?bookinfo=509081

7. Public health and healthcare. National leadership / ed. V. I. Starodubova O. P. Shchepina and others - M. : GEOTAR-Media, 2012. -624 p.http://www.rosmedlib.ru/

8. Collection of tasks on public health: teaching aid / N.Yu. Perepelkin [i dr.].– Electron. text data. - Orenburg: Orenburg State Medical Academy, 2011. - 84 p.http: //www.iprbookshop.ru/21865.html

additional literature

1. Petrov V.I. Evidence-based medicine: textbook for medical schools and postgraduate education of doctors / V. I. Petrov, S. V. Nedogoda. M.: GEOTAR-Media, 2012.- 141 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730071&theme=FEFU

2. Trukhacheva N.V. Mathematical statistics in biomedical research using the Statistica package / NV Trukhacheva. M.: GEOTAR-Media, 2012. -379 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730137&theme=FEFU

3. Ulumbekova G.E. Health care of Russia. What to do. Scientific substantiation of the "Strategy for the development of health care in the Russian Federation until 2020". - M. : GEOTAR - Media, 2010. - 594 p.

http://lib.dvfu.ru:8080/lib/item?id=Geotar:/usr/vtls/ChamoHome/visualizer/data_geotar/geotar.xml.part1816..xml&theme=FEFU

4. Health Economics / Under. ed. Reshetnikova A.V. - M. : GEOTAR-MED, 2nd ed., 2010. - 272 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:350145&theme=FEFU

11. Examination of harm to health. Loss of General and Professional Ability to Work: Scientific and Practical Guide / Ed. prof. V.A. Klevno, S.N. Puzina - M.: Norma: NITs INFRA-M, 2013.– 320 s.http: //z№a№ium.com/catalog.php?booki№fo=415405

The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

1.Patent database and patent searchhttp://www.freepatent.ru/

2.Internet health portalhttp://bio-x.ru/go.mail.ru/search?rf=e.mail.ru&fm=1&us=15&usln=3&usstr=health&usqid=7d41348ea69338f3&hasnavig=1&sbmt=1509229987234&q=health

3.Site researchhttps://infopedia.su/4x3e87.html; https://dic.academic.ru/dic.nsf/ruwiki/663252

4. SSAU electronic library -http://library.sgau.ru

5.NEB -http://elibrary.ru

6.http://edu.znate.ru/docs/3997/index-94535-6.html

7. Student libraryhttp://www.studmedlib.ru

8.http://vladmedicina.ruMedical portal of Primorsky Krai

nine.http://www.rosminzdrav.ruOfficial website of the Ministry of Health of the Russian Federation

10.http://meduniver.comMedical site about various fields of medicine

List of information technologies and software

– Microsoft Office Professional Plus 2010;

- an office suite that includes software for working with various types of documents (texts, spreadsheets, databases, etc.);

–7Zip 9.20 - free file archiver with a high degree of data compression;

–ABBYY FineReader 11 - software for optical character recognition;

–Adobe Acrobat XI Pro - a software package for creating and viewing electronic publications in PDF format;

–ESET Endpoint Security - comprehensive protection of workstations based on Windows OS. Virtualization support + new technologies;

–WinDjView 2.0.2 is a program for recognizing and viewing files with the same name format DJV and DjVu.

MATERIAL AND TECHNICAL SUPPORT OF TRAINING PRACTICE

Premises and equipment (personal computers), the SHBM library are used to implement the work practice program

Independent preparation of students for practical classes is carried out in computer classes equipped with Internet access.

For persons with disabilities and the disabled, the choice of places for internship is consistent with the requirement of their accessibility for these students, and the practice is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

Computer class for 22 workplaces:	690922, Primorsky

HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, W, usb kbd/ mse, Win7Pro(64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty (25 pcs.)	Territory, Vladivostok, Russian Island, Saperny Peninsula, Ayaks settlement, 10, room M612, area 47.2 m²
HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW,GigEth,Wi-Fi,BT,usb kbd/ mse,Win7Pro (64-bit)+Win8.1Pro(64-bit),1-1-1 Wty Internet access speed 500 Mbps. Workplaces for people with disabilities are equipped with Braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines, a video enlarger with the ability to regulate color spectra; magnifying electronic loupes and ultrasonic markers	Reading rooms of the FEFU Scientific Library with open access to the fund (building A - level 10)

Bases of educational and production practices:

1. FEFU Medical Center
2. GBUZ Regional Clinical Hospital No. 2
3. KGAUZ Vladivostok Clinical Hospital No. 2
4. KGBUZ Vladivostok clinical hospital №4
5. GBUZ Primorsky Regional Perinatal Center

FOS passport according to LEARNING PRACTICE B2.V.01(U) "INFORMATION PRACTICE"

1 Scale for assessing the formation of competencies

Table 1 - Scale for assessing the formation of competencies

Planned learning outcome (code and wording of planned practice results)	The stage of competence formation, implemented within the framework of practice	Assessment Metrics	Criteria
PC-1 the ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and	2 (base)	**Knows**principles for organizing applied and practical projects and other activities for the study and modeling of social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really

indicators characterizing the state of health of the population		**Can** carry out applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really
		ownsskills in organizing applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really
		Possesses the skills of planning, studying, analyzing, evaluating trends, forecasting measures to ensure the protection of public health	Not really

WEDDING FUND

The result of training is considered achieved if the level of competence formation is more than 60%.

Grading scale:

less than 60% - "unsatisfactory".

60% -79% of positively assessed indicators - "satisfactory",

80% - 89% - "good",

90% -100% - "excellent",

The final mark can be displayed as the arithmetic mean of marks for all assessed competencies (competency elements).

Evaluation scale and criteria for evaluating the results of defending a practice report

When grading "excellent" when defending a practice report, the student must demonstrate a high level, "good" grades - an advanced level, and "satisfactory" grades - threshold.

The main objects of evaluation of the results of the internship:

- business activity of the student in the course of practice;
- industrial discipline of the student;
- the quality of the individual task;
- registration of the practice diary;
- quality of execution and execution of the practice report;
- the level of answers when passing the test (report defense);

– characteristics and evaluation of the work of the student by the head of the practice from the place of internship

When grading, the following indicators are taken into account:

- depth of disclosure of the chosen research topic;
- scientific novelty and independence of the research;
- compliance of the level of educational and methodological materials prepared by the undergraduate on the topic of the lesson with the requirements;
- assessment of the methodological level of preparation, organization and conduct of the training session;
- compliance of reporting documents on practice with the basic requirements;
- characteristics from the place of internship;
- participation in the final conference;
- the opinion of the supervisor.

Criteria for grading a student in the practice test

Grade	**Requirements for the formed competencies**
"Great"	The grade "excellent" is given to the student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the assignment in practice, knows how to closely link theory with practice, freely copes with tasks, questions and other types of application of knowledge, knows how to give examples, answered all questions during the defense of the practice, the answers differ in logic, depth and completeness of the disclosure of the topic
"Good"	A “good” grade is given to a student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the practice task, copes well with tasks, questions and other types of application of knowledge, answered the main questions during the defense of the practice, the answers are logical and complete disclosure of the topic, however, one or two inaccuracies in the answer are allowed.
"satisfactorily"	The grade "satisfactory" is given to the student if he has completed the main part of the practice program, but is hardly able to use theoretical knowledge when completing the practice assignment, generally copes with tasks, questions and other types of application of knowledge, answers to questions during the defense of the practice are insufficient depth and completeness
"unsatisfactory"	The mark "unsatisfactory" is given to a student who has not completed the practice program, does not know how to use theoretical knowledge when completing the practice task, does not cope with tasks, questions and other types of application of knowledge, did not answer the main questions during the defense of the practice

A student who has not completed the practice program for a good reason is sent to practice again in his free time from classroom studies. A student who fails to complete an internship program without a valid reason or receives an unsatisfactory grade is considered to have an academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulations.

Typical tasks for assessing knowledge, skills and experience

During the internship, the student needs to complete an individual task for a more in-depth study of certain areas of work or activities of the organization, solving specific problems in the interests of the internship base and FEFU.

An example of an individual task for educational practice

To study the structure of a medical organization, the organization and technology of production, the main functions of production, economic and management units; planning the work of a medical organization; to analyze the research, production of structural divisions of the medical organization in the course of practical activities; logistical and personnel support for practical work; evaluate the range and quality of services provided; to study the mechanism of cost formation, their effectiveness, as well as the pricing mechanism; financialresults of activity of the medical organization; efficiency of production and management activities; to analyze the information support of the management of the medical organization, the analysis of the management of the organization from the standpoint of production efficiency; to study the stimulation methods used in the medical organization.

Methodological materials defining the assessment procedure

To receive a credit with an assessment based on the results of the internship, the student must complete the internship program in full, complete and submit all necessary reporting documents to the department in a timely manner.

The results of the work done should be reflected in the practice report. The report is checked and signed by the head of practice from the organization, then it is submitted to the head of practice from the university during the last week of practice on time. If the place of internship is the FEFU department, the report is drawn up by the student and submitted to the head of the internship from the university.

The final grade for the practice is set on the basis of all submitted documents, through which the regularity of visiting the place of practice, the thoroughness of the report, the student's initiative shown in the process of practice and the ability for independent professional activity are revealed.

The results of the internship are evaluated according to the following criteria:

- the level of development of competencies;

- recall of the head of practice from the organization;
- practical results of the work carried out and their significance;
- the quality of the student's answers to questions on the merits of the report.

Based on the results of the practice and the protection of student reports, the teacher - head of the practice draws up a summary report.

The credit for practice is equal to the grades for theoretical training and is taken into account when summing up the overall progress of students. The grade obtained by students in the test is taken into account when assigning a scholarship.

A student who has not completed an internship program for a good reason is extended the period of its completion without interruption from studies. In case of failure to complete the internship program, failure to submit an internship report, or receiving a negative review from the head of the internship from the enterprise where the student practiced, and an unsatisfactory grade when defending the report, the student may be expelled from the university.

Preparation of a practice report

The study practice report is compiled in accordance withwith the main stage of the practice program and reflects the implementation of an individual task. The volume of the report should be 15-25 pages of typewritten text (excluding appendices). The report is drawn up on A4 paper (210x297 mm) and bound in a single block. The text of the report is presented on one side of the sheet, in Times New Roman font, size 14, with 1.5 intervals. Each page of the work is drawn up with the following margins: left - 30 mm; right - 10 mm; top - 20 mm; lower - 20 mm. Paragraph indentation in the text - 1.5 cm. All pages of the work must have continuous numbering, including applications. The numbering is made in Arabic numerals, while the serial number of the page is placed in the lower rightcorner, starting with the table of contents after the title page. All structural elements of the practice report are stitched together.

The report must be illustrated with tables, graphs, diagrams, completed forms, drawings. The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number. Diagrams, figures, tables and other illustrative material located on separate sheets are included in the general page numbering, but are not counted in the scope of work. If they cannot be shown in computer graphics, they should be done in black ink or ink. The title page is included in the overall page numbering, but the page number is not included on the title page. Digital material should be presented in the form of tables. The table should be placed in the report immediately after the text in which it is mentioned for the first time, or next page.

All tables should be referenced in the text of the report. Tables should be numbered in Arabic numerals by serial numbering within the entire
report text. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page.

Contents of report sections

Title page (Appendix 1)

Content

Introduction

Main part

- General characteristics of the practice base
- Description of the workplace and functional responsibilities
- Individual task for internship (Appendix 2)

Conclusion on the results of practice

List of used sources and literature

Applications.

Recommendations for the content of the report

In the introduction, it is necessary to describe the goals and objectives of the practice, give a brief description of the place of practice (organization), and formulate the mission of the enterprise.

The main part should contain a description of the history of the creation of the place of practice, the organizational structure of the medical organization, the competitive environment of the organization, the scope of the object of practice.

The following describes the stages of work in accordance with the individual task, provides suggestions for improving and organizing the work of the enterprise.

The conclusion reflects the results achieved, the analysis of theproblems and options for their elimination, their own assessment of the level of their professional training based on the results of practice. The report should reflect the student's opinion on the issues studied during the theoretical training, their correspondence to real activities, as well as what special skills and knowledge the student acquired during the practice.

Attached to the internship report are:

- review of the internship leader from the host side: characteristics of the intern's attitude to work, discipline, the presence of the necessary work skills, demonstrated business and moral qualities, an overall assessment of the entire

work of the intern during the period of internship, in any form (if the place of internship is FEFU, feedback head of practice is not issued);

- an internship diary certified by the internship supervisor from the host country, including a list and a brief description of the daily types of work performed by the student during the internship in accordance with the internship schedule (Appendix 3).

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE:
Head of OP
_____FULL NAME.
"____" _____20__

INDIVIDUAL TASK

on _____
(type of practice)

student _____groups _____
(Name of the student)

Educational program_____
_____
_____

Base (place, organization) of practice_____
_____

Terms of practice from _____20___ to _____ 20___

Generalized task statement	

Job Schedule

Name of the tasks (activities) that make up the task	Task completion date (activities)
1.	

2.	
3.	

Practice leader _____ _____
signature Full name, position

APPENDIX 2

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

A DIARY

according to _____
practice
student _____ group _____
program_____
Place of practice _____
Term of practice _____
weeks_____

Head of practice from FEFU
_____
Head of practice from a specialized organization
_____

1. Student's calendar schedule

No. p \ p	Name of works	calendar dates		Surname of the head of the practice
		Start	ending	

2. Student work diary

date of	Brief summary of the trainee's work	Signature leader

3. Report protection results

The report is protected by "____" _____ 20___

Rated _____

Department Director _____

APPENDIX 3

Practice Report Title Page Form

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

The report is protected with an estimate
_____
"_____" _____ 20__

Supervisor
educational program
_____FULL NAME

.

REPORT

about the internship "…"
(full name of the profile organization)

Student of _____ group _____ (_____)
Signature Full name
Practice leader
from the relevant organization _____ (_____)
Signature Full name

Practice leader
from FEFU _____ (_____)
Signature Full name

APPENDIX 4

Form of referral to educational practice

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

DIRECTION
for educational practice

student of __ course
_Surname First name Patronymic of the group _____
(Full Name)

sent to _____
name of the base organization

the address _____

Order on referral to educational practice dated No. _____
for passing_____
in the direction of training_____
_____
for a period from _____ 20 to _____ 20 (continuous / discrete)

Head of educational practice

M.P. _____ _____ _____
(position, academic title) (signature) (I.O.F)

Marks on completion and timing of practice

Company name	Check-in and check-out	Signature, signature transcript, seal
Name of the enterprise, organization in accordance with the contract	Arrived __.__.20__	
	Dropped out __.__.20__	

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE
Director of the School of
Biomedicine Yu.S.
Khotimchenko
Full name

February 02, 2021

WORKING PROGRAMM
INTERNSHIP
Work experience internship. Project training
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Vladivostok
2021

NORMATIVE DOCUMENTS

The practice program is designed in accordance with:

-requirements of the federal state educational standard of higher educationin the field of study 32.04.01 Public health, approved by order of the Ministry of Education and Science of the Russian Federation dated May 31, 2017. No. 485.

- Order of the Ministry of Education and Science of the Russian Federation of April 5, 2017 N 301 "On Approval of the Procedure for Organization and Implementation of Educational Activities in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs, Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated June 29, 2015 No. 636 "On Approval of the Procedure for Conducting State Final Attestation in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs and Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated November 9, 2015 No. 1309 “On Approval of the Procedure for Ensuring Accessibility for Disabled Persons of Objects and Services Provided in the Sphere of Education, as well as Providing Them with the Necessary Assistance”;

- Regulations on the funds for evaluation funds of educational programs of higher education - bachelor's, specialist's, master's programs of FEFU, approved by order of the rector of 05/12/2015 No. 12-13-850;

-Regulations on the practice of students studying educational programs of higher education - bachelor's programs, specialist's programs and master's programs in FEFU schools, approved by order of May 14, 2018. No. 12-13-870.

OBJECTIVES OF THE PRODUCTIONPRACTICES

The purpose of the internship "Scientific and industrial practice" in the specialty 32.04.01 "Public Health" is to consolidate and deepen theoretical knowledge, develop practical skills and abilities acquired in the process of studying in the magistracy and the formation of professional competencies of a specialist in the field of public health.

OBJECTIVES OF INDUSTRIAL PRACTICE

The objectives of the practice "Scientific and industrial practice" are:

-gaining experience in practical activities and the formation of professional competencies in research, production and design activities;

- familiarization with the principles of organization of the medical process, the management system of a medical organization;

- acquisition of practical skills in working with information and personnel of a medical organization;

- assessment of the effectiveness of the activities of a medical organization based on an analysis of indicators characterizing the state of health of the population, financial, accounting and statistical data;

- obtaining primary skills in collecting information for conducting research activities;

- obtaining primary professional skills in creating and processing databases with the help of statistical software packages;

- obtaining primary professional skills in interpreting, presenting research data in the field of public health

GENERAL INFORMATION ABOUT INDUSTRIAL PRACTICE

General information about the practice is presented in Table 1.

Table 1

Type of practice	*Production*
Practice Type	*Research and training practice*
Method of carrying out	*Stationary*
Form(s) of holding	*discrete, scattered*
Scope of practice in credits	6 credits
Practice duration	*4 weeks, 216 ac. hour.*
Course, semester	*2 course; 3 semester*
Bases of practice	*FEFU Medical Center,* *in medical organizations at the place of work of undergraduates with the conclusion of contracts*

PLANNED RESULTS OF THE PRODUCTIONPRACTICES

Table 2 presents the planned results of the production practice

table 2

Professional competencies of graduates and indicators of their achievement:

Code and name of professional competence	**PS code (if PS is available) or reference to other grounds**	**Labor function code (if there is a PS)**	**Competence achievement indicators**
Type of tasks of professional activity: organizational and managerial			
PC-4 The ability to analyze and evaluate the performance of a medical organization, manage the resources of a medical organization, develop and implement a quality management system in a medical organization, prepare a			PC-4.1 Knows the methodology for a comprehensive assessment of the performance of a medical organization PC-4.2 Able to develop and select the best areas for the activities of a medical organization

rationale for the volume of medical care in accordance with the resources of a medical organization and the needs of the population			PC-4.3 Possesses the skills of a systematic approach when developing development plans
PC-5 The ability to evaluate the effectiveness of the activities of a medical organization, develop and select optimal management decisions, develop a business plan for the development of a medical organization, use a process approach in managing a medical organization, use technological maps of the processes of a medical organization			PC-5.1 Knows the methods of planning a medical organization PC-5.2 Able to draw up a plan for a medical organization, develop business planning and investment projects PC-5.3 Proficient in planning, developing business planning and investment projects

THE PLACE OF INTERNSHIP IN THE STRUCTURE OF THE EDUCATIONAL PROGRAM

Work practice is an integral part of the "Practices" section of the main professional educational program of higher education in the direction of training 32.04.01 Public Health (Master's level). Master's students undergo industrial practice in the 2nd year of study in the 3rd semester.

Industrial practice is based on the following disciplines: Methodology of scientific research in health care, Biostatistics and analysis of medical information, Information technology in health care.

To master the internship program, students must know:

- bases of psychology of business relations;
- features of ethics and principles of behavior of people around (colleagues, patients, relatives of patients, etc.);
- the content of the goal-setting process of professional and personal development, its features and methods of implementation in solving professional problems, based on the stages of career growth and the requirements of the labor market;
- modern information technologies for obtaining data for practical health care and scientific data;
- modern information methods and techniques aimed at collecting, processing and analyzing data on the health status of the population;
- modern information and telecommunication technologies;

- modern methods and techniques for organizing the work of a team, teamwork, human resource management of an organization;
- theories of management and organization of labor, including the basics of project and program-target management;
- theoretical foundations of personnel management, including the basics of labor rationing, assessment and motivation of personnel, organization of remuneration and labor protection;
- fundamentals of labor, civil legislation of the Russian Federation, labor protection requirements;
- moral and ethical norms and rules, issues of medical ethics and deontology, medical secrecy;
- features of presenting the results of scientific activity in oral and written form when working in Russian and international research teams;
- an algorithm for preparing the developed methods and techniques aimed at protecting the health of citizens for implementation in practical healthcare, taking into account the structure of the modern healthcare system;
- basic concepts, definitions of the concept of health promotion and disease prevention, levels of prevention and their content, mandatory and recommended set of screening programs for various population groups, as well as examples of prevention and health promotion programs in Russia and abroad, organization of special prevention sections;
- methods of examination and assessment of the quality of medical care, methods and models of quality management of medical care, the main directions for the use of standards and procedures for the provision of medical care, the goals and objectives of licensing medical activities, the main provisions of the concept of continuous improvement of the quality of medical care;
- concepts and legal framework of medical and social expertise and expertise of temporary disability, methods of its implementation, the concept of working capacity, types of its violation; medical and social criteria for disability;
- the levels of examination and their competence, the composition and functions of the medical commission (MC); reasons for temporary incapacity for work (VN) and disability, basic documents certifying VN and general rules for issuing and filling them out;
- indications and procedure for referral for medical and social examination (MSE); the structure and tasks of the ITU bodies;
- criteria for determining disability; the concept of morbidity with temporary disability;

Be able to:

- take into account the psychological characteristics of the people around

them within the framework of their professional competence;

- formulate the goals of personal and professional development and the conditions for their achievement, based on the trends in the development of the field of professional activity, stages of professional growth, individual and personal characteristics;

- to make a personal choice in various professional and moral-value situations, to evaluate the consequences of the decision made and to bear responsibility for it to oneself and society;

- use modern information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;

- use software products to control the expenditure of material, technical and financial resources of a medical organization;

- develop organizational and administrative documents of a medical organization;

- to exercise control over the implementation of plans and programs, achievement of target values of performance indicators of a medical organization;

- follow the norms adopted in scientific communication when working in Russian and international research teams in order to solve scientific and scientific and educational problems;

- make personal choices in the process of working in Russian and international research teams, evaluate the consequences of the decision made and bear responsibility for it to yourself, colleagues and society;

- generate new methods and techniques aimed at protecting the health of citizens with a high potential for effectiveness and expediency of implementation in practical healthcare;

- organize the recording and collection of information on risk factors and health factors, identify priorities and propose prevention and health promotion programs for a given population and for a given institution, propose programs to improve prevention at all its levels, evaluate the effectiveness of the proposed health promotion and disease prevention programs;

- apply the main theoretical provisions, methodological approaches to the analysis and evaluation of the quality of medical care to select adequate management decisions, analyze and evaluate the quality of medical care, apply standards for assessing and improving the quality of medical care;

- determine the types of disability, medical and social criteria for disability; establish signs of temporary and permanent disability; determine the causes of temporary and permanent disability, draw up documents certifying the temporary disability of citizens and referrals to the ITU bureau, analyze the MTS;

Own:

- the skills of taking into account the psychological characteristics of the people around (colleagues, patients, relatives of patients, etc.);
- basic techniques of interpersonal and professional communication with colleagues and patients, methods of self-regulation and prevention of emotional burnout;
- methods and technologies of goal-setting, goal-realization and evaluation of the results of activities in solving professional problems; ways to identify and evaluate individual, personal, professionally significant qualities and ways to achieve a higher level of their development;
- skills in the implementation of information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- skills in organizing the work of the workforce, managing human resources, setting goals and formulating tasks, determining priorities for activities;
- skills to comply with moral and ethical norms and rules, medical ethics and deontology, medical secrecy;
- skills in analyzing the main worldview and methodological problems, incl. interdisciplinary nature arising from the work on solving scientific and scientific-educational problems in Russian or international research teams;
- technologies for evaluating the results of collective activities to solve scientific and educational problems, including those conducted in a foreign language;
- technologies for planning activities within the framework of work in Russian and international teams to solve scientific and scientific and educational problems;
- various types of communications in the implementation of work in Russian and international teams to solve scientific and scientific and educational problems;
- the skills of implementing the developed methods and techniques aimed at protecting the health of citizens based on a comparative analysis of the final results of activities, economic and medical and social efficiency;
- statistical method of recording and collecting information on risk factors and health factors, evaluating the effectiveness of ongoing health promotion and disease prevention programs;
- a methodology for assessing the quality of medical care using standards, building and evaluating a model of the final results of the activities of structural units, medical organizations and regional healthcare systems;
- skills of working with normative documents regulating medical and medico-social expertise;

- forecasting skills using medical and social criteria for disability, methods for establishing the causes of temporary and permanent disability, methods for issuing sick leaves and referrals to the ITU bureau, methodology for making expert decisions, methods for analyzing incidence with temporary disability and primary disability.

The results of the training practice should be used in the future - when studying the following disciplines: Health of the population of the region and health care priorities, Health technology assessment, System analysis and management in health care, as well as in undergraduate practice.

STRUCTURE AND CONTENT OF PRODUCTION INTERNSHIP

Practice Stage	**Types of work in practice, including independent work of students**	**Content in didactic units**
Preparatory (organizational)	Instruction at the university	Familiarization with the safety regulations, the conditions for the internship, the timing, the content of the mandatory activities, the requirements for the preparation of the report. Safety briefing
Basic	Methodology for planning and organizing scientific and practical research (forms, types, methods and stages)	Modern information technologies and methodological approaches to the collection and analysis of the results of scientific and practical research
		Key professional information resources and databases
		Rules for registration and presentation of resultsscientific and practical research
final	Making a practice report (practice diary)	Protection of the practice report

EDUCATIONAL AND METHODOLOGICAL SUPPORT FOR INDEPENDENT WORK OF STUDENTS IN INDUSTRIAL PRACTICE

Educational and methodological support for independent work of undergraduates in industrial practice are:

1. Normative documents regulating the activities of the organization in which the training practice takes place
2. Forms of accounting, financial,statistical, internal reporting, developed in the organization and instructions for filling them out

3. Methodological developments for masters, which determine the order of passage and the content of educational practice.

Content of work experience

1. Organizational and methodological activities of a medical organization

Tasks, content and methods of organizational and methodological work of a medical organization. Organizational and methodological department (office). Normative-legal documents on the work of the organizational and methodological department. Content and scope of work of the OMO. Job descriptions for the head, doctors and other OMO personnel. Methods of interaction between medical departments in multidisciplinary medical organizations in solving organizational and methodological problems. Organization, collection and processing of medical and statistical information. Analysis of performance indicators according to the reporting data of medical organizations and departments of the relevant profile. Calculation and analysis of indicators characterizing the quality and effectiveness of medical care. Drawing up a comprehensive plan of organizational and methodological work: analytical and statistical, operational, tactical. Organization of strategic planning: strategy and tactics of planning. Planning methods, development of regulations and internal standards, planning of departments of a medical organization, linking plans, activities.

2. Organization of office work and document flow in the medical institution

Normative-legal support of organizational and administrative workflow. Application of the Federal Law of July 27, 2006 N 152-FZ "On Personal Data". Internal document flow of a medical institution to streamline the organizational structure. Principles of compilation, flow charts. Organization of work with documents: requirements and recommendations. Checking a medical institution in terms of document management Responsibility of the institution, manager, employee Work with regulatory documents (orders, orders, decrees, decisions), work with methodological and regulatory literature, work with letters, appeals Basics of office work List of cases Unified documentation system Incoming and outgoing documents Deadlines.

3. Organization of the work of economic and accounting services in a medical organization. Monitoring of financial and economic indicators

Fundamentals of economic analysis and planning of the activities of a medical organization. Organization of work on planning, rational use of labor,

material and financial resources, identification of reserves and ensuring effective activities for the provision of medical care.

Financing of a medical organization in the conditions of compulsory medical insurance. Financial analysis of the activities of medical institutions. Evaluation of the effectiveness of the activities of the Ministry of Defense in the context of funding sources.

Entrepreneurial activity of a medical organization, basic principles of pricing for medical services.

Regulation and remuneration of labor in healthcare institutions. Transition to new industry labor standards. The regulatory framework governing labor relations and the implementation of an effective contract in healthcare. Staffing, optimization of the structure of a medical organization. Evaluation of personnel performance.

Features of procurement in health care. Organization and management of procurement activities in the Ministry of Defense: justification, regulation and planning, taking into account the needs of medical organizations. Control in the field of state and municipal procurement.

Legal regulation of accounting and reporting. Features of accounting policy and internal documents regulating the work of the accounting department of a medical organization. Taxation of a medical organization.

Control over the financial and economic activities of the MO. Misuse of funds.

FORMS OF CERTIFICATION (BY THE RESULTS OF PRACTICE)

In accordance with the FEFU OS in the direction04/32/01 - Public Health (Master's), certification based on the results of the practice is carried out on the basis of a written report of the undergraduate, drawn up in accordance with the established requirements, and the recall of the head of the practice from production. Based on the results of certification, a test is issued with an assessment.

It is recommended to organize training seminars following the results of practices, where the most interesting reports of undergraduates are heard.

Undergraduates who have not completed the internship program for good reasons are sent to internship a second time, in their free time (on the proposal of the EP Administrator).

Undergraduates who did not complete the internship program without good reason or received an unsatisfactory grade are expelled from FEFU for academic failure.

The practice score is entered into the electronic examination sheet and the record book by the head of the practice. The head of the practice draws up a report and submits it to the director of the Department no later than two weeks after the attestation of the group.

Criteria for assessments when defending a report on educational practice (credit with an assessment):

"Excellent" - the report is made in accordance with the requirements for it using computer technology, the answers to the questions posed by the head of practice are covered in full, with a sufficient degree of professionalism and competence, the content of the answers indicates the confident knowledge of the undergraduate and his ability to solve professional tasks.

"Good" - the report is made in accordance with the requirements for it, but there are small inaccuracies, inaccuracy in execution, an incomplete answer to one question asked by the supervisor, but the content of the answers indicates sufficient knowledge of the undergraduate and the ability to solve professional problems.

“Satisfactory” - the report was completed in violation of the requirements for registration, sections in the report were omitted, inaccuracy in execution, poor orientation of the undergraduate on the report, incomplete answers to two questions, the content of the answers indicates the knowledge of the undergraduate and his limited ability to solve professional problems.

"Unsatisfactory" - the submitted report on the practice does not meet the requirements, the topic is not disclosed, the undergraduate does not understand the questions asked by the head of the practice, cannot answer questions related to the place of internship and the performance of his duties.

The practice report should consist of a title page, table of contents, main part, conclusion, list of sources and literature used, appendices (if any). As attachments, the practice report may include copies of documents (regulations, reports, etc.) studied and used by the student during the period of practice.

The practice report is provided on A4 sheets, top and bottom margins - 20 mm, right - 15 mm, left - 30 mm, text alignment - in width, paragraph indentation - 1.25 cm. profile organization and individual task) should be at least 15 pages of printed text. The text is prepared using the text editor Microsoft Word (or equivalent) and saved as a file in .doc or docx format using 1.5 spacing and using 14 Times New Roman font size.

For each type of production practice, a report is drawn up and practice diaries are filled in.

The form of the title page of reports, diaries of practice and the review of the head of practice from the enterprise are given in the appendix.

EDUCATIONAL-METHODOLOGICAL AND INFORMATION SUPPORT OF INDUSTRIAL PRACTICE

Main literature

1. Public health and health care [Electronic resource]: textbook / Medic V. A., Yuryev V. K. - 2nd ed., corrected. and additional - M. : GEOTAR-Media, 2016. - 608c.- http://www.studentlibrary.ru/book/ISBN9785970437100.html

2. Public health and healthcare [Electronic resource]: textbook / V.A. Medic, V.I. Lisitsin. - 4th ed., revised. and additional - M. : GEOTAR-Media, 2016. - 496c. http://www.studentlibrary.ru/book/ISBN9785970437018.htm

3. Public health and healthcare [Electronic resource]: textbook / Yu. P. Lisitsyn, G. E. Ulumbekova. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 544 p. - http://www.studentlibrary.ru/book/ISBN9785970432914.html

4. Public health and healthcare [Electronic resource]: textbook / V. A. Medic, V. K. Yuryev. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 288c. -http://www.studentlibrary.ru/book/ISBN9785970433256.html

5. Public health and health care, health economics In 2 vols. Vol. 1 [Electronic resource]: textbook / ed. V. Z. Kucherenko. - M. : GEOTAR-Media, 2013. - http://www.studentlibrary.ru/book/ISBN9785970424148.html

6. Public health and healthcare. Part 2: textbook at 2 pm: / I.A. Naumov [and others]; ed. I.A. Naumov. - Minsk: "The Highest School", 2013. - 351 p. http: //znanium.com /catalog.php?bookinfo=509081

7. Public health and healthcare. National leadership / ed. V. I. Starodubova O. P. Shchepina and others - M. : GEOTAR-Media, 2012. -624 p.http://www.rosmedlib.ru/

8. Collection of tasks on public health: teaching aid / N.Yu. Perepelkin [i dr.].– Electron. text data. - Orenburg: Orenburg State Medical Academy, 2011. - 84 p.http: //www.iprbookshop.ru/21865.html

additional literature

1. Petrov V.I. Evidence-based medicine: textbook for medical schools and postgraduate education of doctors / V. I. Petrov, S. V. Nedogoda. M.: GEOTAR-Media, 2012.- 141 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730071&theme=FEFU

2. Trukhacheva N.V. Mathematical statistics in biomedical research using the Statistica package / NV Trukhacheva. M.: GEOTAR-Media, 2012. -379 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730137&theme=FEFU

3. Ulumbekova G.E. Health care of Russia. What to do. Scientific substantiation of the "Strategy for the development of health care in the Russian Federation until 2020". - M. : GEOTAR - Media, 2010. - 594 p.

http://lib.dvfu.ru:8080/lib/item?id=Geotar:/usr/vtls/ChamoHome/visualizer/data_geotar/geotar.xml.part1816..xml&theme=FEFU

4. Health Economics / Under. ed. Reshetnikova A.V. - M. : GEOTAR-MED, 2nd ed., 2010. - 272 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:350145&theme=FEFU

11. Examination of harm to health. Loss of General and Professional Ability to Work: Scientific and Practical Guide / Ed. prof. V.A. Klevno, S.N. Puzina - M.: Norma: NITs INFRA-M, 2013.– 320 s.http: //z№a№ium.com/catalog.php?booki№fo=415405

The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

1.Patent database and patent searchhttp://www.freepatent.ru/

2.Internet health portalhttp://bio-x.ru/go.mail.ru/search?rf=e.mail.ru&fm=1&us=15&usln=3&usstr=health&usqid=7d41348ea69338f3&hasnavig=1&sbmt=1509229987234&q=health

3.Site researchhttps://infopedia.su/4x3e87.html; https://dic.academic.ru/dic.nsf/ruwiki/663252

4. SSAU electronic library -http://library.sgau.ru

5.NEB -http://elibrary.ru

6.http://edu.znate.ru/docs/3997/index-94535-6.html

7. Student libraryhttp://www.studmedlib.ru

8.http://vladmedicina.ruMedical portal of Primorsky Krai

nine.http://www.rosminzdrav.ruOfficial website of the Ministry of Health of the Russian Federation

10.http://meduniver.comMedical site about various fields of medicine

List of information technologies and software

– Microsoft Office Professional Plus 2010;

- an office suite that includes software for working with various types of documents (texts, spreadsheets, databases, etc.);

–7Zip 9.20 - free file archiver with a high degree of data compression;

–ABBYY FineReader 11 - software for optical character recognition;

–Adobe Acrobat XI Pro - a software package for creating and viewing electronic publications in PDF format;

–ESET Endpoint Security - comprehensive protection of workstations based on Windows OS. Virtualization support + new technologies;

–WinDjView 2.0.2 is a program for recognizing and viewing files with the same name format DJV and DjVu.

LOGISTICS AND TECHNICAL SUPPORT OF INDUSTRIAL PRACTICE

Premises and equipment (personal computers), the SHBM library are used to implement the work practice program

Independent preparation of students for practical classes is carried out in computer classes equipped with Internet access.

For persons with disabilities and the disabled, the choice of places for internship is consistent with the requirement of their accessibility for these students, and the practice is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

Computer class for 22 workplaces: HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, W, usb kbd/ mse, Win7Pro(64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty (25 pcs.)	690922, Primorsky Territory, Vladivostok, Russian Island, Saperny Peninsula, Ayaks settlement, 10, room M612, area 47.2 m²
HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW,GigEth,Wi-Fi,BT,usb kbd/ mse,Win7Pro (64-bit)+Win8.1Pro(64-bit),1-1-1 Wty Internet access speed 500 Mbps. Workplaces for people with disabilities are equipped with Braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines, a video enlarger with the ability to regulate color spectra; magnifying electronic loupes and ultrasonic markers	Reading rooms of the FEFU Scientific Library with open access to the fund (building A - level 10)

Bases of educational and production practices:

6. FEFU Medical Center
7. GBUZ Regional Clinical Hospital No. 2
8. KGAUZ Vladivostok Clinical Hospital No. 2
9. KGBUZ Vladivostok clinical hospital №4

5.GBUZ Primorsky Regional Perinatal Center

VALUATION FUND

FOS passport according to PRODUCTION PRACTICE «Work experience internship.

Research and training practice»

1 Scale for assessing the formation of competencies

Table 1 - Scale for assessing the formation of competencies

Planned learning outcome (code and wording of planned practice results)	**The stage of competence formation, implemented within the framework of practice**	**Assessment Metrics**	**Criteria**
PC-4 The ability to analyze and evaluate the performance of a medical organization, manage the resources of a medical organization, develop and implement a quality management system in a medical organization, prepare a rationale for the volume of medical care in accordance with the resources of a medical organization and the needs of the population	2 (base)	**Knows**principles of organizing and implementing measures to ensure the protection of public healthand implementation of a quality management system in a medical organization	Not really
		Can plan activities to ensure the protection of public healthimplementation of a quality management system in a medical organization, preparation of a justification for the volume of medical care in accordance with the resources of a medical organization	Not really
		owns skills in organizing and implementing measures to ensure the protection of public health, as well as owns methodsanalysis and evaluation of performance indicators of a medical organization, resource management of a medical organization, methods for developing and implementing a quality management system in a medical organization, preparing a justification for the volume of medical care in accordance with the resources of a medical organization and the needs of the population	Not really
PC-5 the ability to assess the effectiveness of the activities of a medical organization, develop and select optimal	2 (base)	Knows pprinciples of goal-setting, types and methods of organizational planning and fundamental concepts of financial management, as well as the method of a process approach to the management of a medical organization	Not really

management decisions, develop a business plan for the development of a medical organization, use a process approach in managing a medical organization, use technological maps of the processes of a medical organization		**Can** develop corporate, competitive and functional strategies for the development of the organization, develop investment projects and conduct their verification	Not really
		owns methods of formulating and implementing strategies at the business unit level, developing and implementing marketing programs, as well as methods of investment analysis and analysis of financial markets, a process approach in managing a medical organization and the possibility of using technological maps of the processes of a medical organization	Not really

The result of training is considered achieved if the level of competence formation is more than 60%.

Grading scale:

less than 60% - "unsatisfactory".

60% -79% of positively assessed indicators - "satisfactory",

80% - 89% - "good",

90% -100% - "excellent",

The final mark can be displayed as the arithmetic mean of marks for all assessed competencies (competency elements).

Evaluation scale and criteria for evaluating the results of defending a practice report

When grading "excellent" when defending a practice report, the student must demonstrate a high level, "good" grades - an advanced level, and "satisfactory" grades - threshold.

The main objects of evaluation of the results of the internship:

- business activity of the student in the course of practice;
- industrial discipline of the student;
- the quality of the individual task;
- registration of the practice diary;
- quality of execution and execution of the practice report;
- the level of answers when passing the test (report defense);
- characteristics and evaluation of the work of the student by the head of the practice from the place of internship

When grading, the following indicators are taken into account:

– depth of disclosure of the chosen research topic;

– scientific novelty and independence of the research;

– compliance of the level of educational and methodological materials prepared by the undergraduate on the topic of the lesson with the requirements;

– assessment of the methodological level of preparation, organization and conduct of a training session;

– compliance of reporting documents on the practice with the basic requirements;

– characteristics from the place of internship;

– participation in the final conference;

– the opinion of the supervisor.

Criteria for grading a student in the practice test

Grade	Requirements for the formed competencies
"Great"	The grade "excellent" is given to the student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the assignment in practice, knows how to closely link theory with practice, freely copes with tasks, questions and other types of application of knowledge, knows how to give examples, answered all questions during the defense of the practice, the answers differ in logic, depth and completeness of the disclosure of the topic
"Good"	A “good” grade is given to a student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the practice task, copes well with tasks, questions and other types of application of knowledge, answered the main questions during the defense of the practice, the answers are logical and complete disclosure of the topic, however, one or two inaccuracies in the answer are allowed.
"satisfactorily"	The grade "satisfactory" is given to the student if he has completed the main part of the practice program, but is hardly able to use theoretical knowledge when completing the practice assignment, generally copes with tasks, questions and other types of application of knowledge, answers to questions during the defense of the practice are insufficient depth and completeness
"unsatisfactory"	The mark "unsatisfactory" is given to a student who has not completed the practice program, does not know how to use theoretical knowledge when completing the practice task, does not cope with tasks, questions and other types of application of knowledge, did not answer the main questions during the defense of the practice

A student who has not completed the practice program for a good reason is sent to practice again in his free time from classroom studies. A student who fails to complete an internship program without a valid reason or receives an unsatisfactory grade is considered to have an academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulations.

Typical tasks for assessing knowledge, skills and experience

During the practice, the student must complete an individual task to study certain areas of work or activities of the organization, solving specific problems in the interests of the practice base and FEFU.

Approximate individual assignments for practice

- conducting an empirical study;
- processing of the received material and formulation of conclusions;
- registration of the results of research activities;
- preparation of materials on the topic of research work for presentation at conferences, round tables;
- developing the skill of compiling thematic lists of literature, catalogues, file cabinets and other types of descriptions, classifications and typologies;
- sorting and evaluation of the studied material according to the degree of novelty, relevance, specialization and other parameters;
- study and analysis of planning for a possible expansion of research activities;
- analysis and replenishment of information and methodological support by the host organization; comparative analysis of forms and methods of managing a medical organization;
- study of the comparative effectiveness of modern active and interactive teaching methods;
- study of the causes and experience of overcoming difficulties and problems arising in the activity.

Questions to defend the practice report:

1. The concept and structure of the medical services market.
2. Public administration in the market of medical services.
3. Interaction between subjects of the medical services market
4. Features of the functioning of the medical services market
5. Properties of the medical service
6. Study of supply and demand for medical services

7 Methods for assessing the supply and demand for medical services

8. Formation of demand for medical services

9. Types of market research of medical services. Methods of analysis and obtaining information about the market

10. Competition in the medical services market

11. Comparative and competitive advantages of modes of transport

12. Types of prices for medical services

13. Pricing policy, its types, variability depending on the conjuncture of the medical services market

14. Methods for setting the price of medical services

15. Commercial service of a medical organization and its main tasks

16. Organization of work with consumers

17. Quality management systems

18. Main directions for improving the quality and efficiency of medical services

19. Improving the efficiency of quality management within the framework of ISO 9000 standards.

20. Standards for indicators of the quality of medical services

Methodological materials defining the assessment procedure

To receive a positive assessment based on the results of the internship, the student must complete the internship program in full, complete and submit all necessary reporting documents to the Department in a timely manner.

The results of the work done should be reflected in the practice report. The report is checked and signed by the head of practice from the enterprise, then it is submitted to the head of practice from the university during the last week of practice on time. If the place of internship is the FEFU Department, the report is drawn up by the student and submitted to the head of the internship from the university.

The final grade for the practice is set on the basis of all submitted documents, through which the regularity of visiting the place of practice, the thoroughness of the report, the student's initiative shown in the process of practice and the ability for independent professional activity are revealed.

The results of the internship are evaluated according to the following criteria:

- the level of development of competencies;
- recall of the head of practice from the organization;
- practical results of the work carried out and their significance;
- the quality of the student's answers to questions on the merits of the report.

Based on the results of the practice and the protection of student reports, the teacher - head of the practice draws up a summary report.

The credit for practice is equal to the grades for theoretical training and is taken into account when summing up the overall progress of students. The grade obtained by students in the test is taken into account when assigning a scholarship.

Students who did not complete the program without a valid reason or received a negative assessment may be expelled from a higher educational institution as having an academic debt in the manner prescribed by the charter of the university.

Preparation of a practice report

The internship report is compiled in accordance with the main stage of the internship program and reflects the completion of an individual assignment. The volume of the report should be 15-25 pages of typewritten text (excluding appendices). The report is drawn up on A4 paper (210x297 mm) and bound in a single block. The text of the report is presented on one side of the sheet, in Times New Roman font, size 14, with 1.5 intervals. Each page of the work is drawn up with the following margins: left - 30 mm; right - 10 mm; top - 20 mm; lower - 20 mm. Paragraph indentation in the text - 1.5 cm. All pages of the work must have continuous numbering, including applications. The numbering is in Arabic numerals, with the page number placed in the lower right corner, starting from the table of contents after the title page.

The report must be illustrated with tables, graphs, diagrams, completed forms, drawings. The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number. Diagrams, figures, tables and other illustrative material located on separate sheets are included in the general page numbering, but are not counted in the scope of work. If they cannot be shown in computer graphics, they should be done in black ink or ink. The title page is included in the overall page numbering, but the page number is not included on the title page. Digital material should be presented in the form of tables. The table should be placed in the report immediately after the text in which it is mentioned for the first time, or next page. All tables should be referenced in the text of the report. Tables should be numbered with Arabic numerals in serial numbering within the entire text of the report. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its

number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page.

Contents of report sections

Title page (Appendix 1)

Content

Introduction

Main part

- General characteristics of the practice base
- Description of the workplace and functional responsibilities
- Individual task for internship (Appendix 2)

Conclusion on the results of practice

List of used sources and literature

Applications.

Recommendations for the content of the report

In the introduction, it is necessary to describe the goals and objectives of the practice, give a brief description of the place of practice (organization), and formulate the mission of the organization.

The main part should contain a description of the history of the creation of the place of practice, the organizational structure of the enterprise, the competitive environment of the organization, the scope of the object of practice.

The following describes the stages of work in accordance with the individual task, provides suggestions for improving and organizing the work of a medical organization.

The conclusion reflects the results achieved, the analysis of the problems that have arisen and options for their elimination, their own assessment of the level of their professional training based on the results of the practice. The report should reflect the student's opinion on the issues studied during the theoretical training, their correspondence to real activities, as well as what special skills and knowledge the student acquired during the practice.

Attached to the internship report are:

- review of the internship leader from the host side: characteristics of the intern's attitude to work, discipline, the presence of the necessary work skills, demonstrated business and moral qualities, an overall assessment of the entire

work of the intern during the period of internship, in any form (if the place of internship is FEFU, feedback head of practice is not issued);

- an internship diary certified by the internship supervisor from the host country, including a list and a brief description of the daily types of work performed by the student during the internship in accordance with the internship schedule (Appendix 3).

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE:
Head of OP
_____FULL NAME.
"____" _____20__

INDIVIDUAL TASK

on _____
(type of practice)

student _____groups _____
(Name of the student)

Educational program_____
_____
_____

Base (place, organization) of practice_____
_____

Terms of practice from _____20___ to _____ 20___

Generalized task statement	

Job Schedule

Name of the tasks (activities) that make up the task	Task completion date (activities)
1.	
2.	
3.	

Practice leader _____ _____
signature Full name, position

APPENDIX 2

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

A DIARY

according to _____
practice
student _____ group _____
program_____
Place of practice _____
Term of practice _____
weeks_____

Head of practice from FEFU
_____
Head of practice from a specialized organization
_____

1. Student's calendar schedule

No. p \ p	Name of works	calendar dates		Surname of the head of the practice
		Start	ending	

2. Student work diary

date of	Brief summary of the trainee's work	Signature leader

3. Report protection results

The report is protected by "____" _____ 20___

Rated _____

Department Director _____

APPENDIX 3

Practice Report Title Page Form

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

The report is protected with an estimate
_____
"_____" _____ 20__

Supervisor
educational program
_____FULL NAME

.

REPORT

about the internship "…"
(full name of the profile organization)

Student of _____ group _____ (_____)
Signature Full name
Practice leader
from the relevant organization _____ (_____)
Signature Full name

Practice leader
from FEFU _____ (_____)
Signature Full name

APPENDIX 4

Form of referral to educational practice

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

DIRECTION
for work practice

student of __ course
Surname First name Patronymic of the group _____
(Full Name)

sent to _____
name of the base organization

the address _____

Order on referral to educational practice dated No. _____
for passing _____
in the direction of training _____
_____
for a period from _____ 20 to _____ 20 (continuous / discrete)

Head of educational practice

M.P. _____ _____ _____
(position, academic title) (signature) (I.O.F)

Marks on completion and timing of practice

Company name	Check-in and check-out	Signature, signature transcript, seal
Name of the enterprise, organization in accordance with the contract	Arrived __.__.20__	
	Dropped out __.__.20__	

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE
Director of the School of
Biomedicine Yu.S.
Khotimchenko
Full name

February 02, 2021

WORKING PROGRAMM
INTERNSHIP
Work experience internship. research work
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Vladivostok
2021

1. NORMATIVE DOCUMENTS

The practice program is designed in accordance with:

-requirements of the federal state educational standard of higher educationin the field of study 32.04.01 Public health, approved by order of the Ministry of Education and Science of the Russian Federation dated May 31, 2017. No. 485.

- Order of the Ministry of Education and Science of the Russian Federation of April 5, 2017 N 301 "On Approval of the Procedure for Organization and Implementation of Educational Activities in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs, Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated June 29, 2015 No. 636 "On Approval of the Procedure for Conducting State Final Attestation in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs and Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated November 9, 2015 No. 1309 “On Approval of the Procedure for Ensuring Accessibility for Disabled Persons of Objects and Services Provided in the Sphere of Education, as well as Providing Them with the Necessary Assistance”;

- Regulations on the funds for evaluation funds of educational programs of higher education - bachelor's, specialist's, master's programs of FEFU, approved by order of the rector of 05/12/2015 No. 12-13-850;

– Regulations on the practice of students mastering educational

higher education programs - undergraduate programs, specialist's programs and master's programs at FEFU schools, approved by order of May 14, 2018. No. 12-13-870.

2. RESEARCH OBJECTIVES

OThe main goal of the master's research work is to develop the ability to independently perform research work related to the solution of professional problems necessary in further professional activity.

3. RESEARCH OBJECTIVES

1. Development of professional research thinking of the master, the formation of a clear idea of the main professional tasks and ways to solve them;

2. Formation of the ability to plan research work in solving professional problems using modern research methods, modern equipment and computing facilities;

3. Formation of the ability to competently use modern technologies for collecting information, processing and interpreting the obtained experimental data;

4. Conducting bibliographic work on the topic being performed with the involvement of modern information technologies;

5. Carrying out the processing and analysis of the data obtained, comparing the results of our own research with the data available in the literature;

6. Ensuring the ability of a critical approach to the results of one's own research, readiness for professional self-improvement and development of creative potential and professional skills.

four.GENERAL INFORMATION ABOUT SCIENTIFIC RESEARCH WORK

General information about the practice is presented in Table 1.

Table 1

Type of practice	*Production*
Practice Type	*Research work*
Method of carrying out	*Stationary*
Form(s) of holding	*discrete, scattered*
Scope of practice in credits	12 z.u.
Practice duration	*8 weeks, 432 ac. hour.*
Course, semester	*1 course, 2nd semester; 2 course, 3 semester*
Bases of practice	*FEFU Medical Center,* *in medical organizations at the place of work of undergraduates with the conclusion of contracts*

5. PLANNED RESULTSRESEARCH WORK

Table 2 presents the planned results of research

table 2

Professional competencies of graduates and indicators of their achievement:

Code and name of professional competence	**PS code (if PS is available) or reference to other grounds**	**Labor function code (in the presence of PS)**	**Competence achievement indicators**
Type of tasks of professional activity: research			
PC-1 Ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and indicators characterizing the state of public health			PC-1.1 Knows the principles of collecting and processing information PC-1.2 Can create a data matrix, code the material PC-1.3 Owns statistical methods of data processing, including using information and

			analytical systems and the information and telecommunication network "Internet"
Type of tasks of professional activity: organizational and managerial			
PC-2 Ability to prepare presentation materials, information and analytical materials, information about the activities of a medical organization or its divisions, conducting organizational and methodological activities in a medical organization			PC-2.1 Knows how to organize, manage, plan medical activities PC-2.2 Able to carry out organizational and methodological work in the divisions of a medical organization PC-2.3 Possesses management skills to conduct organizational and methodological activities in a medical organization

6. THE PLACE OF R&D IN THE STRUCTURE OF THE EDUCATIONAL PROGRAM

R&D is an integral part of the "Practices" section of the main professional educational program of higher education in the field of study 32.04.01 Public Health (Master's level). Undergraduates pass R&D in the 1st and 2nd year of study in the 2nd and 3rd semesters.

As a result of research work, the student should know:

- methods of critical analysis and evaluation of modern scientific achievements;
- research methods;
- the main concepts of modern philosophy of science, the main stages of the evolution of science, the functions and foundations of the scientific picture of the world;
- methods and stages of strategic planning in health care, the structure and purpose of program and project planning;
- modern information technologies for obtaining data for practical health care and scientific data;
- modern information methods and techniques aimed at collecting, processing and analyzing data on the health status of the population;
- modern information and telecommunication technologies;
- descriptive statistics (types of statistical values, methods for their calculation, characteristics of the distribution of a sign in the statistical population, representativeness, average level and variability of data);

- basic parametric and non-parametric methods for assessing the reliability of differences in statistical values; basic parametric and non-parametric methods for assessing the relationship between features;
- methods for assessing the dynamics of phenomena and forecasting;
- an algorithm for preparing the developed methods and techniques aimed at protecting the health of citizens for implementation in practical healthcare, taking into account the structure of the modern healthcare system;
- methods of financial management, the content of financial resources of health care, the direction of movement of financial flows in health care, the system of health accounts;

be able to:

- analyze alternative options for solving research and practical problems and evaluate the potential gains / losses in the implementation of these options;
- when solving research and practical problems, generate new ideas that can be operationalized based on available resources and constraints;
- use the provisions and categories of the philosophy of science for the analysis and evaluation of various facts and phenomena;
- to form criteria for evaluating the effectiveness of the main types of medical care, to interpret the main performance indicators of medical organizations and regional health care systems;
- carry out strategic planning;
- on the basis of the formed state task, determine the need for medical personnel, form an optimal structural and organizational model of a healthcare institution;
- use modern information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- use software products to control the expenditure of material, technical and financial resources of a medical organization;
- prepare a plan and program for statistical research;
- to form an electronic database for storage and subsequent development of data;
- generate new methods and techniques aimed at protecting the health of citizens with a high potential for effectiveness and expediency of implementation in practical healthcare;
- evaluate the efficiency of the use of material resources in a particular healthcare institution, taking into account the use of standards and procedures for the provision of medical care, suggest ways to reduce material costs and increase

the efficiency of expenses in the activities of a medical organization, calculate the threshold for profitability of paid medical services, analyze ways to save costs;

own:

- skills in analyzing methodological problems that arise in solving research and practical problems, including in interdisciplinary areas;
- the skills of critical analysis and evaluation of modern scientific achievements and results of activities to solve research and practical problems, including in interdisciplinary areas;
- skills in analyzing the main worldview and methodological problems, incl. interdisciplinary character arising in science at the present stage of its development;
- planning technologies in professional activities in the field of scientific research;
- methodology for calculating and analyzing public health indicators and performance indicators of medical organizations of regional health systems;
- a methodology for selecting criteria for monitoring various processes in healthcare, adjusting plans in accordance with the results of monitoring, skills in building a standard document, organizing and holding a business meeting;
- methodology for the formation of state tasks of a medical organization;
- an analytical method for assessing the state of human resources, determining the need for human resources, the compliance of the practical activity of a specialist with functional and professional job requirements;
- skills in the implementation of information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- methods of computer statistical data analysis;
- skills of work in commonly used and specialized computer programs for statistical analysis;
- the skills of implementing the developed methods and techniques aimed at protecting the health of citizens based on a comparative analysis of the final results of activities, economic and medical and social efficiency;

methods of analyzing the socio-economic efficiency of medical, preventive measures, planning optimal structural changes in order to achieve the maximum socio-economic efficiency of the health care system..

7. STRUCTURE AND CONTENT OF INDUSTRIAL PRACTICE

Practice Stage	Types of work in practice, including	Content in didactic units

	independent work of students	
Preparatory (organizational)	Instruction at the university	Familiarization with the safety regulations, the conditions for the internship, the timing, the content of the mandatory activities, the requirements for the preparation of the report. Safety briefing
Basic	Methodology for planning and organizing scientific and practical research (forms, types, methods and stages)	Modern information technologies and methodological approaches to the collection and analysis of the results of scientific and practical research
		Key professional information resources and databases
		Rules for registration and presentation of resultsscientific and practical research
final	Making a practice report (practice diary)	Protection of the practice report

8. EDUCATIONAL AND METHODOLOGICAL SUPPORT FOR INDEPENDENT WORK OF STUDENTS IN INDUSTRIAL PRACTICE

Educational and methodological support for independent work of undergraduates in industrial practice are:

1. Normative documents regulating the activities of the organization in which the training practice takes place

2. Forms of accounting, financial,statistical, internal reporting, developed in the organization and instructions for filling them out

3. Methodological developments for masters, which determine the order of passage and the content of educational practice.

Content of work experience

4. Organizational and methodological activities of a medical organization

Tasks, content and methods of organizational and methodological work of a medical organization. Organizational and methodological department (office). Normative-legal documents on the work of the organizational and methodological department. Content and scope of work of the OMO. Job descriptions for the head, doctors and other OMO personnel. Methods of interaction between medical departments in multidisciplinary medical organizations in solving organizational and methodological problems. Organization, collection and processing of medical and statistical information. Analysis of performance indicators according to the reporting data of medical organizations and departments of the relevant profile. Calculation and analysis of indicators characterizing the quality and effectiveness of medical care. Drawing up a comprehensive plan of organizational and

methodological work: analytical and statistical, operational, tactical. Organization of strategic planning: strategy and tactics of planning. Planning methods, development of regulations and internal standards, planning of departments of a medical organization, linking plans, activities.

5. Organization of office work and document flow in a medical institution

Normative-legal support of organizational and administrative workflow. Application of the Federal Law of July 27, 2006 N 152-FZ "On Personal Data". Internal document flow of a medical institution to streamline the organizational structure. Principles of compilation, flow charts. Organization of work with documents: requirements and recommendations. Checking a medical institution in terms of document management Responsibility of the institution, manager, employee Work with regulatory documents (orders, orders, decrees, decisions), work with methodological and regulatory literature, work with letters, appeals Basics of office work List of cases Unified documentation system Incoming and outgoing documents Deadlines.

6. Organization of the work of economic and accounting services in a medical organization. Monitoring of financial and economic indicators

Fundamentals of economic analysis and planning of the activities of a medical organization. Organization of work on planning, rational use of labor, material and financial resources, identification of reserves and ensuring effective activities for the provision of medical care.

Financing of a medical organization in the conditions of compulsory medical insurance. Financial analysis of the activities of medical institutions. Evaluation of the effectiveness of the activities of the Ministry of Defense in the context of funding sources.

Entrepreneurial activity of a medical organization, basic principles of pricing for medical services.

Regulation and remuneration of labor in healthcare institutions. Transition to new industry labor standards. The regulatory framework governing labor relations and the implementation of an effective contract in healthcare. Staffing, optimization of the structure of a medical organization. Evaluation of personnel performance.

Features of procurement in health care. Organization and management of procurement activities in the Ministry of Defense: justification, regulation and planning, taking into account the needs of medical organizations. Control in the field of state and municipal procurement.

Legal regulation of accounting and reporting. Features of accounting policy and internal documents regulating the work of the accounting department of a medical organization. Taxation of a medical organization.

Control over the financial and economic activities of the MO. Misuse of funds.

9. FORMS OF CERTIFICATION (BY THE RESULTS OF PRACTICE)

In accordance with the FEFU OS in the direction04/32/01 - Public Health (Master's), certification based on the results of the practice is carried out on the basis of a written report of the undergraduate, drawn up in accordance with the established requirements, and the recall of the head of the practice from production. Based on the results of certification, a test is issued with an assessment.

It is recommended to organize training seminars following the results of practices, where the most interesting reports of undergraduates are heard.

Undergraduates who have not completed the internship program for good reasons are sent to internship a second time, in their free time (on the proposal of the EP Administrator).

Undergraduates who did not complete the internship program without good reason or received an unsatisfactory grade are expelled from FEFU for academic failure.

The practice score is entered into the electronic examination sheet and the record book by the head of the practice. The head of the practice draws up a report and submits it to the director of the Department no later than two weeks after the attestation of the group.

Criteria for assessments when defending a report on educational practice (credit with an assessment):

"Excellent" - the report is made in accordance with the requirements for it using computer technology, the answers to the questions posed by the head of practice are covered in full, with a sufficient degree of professionalism and competence, the content of the answers indicates the confident knowledge of the undergraduate and his ability to solve professional tasks.

"Good" - the report is made in accordance with the requirements for it, but there are small inaccuracies, inaccuracy in execution, an incomplete answer to one question asked by the supervisor, but the content of the answers indicates sufficient knowledge of the undergraduate and the ability to solve professional problems.

“Satisfactory” - the report was completed in violation of the requirements for registration, sections in the report were omitted, inaccuracy in execution, poor

orientation of the undergraduate on the report, incomplete answers to two questions, the content of the answers indicates the knowledge of the undergraduate and his limited ability to solve professional problems.

"Unsatisfactory" - the submitted report on the practice does not meet the requirements, the topic is not disclosed, the undergraduate does not understand the questions asked by the head of the practice, cannot answer questions related to the place of internship and the performance of his duties.

The practice report should consist of a title page, table of contents, main part, conclusion, list of sources and literature used, appendices (if any). As attachments, the practice report may include copies of documents (regulations, reports, etc.) studied and used by the student during the period of practice.

The practice report is provided on A4 sheets, top and bottom margins - 20 mm, right - 15 mm, left - 30 mm, text alignment - in width, paragraph indentation - 1.25 cm. profile organization and individual task) should be at least 15 pages of printed text. The text is prepared using the text editor Microsoft Word (or equivalent) and saved as a file in .doc or docx format using 1.5 spacing and using 14 Times New Roman font size.

For each type of production practice, a report is drawn up and practice diaries are filled in.

The form of the title page of reports, diaries of practice and the review of the head of practice from the enterprise are given in the appendix.

10. EDUCATIONAL-METHODOLOGICAL AND INFORMATION SUPPORT OF INDUSTRIAL PRACTICE

Main literature

1. Public health and health care [Electronic resource]: textbook / Medic V. A., Yuryev V. K. - 2nd ed., corrected. and additional - M. : GEOTAR-Media, 2016. - 608c.- http://www.studentlibrary.ru/book/ISBN9785970437100.html

2. Public health and healthcare [Electronic resource]: textbook / V.A. Medic, V.I. Lisitsin. - 4th ed., revised. and additional - M. : GEOTAR-Media, 2016. - 496c. http://www.studentlibrary.ru/book/ISBN9785970437018.htm

3. Public health and healthcare [Electronic resource]: textbook / Yu. P. Lisitsyn, G. E. Ulumbekova. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 544 p. - http://www.studentlibrary.ru/book/ISBN9785970432914.html

4. Public health and healthcare [Electronic resource]: textbook / V. A. Medic, V. K. Yuryev. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 288c. -http://www.studentlibrary.ru/book/ISBN9785970433256.html

5. Public health and health care, health economics In 2 vols. Vol. 1

[Electronic resource]: textbook / ed. V. Z. Kucherenko. - M. : GEOTAR-Media, 2013. - http://www.studentlibrary.ru/book/ISBN9785970424148.html

6. Public health and healthcare. Part 2: textbook at 2 pm: / I.A. Naumov [and others]; ed. I.A. Naumov. - Minsk: "The Highest School", 2013. - 351 p. http: //znanium.com /catalog.php?bookinfo=509081

7. Public health and healthcare. National leadership / ed. V. I. Starodubova O. P. Shchepina and others - M. : GEOTAR-Media, 2012. -624 p.http://www.rosmedlib.ru/

8. Collection of tasks on public health: teaching aid / N.Yu. Perepelkin [i dr.].– Electron. text data. - Orenburg: Orenburg State Medical Academy, 2011. - 84 p.http: //www.iprbookshop.ru/21865.html

additional literature

1. Petrov V.I. Evidence-based medicine: textbook for medical schools and postgraduate education of doctors / V. I. Petrov, S. V. Nedogoda. M.: GEOTAR-Media, 2012.- 141 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730071&theme=FEFU

2. Trukhacheva N.V. Mathematical statistics in biomedical research using the Statistica package / NV Trukhacheva. M.: GEOTAR-Media, 2012. -379 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730137&theme=FEFU

3. Ulumbekova G.E. Health care of Russia. What to do. Scientific substantiation of the "Strategy for the development of health care in the Russian Federation until 2020". - M. : GEOTAR - Media, 2010. - 594 p.

http://lib.dvfu.ru:8080/lib/item?id=Geotar:/usr/vtls/ChamoHome/visualizer/data_geotar/geotar.xml.part1816..xml&theme=FEFU

4. Health Economics / Under. ed. Reshetnikova A.V. - M. : GEOTAR-MED, 2nd ed., 2010. - 272 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:350145&theme=FEFU

11. Examination of harm to health. Loss of General and Professional Ability to Work: Scientific and Practical Guide / Ed. prof. V.A. Klevno, S.N. Puzina - M.: Norma: NITs INFRA-M, 2013.– 320 s.http: //z№a№ium.com/catalog.php?booki№fo=415405

The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

1.Patent database and patent searchhttp://www.freepatent.ru/

2.Internet health portalhttp://bio-x.ru/go.mail.ru/search?rf=e.mail.ru&fm=1&us=15&usln=3&usstr=health&usqid=7d41348ea69338f3&hasnavig=1&sbmt=1509229987234&q=health

3.Site researchhttps://infopedia.su/4x3e87.html; https://dic.academic.ru/dic.nsf/ruwiki/663252

4. SSAU electronic library -http://library.sgau.ru

5.NEB -http://elibrary.ru

6.http://edu.znate.ru/docs/3997/index-94535-6.html

7. Student libraryhttp://www.studmedlib.ru

8.http://vladmedicina.ruMedical portal of Primorsky Krai

nine.http://www.rosminzdrav.ruOfficial website of the Ministry of Health of the Russian Federation

10.http://meduniver.comMedical site about various fields of medicine

List of information technologies and software

– Microsoft Office Professional Plus 2010;

- an office suite that includes software for working with various types of documents (texts, spreadsheets, databases, etc.);

–7Zip 9.20 - free file archiver with a high degree of data compression;

–ABBYY FineReader 11 - software for optical character recognition;

–Adobe Acrobat XI Pro - a software package for creating and viewing electronic publications in PDF format;

–ESET Endpoint Security - comprehensive protection of workstations based on Windows OS. Virtualization support + new technologies;

–WinDjView 2.0.2 is a program for recognizing and viewing files with the same name format DJV and DjVu.

11. LOGISTICS AND TECHNICAL SUPPORT OF INDUSTRIAL PRACTICE

Premises and equipment (personal computers), the SHBM library are used to implement the work practice program

Independent preparation of students for practical classes is carried out in computer classes equipped with Internet access.

For persons with disabilities and the disabled, the choice of places for internship is consistent with the requirement of their accessibility for these students, and the practice is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

Computer class for 22 workplaces: HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, W, usb kbd/ mse, Win7Pro(64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty (25 pcs.)	690922, Primorsky Territory, Vladivostok, Russian Island, Saperny Peninsula, Ayaks settlement,

	10, room M612, area 47.2 m²
HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW,GigEth,Wi-Fi,BT,usb kbd/ mse,Win7Pro (64-bit)+Win8.1Pro(64-bit),1-1-1 Wty Internet access speed 500 Mbps. Workplaces for people with disabilities are equipped with Braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines, a video enlarger with the ability to regulate color spectra; magnifying electronic loupes and ultrasonic markers	Reading rooms of the FEFU Scientific Library with open access to the fund (building A - level 10)

Bases of educational and production practices:

10. FEFU Medical Center
11. GBUZ Regional Clinical Hospital No. 2
12. KGAUZ Vladivostok Clinical Hospital No. 2
13. KGBUZ Vladivostok clinical hospital №4
14. GBUZ Primorsky Regional Perinatal Center

VALUATION FUND
FOS passport according to
INDUSTRIAL PRACTICE "RESEARCH WORK" B2.V.04 (P)

1 Scale for assessing the formation of competencies

Table 1 - Scale for assessing the formation of competencies

Planned learning outcome (code and wording of planned practice results)	**The stage of competence formation, implemented within the framework of practice**	**Assessment Metrics**	**Criteria**
PC-1 the ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and	2 (base)	**Knows** principles for organizing applied and practical projects and other activities for the study and modeling of social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really

indicators characterizing the state of health of the population		**Can** carry out applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really
		owns skills in organizing applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population;	Not really
PC-2 the ability to prepare presentation materials, information and analytical materials, information about the activities of a medical organization or its divisions, conducting organizational and methodological activities in a medical organization	2 (base)	**Knows**basic methods of scientific research in health care, organization of research work, methods of preparing presentation materials, information and analytical references	Not really
		Canset and select the goal of the work, formulate tasks, publicly present the results of scientific work, prepare a certificate on the activities of a medical organization or its structural divisions	Not really
		owns methods of collecting, processing, analyzing information, knowledge of scientific areas in healthcare, ways to manage them, as well as methods and methods of conducting organizational and methodological activities in a medical organization	Not really

The result of training is considered achieved if the level of competence formation is more than 60%.

Grading scale:

less than 60% - "unsatisfactory".

60% -79% of positively assessed indicators - "satisfactory",

80% - 89% - "good",

90% -100% - "excellent",

The final mark can be displayed as the arithmetic mean of marks for all assessed competencies (competency elements).

Evaluation scale and criteria for evaluating the results of defending a practice report

When grading "excellent" when defending a practice report, the student must demonstrate a high level, "good" grades - an advanced level, and "satisfactory" grades - threshold.

The main objects of evaluation of the results of the internship:

– business activity of the student in the course of practice;
– industrial discipline of the student;
– the quality of the individual task;
– registration of the practice diary;
– quality of execution and execution of the practice report;
– the level of answers when passing the test (report defense);
– characteristics and evaluation of the work of the student by the head of the practice from the place of internship

When grading, the following indicators are taken into account:

– depth of disclosure of the chosen research topic;
– scientific novelty and independence of the research;
– compliance of the level of educational and methodological materials prepared by the undergraduate on the topic of the lesson with the requirements;
– assessment of the methodological level of preparation, organization and conduct of a training session;
– compliance of reporting documents on the practice with the basic requirements;
– characteristics from the place of internship;
– participation in the final conference;
– the opinion of the supervisor.

Criteria for grading a student in the practice test

Grade	**Requirements for the formed competencies**
"Great"	The grade "excellent" is given to the student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the assignment in practice, knows how to closely link theory with practice, freely copes with tasks, questions and other types of application of knowledge, knows how to give examples, answered all questions during the defense of the practice, the answers differ in logic, depth and completeness of the disclosure of the topic
"Good"	A “good” grade is given to a student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the practice task, copes well with tasks, questions and other types of application of knowledge, answered the main questions during the defense of the practice, the answers are logical and complete disclosure of the topic, however, one or two inaccuracies in the answer are allowed.

"satisfactorily"	The grade "satisfactory" is given to the student if he has completed the main part of the practice program, but is hardly able to use theoretical knowledge when completing the practice assignment, generally copes with tasks, questions and other types of application of knowledge, answers to questions during the defense of the practice are insufficient depth and completeness
"unsatisfactory"	The mark "unsatisfactory" is given to a student who has not completed the practice program, does not know how to use theoretical knowledge when completing the practice task, does not cope with tasks, questions and other types of application of knowledge, did not answer the main questions during the defense of the practice

A student who has not completed the practice program for a good reason is sent to practice again in his free time from classroom studies. A student who fails to complete an internship program without a valid reason or receives an unsatisfactory grade is considered to have an academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulations.

Typical tasks for assessing knowledge, skills and experience

During the practice, the student must complete an individual task to study certain areas of work or activities of the organization, solving specific problems in the interests of the practice base and FEFU.

Individual assignment for research work.

The first stage: familiarization with the tasks and organization of the practice, with the rules of the internal labor schedule of the day, briefing on safety and fire safety; definition of the topic of research work; drawing up a research plan; review and theoretical analysis of scientific literature on the research topic; selection of methods for conducting scientific research; coordination and adjustment of the plan for conducting research work with the head.

Second stage: conducting an empirical study; processing of the received material and formulation of conclusions; registration of research results; preparation of materials on the topic of research work for presentation at conferences, round tables; developing the skill of compiling thematic lists of literature, catalogues, file cabinets and other types of descriptions, classifications and typologies; sorting and evaluation of the studied material according to the degree of novelty, relevance, specialization and other parameters; study and analysis of planning for a possible expansion of research activities; analysis and replenishment of information and methodological support by the host organization; comparative analysis of forms and methods of enterprise management; study of the comparative effectiveness of modern active and interactive teaching methods;

Questions to defend the practice report:

1. Justify the choice of research material.

2. List the research methods mastered during the passage of research. Justify the need for their use. Explain how the equipment works.

3. Briefly state the main provisions of the patent law.

Methodological materials defining the assessment procedure

To receive a positive assessment based on the results of the internship, the student must complete the internship program in full, complete and submit all necessary reporting documents to the Department in a timely manner.

The results of the work done should be reflected in the practice report. The report is checked and signed by the head of practice from the enterprise, then it is submitted to the head of practice from the university during the last week of practice on time. If the place of internship is the FEFU Department, the report is drawn up by the student and submitted to the head of the internship from the university.

The final grade for the practice is set on the basis of all submitted documents, through which the regularity of visiting the place of practice, the thoroughness of the report, the student's initiative shown in the process of practice and the ability for independent professional activity are revealed.

The results of the internship are evaluated according to the following criteria:

- the level of development of competencies;
- recall of the head of practice from the organization;
- practical results of the work carried out and their significance;
- the quality of the student's answers to questions on the merits of the report.

Based on the results of the practice and the protection of student reports, the teacher - head of the practice draws up a summary report.

The credit for practice is equal to the grades for theoretical training and is taken into account when summing up the overall progress of students. The grade obtained by students in the test is taken into account when assigning a scholarship.

Students who did not complete the program without a valid reason or received a negative assessment may be expelled from a higher educational institution as having an academic debt in the manner prescribed by the charter of the university.

Preparation of a practice report

The internship report is compiled in accordance with the main stage of the internship program and reflects the completion of an individual assignment. The volume of the report should be 15-25 pages of typewritten text (excluding appendices). The report is drawn up on A4 paper (210x297 mm) and bound in a single block. The text of the report is presented on one side of the sheet, in Times New Roman font, size 14, with 1.5 intervals. Each page of the work is drawn up

with the following margins: left - 30 mm; right - 10 mm; top - 20 mm; lower - 20 mm. Paragraph indentation in the text - 1.5 cm. All pages of the work must have continuous numbering, including applications. The numbering is in Arabic numerals, with the page number placed in the lower right corner, starting from the table of contents after the title page.

The report must be illustrated with tables, graphs, diagrams, completed forms, drawings. The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number. Diagrams, figures, tables and other illustrative material located on separate sheets are included in the general page numbering, but are not counted in the scope of work. If they cannot be shown in computer graphics, they should be done in black ink or ink. The title page is included in the overall page numbering, but the page number is not included on the title page. Digital material should be presented in the form of tables. The table should be placed in the report immediately after the text in which it is mentioned for the first time, or next page. All tables should be referenced in the text of the report. Tables should be numbered with Arabic numerals in serial numbering within the entire text of the report. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page.

Contents of report sections

Title page (Appendix 1)

Content

Introduction

Main part

- General characteristics of the practice base

– Description of the workplace and functional responsibilities
– Individual task for internship (Appendix 2)

Conclusion on the results of practice

List of used sources and literature

Applications.

Recommendations for the content of the report

In the introduction, it is necessary to describe the goals and objectives of the practice, give a brief description of the place of practice (organization), and formulate the mission of the organization.

The main part should contain a description of the history of the creation of the place of practice, the organizational structure of the enterprise, the competitive environment of the organization, the scope of the object of practice.

The following describes the stages of work in accordance with the individual task, provides suggestions for improving and organizing the work of a medical organization.

The conclusion reflects the results achieved, the analysis of the problems that have arisen and options for their elimination, their own assessment of the level of their professional training based on the results of the practice. The report should reflect the student's opinion on the issues studied during the theoretical training, their correspondence to real activities, as well as what special skills and knowledge the student acquired during the practice.

Attached to the internship report are:

- review of the internship leader from the host side: characteristics of the intern's attitude to work, discipline, the presence of the necessary work skills, demonstrated business and moral qualities, an overall assessment of the entire work of the intern during the period of internship, in any form (if the place of internship is FEFU, feedback head of practice is not issued);

- an internship diary certified by the internship supervisor from the host country, including a list and a brief description of the daily types of work performed by the student during the internship in accordance with the internship schedule (Appendix 3).

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE:
Head of OP
_____FULL NAME.
"____" _____20__

INDIVIDUAL TASK

on _____
(type of practice)

student _____groups _____
(Name of the student)

Educational program_____
_____
_____

Base (place, organization) of practice_____
_____

Terms of practice from _____20___ to _____ 20___

Generalized task statement	

Job Schedule

Name of the tasks (activities) that make up the task	Task completion date (activities)
1.	
2.	
3.	

Practice leader _____ _____
signature Full name, position

APPENDIX 2

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

A DIARY

according to _____
practice
student _____ group _____
program_____
Place of practice _____
Term of practice _____
weeks_____

Head of practice from FEFU
_____
Head of practice from a specialized organization
_____

1. Student's calendar schedule

No. p \ p	Name of works	calendar dates		Surname of the head of the practice
		Start	ending	

2. Student work diary

date of	Brief summary of the trainee's work	Signature leader

3. Report protection results

The report is protected by "____" _____ 20___

Rated _____

Department Director _____

APPENDIX 3

Practice Report Title Page Form

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

The report is protected with an estimate
_____
"_____" _____ 20__

Supervisor
educational program
_____FULL NAME

.

REPORT

about the internship "…"
(full name of the profile organization)

Student of _____ group _____ (_____)
Signature Full name
Practice leader
from the relevant organization _____ (_____)
Signature Full name

Practice leader
from FEFU _____ (_____)
Signature Full name

APPENDIX 4

Form of referral to educational practice

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

DIRECTION
for work practice

student of __ course
Surname First name Patronymic of the group _____
(Full Name)

sent to _____
name of the base organization

the address _____

Order on referral to educational practice dated No. _____
for passing _____
in the direction of training _____
_____
for a period from _____ 20 to _____ 20 (continuous / discrete)

Head of educational practice

M.P. _____ _____ _____
(position, academic title) (signature) (I.O.F)

Marks on completion and timing of practice

Company name	Check-in and check-out	Signature, signature transcript, seal
Name of the enterprise, organization in accordance with the contract	Arrived __.__.20__	
	Dropped out __.__.20__	

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE
Director of the School of
Biomedicine Yu.S.
Khotimchenko
Full name

February 02, 2021

WORKING PROGRAMM
INTERNSHIP
Work experience internship. Research activities
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Vladivostok
2021

NORMATIVE DOCUMENTS

The practice program is designed in accordance with:

-requirements of the federal state educational standard of higher educationin the field of study 32.04.01 Public health, approved by order of the Ministry of Education and Science of the Russian Federation dated May 31, 2017. No. 485.

- Order of the Ministry of Education and Science of the Russian Federation of April 5, 2017 N 301 "On Approval of the Procedure for Organization and Implementation of Educational Activities in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs, Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated June 29, 2015 No. 636 "On Approval of the Procedure for Conducting State Final Attestation in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs and Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated November 9, 2015 No. 1309 “On Approval of the Procedure for Ensuring Accessibility for Disabled Persons of Objects and Services Provided in the Sphere of Education, as well as Providing Them with the Necessary Assistance”;

- with the Regulations on the Funds for Evaluation Funds of Educational Programs of Higher Education - Bachelor's, Specialist's, Master's Programs of the Far Eastern Federal University, approved by order of the rector of May 12, 2015 No. 12-13-850;

- Regulations on the practice of students studying educational programs of higher education - bachelor's programs, specialist's programs and master's programs in FEFU schools, approved by order of May 14, 2018.No. 12-13-870.

GOALS OF THE PRACTICE

OWithThe new goal of the master's research practice is to develop the ability to independently perform research work related to solving professional problems, which is necessary in further professional activity.

OBJECTIVES OF PRACTICE

1. Development of professional research thinking of the master, the formation of a clear idea of the main professional tasks and ways to solve them;
2. Formation of the ability to plan research work in solving professional problems using modern research methods, modern equipment and computing facilities;
3. Formation of the ability to competently use modern technologies for collecting information, processing and interpreting the obtained experimental data;

4. Conducting bibliographic work on the topic being performed with the involvement of modern information technologies;

5. Carrying out the processing and analysis of the obtained data, comparing the results of our own research with the data available in the literature; 6. Ensuring the ability of a critical approach to the results of one's own research, readiness for professional self-improvement and development of creative potential and professional skills.

GENERAL INFORMATION ABOUT INDUSTRIAL PRACTICE

General information about the practice is presented in Table 1.

Table 1

Type of practice	*Production*
Practice Type	*Research practice B2.V.05(P)*
Method of carrying out	*Stationary*
Form(s) of holding	*discrete, scattered*
Scope of practice in credits	3 credits
Practice duration	*2 weeks, 108 ac. hour.*
Course, semester	*2 course; 3 semester*
Bases of practice	*FEFU Medical Center,* *in medical organizations at the place of work of undergraduates with the conclusion of contracts*

PLANNED RESULTSSCIENTIFIC RESEARCH PRACTICE

Table 2 presents the planned results of the practice

table 2

Professional competencies of graduates and indicators of their achievement:

Code and name of professional competence	**PS code (if PS is available) or reference to other grounds**	**Labor function code (if there is a PS)**	**Competence achievement indicators**
Type of tasks of professional activity: research			
PC-1 Ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and indicators characterizing the state of public health			PC-1.1 Knows the principles of collecting and processing information PC-1.2 Can create a data matrix, code the material PC-1.3 Owns statistical methods of data processing, including using information and analytical systems and the information and telecommunication network "Internet"
Type of tasks of professional activity: organizational and managerial			
PC-2 Ability to prepare presentation materials,			PC-2.1 Knows how to organize, manage, plan

information and analytical materials, information about the activities of a medical organization or its divisions, conducting organizational and methodological activities in a medical organization			medical activities PC-2.2 Able to carry out organizational and methodological work in the divisions of a medical organization PC-2.3 Possesses management skills to conduct organizational and methodological activities in a medical organization

THE PLACE OF SCIENTIFIC RESEARCH PRACTICE IN THE STRUCTURE OF THE EDUCATIONAL PROGRAM

Research practice is an integral part of the "Practices" section of the main professional educational program of higher education in the field of study 32.04.01 Public Health (master's level). Undergraduates pass the NIP in the 2nd year of study in the 3rd semester.

As a result of research practice, the student should know:

- methods of critical analysis and evaluation of modern scientific achievements;
- research methods;
- the main concepts of modern philosophy of science, the main stages of the evolution of science, the functions and foundations of the scientific picture of the world;
- methods and stages of strategic planning in health care, the structure and purpose of program and project planning;
- modern information technologies for obtaining data for practical health care and scientific data;
- modern information methods and techniques aimed at collecting, processing and analyzing data on the health status of the population;
- modern information and telecommunication technologies;
- descriptive statistics (types of statistical values, methods for their calculation, characteristics of the distribution of a sign in the statistical population, representativeness, average level and variability of data);
- basic parametric and non-parametric methods for assessing the reliability of differences in statistical values; basic parametric and non-parametric methods for assessing the relationship between features;
- methods for assessing the dynamics of phenomena and forecasting;

- an algorithm for preparing the developed methods and techniques aimed at protecting the health of citizens for implementation in practical healthcare, taking into account the structure of the modern healthcare system;
- methods of financial management, the content of financial resources of health care, the direction of movement of financial flows in health care, the system of health accounts;

be able to:

- analyze alternative options for solving research and practical problems and evaluate the potential gains / losses in the implementation of these options;
- when solving research and practical problems, generate new ideas that can be operationalized based on available resources and constraints;
- use the provisions and categories of the philosophy of science for the analysis and evaluation of various facts and phenomena;
- to form criteria for evaluating the effectiveness of the main types of medical care, to interpret the main performance indicators of medical organizations and regional health care systems;
- carry out strategic planning;
- on the basis of the formed state task, determine the need for medical personnel, form an optimal structural and organizational model of a healthcare institution;
- use modern information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- use software products to control the expenditure of material, technical and financial resources of a medical organization;
- prepare a plan and program for statistical research;
- to form an electronic database for storage and subsequent development of data;
- generate new methods and techniques aimed at protecting the health of citizens with a high potential for effectiveness and expediency of implementation in practical healthcare;
- evaluate the efficiency of the use of material resources in a particular healthcare institution, taking into account the use of standards and procedures for the provision of medical care, suggest ways to reduce material costs and increase the efficiency of expenses in the activities of a medical organization, calculate the threshold for profitability of paid medical services, analyze ways to save costs;

own:

- skills in analyzing methodological problems that arise in solving research and practical problems, including in interdisciplinary areas;
- the skills of critical analysis and evaluation of modern scientific achievements and results of activities to solve research and practical problems, including in interdisciplinary areas;
- skills in analyzing the main worldview and methodological problems, incl. interdisciplinary character arising in science at the present stage of its development;
- planning technologies in professional activities in the field of scientific research;
- methodology for calculating and analyzing public health indicators and performance indicators of medical organizations of regional health systems;
- a methodology for selecting criteria for monitoring various processes in healthcare, adjusting plans in accordance with the results of monitoring, skills in building a standard document, organizing and holding a business meeting;
- methodology for the formation of state tasks of a medical organization;
- an analytical method for assessing the state of human resources, determining the need for human resources, the compliance of the practical activity of a specialist with functional and professional job requirements;
- skills in the implementation of information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- methods of computer statistical data analysis;
- skills of work in commonly used and specialized computer programs for statistical analysis;
- the skills of implementing the developed methods and techniques aimed at protecting the health of citizens based on a comparative analysis of the final results of activities, economic and medical and social efficiency;

methods of analyzing the socio-economic efficiency of medical, preventive measures, planning optimal structural changes in order to achieve the maximum socio-economic efficiency of the health care system..

7. STRUCTURE AND CONTENTSCIENTIFIC RESEARCH PRACTICE

Practice Stage	Types of work in practice, including independent work of students	Content in didactic units

Preparatory (organizational)	Instruction at the university	Familiarization with the safety regulations, the conditions for the internship, the timing, the content of the mandatory activities, the requirements for the preparation of the report. Safety briefing
Basic	Methodology for planning and organizing scientific and practical research (forms, types, methods and stages)	Modern information technologies and methodological approaches to the collection and analysis of the results of scientific and practical research
		Key professional information resources and databases
		Rules for registration and presentation of resultsscientific and practical research
final	Making a practice report (practice diary)	Protection of the practice report

8. EDUCATIONAL AND METHODOLOGICAL SUPPORT FOR INDEPENDENT WORK OF STUDENTS ONSCIENTIFIC RESEARCH PRACTICE

Educational and methodological support for independent work of undergraduates in research practice are:

4. Normative documents regulating the activities of the organization in which the training practice takes place

5. Forms of accounting, financial,statistical, internal reporting, developed in the organization and instructions for filling them out

6. Methodological developments for masters, which determine the order of passage and the content of educational practice.

Content of research practice

7. Organizational and methodological activities of a medical organization

Tasks, content and methods of organizational and methodological work of a medical organization. Organizational and methodological department (office). Normative-legal documents on the work of the organizational and methodological department. Content and scope of work of the OMO. Job descriptions for the head, doctors and other OMO personnel. Methods of interaction between medical departments in multidisciplinary medical organizations in solving organizational and methodological problems. Organization, collection and processing of medical and statistical information. Analysis of performance indicators according to the reporting data of medical organizations and departments of the relevant profile. Calculation and analysis of indicators characterizing the quality and effectiveness of medical care. Drawing up a comprehensive plan of organizational and

methodological work: analytical and statistical, operational, tactical. Organization of strategic planning: strategy and tactics of planning. Planning methods, development of regulations and internal standards, planning of departments of a medical organization, linking plans, activities.

8. Organization of office work and document flow in the medical institution

Normative-legal support of organizational and administrative workflow. Application of the Federal Law of July 27, 2006 N 152-FZ "On Personal Data". Internal document flow of a medical institution to streamline the organizational structure. Principles of compilation, flow charts. Organization of work with documents: requirements and recommendations. Checking a medical institution in terms of document management Responsibility of the institution, manager, employee Work with regulatory documents (orders, orders, decrees, decisions), work with methodological and regulatory literature, work with letters, appeals Basics of office work List of cases Unified documentation system Incoming and outgoing documents Deadlines.

9. Organization of the work of economic and accounting services in a medical organization. Monitoring of financial and economic indicators

Fundamentals of economic analysis and planning of the activities of a medical organization. Organization of work on planning, rational use of labor, material and financial resources, identification of reserves and ensuring effective activities for the provision of medical care.

Financing of a medical organization in the conditions of compulsory medical insurance. Financial analysis of the activities of medical institutions. Evaluation of the effectiveness of the activities of the Ministry of Defense in the context of funding sources.

Entrepreneurial activity of a medical organization, basic principles of pricing for medical services.

Regulation and remuneration of labor in healthcare institutions. Transition to new industry labor standards. The regulatory framework governing labor relations and the implementation of an effective contract in healthcare. Staffing, optimization of the structure of a medical organization. Evaluation of personnel performance.

Features of procurement in health care. Organization and management of procurement activities in the Ministry of Defense: justification, regulation and planning, taking into account the needs of medical organizations. Control in the field of state and municipal procurement.

Legal regulation of accounting and reporting. Features of accounting policy and internal documents regulating the work of the accounting department of a medical organization. Taxation of a medical organization.

Control over the financial and economic activities of the MO. Misuse of funds.

9. FORMS OF CERTIFICATION (BY THE RESULTS OF PRACTICE)

In accordance with the FEFU OS in the direction04/32/01 - Public Health (Master's), certification based on the results of the practice is carried out on the basis of a written report of the undergraduate, drawn up in accordance with the established requirements, and the recall of the head of the practice from production. Based on the results of certification, a test is issued with an assessment.

It is recommended to organize training seminars following the results of practices, where the most interesting reports of undergraduates are heard.

Undergraduates who have not completed the internship program for good reasons are sent to internship a second time, in their free time (on the proposal of the EP Administrator).

Undergraduates who did not complete the internship program without good reason or received an unsatisfactory grade are expelled from FEFU for academic failure.

The practice score is entered into the electronic examination sheet and the record book by the head of the practice. The head of the practice draws up a report and submits it to the director of the Department no later than two weeks after the attestation of the group.

Criteria for assessments when defending a report on educational practice (credit with an assessment):

"Excellent" - the report is made in accordance with the requirements for it using computer technology, the answers to the questions posed by the head of practice are covered in full, with a sufficient degree of professionalism and competence, the content of the answers indicates the confident knowledge of the undergraduate and his ability to solve professional tasks.

"Good" - the report is made in accordance with the requirements for it, but there are small inaccuracies, inaccuracy in execution, an incomplete answer to one question asked by the supervisor, but the content of the answers indicates sufficient knowledge of the undergraduate and the ability to solve professional problems.

“Satisfactory” - the report was completed in violation of the requirements for registration, sections in the report were omitted, inaccuracy in execution, poor

orientation of the undergraduate on the report, incomplete answers to two questions, the content of the answers indicates the knowledge of the undergraduate and his limited ability to solve professional problems.

"Unsatisfactory" - the submitted report on the practice does not meet the requirements, the topic is not disclosed, the undergraduate does not understand the questions asked by the head of the practice, cannot answer questions related to the place of internship and the performance of his duties.

The practice report should consist of a title page, table of contents, main part, conclusion, list of sources and literature used, appendices (if any). As attachments, the practice report may include copies of documents (regulations, reports, etc.) studied and used by the student during the period of practice.

The practice report is provided on A4 sheets, top and bottom margins - 20 mm, right - 15 mm, left - 30 mm, text alignment - in width, paragraph indentation - 1.25 cm. profile organization and individual task) should be at least 15 pages of printed text. The text is prepared using the text editor Microsoft Word (or equivalent) and saved as a file in .doc or docx format using 1.5 spacing and using 14 Times New Roman font size.

For each type of production practice, a report is drawn up and practice diaries are filled in.

The form of the title page of reports, diaries of practice and the review of the head of practice from the enterprise are given in the appendix.

10. EDUCATIONAL AND INFORMATION SUPPORTSCIENTIFIC RESEARCH PRACTICE

Main literature

9. Public health and health care [Electronic resource]: textbook / Medic V. A., Yuryev V. K. - 2nd ed., corrected. and additional - M. : GEOTAR-Media, 2016. - 608c.- http://www.studentlibrary.ru/book/ISBN9785970437100.html

10. Public health and healthcare [Electronic resource]: textbook / V.A. Medic, V.I. Lisitsin. - 4th ed., revised. and additional - M. : GEOTAR-Media, 2016. - 496c. http://www.studentlibrary.ru/book/ISBN9785970437018.htm

11. Public health and healthcare [Electronic resource]: textbook / Yu. P. Lisitsyn, G. E. Ulumbekova. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 544 p. - http://www.studentlibrary.ru/book/ISBN9785970432914.html

12. Public health and healthcare [Electronic resource]: textbook / V. A. Medic, V. K. Yuryev. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 288c. -http://www.studentlibrary.ru/book/ISBN9785970433256.html

13. Public health and health care, health economics In 2 vols. Vol. 1

[Electronic resource]: textbook / ed. V. Z. Kucherenko. - M. : GEOTAR-Media, 2013. - http://www.studentlibrary.ru/book/ISBN9785970424148.html

14. Public health and healthcare. Part 2: textbook at 2 pm: / I.A. Naumov [and others]; ed. I.A. Naumov. - Minsk: "The Highest School", 2013. - 351 p. http: //znanium.com /catalog.php?bookinfo=509081

15. Public health and healthcare. National leadership / ed. V. I. Starodubova O. P. Shchepina and others - M. : GEOTAR-Media, 2012. -624 p.http://www.rosmedlib.ru/

16. Collection of tasks on public health: teaching aid / N.Yu. Perepelkin [i dr.].– Electron. text data. - Orenburg: Orenburg State Medical Academy, 2011. - 84 p.http: //www.iprbookshop.ru/21865.html

additional literature

1. Petrov V.I. Evidence-based medicine: textbook for medical schools and postgraduate education of doctors / V. I. Petrov, S. V. Nedogoda. M.: GEOTAR-Media, 2012.- 141 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730071&theme=FEFU

2. Trukhacheva N.V. Mathematical statistics in biomedical research using the Statistica package / NV Trukhacheva. M.: GEOTAR-Media, 2012. -379 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730137&theme=FEFU

3. Ulumbekova G.E. Health care of Russia. What to do. Scientific substantiation of the "Strategy for the development of health care in the Russian Federation until 2020". - M. : GEOTAR - Media, 2010. - 594 p.

http://lib.dvfu.ru:8080/lib/item?id=Geotar:/usr/vtls/ChamoHome/visualizer/data_geotar/geotar.xml.part1816..xml&theme=FEFU

4. Health Economics / Under. ed. Reshetnikova A.V. - M. : GEOTAR-MED, 2nd ed., 2010. - 272 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:350145&theme=FEFU

11. Examination of harm to health. Loss of General and Professional Ability to Work: Scientific and Practical Guide / Ed. prof. V.A. Klevno, S.N. Puzina - M.: Norma: NITs INFRA-M, 2013.– 320 s.http: //z№a№ium.com/catalog.php?booki№fo=415405

The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

1.Patent database and patent searchhttp://www.freepatent.ru/

2.Internet health portalhttp://bio-x.ru/go.mail.ru/search?rf=e.mail.ru&fm=1&us=15&usln=3&usstr=health&usqid=7d41348ea69338f3&hasnavig=1&sbmt=1509229987234&q=health

3.Site researchhttps://infopedia.su/4x3e87.html; https://dic.academic.ru/dic.nsf/ruwiki/663252

4. SSAU electronic library -http://library.sgau.ru

5.NEB -http://elibrary.ru

6.http://edu.znate.ru/docs/3997/index-94535-6.html

7. Student libraryhttp://www.studmedlib.ru

8.http://vladmedicina.ruMedical portal of Primorsky Krai

nine.http://www.rosminzdrav.ruOfficial website of the Ministry of Health of the Russian Federation

10.http://meduniver.comMedical site about various fields of medicine

List of information technologies and software

– Microsoft Office Professional Plus 2010;

- an office suite that includes software for working with various types of documents (texts, spreadsheets, databases, etc.);

–7Zip 9.20 - free file archiver with a high degree of data compression;

–ABBYY FineReader 11 - software for optical character recognition;

–Adobe Acrobat XI Pro - a software package for creating and viewing electronic publications in PDF format;

–ESET Endpoint Security - comprehensive protection of workstations based on Windows OS. Virtualization support + new technologies;

–WinDjView 2.0.2 is a program for recognizing and viewing files with the same name format DJV and DjVu.

11. LOGISTICS AND TECHNICAL SUPPORT OF INDUSTRIAL PRACTICE

Premises and equipment (personal computers), the SHBM library are used to implement the work practice program

Independent preparation of students for practical classes is carried out in computer classes equipped with Internet access.

For persons with disabilities and the disabled, the choice of places for internship is consistent with the requirement of their accessibility for these students, and the practice is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

Computer class for 22 workplaces: HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, W, usb kbd/ mse, Win7Pro(64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty (25 pcs.)	690922, Primorsky Territory, Vladivostok, Russian Island, Saperny Peninsula, Ayaks settlement,

	10, room M612, area 47.2 m²
HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW,GigEth,Wi-Fi,BT,usb kbd/ mse,Win7Pro (64-bit)+Win8.1Pro(64-bit),1-1-1 Wty Internet access speed 500 Mbps. Workplaces for people with disabilities are equipped with Braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines, a video enlarger with the ability to regulate color spectra; magnifying electronic loupes and ultrasonic markers	Reading rooms of the FEFU Scientific Library with open access to the fund (building A - level 10)

Bases of educational and production practices:

15. FEFU Medical Center
16. GBUZ Regional Clinical Hospital No. 2
17. KGAUZ Vladivostok Clinical Hospital No. 2
18. KGBUZ Vladivostok clinical hospital №4
19. GBUZ Primorsky Regional Perinatal Center

VALUATION FUND
FOS passport according to PRODUCTION PRACTICE «Work experience internship. research activities"

1 Scale for assessing the formation of competencies

Table 1 - Scale for assessing the formation of competencies

Planned learning outcome (code and wording of planned practice results)	**The stage of competence formation, implemented within the framework of practice**	**Assessment Metrics**	**Criteria**
PC-1 the ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and	2 (base)	**Knows** principles for organizing applied and practical projects and other activities for the study and modeling of social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really

indicators characterizing the state of health of the population		**Can** carry out applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really
		owns skills in organizing applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population;	Not really
PC-2 the ability to prepare presentation materials, information and analytical materials, information about the activities of a medical organization or its divisions, conducting organizational and methodological activities in a medical organization	2 (base)	**Knows**basic methods of scientific research in health care, organization of research work, methods of preparing presentation materials, information and analytical references	Not really
		Canset and select the goal of the work, formulate tasks, publicly present the results of scientific work, prepare a certificate on the activities of a medical organization or its structural divisions	Not really
		owns methods of collecting, processing, analyzing information, knowledge of scientific areas in healthcare, ways to manage them, as well as methods and methods of conducting organizational and methodological activities in a medical organization	

The result of training is considered achieved if the level of competence formation is more than 60%.

Grading scale:

less than 60% - "unsatisfactory".

60% -79% of positively assessed indicators - "satisfactory",

80% - 89% - "good",

90% -100% - "excellent",

The final mark can be displayed as the arithmetic mean of marks for all assessed competencies (competency elements).

Evaluation scale and criteria for evaluating the results of defending a practice report

When grading "excellent" when defending a practice report, the student must demonstrate a high level, "good" grades - an advanced level, and "satisfactory" grades - threshold.

The main objects of evaluation of the results of the internship:

– business activity of the student in the course of practice;
– industrial discipline of the student;
– the quality of the individual task;
– registration of the practice diary;
– quality of execution and execution of the practice report;
– the level of answers when passing the test (report defense);
– characteristics and evaluation of the work of the student by the head of the practice from the place of internship

When grading, the following indicators are taken into account:

– depth of disclosure of the chosen research topic;
– scientific novelty and independence of the research;
– compliance of the level of educational and methodological materials prepared by the undergraduate on the topic of the lesson with the requirements;
– assessment of the methodological level of preparation, organization and conduct of a training session;
– compliance of reporting documents on the practice with the basic requirements;
– characteristics from the place of internship;
– participation in the final conference;
– the opinion of the supervisor.

Criteria for grading a student in the practice test

Grade	**Requirements for the formed competencies**
"Great"	The grade "excellent" is given to the student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the assignment in practice, knows how to closely link theory with practice, freely copes with tasks, questions and other types of application of knowledge, knows how to give examples, answered all questions during the defense of the practice, the answers differ in logic, depth and completeness of the disclosure of the topic
"Good"	A “good” grade is given to a student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the practice task, copes well with tasks, questions and other types of application of knowledge, answered the main questions during the defense of the practice, the answers are logical and complete disclosure of the topic, however, one or two inaccuracies in the answer are allowed.
"satisfactorily"	The grade "satisfactory" is given to the student if he has completed the main part of the practice program, but is hardly able to use theoretical knowledge when completing the practice assignment, generally copes with tasks,

	questions and other types of application of knowledge, answers to questions during the defense of the practice are insufficient depth and completeness
"unsatisfactory"	The mark "unsatisfactory" is given to a student who has not completed the practice program, does not know how to use theoretical knowledge when completing the practice task, does not cope with tasks, questions and other types of application of knowledge, did not answer the main questions during the defense of the practice

A student who has not completed the practice program for a good reason is sent to practice again in his free time from classroom studies. A student who fails to complete an internship program without a valid reason or receives an unsatisfactory grade is considered to have an academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulations.

Typical tasks for assessing knowledge, skills and experience

During the practice, the student must complete an individual task to study certain areas of work or activities of the organization, solving specific problems in the interests of the practice base and FEFU.

Approximate individual assignments for practice

- conducting an empirical study;
- processing of the received material and formulation of conclusions;
- registration of the results of research activities;
- preparation of materials on the topic of research work for presentation at conferences, round tables;
- developing the skill of compiling thematic lists of literature, catalogues, file cabinets and other types of descriptions, classifications and typologies;
- sorting and evaluation of the studied material according to the degree of novelty, relevance, specialization and other parameters;
- study and analysis of planning for a possible expansion of research activities;
- analysis and replenishment of information and methodological support by the host organization; comparative analysis of forms and methods of managing a medical organization;
- study of the comparative effectiveness of modern active and interactive teaching methods;
- study of the causes and experience of overcoming difficulties and problems arising in the activity.

Questions to defend the practice report:

1. The concept and structure of the medical services market.
2. Public administration in the market of medical services.
3. Interaction between subjects of the medical services market
4. Features of the functioning of the medical services market
5. Properties of the medical service

6. Study of supply and demand for medical services

7 Methods for assessing the supply and demand for medical services

8. Formation of demand for medical services

9. Types of market research of medical services. Methods of analysis and obtaining information about the market

10. Competition in the medical services market

11. Comparative and competitive advantages of modes of transport

12. Types of prices for medical services

13. Pricing policy, its types, variability depending on the conjuncture of the medical services market

14. Methods for setting the price of medical services

15. Commercial service of a medical organization and its main tasks

16. Organization of work with consumers

17. Quality management systems

18. Main directions for improving the quality and efficiency of medical services

19. Improving the efficiency of quality management within the framework of ISO 9000 standards.

20. Standards for indicators of the quality of medical services

Methodological materials defining the assessment procedure

To receive a positive assessment based on the results of the internship, the student must complete the internship program in full, complete and submit all necessary reporting documents to the Department in a timely manner.

The results of the work done should be reflected in the practice report. The report is checked and signed by the head of practice from the enterprise, then it is submitted to the head of practice from the university during the last week of practice on time. If the place of internship is the FEFU Department, the report is drawn up by the student and submitted to the head of the internship from the university.

The final grade for the practice is set on the basis of all submitted documents, through which the regularity of visiting the place of practice, the thoroughness of the report, the student's initiative shown in the process of practice and the ability for independent professional activity are revealed.

The results of the internship are evaluated according to the following criteria:

- the level of development of competencies;
- recall of the head of practice from the organization;
- practical results of the work carried out and their significance;
- the quality of the student's answers to questions on the merits of the report.

Based on the results of the practice and the protection of student reports, the teacher - head of the practice draws up a summary report.

The credit for practice is equal to the grades for theoretical training and is taken into account when summing up the overall progress of students. The grade obtained by students in the test is taken into account when assigning a scholarship.

Students who did not complete the program without a valid reason or received a negative assessment may be expelled from a higher educational institution as having an academic debt in the manner prescribed by the charter of the university.

Preparation of a practice report

The internship report is compiled in accordance with the main stage of the internship program and reflects the completion of an individual assignment. The volume of the report should be 15-25 pages of typewritten text (excluding appendices). The report is drawn up on A4 paper (210x297 mm) and bound in a single block. The text of the report is presented on one side of the sheet, in Times New Roman font, size 14, with 1.5 intervals. Each page of the work is drawn up with the following margins: left - 30 mm; right - 10 mm; top - 20 mm; lower - 20 mm. Paragraph indentation in the text - 1.5 cm. All pages of the work must have continuous numbering, including applications. The numbering is in Arabic numerals, with the page number placed in the lower right corner, starting from the table of contents after the title page.

The report must be illustrated with tables, graphs, diagrams, completed forms, drawings. The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number. Diagrams, figures, tables and other illustrative material located on separate sheets are included in the general page numbering, but are not counted in the scope of work. If they cannot be shown in computer graphics, they should be done in black ink or ink. The title page is included in the overall page numbering, but the page number is not included on the title page. Digital material should be presented in the form of tables. The table should be placed in the report immediately after the text in which it is mentioned for the first time, or next page. All tables should be referenced in the text of the report. Tables should be numbered with Arabic numerals in serial numbering within the entire text of the report. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page.

Contents of report sections

Title page (Appendix 1)

Content
Introduction
Main part
- General characteristics of the practice base
- Description of the workplace and functional responsibilities
- Individual task for internship (Appendix 2)

Conclusion on the results of practice
List of used sources and literature
Applications.

Recommendations for the content of the report

In the introduction, it is necessary to describe the goals and objectives of the practice, give a brief description of the place of practice (organization), and formulate the mission of the organization.

The main part should contain a description of the history of the creation of the place of practice, the organizational structure of the enterprise, the competitive environment of the organization, the scope of the object of practice.

The following describes the stages of work in accordance with the individual task, provides suggestions for improving and organizing the work of a medical organization.

The conclusion reflects the results achieved, the analysis of the problems that have arisen and options for their elimination, their own assessment of the level of their professional training based on the results of the practice. The report should reflect the student's opinion on the issues studied during the theoretical training, their correspondence to real activities, as well as what special skills and knowledge the student acquired during the practice.

Attached to the internship report are:

- review of the internship leader from the host side: characteristics of the intern's attitude to work, discipline, the presence of the necessary work skills, demonstrated business and moral qualities, an overall assessment of the entire work of the intern during the period of internship, in any form (if the place of internship is FEFU, feedback head of practice is not issued);

- an internship diary certified by the internship supervisor from the host country, including a list and a brief description of the daily types of work performed by the student during the internship in accordance with the internship schedule (Appendix 3).

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE:
Head of OP
_____FULL NAME.
"____" _____20__

INDIVIDUAL TASK

on _____
(type of practice)

student _____groups _____
(Name of the student)

Educational program_____
_____
_____

Base (place, organization) of practice_____
_____

Terms of practice from _____20___ to _____ 20___

Generalized task statement	

Job Schedule

Name of the tasks (activities) that make up the task	Task completion date (activities)
1.	
2.	
3.	

Practice leader _____ _____
signature Full name, position

APPENDIX 2

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

A DIARY

according to _____
practice
student _____ group _____
program_____
Place of practice _____
Term of practice _____
weeks_____

Head of practice from FEFU
_____
Head of practice from a specialized organization
_____

1. Student's calendar schedule

No. p \ p	Name of works	calendar dates		Surname of the head of the practice
		Start	ending	

2. Student work diary

date of	Brief summary of the trainee's work	Signature leader

3. Report protection results

The report is protected by "____" _____ 20___

Rated _____

Department Director _____

APPENDIX 3

Practice Report Title Page Form

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

The report is protected with an estimate
_____
"_____" _____ 20__

Supervisor
educational program
_____FULL NAME

.

REPORT
about the internship "…"
(full name of the profile organization)

Student of _____ group _____ (_____)
Signature Full name
Practice leader
from the relevant organization _____ (_____)
Signature Full name

Practice leader
from FEFU _____ (_____)
Signature Full name

APPENDIX 4

Form of referral to educational practice

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

DIRECTION
for work practice

student of __ course
Surname First name Patronymic of the group _____
(Full Name)

sent to _____
name of the base organization

the address _____

Order on referral to educational practice dated No. _____
for passing _____
in the direction of training _____
_____
for a period from _____ 20 to _____ 20 (continuous / discrete)

Head of educational practice

M.P. _____ _____ _____
(position, academic title) (signature) (I.O.F)

Marks on completion and timing of practice

Company name	Check-in and check-out	Signature, signature transcript, seal
Name of the enterprise, organization in accordance with the contract	Arrived __.__.20__	
	Dropped out __.__.20__	

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE
Director of the School of
Biomedicine Yu.S.
Khotimchenko
Full name

February 02, 2021

WORKING PROGRAMM
INTERNSHIP
Work experience internship. Administrative and managerial training
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Vladivostok
2021

1. Regulatory documentation

The practice program is designed in accordance with:

-requirements of the federal state educational standard of higher educationin the field of study 32.04.01 Public health, approved by order of the Ministry of Education and Science of the Russian Federation dated May 31, 2017. No. 485.

- Order of the Ministry of Education and Science of the Russian Federation of April 5, 2017 N 301 "On Approval of the Procedure for Organization and Implementation of Educational Activities in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs, Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated June 29, 2015 No. 636 "On Approval of the Procedure for Conducting State Final Attestation in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs and Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated November 9, 2015 No. 1309 “On Approval of the Procedure for Ensuring Accessibility for Disabled Persons of Objects and Services Provided in the Sphere of Education, as well as Providing Them with the Necessary Assistance”;

- with the Regulations on the Funds for Evaluation Funds of Educational Programs of Higher Education - Bachelor's, Specialist's, Master's Programs of the Far Eastern Federal University, approved by order of the rector of May 12, 2015 No. 12-13-850;

- Regulations on the practice of students studying educational programs of higher education - bachelor's programs, specialist's programs and master's programs in FEFU schools, approved by order of May 14, 2018. No. 12-13-870.

2. OBJECTIVES OF INDUSTRIAL PRACTICE

The purpose of the internship in obtaining professional skills and experience in organizational and managerial activities in the specialty 32.04.01 "Public Health" is to consolidate and deepen theoretical knowledge, develop practical skills and abilities acquired in the process of studying in the magistracy and the formation of professional competencies of a specialist in the field of public health. healthcare.

3. OBJECTIVES OF INDUSTRIAL PRACTICE

The objectives of the production practice are:

-acquisition of experience in practical activities and the formation of professional competencies in organizational and managerial activities;

- familiarization with the principles of organization of the medical process, the management system of a medical organization;

- acquisition of practical skills in working with information and personnel of a medical organization;

- performance evaluation of honeyitinsk organization based on the analysis of indicators characterizing the state of health of the population, financial, accounting and statistical data;

- obtaining primary skills in collecting information for conducting research activities;

- obtaining primary professional skills in creating and processing databases with the help of statistical software packages;

- obtaining primary professional skills in interpreting, presenting research data in the field of public health

four.GENERAL INFORMATION ABOUT INDUSTRIAL PRACTICE

General information about the practice is presented in Table 1.

Table 1

Type of practice	*Production*
Practice Type	*Administrative and managerial practice (B2.V.06 (P)*
Method of carrying out	*Stationary*
Form(s) of holding	*discrete, scattered*
Scope of practice in credits	6 credits
Practice duration	*4 weeks, 216 ac. hour.*
Course, semester	*2 course;, 4 semester*
Bases of practice	*FEFU Medical Center, in medical organizations at the place of work of undergraduates with the conclusion of contracts*

7. PLANNED RESULTS OF INTERNSHIP

Table 2 presents the planned results of the production practice

table 2

Professional competencies of graduates and indicators of their achievement:

Code and name of professional competence	**PS code (if PS is available) or reference to other grounds**	**Labor function code (if there is a PS)**	**Competence achievement indicators**
Type of tasks of professional activity: organizational and managerial			
PC-4 The ability to analyze and evaluate the performance of a medical organization, manage the resources of a medical organization, develop and implement a quality management system in a medical organization, prepare a			PC-4.1 Knows the methodology for a comprehensive assessment of the performance of a medical organization PC-4.2 Able to develop and select the best areas for the activities of a medical organization

rationale for the volume of medical care in accordance with the resources of a medical organization and the needs of the population			PC-4.3 Possesses the skills of a systematic approach when developing development plans
PC-5 The ability to evaluate the effectiveness of the activities of a medical organization, develop and select optimal management decisions, develop a business plan for the development of a medical organization, use a process approach in managing a medical organization, use technological maps of the processes of a medical organization			PC-5.1 Knows the methods of planning a medical organization PC-5.2 Able to draw up a plan for a medical organization, develop business planning and investment projects PC-5.3 Proficient in planning, developing business planning and investment projects

THE PLACE OF INTERNSHIP IN THE STRUCTURE OF THE EDUCATIONAL PROGRAM

Work practice is an integral part of the "Practices" section of the main professional educational program of higher education in the direction of training 32.04.01 Public Health (Master's level). Master's students undergo industrial practice in the 2nd year of study in the 4th semester.

Industrial practice is based on the following disciplines: Methodology of scientific research in health care, Biostatistics and analysis of medical information, Information technology in health care.

To master the internship program, students must know:

- subject area of theory and methodology of project management, tasks, methods and principles of research;
- theories of management and organization of labor, including the basics of project and program-target management;
- theoretical foundations of personnel management, including the basics of labor rationing, assessment and motivation of personnel, organization of remuneration and labor protection;
- features of ethics and principles of behavior of people around (colleagues, patients, relatives of patients, etc.);
- the content of the goal-setting process of professional and personal development, its features and methods of implementation in solving professional problems, based on the stages of career growth and the requirements of the labor

market;

- modern information technologies for obtaining data for practical health care and scientific data;
- modern information methods and techniques aimed at collecting, processing and analyzing data on the health status of the population;
- modern information and telecommunication technologies;
- modern methods and techniques for organizing the work of a team, teamwork, human resource management of an organization;
- fundamentals of labor, civil legislation of the Russian Federation, labor protection requirements;
- moral and ethical norms and rules, issues of medical ethics and deontology, medical secrecy;
- features of presenting the results of scientific activity in oral and written form when working in Russian and international research teams;
- an algorithm for preparing the developed methods and techniques aimed at protecting the health of citizens for implementation in practical healthcare, taking into account the structure of the modern healthcare system;
- basic concepts, definitions of the concept of health promotion and disease prevention, levels of prevention and their content, mandatory and recommended set of screening programs for various population groups, as well as examples of prevention and health promotion programs in Russia and abroad, organization of special prevention sections;
- methods of examination and assessment of the quality of medical care, methods and models of quality management of medical care, the main directions for the use of standards and procedures for the provision of medical care, the goals and objectives of licensing medical activities, the main provisions of the concept of continuous improvement of the quality of medical care;
- concepts and legal framework of medical and social examination and examination of temporary disability, methods of its implementation, the concept of working capacity, types of its violation; medical and social criteria for disability;
- the levels of examination and their competence, the composition and functions of the medical commission (MC); reasons for temporary incapacity for work (VN) and disability, basic documents certifying VN and general rules for issuing and filling them out;
- indications and procedure for referral for medical and social examination (MSE); structure and tasks of ITU bodies

be able to:

- take into account the psychological characteristics of the people around them within the framework of their professional competence;

- formulate the goals of personal and professional development and the conditions for their achievement, based on the trends in the development of the field of professional activity, stages of professional growth, individual and personal characteristics;

- to make a personal choice in various professional and moral-value situations, to evaluate the consequences of the decision made and to bear responsibility for it to oneself and society;

- use modern information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;

- use software products to control the expenditure of material, technical and financial resources of a medical organization;

- develop organizational and administrative documents of a medical organization;

- to exercise control over the implementation of plans and programs, achievement of target values of performance indicators of a medical organization;

- follow the norms adopted in scientific communication when working in Russian and international research teams in order to solve scientific and scientific and educational problems;

- make personal choices in the process of working in Russian and international research teams, evaluate the consequences of the decision made and bear responsibility for it to yourself, colleagues and society;

- generate new methods and techniques aimed at protecting the health of citizens with a high potential for effectiveness and expediency of implementation in practical healthcare;

- organize the recording and collection of information on risk factors and health factors, identify priorities and propose prevention and health promotion programs for a given population and for a given institution, propose programs to improve prevention at all its levels, evaluate the effectiveness of the proposed health promotion and disease prevention programs;

- apply the main theoretical provisions, methodological approaches to the analysis and evaluation of the quality of medical care to select adequate management decisions, analyze and evaluate the quality of medical care, apply standards for assessing and improving the quality of medical care;

- determine the types of disability, medical and social criteria for disability; establish signs of temporary and permanent disability; determine the causes of temporary and permanent disability, draw up documents certifying the temporary disability of citizens and referrals to the ITU bureau, analyze the MTS;

own:

- the skills of taking into account the psychological characteristics of the people around (colleagues, patients, relatives of patients, etc.);
- basic techniques of interpersonal and professional communication with colleagues and patients, methods of self-regulation and prevention of emotional burnout;
- methods and technologies of goal-setting, goal-realization and evaluation of the results of activities in solving professional problems; ways to identify and evaluate individual, personal, professionally significant qualities and ways to achieve a higher level of their development;
- skills in the implementation of information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- skills in organizing the work of the workforce, managing human resources, setting goals and formulating tasks, determining priorities for activities;
- skills to comply with moral and ethical norms and rules, medical ethics and deontology, medical secrecy;
- skills in analyzing the main worldview and methodological problems, incl. interdisciplinary nature arising from the work on solving scientific and scientific-educational problems in Russian or international research teams;
- technologies for evaluating the results of collective activities to solve scientific and educational problems, including those conducted in a foreign language;
- technologies for planning activities within the framework of work in Russian and international teams to solve scientific and scientific and educational problems;
- various types of communications in the implementation of work in Russian and international teams to solve scientific and scientific and educational problems;
- the skills of implementing the developed methods and techniques aimed at protecting the health of citizens based on a comparative analysis of the final results of activities, economic and medical and social efficiency;
- statistical method of recording and collecting information on risk factors and health factors, evaluating the effectiveness of ongoing health promotion and disease prevention programs;
- a methodology for assessing the quality of medical care using standards, building and evaluating a model of the final results of the activities of structural units, medical organizations and regional healthcare systems;
- skills of working with normative documents regulating medical and medico-social expertise;
- forecasting skills using medical and social criteria for disability, methods

for establishing the causes of temporary and permanent disability, methods for issuing sick leaves and referrals to the ITU bureau, methodology for making expert decisions, methods for analyzing incidence with temporary disability and primary disability.

The results of the training practice should be used in the future - when studying the following disciplines: Health of the population of the region and health care priorities, Health technology assessment, System analysis and management in health care, as well as during undergraduate practice.

STRUCTURE AND CONTENT OF PRODUCTION INTERNSHIP

Practice Stage	**Types of work in practice, including independent work of students**	**Content in didactic units**
Preparatory (organizational)	Instruction at the university	Familiarization with the safety regulations, the conditions for the internship, the timing, the content of the mandatory activities, the requirements for the preparation of the report. Safety briefing
Basic	Methodology for planning and organizing scientific and practical research (forms, types, methods and stages)	Modern information technologies and methodological approaches to the collection and analysis of the results of scientific and practical research
		Key professional information resources and databases
		Rules for registration and presentation of resultsscientific and practical research
final	Making a practice report (practice diary)	Protection of the practice report

EDUCATIONAL AND METHODOLOGICAL SUPPORT FOR INDEPENDENT WORK OF STUDENTS IN INDUSTRIAL PRACTICE

Educational and methodological support for independent work of undergraduates in industrial practice are:

1. Normative documents regulating the activities of the organization in which the training practice takes place
2. Forms of accounting, financial,statistical, internal reporting, developed in the organization and instructions for filling them out
3. Methodological developments for masters, which determine the order of passage and the content of educational practice.

Content of work experience

Organizational and methodological activities of a medical organization

Tasks, content and methods of organizational and methodological work of a medical organization. Organizational and methodological department (office). Normative-legal documents on the work of the organizational and methodological department. Content and scope of work of the OMO. Job descriptions for the head, doctors and other OMO personnel. Methods of interaction between medical departments in multidisciplinary medical organizations in solving organizational and methodological problems. Organization, collection and processing of medical and statistical information. Analysis of performance indicators according to the reporting data of medical organizations and departments of the relevant profile. Calculation and analysis of indicators characterizing the quality and effectiveness of medical care. Drawing up a comprehensive plan of organizational and methodological work: analytical and statistical, operational, tactical. Organization of strategic planning: strategy and tactics of planning. Planning methods, development of regulations and internal standards, planning of departments of a medical organization, linking plans, activities.

Organization of office work and document flow in a medical institution

Normative-legal support of organizational and administrative workflow. Application of the Federal Law of July 27, 2006 N 152-FZ "On Personal Data". Internal document flow of a medical institution to streamline the organizational structure. Principles of compilation, flow charts. Organization of work with documents: requirements and recommendations. Checking a medical institution in terms of document management Responsibility of the institution, manager, employee Work with regulatory documents (orders, orders, decrees, decisions), work with methodological and regulatory literature, work with letters, appeals Basics of office work List of cases Unified documentation system Incoming and outgoing documents Deadlines.

Organization of the work of economic and accounting services in a medical organization. Monitoring of financial and economic indicators

Fundamentals of economic analysis and planning of the activities of a medical organization. Organization of work on planning, rational use of labor, material and financial resources, identification of reserves and ensuring effective activities for the provision of medical care.

Financing of a medical organization in the conditions of compulsory medical insurance. Financial analysis of the activities of medical institutions. Evaluation of the effectiveness of the activities of the Ministry of Defense in the context of funding sources.

Entrepreneurial activity of a medical organization, basic principles of pricing for medical services.

Regulation and remuneration of labor in healthcare institutions. Transition to new industry labor standards. The regulatory framework governing labor relations and the implementation of an effective contract in healthcare. Staffing, optimization of the structure of a medical organization. Evaluation of personnel performance.

Features of procurement in health care. Organization and management of procurement activities in the Ministry of Defense: justification, regulation and planning, taking into account the needs of medical organizations. Control in the field of state and municipal procurement.

Legal regulation of accounting and reporting. Features of accounting policy and internal documents regulating the work of the accounting department of a medical organization. Taxation of a medical organization.

Control over the financial and economic activities of the MO. Misuse of funds.

9. FORMS OF CERTIFICATION (BY THE RESULTS OF PRACTICE)

In accordance with the FEFU OS in the direction04/32/01 - Public Health (Master's), certification based on the results of the practice is carried out on the basis of a written report of the undergraduate, drawn up in accordance with the established requirements, and the recall of the head of the practice from production. Based on the results of certification, a test is issued with an assessment.

It is recommended to organize training seminars following the results of practices, where the most interesting reports of undergraduates are heard.

Undergraduates who have not completed the internship program for good reasons are sent to internship a second time, in their free time (on the proposal of the EP Administrator).

Undergraduates who did not complete the internship program without good reason or received an unsatisfactory grade are expelled from FEFU for academic failure.

The practice score is entered into the electronic examination sheet and the record book by the head of the practice. The head of the practice draws up a report and submits it to the director of the Department no later than two weeks after the attestation of the group.

Criteria for assessments when defending a report on educational practice (credit with an assessment):

"Excellent" - the report is made in accordance with the requirements for it using computer technology, the answers to the questions posed by the head of practice are covered in full, with a sufficient degree of professionalism and competence, the content of the answers indicates the confident knowledge of the undergraduate and his ability to solve professional tasks.

"Good" - the report is made in accordance with the requirements for it, but there are small inaccuracies, inaccuracy in execution, an incomplete answer to one question asked by the supervisor, but the content of the answers indicates sufficient knowledge of the undergraduate and the ability to solve professional problems.

“Satisfactory” - the report was completed in violation of the requirements for registration, sections in the report were omitted, inaccuracy in execution, poor orientation of the undergraduate on the report, incomplete answers to two questions, the content of the answers indicates the knowledge of the undergraduate and his limited ability to solve professional problems.

"Unsatisfactory" - the submitted report on the practice does not meet the requirements, the topic is not disclosed, the undergraduate does not understand the questions asked by the head of the practice, cannot answer questions related to the place of internship and the performance of his duties.

The practice report should consist of a title page, table of contents, main part, conclusion, list of sources and literature used, appendices (if any). As attachments, the practice report may include copies of documents (regulations, reports, etc.) studied and used by the student during the period of practice.

The practice report is provided on A4 sheets, top and bottom margins - 20 mm, right - 15 mm, left - 30 mm, text alignment - in width, paragraph indentation - 1.25 cm. profile organization and individual task) should be at least 15 pages of printed text. The text is prepared using the text editor Microsoft Word (or equivalent) and saved as a file in .doc or docx format using 1.5 spacing and using 14 Times New Roman font size.

For each type of production practice, a report is drawn up and practice diaries are filled in.

The form of the title page of reports, diaries of practice and the review of the head of practice from the enterprise are given in the appendix.

10. EDUCATIONAL-METHODOLOGICAL AND INFORMATION SUPPORT OF INDUSTRIAL PRACTICE

Main literature

1. Public health and health care [Electronic resource]: textbook / Medic V. A., Yuryev V. K. - 2nd ed., corrected. and additional - M. : GEOTAR-Media, 2016. - 608c.- http://www.studentlibrary.ru/book/ISBN9785970437100.html

2. Public health and healthcare [Electronic resource]: textbook / V.A. Medic, V.I. Lisitsin. - 4th ed., revised. and additional - M. : GEOTAR-Media, 2016. - 496c. http://www.studentlibrary.ru/book/ISBN9785970437018.html

3. Public health and healthcare [Electronic resource]: textbook / Yu. P. Lisitsyn, G. E. Ulumbekova. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 544 p. - http://www.studentlibrary.ru/book/ISBN9785970432914.html

4. Public health and healthcare [Electronic resource]: textbook / V. A. Medic, V. K. Yuryev. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 288c. -http://www.studentlibrary.ru/book/ISBN9785970433256.html

5. Public health and health care, health economics In 2 vols. Vol. 1 [Electronic resource]: textbook / ed. V. Z. Kucherenko. - M. : GEOTAR-Media, 2013. - http://www.studentlibrary.ru/book/ISBN9785970424148.html

6. Public health and healthcare. Part 2: textbook at 2 pm: / I.A. Naumov [and others]; ed. I.A. Naumov. - Minsk: "The Highest School", 2013. - 351 p. http: //znanium.com /catalog.php?bookinfo=509081

7. Public health and healthcare. National leadership / ed. V. I. Starodubova O. P. Shchepina and others - M. : GEOTAR-Media, 2012. -624 p.http://www.rosmedlib.ru/

8. Collection of tasks on public health: teaching aid / N.Yu. Perepelkin [i dr.].– Electron. text data. - Orenburg: Orenburg State Medical Academy, 2011. - 84 p.http: //www.iprbookshop.ru/21865.html

additional literature

1. Petrov V.I. Evidence-based medicine: textbook for medical schools and postgraduate education of doctors / V. I. Petrov, S. V. Nedogoda. M.: GEOTAR-Media, 2012.- 141 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730071&theme=FEFU

2. Trukhacheva N.V. Mathematical statistics in biomedical research using the Statistica package / NV Trukhacheva. M.: GEOTAR-Media, 2012. -379 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730137&theme=FEFU

3. Ulumbekova G.E. Health care of Russia. What to do. Scientific substantiation of the "Strategy for the development of health care in the Russian Federation until 2020". - M. : GEOTAR - Media, 2010. - 594 p.

http://lib.dvfu.ru:8080/lib/item?id=Geotar:/usr/vtls/ChamoHome/visualizer/data_geotar/geotar.xml.part1816..xml&theme=FEFU

4. Health Economics / Under. ed. Reshetnikova A.V. - M. : GEOTAR-MED, 2nd ed., 2010. - 272 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:350145&theme=FEFU

11. Examination of harm to health. Loss of General and Professional Ability

to Work: Scientific and Practical Guide / Ed. prof. V.A. Klevno, S.N. Puzina - M.: Norma: NITs INFRA-M, 2013.– 320 s.http: //z№a№ium.com/catalog.php?booki№fo=415405

The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

1.Patent database and patent searchhttp://www.freepatent.ru/

2.Internet health portalhttp://bio-x.ru/go.mail.ru/search?rf=e.mail.ru&fm=1&us=15&usln=3&usstr=health&usqid=7d41348ea69338f3&hasnavig=1&sbmt=1509229987234&q=health

3.Site researchhttps://infopedia.su/4x3e87.html; https://dic.academic.ru/dic.nsf/ruwiki/663252

4. SSAU electronic library -http://library.sgau.ru

5.NEB -http://elibrary.ru

6.http://edu.znate.ru/docs/3997/index-94535-6.html

7. Student libraryhttp://www.studmedlib.ru

8.http://vladmedicina.ruMedical portal of Primorsky Krai

nine.http://www.rosminzdrav.ruOfficial website of the Ministry of Health of the Russian Federation

10.http://meduniver.comMedical site about various fields of medicine

List of information technologies and software

– Microsoft Office Professional Plus 2010;

- an office suite that includes software for working with various types of documents (texts, spreadsheets, databases, etc.);

–7Zip 9.20 - free file archiver with a high degree of data compression;

–ABBYY FineReader 11 - software for optical character recognition;

–Adobe Acrobat XI Pro - a software package for creating and viewing electronic publications in PDF format;

–ESET Endpoint Security - comprehensive protection of workstations based on Windows OS. Virtualization support + new technologies;

–WinDjView 2.0.2 is a program for recognizing and viewing files with the same name format DJV and DjVu.

11. LOGISTICS AND TECHNICAL SUPPORT OF INDUSTRIAL PRACTICE

Premises and equipment (personal computers), the SHBM library are used to implement the work practice program

Independent preparation of students for practical classes is carried out in computer classes equipped with Internet access.

For persons with disabilities and the disabled, the choice of places for internship is consistent with the requirement of their accessibility for these students, and the practice is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

Computer class for 22 workplaces: HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, W, usb kbd/ mse, Win7Pro(64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty (25 pcs.)	690922, Primorsky Territory, Vladivostok, Russian Island, Saperny Peninsula, Ayaks settlement, 10, room M612, area 47.2 m²
HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW,GigEth,Wi-Fi,BT,usb kbd/ mse,Win7Pro (64-bit)+Win8.1Pro(64-bit),1-1-1 Wty Internet access speed 500 Mbps. Workplaces for people with disabilities are equipped with Braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines, a video enlarger with the ability to regulate color spectra; magnifying electronic loupes and ultrasonic markers	Reading rooms of the FEFU Scientific Library with open access to the fund (building A - level 10)

Bases of educational and production practices:

20. FEFU Medical Center
21. GBUZ Regional Clinical Hospital No. 2
22. KGAUZ Vladivostok Clinical Hospital No. 2
23. KGBUZ Vladivostok clinical hospital №4
24. GBUZ Primorsky Regional Perinatal Center

VALUATION FUND

FOS passport according to

INDUSTRIAL PRACTICE "ADMINISTRATIVE AND MANAGEMENT PRACTICE" B2.V.06(P)

1 Scale for assessing the formation of competencies

Table 1 - Scale for assessing the formation of competencies

Planned learning outcome (code and wording of planned practice results)	The stage of competence formation, implemented within the framework of practice	Assessment Metrics	Criteria
PC-4 The ability to analyze and evaluate the performance of a medical organization, manage the resources of a medical organization, develop and implement a quality management system in a medical organization, prepare a rationale for the volume of medical care in accordance with the resources of a medical organization and the needs of the population	2 (base)	Knowsprinciples of organizing and implementing measures to ensure the protection of public healthand implementation of a quality management system in a medical organization	Not really
		Canplan activities to ensure the protection of public healthimplementation of a quality management system in a medical organization, preparation of a justification for the volume of medical care in accordance with the resources of a medical organization	Not really
		ownsskills in organizing and implementing measures to ensure the protection of public health, as well as owns methodsanalysis and evaluation of performance indicators of a medical organization, resource management of a medical organization, methods for developing and implementing a quality management system in a medical organization, preparing a justification for the volume of medical care in accordance with the resources of a medical organization and the needs of the population	Not really
PC-5 the ability to assess the effectiveness of the activities of a medical organization, develop and select optimal management decisions, develop a business plan for the development of a medical organization, use a process approach in	2 (base)	Knowsprinciples of goal setting, types and methods of organizational planning and fundamental concepts of financial management, as well as the method of a process approach to managing a medical organization	Not really
		Candevelop corporate, competitive and functional strategies for the development of the organization, develop investment projects and conduct their verification	Not really

managing a medical organization, use technological maps of the processes of a medical organization		ownsmethods of formulating and implementing strategies at the business unit level, developing and implementing marketing programs, as well as methods of investment analysis and analysis of financial markets, a process approach in managing a medical organization and the possibility of using technological maps of the processes of a medical organization	Not really

The result of training is considered achieved if the level of competence formation is more than 60%.

Grading scale:

less than 60% - "unsatisfactory".

60% -79% of positively assessed indicators - "satisfactory",

80% - 89% - "good",

90% -100% - "excellent",

The final mark can be displayed as the arithmetic mean of marks for all assessed competencies (competency elements).

Evaluation scale and criteria for evaluating the results of defending a practice report

When grading "excellent" when defending a practice report, the student must demonstrate a high level, "good" grades - an advanced level, and "satisfactory" grades - threshold.

The main objects of evaluation of the results of the internship:

- business activity of the student in the course of practice;
- industrial discipline of the student;
- the quality of the individual task;
- registration of the practice diary;
- quality of execution and execution of the practice report;
- the level of answers when passing the test (report defense);
- characteristics and evaluation of the work of the student by the head of the practice from the place of internship

When grading, the following indicators are taken into account:

- depth of disclosure of the chosen research topic;
- scientific novelty and independence of the research;
- compliance of the level of educational and methodological materials prepared by the undergraduate on the topic of the lesson with the requirements;

– assessment of the methodological level of preparation, organization and conduct of a training session;

– compliance of reporting documents on the practice with the basic requirements;

– characteristics from the place of internship;

– participation in the final conference;

– the opinion of the supervisor.

Criteria for grading a student in the practice test

Grade	Requirements for the formed competencies
"Great"	The grade "excellent" is given to the student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the assignment in practice, knows how to closely link theory with practice, freely copes with tasks, questions and other types of application of knowledge, knows how to give examples, answered all questions during the defense of the practice, the answers differ in logic, depth and completeness of the disclosure of the topic
"Good"	A “good” grade is given to a student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the practice task, copes well with tasks, questions and other types of application of knowledge, answered the main questions during the defense of the practice, the answers are logical and complete disclosure of the topic, however, one or two inaccuracies in the answer are allowed.
"satisfactorily"	The grade "satisfactory" is given to the student if he has completed the main part of the practice program, but is hardly able to use theoretical knowledge when completing the practice assignment, generally copes with tasks, questions and other types of application of knowledge, answers to questions during the defense of the practice are insufficient depth and completeness
"unsatisfactory"	The mark "unsatisfactory" is given to a student who has not completed the practice program, does not know how to use theoretical knowledge when completing the practice task, does not cope with tasks, questions and other types of application of knowledge, did not answer the main questions during the defense of the practice

A student who has not completed the practice program for a good reason is sent to practice again in his free time from classroom studies. A student who fails to complete an internship program without a valid reason or receives an unsatisfactory grade is considered to have an academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulations.

Typical tasks for assessing knowledge, skills and experience

During the practice, the student must complete an individual task to study certain areas of work or activities of the organization, solving specific problems in the interests of the practice base and FEFU.

Approximate individual assignments for practice

- to analyze the state and dynamics of indicators of the quality of medical care to the population using the necessary methods and means of research;
- suggest ways to create models that allow predicting the improvement in the quality of medical care;
- develop a plan, program and methodology for conducting research on management processes to improve the quality of medical care in a particular medical organization;
- to analyze, synthesize and optimize the processes for ensuring the quality of medical services provided in a medical organization;
- conduct a comprehensive assessment of the effectiveness of medical services provided to the population;
- develop a system for organizing control over the provision of medical services;
- make practical recommendations on the use of research and development results.

Questions to defend the practice report:

- Describe the position of the medical organization in the market and the prospects for its operation;
- Describe the management system of a medical organization and its organizational structure;
- What are the latest techniques, technologies and equipment used in a medical organization to provide quality medical care;
- Consider the organization of the management system for the treatment and diagnostic process, the organization of managerial and financial accounting and control, the system of reporting documentation;
- Name the main types of medical care, advantages and disadvantages depending on the availability of modern technological equipment;
- What are the characteristics of consumer properties of medical services, the impact of their level on the efficiency of the enterprise;
- What constitutes the basis for the functioning and structure of a medical organization;
- What are the main areas of activity to ensure the safety and organization of quality medical care for the population;
- How is the accounting and analysis of medical activities in the health care system carried out;

What methods of calculating losses in a medical organization (economic, environmental, emergency, social) do you know?

Methodological materials defining the assessment procedure

To receive a positive assessment based on the results of the internship, the student must complete the internship program in full, complete and submit all necessary reporting documents to the Department in a timely manner.

The results of the work done should be reflected in the practice report. The report is checked and signed by the head of practice from the enterprise, then it is submitted to the head of practice from the university during the last week of practice on time. If the place of internship is the FEFU Department, the report is drawn up by the student and submitted to the head of the internship from the university.

The final grade for the practice is set on the basis of all submitted documents, through which the regularity of visiting the place of practice, the thoroughness of the report, the student's initiative shown in the process of practice and the ability for independent professional activity are revealed.

The results of the internship are evaluated according to the following criteria:

- the level of development of competencies;
- recall of the head of practice from the organization;
- practical results of the work carried out and their significance;
- the quality of the student's answers to questions on the merits of the report.

Based on the results of the practice and the protection of student reports, the teacher - head of the practice draws up a summary report.

The credit for practice is equal to the grades for theoretical training and is taken into account when summing up the overall progress of students. The grade obtained by students in the test is taken into account when assigning a scholarship.

Students who did not complete the program without a valid reason or received a negative assessment may be expelled from a higher educational institution as having an academic debt in the manner prescribed by the charter of the university.

Preparation of a practice report

The internship report is compiled in accordance with the main stage of the internship program and reflects the completion of an individual assignment. The volume of the report should be 15-25 pages of typewritten text (excluding appendices). The report is drawn up on A4 paper (210x297 mm) and bound in a single block. The text of the report is presented on one side of the sheet, in Times New Roman font, size 14, with 1.5 intervals. Each page of the work is drawn up

with the following margins: left - 30 mm; right - 10 mm; top - 20 mm; lower - 20 mm. Paragraph indentation in the text - 1.5 cm. All pages of the work must have continuous numbering, including applications. The numbering is in Arabic numerals, with the page number placed in the lower right corner, starting from the table of contents after the title page.

The report must be illustrated with tables, graphs, diagrams, completed forms, drawings. The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number. Diagrams, figures, tables and other illustrative material located on separate sheets are included in the general page numbering, but are not counted in the scope of work. If they cannot be shown in computer graphics, they should be done in black ink or ink. The title page is included in the overall page numbering, but the page number is not included on the title page. Digital material should be presented in the form of tables. The table should be placed in the report immediately after the text in which it is mentioned for the first time, or next page. All tables should be referenced in the text of the report. Tables should be numbered with Arabic numerals in serial numbering within the entire text of the report. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page.

Contents of report sections

Title page (Appendix 1)

Content

Introduction

Main part

- General characteristics of the practice base
- Description of the workplace and functional responsibilities

– Individual task for internship (Appendix 2)

Conclusion on the results of practice

List of used sources and literature

Applications.

Recommendations for the content of the report

In the introduction, it is necessary to describe the goals and objectives of the practice, give a brief description of the place of practice (organization), and formulate the mission of the organization.

The main part should contain a description of the history of the creation of the place of practice, the organizational structure of the enterprise, the competitive environment of the organization, the scope of the object of practice.

The following describes the stages of work in accordance with the individual task, provides suggestions for improving and organizing the work of a medical organization.

The conclusion reflects the results achieved, the analysis of the problems that have arisen and options for their elimination, their own assessment of the level of their professional training based on the results of the practice. The report should reflect the student's opinion on the issues studied during the theoretical training, their correspondence to real activities, as well as what special skills and knowledge the student acquired during the practice.

Attached to the internship report are:

- review of the internship leader from the host side: characteristics of the intern's attitude to work, discipline, the presence of the necessary work skills, demonstrated business and moral qualities, an overall assessment of the entire work of the intern during the period of internship, in any form (if the place of internship is FEFU, feedback head of practice is not issued);

- an internship diary certified by the internship supervisor from the host country, including a list and a brief description of the daily types of work performed by the student during the internship in accordance with the internship schedule (Appendix 3).

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE:
Head of OP
_____FULL NAME.
"____" _____20__

INDIVIDUAL TASK

on _____
(type of practice)

student _____groups _____
(Name of the student)

Educational program_____
_____
_____

Base (place, organization) of practice_____
_____

Terms of practice from _____20___ to _____ 20___

Generalized task statement	

Job Schedule

Name of the tasks (activities) that make up the task	Task completion date (activities)
1.	
2.	
3.	

Practice leader _____ _____
signature Full name, position

APPENDIX 2

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

A DIARY

according to _____
practice
student _____ group _____
program_____
Place of practice _____
Term of practice _____
weeks_____

Head of practice from FEFU
_____
Head of practice from a specialized organization
_____

1. Student's calendar schedule

No. p \ p	Name of works	calendar dates		Surname of the head of the practice
		Start	ending	

2. Student work diary

date of	Brief summary of the trainee's work	Signature leader

3. Report protection results

The report is protected by "____" _____ 20___

Rated _____

Department Director _____

APPENDIX 3

Practice Report Title Page Form

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

The report is protected with an estimate
_____
"_____" _____ 20__

Supervisor
educational program
_____FULL NAME

.

REPORT

about the internship "…"
(full name of the profile organization)

Student of _____ group _____ (_____)
Signature Full name
Practice leader
from the relevant organization _____ (_____)
Signature Full name

Practice leader
from FEFU _____ (_____)
Signature Full name

APPENDIX 4

Form of referral to educational practice

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

DIRECTION
for work practice

student of __ course
Surname First name Patronymic of the group _____
(Full Name)

sent to _____
name of the base organization

the address _____

Order on referral to educational practice dated No. _____
for passing _____
in the direction of training _____
_____
for a period from _____ 20 to _____ 20 (continuous / discrete)

Head of educational practice

M.P. _____ _____ _____
(position, academic title) (signature) (I.O.F)

Marks on completion and timing of practice

Company name	Check-in and check-out	Signature, signature transcript, seal
Name of the enterprise, organization in accordance with the contract	Arrived __.__.20__	
	Dropped out __.__.20__	

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE
Director of the School of
Biomedicine Yu.S.
Khotimchenko
Full name

February 02, 2021

WORKING PROGRAMM
INTERNSHIP
Work experience internship. Project training
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Vladivostok
2021

NORMATIVE DOCUMENTS

The practice program is designed in accordance with:

-requirements of the federal state educational standard of higher educationin the field of study 32.04.01 Public health, approved by order of the Ministry of Education and Science of the Russian Federation dated May 31, 2017. No. 485.

- Order of the Ministry of Education and Science of the Russian Federation of April 5, 2017 N 301 "On Approval of the Procedure for Organization and Implementation of Educational Activities in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs, Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated June 29, 2015 No. 636 "On Approval of the Procedure for Conducting State Final Attestation in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs and Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated November 9, 2015 No. 1309 “On Approval of the Procedure for Ensuring Accessibility for Disabled Persons of Objects and Services Provided in the Sphere of Education, as well as Providing Them with the Necessary Assistance”;

– Regulations on the funds for evaluation funds of educational programs of higher education - bachelor's, specialist's, master's programs of FEFU, approved by order of the rector of 05/12/2015 No. 12-13-850;

– Regulations on the practice of students studying educational programs of higher education - bachelor's programs, specialist's programs and master's programs in FEFU schools, approved by order of May 14, 2018. No. 12-13-870.

OBJECTIVES OF PROJECT PRACTICE

The purpose of the project practice in the direction 32.04.01 Public health (master's level) is to consolidate and expand the professional knowledge gained in the learning process, as well as to gain experience and practical skills of collective

and independent professional activities in a scientific, scientific - educational or scientific-practical institution (organization) that implements research projects on public health issues.in the field of public health.

OBJECTIVES OF PROJECT PRACTICE

1. Get acquainted with the organization of work and activities of a scientific, scientific-educational or scientific-practical institution (organization) that implements research projects on scientific problems of public health, which is the base for internship (a specialized research institute, a specialized department of a medical university or a practical health care institution that conducts public health research);

2. Participate as an assistant (assistant to the principal investigator, project manager) in a research or scientific-practical project on public health issues implemented by a scientific, scientific-educational or scientific-practical organization;

3. To master the skills of collecting, processing, systematizing, analyzing research material on public health issues using modern information technologies and specialized software;

4. To master the skills of designing and presenting the results of public health research in the form of presentations, posters, scientific articles and press releases;

5. Participate in the organization and holding of scientific seminars and conferences on public health issues;

As an additional (optional) task of the practice, there may be the collection of research material for the completion of the final qualifying work (master's thesis) under the supervision of the direct supervisor of the practice.

GENERAL INFORMATION ABOUT PROJECT PRACTICE

General information about the practice is presented in Table 1.

Table 1

Type of practice	*Production*
Practice Type	*Design practice B.2.V.07(P)*
Method of carrying out	*Stationary*
Form(s) of holding	*discrete, scattered*
Scope of practice in credits	6 credits
Practice duration	*4 weeks, 216 ac. hour.*
Course, semester	*2 course;, 4 semester*
Bases of practice	*FEFU Medical Center,* *in medical organizations at the place of work of undergraduates with the conclusion of contracts*

PLANNED RESULTS OF PROJECT PRACTICE

Table 2 presents the planned results of the project practice

Professional competencies of graduates and indicators of their achievement:

Code and name of professional competence	**PS code (if PS is available) or reference to other grounds**	**Labor function code (if there is a PS)**	**Competence achievement indicators**
Type of tasks of professional activity: organizational and managerial			
PC-3 The ability to organize, plan and control the activities of a structural unit of a medical organization			PC-3.1 Knows the standards of medical care PC-3.2 Knows how to assess the resources of a medical organization and implement a quality management system PC-3.3 Possesses the necessary skills for compiling reporting documentation, evaluating the activities of a healthcare institution
PC-6 The ability to develop plans and programs, form a system of indicators for the activities of a medical organization, evaluate the effectiveness of a medical organization, develop options for management decisions and assess the risks associated with their implementation			PC-6.1 Knows the features of the formation of a system of indicators of a medical organization PC-6.2 Is able to evaluate the effectiveness of the medical organization, taking into account the formed system of indicators PC-6.3 Has the skills to form performance indicators, evaluate their effectiveness, as well as the ability to develop management decisions with an assessment of the risks associated with their implementation

THE PLACE OF PROJECT PRACTICE IN THE STRUCTURE OF THE EDUCATIONAL PROGRAM

Project practice is an integral part of the "Practices" section of the main professional educational program of higher education in the direction of preparation 32.04.01 Public health (Master's level). Master's students pass industrial practice on the 2nd year of study in the 4th semester.

Industrial practice is based on the following disciplines: Methodology of scientific research in health care, Biostatistics and analysis of medical information, Information technology in health care.

To master the internship program, students must know:

- bases of psychology of business relations;
- features of ethics and principles of behavior of people around (colleagues, patients, relatives of patients, etc.);
- the content of the goal-setting process of professional and personal development, its features and methods of implementation in solving professional problems, based on the stages of career growth and the requirements of the labor market;
- modern information technologies for obtaining data for practical health care and scientific data;
- modern information methods and techniques aimed at collecting, processing and analyzing data on the health status of the population;
- modern information and telecommunication technologies;
- modern methods and techniques for organizing the work of a team, teamwork, human resource management of an organization;
- theories of management and organization of labor, including the basics of project and program-target management;
- theoretical foundations of personnel management, including the basics of labor rationing, assessment and motivation of personnel, organization of remuneration and labor protection;
- fundamentals of labor, civil legislation of the Russian Federation, labor protection requirements;
- moral and ethical norms and rules, issues of medical ethics and deontology, medical secrecy;
- features of presenting the results of scientific activity in oral and written form when working in Russian and international research teams;
- an algorithm for preparing the developed methods and techniques aimed at protecting the health of citizens for implementation in practical healthcare, taking into account the structure of the modern healthcare system;
- basic concepts, definitions of the concept of health promotion and disease

prevention, levels of prevention and their content, mandatory and recommended set of screening programs for various population groups, as well as examples of prevention and health promotion programs in Russia and abroad, organization of special prevention sections;

- methods of examination and assessment of the quality of medical care, methods and models of quality management of medical care, the main directions for the use of standards and procedures for the provision of medical care, the goals and objectives of licensing medical activities, the main provisions of the concept of continuous improvement of the quality of medical care;

- concepts and legal framework of medical and social expertise and expertise of temporary disability, methods of its implementation, the concept of working capacity, types of its violation; medical and social criteria for disability;

- the levels of examination and their competence, the composition and functions of the medical commission (MC); reasons for temporary incapacity for work (VN) and disability, basic documents certifying VN and general rules for issuing and filling them out;

- indications and procedure for referral for medical and social examination (MSE); the structure and tasks of the ITU bodies;

- criteria for determining disability; the concept of morbidity with temporary disability;

Be able to:

- take into account the psychological characteristics of the people around them within the framework of their professional competence;

- formulate the goals of personal and professional development and the conditions for their achievement, based on the trends in the development of the field of professional activity, stages of professional growth, individual and personal characteristics;

- to make a personal choice in various professional and moral-value situations, to evaluate the consequences of the decision made and to bear responsibility for it to oneself and society;

- use modern information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;

- use software products to control the expenditure of material, technical and financial resources of a medical organization;

- develop organizational and administrative documents of a medical organization;

- to exercise control over the implementation of plans and programs, achievement of target values of performance indicators of a medical organization;

- follow the norms adopted in scientific communication when working in Russian and international research teams in order to solve scientific and scientific and educational problems;
- make personal choices in the process of working in Russian and international research teams, evaluate the consequences of the decision made and bear responsibility for it to yourself, colleagues and society;
- generate new methods and techniques aimed at protecting the health of citizens with a high potential for effectiveness and expediency of implementation in practical healthcare;
- organize the recording and collection of information on risk factors and health factors, identify priorities and propose prevention and health promotion programs for a given population and for a given institution, propose programs to improve prevention at all its levels, evaluate the effectiveness of the proposed health promotion and disease prevention programs;
- apply the main theoretical provisions, methodological approaches to the analysis and evaluation of the quality of medical care to select adequate management decisions, analyze and evaluate the quality of medical care, apply standards for assessing and improving the quality of medical care;
- determine the types of disability, medical and social criteria for disability; establish signs of temporary and permanent disability; determine the causes of temporary and permanent disability, draw up documents certifying the temporary disability of citizens and referrals to the ITU bureau, analyze the MTS;

Own:

- the skills of taking into account the psychological characteristics of the people around (colleagues, patients, relatives of patients, etc.);
- basic techniques of interpersonal and professional communication with colleagues and patients, methods of self-regulation and prevention of emotional burnout;
- methods and technologies of goal-setting, goal-realization and evaluation of the results of activities in solving professional problems; ways to identify and evaluate individual, personal, professionally significant qualities and ways to achieve a higher level of their development;
- skills in the implementation of information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- skills in organizing the work of the workforce, managing human resources, setting goals and formulating tasks, determining priorities for activities;
- skills to comply with moral and ethical norms and rules, medical ethics and deontology, medical secrecy;

- skills in analyzing the main worldview and methodological problems, incl. interdisciplinary nature arising from the work on solving scientific and scientific-educational problems in Russian or international research teams;

- technologies for evaluating the results of collective activities to solve scientific and educational problems, including those conducted in a foreign language;

- technologies for planning activities within the framework of work in Russian and international teams to solve scientific and scientific and educational problems;

- various types of communications in the implementation of work in Russian and international teams to solve scientific and scientific and educational problems;

- the skills of implementing the developed methods and techniques aimed at protecting the health of citizens based on a comparative analysis of the final results of activities, economic and medical and social efficiency;

- statistical method of recording and collecting information on risk factors and health factors, evaluating the effectiveness of ongoing health promotion and disease prevention programs;

- a methodology for assessing the quality of medical care using standards, building and evaluating a model of the final results of the activities of structural units, medical organizations and regional healthcare systems;

- skills of working with normative documents regulating medical and medico-social expertise;

- forecasting skills using medical and social criteria for disability, methods for establishing the causes of temporary and permanent disability, methods for issuing sick leaves and referrals to the ITU bureau, methodology for making expert decisions, methods for analyzing incidence with temporary disability and primary disability.

The results of the training practice should be used in the future - when studying the following disciplines: Health of the population of the region and health care priorities, Health technology assessment, System analysis and management in health care, as well as in undergraduate practice.

7. STRUCTURE AND CONTENT OF THE PROJECT PRACTICE

Practice Stage	**Types of work in practice, including independent work of students**	**Content in didactic units**

Preparatory (organizational)	Instruction at the university	Familiarization with the safety regulations, the conditions for the internship, the timing, the content of the mandatory activities, the requirements for the preparation of the report. Safety briefing
Basic	Methodology for planning and organizing scientific and practical research (forms, types, methods and stages)	Modern information technologies and methodological approaches to the collection and analysis of the results of scientific and practical research
		Key professional information resources and databases
		Rules for registration and presentation of resultsscientific and practical research
final	Making a practice report (practice diary)	Protection of the practice report

EDUCATIONAL AND METHODOLOGICAL SUPPORT FOR INDEPENDENT WORK OF STUDENTS IN INDUSTRIAL PRACTICE

Educational and methodological support for independent work of undergraduates in industrial practice are:

1. Normative documents regulating the activities of the organization in which the training practice takes place
2. Forms of accounting, financial,statistical, internal reporting, developed in the organization and instructions for filling them out
3. Methodological developments for masters, which determine the order of passage and the content of educational practice.

Content of work experience

Organizational and methodological activities of a medical organization

Tasks, content and methods of organizational and methodological work of a medical organization. Organizational and methodological department (office). Normative-legal documents on the work of the organizational and methodological department. Content and scope of work of the OMO. Job descriptions for the head, doctors and other OMO personnel. Methods of interaction between medical departments in multidisciplinary medical organizations in solving organizational and methodological problems. Organization, collection and processing of medical and statistical information. Analysis of performance indicators according to the reporting data of medical organizations and departments of the relevant profile.

Calculation and analysis of indicators characterizing the quality and effectiveness of medical care. Drawing up a comprehensive plan of organizational and methodological work: analytical and statistical, operational, tactical. Organization of strategic planning: strategy and tactics of planning. Planning methods, development of regulations and internal standards, planning of departments of a medical organization, linking plans, activities.

Organization of office work and document flow in a medical institution

Normative-legal support of organizational and administrative workflow. Application of the Federal Law of July 27, 2006 N 152-FZ "On Personal Data". Internal document flow of a medical institution to streamline the organizational structure. Principles of compilation, flow charts. Organization of work with documents: requirements and recommendations. Checking a medical institution in terms of document management Responsibility of the institution, manager, employee Work with regulatory documents (orders, orders, decrees, decisions), work with methodological and regulatory literature, work with letters, appeals Basics of office work List of cases Unified documentation system Incoming and outgoing documents Deadlines.

Organization of the work of economic and accounting services in a medical organization. Monitoring of financial and economic indicators

Fundamentals of economic analysis and planning of the activities of a medical organization. Organization of work on planning, rational use of labor, material and financial resources, identification of reserves and ensuring effective activities for the provision of medical care.

Financing of a medical organization in the conditions of compulsory medical insurance. Financial analysis of the activities of medical institutions. Evaluation of the effectiveness of the activities of the Ministry of Defense in the context of funding sources.

Entrepreneurial activity of a medical organization, basic principles of pricing for medical services.

Regulation and remuneration of labor in healthcare institutions. Transition to new industry labor standards. The regulatory framework governing labor relations and the implementation of an effective contract in healthcare. Staffing, optimization of the structure of a medical organization. Evaluation of personnel performance.

Features of procurement in health care. Organization and management of procurement activities in the Ministry of Defense: justification, regulation and

planning, taking into account the needs of medical organizations. Control in the field of state and municipal procurement.

Legal regulation of accounting and reporting. Features of accounting policy and internal documents regulating the work of the accounting department of a medical organization. Taxation of a medical organization.

Control over the financial and economic activities of the MO. Misuse of funds.

FORMS OF CERTIFICATION (BY THE RESULTS OF PRACTICE)

In accordance with the FEFU OS in the direction04/32/01 - Public Health (Master's), certification based on the results of the practice is carried out on the basis of a written report of the undergraduate, drawn up in accordance with the established requirements, and the recall of the head of the practice from production. Based on the results of certification, a test is issued with an assessment.

It is recommended to organize training seminars following the results of practices, where the most interesting reports of undergraduates are heard.

Undergraduates who have not completed the internship program for good reasons are sent to internship a second time, in their free time (on the proposal of the EP Administrator).

Undergraduates who did not complete the internship program without good reason or received an unsatisfactory grade are expelled from FEFU for academic failure.

The practice score is entered into the electronic examination sheet and the record book by the head of the practice. The head of the practice draws up a report and submits it to the director of the Department no later than two weeks after the attestation of the group.

Criteria for assessments when defending a report on educational practice (credit with an assessment):

"Excellent" - the report is made in accordance with the requirements for it using computer technology, the answers to the questions posed by the head of practice are covered in full, with a sufficient degree of professionalism and competence, the content of the answers indicates the confident knowledge of the undergraduate and his ability to solve professional tasks.

"Good" - the report is made in accordance with the requirements for it, but there are small inaccuracies, inaccuracy in execution, an incomplete answer to one question asked by the supervisor, but the content of the answers indicates sufficient knowledge of the undergraduate and the ability to solve professional problems.

“Satisfactory” - the report was completed in violation of the requirements for registration, sections in the report were omitted, inaccuracy in execution, poor orientation of the undergraduate on the report, incomplete answers to two questions, the content of the answers indicates the knowledge of the undergraduate and his limited ability to solve professional problems.

"Unsatisfactory" - the submitted report on the practice does not meet the requirements, the topic is not disclosed, the undergraduate does not understand the questions asked by the head of the practice, cannot answer questions related to the place of internship and the performance of his duties.

The practice report should consist of a title page, table of contents, main part, conclusion, list of sources and literature used, appendices (if any). As attachments, the practice report may include copies of documents (regulations, reports, etc.) studied and used by the student during the period of practice.

The practice report is provided on A4 sheets, top and bottom margins - 20 mm, right - 15 mm, left - 30 mm, text alignment - in width, paragraph indentation - 1.25 cm. profile organization and individual task) should be at least 15 pages of printed text. The text is prepared using the text editor Microsoft Word (or equivalent) and saved as a file in .doc or docx format using 1.5 spacing and using 14 Times New Roman font size.

For each type of production practice, a report is drawn up and practice diaries are filled in.

The form of the title page of reports, diaries of practice and the review of the head of practice from the enterprise are given in the appendix.

EDUCATIONAL-METHODOLOGICAL AND INFORMATION SUPPORT OF INDUSTRIAL PRACTICE

Main literature

9. Public health and health care [Electronic resource]: textbook / Medic V. A., Yuryev V. K. - 2nd ed., corrected. and additional - M. : GEOTAR-Media, 2016. - 608c.- http://www.studentlibrary.ru/book/ISBN9785970437100.html

10. Public health and healthcare [Electronic resource]: textbook / V.A. Medic, V.I. Lisitsin. - 4th ed., revised. and additional - M. : GEOTAR-Media, 2016. - 496c. http://www.studentlibrary.ru/book/ISBN9785970437018.htm

11. Public health and healthcare [Electronic resource]: textbook / Yu. P. Lisitsyn, G. E. Ulumbekova. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 544 p. - http://www.studentlibrary.ru/book/ISBN9785970432914.html

12. Public health and healthcare [Electronic resource]: textbook / V. A. Medic, V. K. Yuryev. - 3rd ed., revised. and additional - M. : GEOTAR-Media,

2015. - 288c. -http://www.studentlibrary.ru/book/ISBN9785970433256.html

13. Public health and health care, health economics In 2 vols. Vol. 1 [Electronic resource]: textbook / ed. V. Z. Kucherenko. - M. : GEOTAR-Media, 2013. - http://www.studentlibrary.ru/book/ISBN9785970424148.html

14. Public health and healthcare. Part 2: textbook at 2 pm: / I.A. Naumov [and others]; ed. I.A. Naumov. - Minsk: "The Highest School", 2013. - 351 p. http: //znanium.com /catalog.php?bookinfo=509081

15. Public health and healthcare. National leadership / ed. V. I. Starodubova O. P. Shchepina and others - M. : GEOTAR-Media, 2012. -624 p.http://www.rosmedlib.ru/

16. Collection of tasks on public health: teaching aid / N.Yu. Perepelkin [i dr.].– Electron. text data. - Orenburg: Orenburg State Medical Academy, 2011. - 84 p.http: //www.iprbookshop.ru/21865.html

additional literature

1. Petrov V.I. Evidence-based medicine: textbook for medical schools and postgraduate education of doctors / V. I. Petrov, S. V. Nedogoda. M.: GEOTAR-Media, 2012.- 141 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730071&theme=FEFU

2. Trukhacheva N.V. Mathematical statistics in biomedical research using the Statistica package / NV Trukhacheva. M.: GEOTAR-Media, 2012. -379 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730137&theme=FEFU

3. Ulumbekova G.E. Health care of Russia. What to do. Scientific substantiation of the "Strategy for the development of health care in the Russian Federation until 2020". - M. : GEOTAR - Media, 2010. - 594 p.

http://lib.dvfu.ru:8080/lib/item?id=Geotar:/usr/vtls/ChamoHome/visualizer/data_geotar/geotar.xml.part1816..xml&theme=FEFU

4. Health Economics / Under. ed. Reshetnikova A.V. - M. : GEOTAR-MED, 2nd ed., 2010. - 272 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:350145&theme=FEFU

11. Examination of harm to health. Loss of General and Professional Ability to Work: Scientific and Practical Guide / Ed. prof. V.A. Klevno, S.N. Puzina - M.: Norma: NITs INFRA-M, 2013.– 320 s.http: //z№a№ium.com/catalog.php?booki№fo=415405

The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

1.Patent database and patent searchhttp://www.freepatent.ru/

2.Internet health portalhttp://bio-x.ru/go.mail.ru/search?rf=e.mail.ru&fm=1&us=15&usln=3&usstr=health&usqid=7d41348ea69338f3&hasnavig=1&sbmt=1509229987234&q=health

3.Site researchhttps://infopedia.su/4x3e87.html; https://dic.academic.ru/dic.nsf/ruwiki/663252

4. SSAU electronic library -http://library.sgau.ru

5.NEB -http://elibrary.ru

6.http://edu.znate.ru/docs/3997/index-94535-6.html

7. Student libraryhttp://www.studmedlib.ru

8.http://vladmedicina.ruMedical portal of Primorsky Krai

nine.http://www.rosminzdrav.ruOfficial website of the Ministry of Health of the Russian Federation

10.http://meduniver.comMedical site about various fields of medicine

List of information technologies and software

– Microsoft Office Professional Plus 2010;

- an office suite that includes software for working with various types of documents (texts, spreadsheets, databases, etc.);

–7Zip 9.20 - free file archiver with a high degree of data compression;

–ABBYY FineReader 11 - software for optical character recognition;

–Adobe Acrobat XI Pro - a software package for creating and viewing electronic publications in PDF format;

–ESET Endpoint Security - comprehensive protection of workstations based on Windows OS. Virtualization support + new technologies;

–WinDjView 2.0.2 is a program for recognizing and viewing files with the same name format DJV and DjVu.

LOGISTICS AND TECHNICAL SUPPORT OF INDUSTRIAL PRACTICE

Premises and equipment (personal computers), the SHBM library are used to implement the work practice program

Independent preparation of students for practical classes is carried out in computer classes equipped with Internet access.

For persons with disabilities and the disabled, the choice of places for internship is consistent with the requirement of their accessibility for these students, and the practice is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

Computer class for 22 workplaces: HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB	690922, Primorsky Territory,

DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, W, usb kbd/ mse, Win7Pro(64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty (25 pcs.)	Vladivostok, Russian Island, Saperny Peninsula, Ayaks settlement, 10, room M612, area 47.2 m²
HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW,GigEth,Wi-Fi,BT,usb kbd/ mse,Win7Pro (64-bit)+Win8.1Pro(64-bit),1-1-1 Wty Internet access speed 500 Mbps. Workplaces for people with disabilities are equipped with Braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines, a video enlarger with the ability to regulate color spectra; magnifying electronic loupes and ultrasonic markers	Reading rooms of the FEFU Scientific Library with open access to the fund (building A - level 10)

Bases of educational and production practices:

25. FEFU Medical Center
26. GBUZ Regional Clinical Hospital No. 2
27. KGAUZ Vladivostok Clinical Hospital No. 2
28. KGBUZ Vladivostok clinical hospital №4
29. GBUZ Primorsky Regional Perinatal Center

VALUATION FUND
FOS passport according to
INDUSTRIAL PRACTICE "PROJECT PRACTICE" B2.V.07 (P)

1 Scale for assessing the formation of competencies

Table 1 - Scale for assessing the formation of competencies

Planned learning outcome (code and wording of planned practice results)	**The stage of competence formation, implemented within the framework of practice**	**Assessment Metrics**	**Criteria**
PC-3 the ability to organize, plan and control the activities of a structural	2 (base)	**Knows** basics of planning, organization and implementation of the activities of a structural unit of a medical organization	Not really

unit of a medical organization		**Can**analyze and evaluate performance indicators of a structural unit of a medical organization	Not really
		owns skills in preparing justification of volumes medical care and performance indicators in accordance with the necessary resources in the structural unit of the medical organization	Not really
PC-6 the ability to develop plans and programs, form a system of indicators for the activities of a medical organization, evaluate the effectiveness of a medical organization, develop options for management decisions and assess the risks associated with their implementation	2 (base)	**Knows**the main methods for developing plans and programs for the work of a medical organization, the formation of a system of indicators for the activities of a medical organization	Not really
		Canset and select the goal of the work of a medical organization, formulate tasks, form a system of indicators of the activities of a medical organization, evaluate the effectiveness of the activities of a medical organization	Not really
		ownsmethods of collecting, processing, analyzing information, knowledge about scientific areas in healthcare, ways to manage them, developing options for management decisions and assessing the risks associated with their implementation	Not really

The result of training is considered achieved if the level of competence formation is more than 60%.

Grading scale:

less than 60% - "unsatisfactory".

60% -79% of positively assessed indicators - "satisfactory",

80% - 89% - "good",

90% -100% - "excellent",

The final mark can be displayed as the arithmetic mean of marks for all assessed competencies (competency elements).

Evaluation scale and criteria for evaluating the results of defending a practice report

When grading "excellent" when defending a practice report, the student must demonstrate a high level, "good" grades - an advanced level, and "satisfactory" grades - threshold.

The main objects of evaluation of the results of the internship:

– business activity of the student in the course of practice;
– industrial discipline of the student;
– the quality of the individual task;
– registration of the practice diary;
– quality of execution and execution of the practice report;
– the level of answers when passing the test (report defense);
– characteristics and evaluation of the work of the student by the head of the practice from the place of internship

When grading, the following indicators are taken into account:

– depth of disclosure of the chosen research topic;
– scientific novelty and independence of the research;
– compliance of the level of educational and methodological materials prepared by the undergraduate on the topic of the lesson with the requirements;
– assessment of the methodological level of preparation, organization and conduct of a training session;
– compliance of reporting documents on the practice with the basic requirements;
– characteristics from the place of internship;
– participation in the final conference;
– the opinion of the supervisor.

Criteria for grading a student in the practice test

Grade	**Requirements for the formed competencies**
"Great"	The grade "excellent" is given to the student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the assignment in practice, knows how to closely link theory with practice, freely copes with tasks, questions and other types of application of knowledge, knows how to give examples, answered all questions during the defense of the practice, the answers differ in logic, depth and completeness of the disclosure of the topic
"Good"	A “good” grade is given to a student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the practice task, copes well with tasks, questions and other types of application of knowledge, answered the main questions during the defense of the practice, the answers are logical and complete disclosure of the topic, however, one or two inaccuracies in the answer are allowed.
"satisfactorily"	The grade "satisfactory" is given to the student if he has completed the main part of the practice program, but is hardly able to use theoretical knowledge when completing the practice assignment, generally copes with tasks,

	questions and other types of application of knowledge, answers to questions during the defense of the practice are insufficient depth and completeness
"unsatisfactory"	The mark "unsatisfactory" is given to a student who has not completed the practice program, does not know how to use theoretical knowledge when completing the practice task, does not cope with tasks, questions and other types of application of knowledge, did not answer the main questions during the defense of the practice

A student who has not completed the practice program for a good reason is sent to practice again in his free time from classroom studies. A student who fails to complete an internship program without a valid reason or receives an unsatisfactory grade is considered to have an academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulations.

Typical tasks for assessing knowledge, skills and experience

During the practice, the student must complete an individual task to study certain areas of work or activities of the organization, solving specific problems in the interests of the practice base and FEFU.

Approximate individual assignments for practice

- preparation of materials on the topic of research work for presentation at conferences, round tables;
- developing the skill of compiling thematic lists of literature, catalogues, file cabinets and other types of descriptions, classifications and typologies;
- sorting and evaluation of the studied material according to the degree of novelty, relevance, specialization and other parameters;
- study and analysis of planning for a possible expansion of research activities;
- analysis and replenishment of information and methodological support by the host organization; comparative analysis of forms and methods of managing a medical organization;
- study of the comparative effectiveness of modern active and interactive teaching methods;
- study of the causes and experience of overcoming difficulties and problems arising in the activity.

Questions to defend the practice report:

1. The concept and structure of the medical services market.
2. Public administration in the market of medical services.
3. Interaction between subjects of the medical services market

4. Features of the functioning of the medical services market

5. Properties of the medical service

6. Study of supply and demand for medical services

7 Methods for assessing the supply and demand for medical services

8. Formation of demand for medical services

9. Types of market research of medical services. Methods of analysis and obtaining information about the market

10. Competition in the medical services market

11. Comparative and competitive advantages of modes of transport

12. Types of prices for medical services

13. Pricing policy, its types, variability depending on the conjuncture of the medical services market

14. Methods for setting the price of medical services

15. Commercial service of a medical organization and its main tasks

16. Organization of work with consumers

17. Quality management systems

18. Main directions for improving the quality and efficiency of medical services

19. Improving the efficiency of quality management within the framework of ISO 9000 standards.

20. Standards for indicators of the quality of medical services

Methodological materials defining the assessment procedure

To receive a positive assessment based on the results of the internship, the student must complete the internship program in full, complete and submit all necessary reporting documents to the Department in a timely manner.

The results of the work done should be reflected in the practice report. The report is checked and signed by the head of practice from the enterprise, then it is submitted to the head of practice from the university during the last week of practice on time. If the place of internship is the FEFU Department, the report is drawn up by the student and submitted to the head of the internship from the university.

The final grade for the practice is set on the basis of all submitted documents, through which the regularity of visiting the place of practice, the thoroughness of the report, the student's initiative shown in the process of practice and the ability for independent professional activity are revealed.

The results of the internship are evaluated according to the following criteria:

- the level of development of competencies;
- recall of the head of practice from the organization;

- practical results of the work carried out and their significance;

- the quality of the student's answers to questions on the merits of the report.

Based on the results of the practice and the protection of student reports, the teacher - head of the practice draws up a summary report.

The credit for practice is equal to the grades for theoretical training and is taken into account when summing up the overall progress of students. The grade obtained by students in the test is taken into account when assigning a scholarship.

Students who did not complete the program without a valid reason or received a negative assessment may be expelled from a higher educational institution as having an academic debt in the manner prescribed by the charter of the university.

Preparation of a practice report

The internship report is compiled in accordance with the main stage of the internship program and reflects the completion of an individual assignment. The volume of the report should be 15-25 pages of typewritten text (excluding appendices). The report is drawn up on A4 paper (210x297 mm) and bound in a single block. The text of the report is presented on one side of the sheet, in Times New Roman font, size 14, with 1.5 intervals. Each page of the work is drawn up with the following margins: left - 30 mm; right - 10 mm; top - 20 mm; lower - 20 mm. Paragraph indentation in the text - 1.5 cm. All pages of the work must have continuous numbering, including applications. The numbering is in Arabic numerals, with the page number placed in the lower right corner, starting from the table of contents after the title page.

The report must be illustrated with tables, graphs, diagrams, completed forms, drawings. The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number. Diagrams, figures, tables and other illustrative material located on separate sheets are included in the general page numbering, but are not counted in the scope of work. If they cannot be shown in computer graphics, they should be done in black ink or ink. The title page is included in the overall page numbering, but the page number is not included on the title page. Digital material should be presented in the form of tables. The table should be placed in the report immediately after the text in which it is mentioned for the first time, or next page. All tables should be referenced in the text of the report. Tables should be numbered with Arabic numerals in serial numbering within the entire text of the report. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs,

diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page.

Contents of report sections

Title page (Appendix 1)

Content

Introduction

Main part

- General characteristics of the practice base
- Description of the workplace and functional responsibilities
- Individual task for internship (Appendix 2)

Conclusion on the results of practice

List of used sources and literature

Applications.

Recommendations for the content of the report

In the introduction, it is necessary to describe the goals and objectives of the practice, give a brief description of the place of practice (organization), and formulate the mission of the organization.

The main part should contain a description of the history of the creation of the place of practice, the organizational structure of the enterprise, the competitive environment of the organization, the scope of the object of practice.

The following describes the stages of work in accordance with the individual task, provides suggestions for improving and organizing the work of a medical organization.

The conclusion reflects the results achieved, the analysis of the problems that have arisen and options for their elimination, their own assessment of the level of their professional training based on the results of the practice. The report should reflect the student's opinion on the issues studied during the theoretical training, their correspondence to real activities, as well as what special skills and knowledge the student acquired during the practice.

Attached to the internship report are:

- review of the internship leader from the host side: characteristics of the intern's attitude to work, discipline, the presence of the necessary work skills, demonstrated business and moral qualities, an overall assessment of the entire work of the intern during the period of internship, in any form (if the place of internship is FEFU, feedback head of practice is not issued);

- an internship diary certified by the internship supervisor from the host country, including a list and a brief description of the daily types of work performed by the student during the internship in accordance with the internship schedule (Appendix 3).

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE:
Head of OP
_____FULL NAME.
"____" _____20__

INDIVIDUAL TASK

on _____
(type of practice)

student _____groups _____
(Name of the student)

Educational program_____
_____
_____

Base (place, organization) of practice_____
_____

Terms of practice from _____20___ to _____ 20___

Generalized task statement	

Job Schedule

Name of the tasks (activities) that make up the task	Task completion date (activities)
1.	
2.	
3.	

Practice leader _____ _____
signature Full name, position

APPENDIX 2

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

A DIARY

according to _____
practice
student _____ group _____
program_____
Place of practice _____
Term of practice _____
weeks_____

Head of practice from FEFU
_____
Head of practice from a specialized organization
_____

1. Student's calendar schedule

No. p \ p	Name of works	calendar dates		Surname of the head of the practice
		Start	ending	

2. Student work diary

date of	Brief summary of the trainee's work	Signature leader

3. Report protection results

The report is protected by "____" _____ 20___

Rated _____

Department Director _____

APPENDIX 3

Practice Report Title Page Form

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

The report is protected with an estimate
_____
"_____" _____ 20__

Supervisor
educational program
_____FULL NAME

.

REPORT
about the internship "…"
(full name of the profile organization)

Student of _____ group _____ (_____)
Signature Full name
Practice leader
from the relevant organization _____ (_____)
Signature Full name

Practice leader
from FEFU _____ (_____)
Signature Full name

APPENDIX 4

Form of referral to educational practice

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

DIRECTION
for work practice

student of __ course
Surname First name Patronymic of the group _____
(Full Name)

sent to _____
name of the base organization

the address _____

Order on referral to educational practice dated No. _____
for passing _____
in the direction of training _____
_____
for a period from _____ 20 to _____ 20 (continuous / discrete)

Head of educational practice

M.P. _____ _____ _____
(position, academic title) (signature) (I.O.F)

Marks on completion and timing of practice

Company name	Check-in and check-out	Signature, signature transcript, seal
Name of the enterprise, organization in accordance with the contract	Arrived __.__.20__	
	Dropped out __.__.20__	

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE
Director of the School of
Biomedicine Yu.S.
Khotimchenko
Full name

February 02, 2021

WORKING PROGRAMM
INTERNSHIP
Work experience internship. Research training
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Vladivostok
2021

1. Regulatory documentation

The practice program is designed in accordance with:

-requirements of the federal state educational standard of higher educationin the field of study 32.04.01 Public health, approved by order of the Ministry of Education and Science of the Russian Federation dated May 31, 2017. No. 485.

- Order of the Ministry of Education and Science of the Russian Federation of April 5, 2017 N 301 "On Approval of the Procedure for Organization and Implementation of Educational Activities in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs, Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated June 29, 2015 No. 636 "On Approval of the Procedure for Conducting State Final Attestation in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs and Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated November 9, 2015 No. 1309 “On Approval of the Procedure for Ensuring Accessibility for Disabled Persons of Objects and Services Provided in the Sphere of Education, as well as Providing Them with the Necessary Assistance”;

- with the Regulations on the Funds for Evaluation Funds of Educational Programs of Higher Education - Bachelor's, Specialist's, Master's Programs of the Far Eastern Federal University, approved by order of the rector of May 12, 2015 No. 12-13-850;

- Regulations on the practice of students studying educational programs of higher education - bachelor's programs, specialist's programs and master's programs in FEFU schools, approved by order of May 14, 2018. No. 12-13-870.

2. OBJECTIVES OF SCIENTIFIC RESEARCH PRACTICE

OWithThe new goal of the master's research practice is to develop the ability to independently perform research work related to solving professional problems, which is necessary in further professional activity.

3. OBJECTIVES OF SCIENTIFIC RESEARCH PRACTICE

1. Development of professional research thinking of the master, the formation of a clear idea of the main professional tasks and ways to solve them;

2. Formation of the ability to plan research work in solving professional problems using modern research methods, modern equipment and computing facilities;

3. Formation of the ability to competently use modern technologies for collecting information, processing and interpreting the obtained experimental data;

4. Conducting bibliographic work on the topic being performed with the involvement of modern information technologies;

5. Carrying out the processing and analysis of the obtained data, comparing the results of our own research with the data available in the literature; 6. Ensuring the ability of a critical approach to the results of one's own research, readiness for professional self-improvement and development of creative potential and professional skills.

four.GENERAL INFORMATION ABOUT SCIENTIFIC RESEARCH PRACTICE

General information about the practice is presented in Table 1.

Table 1

Type of practice	*Production*
Practice Type	*Research practice B2.V.08(P)*
Method of carrying out	*Stationary*
Form(s) of holding	*Discretely*
Scope of practice in credits	12 z.u.
Practice duration	*8 weeks, 432 ac. hour.*
Course, semester	*2 course; 4 semester*
Bases of practice	*FEFU Medical Center,* *in medical organizations at the place of work of undergraduates with the conclusion of contracts*

PLANNED RESULTSSCIENTIFIC RESEARCH PRACTICE

Table 2 presents the planned results of the practice

table 2

Professional competencies of graduates and indicators of their achievement:

Code and name of professional competence	PS code (if PS is available) or reference to other grounds	Labor function code (if there is a PS)	Competence achievement indicators
Type of tasks of professional activity: research			
PC-1 Ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and			PC-1.1 Knows the principles of collecting and processing information PC-1.2 Can create a data matrix, code the material

indicators characterizing the state of public health			PC-1.3 Owns statistical methods of data processing, including using information and analytical systems and the information and telecommunication network "Internet"
Type of tasks of professional activity: organizational and managerial			
PC-2 Ability to prepare presentation materials, information and analytical materials, information about the activities of a medical organization or its divisions, conducting organizational and methodological activities in a medical organization			PC-2.1 Knows how to organize, manage, plan medical activities PC-2.2 Able to carry out organizational and methodological work in the divisions of a medical organization PC-2.3 Possesses management skills to conduct organizational and methodological activities in a medical organization

THE PLACE OF SCIENTIFIC RESEARCH PRACTICE IN THE STRUCTURE OF THE EDUCATIONAL PROGRAM

Research practice is an integral part of the "Practices" section of the main professional educational program of higher education in the field of study 32.04.01 Public Health (master's level). Undergraduates pass research in the 2nd year of study in the 4th semester.

As a result of research work, the student should know:

- methods of critical analysis and evaluation of modern scientific achievements;
- research methods;
- the main concepts of modern philosophy of science, the main stages of the evolution of science, the functions and foundations of the scientific picture of the world;
- methods and stages of strategic planning in health care, the structure and purpose of program and project planning;
- modern information technologies for obtaining data for practical health care and scientific data;
- modern information methods and techniques aimed at collecting, processing and analyzing data on the health status of the population;
- modern information and telecommunication technologies;

- descriptive statistics (types of statistical values, methods for their calculation, characteristics of the distribution of a sign in the statistical population, representativeness, average level and variability of data);
- basic parametric and non-parametric methods for assessing the reliability of differences in statistical values; basic parametric and non-parametric methods for assessing the relationship between features;
- methods for assessing the dynamics of phenomena and forecasting;
- an algorithm for preparing the developed methods and techniques aimed at protecting the health of citizens for implementation in practical healthcare, taking into account the structure of the modern healthcare system;
- methods of financial management, the content of financial resources of health care, the direction of movement of financial flows in health care, the system of health accounts;

be able to:

- analyze alternative options for solving research and practical problems and evaluate the potential gains / losses in the implementation of these options;
- when solving research and practical problems, generate new ideas that can be operationalized based on available resources and constraints;
- use the provisions and categories of the philosophy of science for the analysis and evaluation of various facts and phenomena;
- to form criteria for evaluating the effectiveness of the main types of medical care, to interpret the main performance indicators of medical organizations and regional health care systems;
- carry out strategic planning;
- on the basis of the formed state task, determine the need for medical personnel, form an optimal structural and organizational model of a healthcare institution;
- use modern information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- use software products to control the expenditure of material, technical and financial resources of a medical organization;
- prepare a plan and program for statistical research;
- to form an electronic database for storage and subsequent development of data;
- generate new methods and techniques aimed at protecting the health of citizens with a high potential for effectiveness and expediency of implementation in practical healthcare;

- evaluate the efficiency of the use of material resources in a particular healthcare institution, taking into account the use of standards and procedures for the provision of medical care, suggest ways to reduce material costs and increase the efficiency of expenses in the activities of a medical organization, calculate the threshold for profitability of paid medical services, analyze ways to save costs;

own:

- skills in analyzing methodological problems that arise in solving research and practical problems, including in interdisciplinary areas;
- the skills of critical analysis and evaluation of modern scientific achievements and results of activities to solve research and practical problems, including in interdisciplinary areas;
- skills in analyzing the main worldview and methodological problems, incl. interdisciplinary character arising in science at the present stage of its development;
- planning technologies in professional activities in the field of scientific research;
- methodology for calculating and analyzing public health indicators and performance indicators of medical organizations of regional health systems;
- a methodology for selecting criteria for monitoring various processes in healthcare, adjusting plans in accordance with the results of monitoring, skills in building a standard document, organizing and holding a business meeting;
- methodology for the formation of state tasks of a medical organization;
- an analytical method for assessing the state of human resources, determining the need for human resources, the compliance of the practical activity of a specialist with functional and professional job requirements;
- skills in the implementation of information technologies in practical healthcare, to obtain scientific data for forecasting and analyzing population health indicators, planning, evaluating effectiveness, etc.;
- methods of computer statistical data analysis;
- skills of work in commonly used and specialized computer programs for statistical analysis;
- the skills of implementing the developed methods and techniques aimed at protecting the health of citizens based on a comparative analysis of the final results of activities, economic and medical and social efficiency;

methods of analyzing the socio-economic efficiency of medical, preventive measures, planning optimal structural changes in order to achieve the maximum socio-economic efficiency of the health care system..

STRUCTURE AND CONTENTSCIENTIFIC RESEARCH PRACTICE

Practice Stage	Types of work in practice, including independent work of students	Content in didactic units
Preparatory (organizational)	Instruction at the university	Familiarization with the safety regulations, the conditions for the internship, the timing, the content of the mandatory activities, the requirements for the preparation of the report. Safety briefing
Basic	Methodology for planning and organizing scientific and practical research (forms, types, methods and stages)	Modern information technologies and methodological approaches to the collection and analysis of the results of scientific and practical research
		Key professional information resources and databases
		Rules for registration and presentation of resultsscientific and practical research
final	Making a practice report (practice diary)	Protection of the practice report

EDUCATIONAL AND METHODOLOGICAL SUPPORT FOR INDEPENDENT WORK OF STUDENTS ONSCIENTIFIC RESEARCH PRACTICE

Educational and methodological support for independent work of undergraduates in research practice are:

1. Normative documents regulating the activities of the organization in which the training practice takes place
2. Forms of accounting, financial,statistical, internal reporting, developed in the organization and instructions for filling them out
3. Methodological developments for masters, which determine the order of passage and the content of educational practice.

Content of research practice

Organizational and methodological activities of a medical organization

Tasks, content and methods of organizational and methodological work of a medical organization. Organizational and methodological department (office). Normative-legal documents on the work of the organizational and methodological department. Content and scope of work of the OMO. Job descriptions for the head, doctors and other OMO personnel. Methods of interaction between medical departments in multidisciplinary medical organizations in solving organizational and methodological problems. Organization, collection and processing of medical

and statistical information. Analysis of performance indicators according to the reporting data of medical organizations and departments of the relevant profile. Calculation and analysis of indicators characterizing the quality and effectiveness of medical care. Drawing up a comprehensive plan of organizational and methodological work: analytical and statistical, operational, tactical. Organization of strategic planning: strategy and tactics of planning. Planning methods, development of regulations and internal standards, planning of departments of a medical organization, linking plans, activities.

Organization of office work and document flow in a medical institution

Normative-legal support of organizational and administrative workflow. Application of the Federal Law of July 27, 2006 N 152-FZ "On Personal Data". Internal document flow of a medical institution to streamline the organizational structure. Principles of compilation, flow charts. Organization of work with documents: requirements and recommendations. Checking a medical institution in terms of document management Responsibility of the institution, manager, employee Work with regulatory documents (orders, orders, decrees, decisions), work with methodological and regulatory literature, work with letters, appeals Basics of office work List of cases Unified documentation system Incoming and outgoing documents Deadlines.

Organization of the work of economic and accounting services in a medical organization. Monitoring of financial and economic indicators

Fundamentals of economic analysis and planning of the activities of a medical organization. Organization of work on planning, rational use of labor, material and financial resources, identification of reserves and ensuring effective activities for the provision of medical care.

Financing of a medical organization in the conditions of compulsory medical insurance. Financial analysis of the activities of medical institutions. Evaluation of the effectiveness of the activities of the Ministry of Defense in the context of funding sources.

Entrepreneurial activity of a medical organization, basic principles of pricing for medical services.

Regulation and remuneration of labor in healthcare institutions. Transition to new industry labor standards. The regulatory framework governing labor relations and the implementation of an effective contract in healthcare. Staffing, optimization of the structure of a medical organization. Evaluation of personnel performance.

Features of procurement in health care. Organization and management of procurement activities in the Ministry of Defense: justification, regulation and

planning, taking into account the needs of medical organizations. Control in the field of state and municipal procurement.

Legal regulation of accounting and reporting. Features of accounting policy and internal documents regulating the work of the accounting department of a medical organization. Taxation of a medical organization.

Control over the financial and economic activities of the MO. Misuse of funds.

FORMS OF CERTIFICATION (BY THE RESULTS OF PRACTICE)

In accordance with the FEFU OS in the direction04/32/01 - Public Health (Master's), certification based on the results of the practice is carried out on the basis of a written report of the undergraduate, drawn up in accordance with the established requirements, and the recall of the head of the practice from production. Based on the results of certification, a test is issued with an assessment.

It is recommended to organize training seminars following the results of practices, where the most interesting reports of undergraduates are heard.

Undergraduates who have not completed the internship program for good reasons are sent to internship a second time, in their free time (on the proposal of the EP Administrator).

Undergraduates who did not complete the internship program without good reason or received an unsatisfactory grade are expelled from FEFU for academic failure.

The practice score is entered into the electronic examination sheet and the record book by the head of the practice. The head of the practice draws up a report and submits it to the director of the Department no later than two weeks after the attestation of the group.

Criteria for assessments when defending a report on educational practice (credit with an assessment):

"Excellent" - the report is made in accordance with the requirements for it using computer technology, the answers to the questions posed by the head of practice are covered in full, with a sufficient degree of professionalism and competence, the content of the answers indicates the confident knowledge of the undergraduate and his ability to solve professional tasks.

"Good" - the report is made in accordance with the requirements for it, but there are small inaccuracies, inaccuracy in execution, an incomplete answer to one question asked by the supervisor, but the content of the answers indicates sufficient knowledge of the undergraduate and the ability to solve professional problems.

“Satisfactory” - the report was completed in violation of the requirements for registration, sections in the report were omitted, inaccuracy in execution, poor orientation of the undergraduate on the report, incomplete answers to two questions, the content of the answers indicates the knowledge of the undergraduate and his limited ability to solve professional problems.

"Unsatisfactory" - the submitted report on the practice does not meet the requirements, the topic is not disclosed, the undergraduate does not understand the questions asked by the head of the practice, cannot answer questions related to the place of internship and the performance of his duties.

The practice report should consist of a title page, table of contents, main part, conclusion, list of sources and literature used, appendices (if any). As attachments, the practice report may include copies of documents (regulations, reports, etc.) studied and used by the student during the period of practice.

The practice report is provided on A4 sheets, top and bottom margins - 20 mm, right - 15 mm, left - 30 mm, text alignment - in width, paragraph indentation - 1.25 cm. profile organization and individual task) should be at least 15 pages of printed text. The text is prepared using the text editor Microsoft Word (or equivalent) and saved as a file in .doc or docx format using 1.5 spacing and using 14 Times New Roman font size.

For each type of production practice, a report is drawn up and practice diaries are filled in.

The form of the title page of reports, diaries of practice and the review of the head of practice from the enterprise are given in the appendix.

EDUCATIONAL AND INFORMATION SUPPORTSCIENTIFIC RESEARCH PRACTICE

Main literature

1. Public health and health care [Electronic resource]: textbook / Medic V. A., Yuryev V. K. - 2nd ed., corrected. and additional - M. : GEOTAR-Media, 2016. - 608c.- http://www.studentlibrary.ru/book/ISBN9785970437100.html

2. Public health and healthcare [Electronic resource]: textbook / V.A. Medic, V.I. Lisitsin. - 4th ed., revised. and additional - M. : GEOTAR-Media, 2016. - 496c. http://www.studentlibrary.ru/book/ISBN9785970437018.htm

3. Public health and healthcare [Electronic resource]: textbook / Yu. P. Lisitsyn, G. E. Ulumbekova. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 544 p. - http://www.studentlibrary.ru/book/ISBN9785970432914.html

4. Public health and healthcare [Electronic resource]: textbook / V. A. Medic, V. K. Yuryev. - 3rd ed., revised. and additional - M. : GEOTAR-Media,

2015. - 288c. -http://www.studentlibrary.ru/book/ISBN9785970433256.html

5. Public health and health care, health economics In 2 vols. Vol. 1 [Electronic resource]: textbook / ed. V. Z. Kucherenko. - M. : GEOTAR-Media, 2013. - http://www.studentlibrary.ru/book/ISBN9785970424148.html

6. Public health and healthcare. Part 2: textbook at 2 pm: / I.A. Naumov [and others]; ed. I.A. Naumov. - Minsk: "The Highest School", 2013. - 351 p. http: //znanium.com /catalog.php?bookinfo=509081

7. Public health and healthcare. National leadership / ed. V. I. Starodubova O. P. Shchepina and others - M. : GEOTAR-Media, 2012. -624 p.http://www.rosmedlib.ru/

8. Collection of tasks on public health: teaching aid / N.Yu. Perepelkin [i dr.].– Electron. text data. - Orenburg: Orenburg State Medical Academy, 2011. - 84 p.http: //www.iprbookshop.ru/21865.html

additional literature

1. Petrov V.I. Evidence-based medicine: textbook for medical schools and postgraduate education of doctors / V. I. Petrov, S. V. Nedogoda. M.: GEOTAR-Media, 2012.- 141 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730071&theme=FEFU

2. Trukhacheva N.V. Mathematical statistics in biomedical research using the Statistica package / NV Trukhacheva. M.: GEOTAR-Media, 2012. -379 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730137&theme=FEFU

3. Ulumbekova G.E. Health care of Russia. What to do. Scientific substantiation of the "Strategy for the development of health care in the Russian Federation until 2020". - M. : GEOTAR - Media, 2010. - 594 p.

http://lib.dvfu.ru:8080/lib/item?id=Geotar:/usr/vtls/ChamoHome/visualizer/data_geotar/geotar.xml.part1816..xml&theme=FEFU

4. Health Economics / Under. ed. Reshetnikova A.V. - M. : GEOTAR-MED, 2nd ed., 2010. - 272 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:350145&theme=FEFU

11. Examination of harm to health. Loss of General and Professional Ability to Work: Scientific and Practical Guide / Ed. prof. V.A. Klevno, S.N. Puzina - M.: Norma: NITs INFRA-M, 2013.– 320 s.http: //z№a№ium.com/catalog.php?booki№fo=415405

The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

1.Patent database and patent searchhttp://www.freepatent.ru/

2.Internet health portalhttp://bio-x.ru/go.mail.ru/search?rf=e.mail.ru&fm=1&us=15&usln=3&usstr=health&usqid=7d41348ea69338f3&hasnavig=1&sbmt=1509229987234&q=health

3.Site researchhttps://infopedia.su/4x3e87.html; https://dic.academic.ru/dic.nsf/ruwiki/663252

4. SSAU electronic library -http://library.sgau.ru

5.NEB -http://elibrary.ru

6.http://edu.znate.ru/docs/3997/index-94535-6.html

7. Student libraryhttp://www.studmedlib.ru

8.http://vladmedicina.ruMedical portal of Primorsky Krai

nine.http://www.rosminzdrav.ruOfficial website of the Ministry of Health of the Russian Federation

10.http://meduniver.comMedical site about various fields of medicine

List of information technologies and software

– Microsoft Office Professional Plus 2010;

- an office suite that includes software for working with various types of documents (texts, spreadsheets, databases, etc.);

–7Zip 9.20 - free file archiver with a high degree of data compression;

–ABBYY FineReader 11 - software for optical character recognition;

–Adobe Acrobat XI Pro - a software package for creating and viewing electronic publications in PDF format;

–ESET Endpoint Security - comprehensive protection of workstations based on Windows OS. Virtualization support + new technologies;

–WinDjView 2.0.2 is a program for recognizing and viewing files with the same name format DJV and DjVu.

LOGISTICS AND TECHNICAL SUPPORT OF INDUSTRIAL PRACTICE

Premises and equipment (personal computers), the SHBM library are used to implement the work practice program

Independent preparation of students for practical classes is carried out in computer classes equipped with Internet access.

For persons with disabilities and the disabled, the choice of places for internship is consistent with the requirement of their accessibility for these students, and the practice is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

Computer class for 22 workplaces: HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB	690922, Primorsky Territory,

DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, W, usb kbd/ mse, Win7Pro(64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty (25 pcs.)	Vladivostok, Russian Island, Saperny Peninsula, Ayaks settlement, 10, room M612, area 47.2 m²
HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW,GigEth,Wi-Fi,BT,usb kbd/ mse,Win7Pro (64-bit)+Win8.1Pro(64-bit),1-1-1 Wty Internet access speed 500 Mbps. Workplaces for people with disabilities are equipped with Braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines, a video enlarger with the ability to regulate color spectra; magnifying electronic loupes and ultrasonic markers	Reading rooms of the FEFU Scientific Library with open access to the fund (building A - level 10)

Bases of educational and production practices:

30. FEFU Medical Center
31. GBUZ Regional Clinical Hospital No. 2
32. KGAUZ Vladivostok Clinical Hospital No. 2
33. KGBUZ Vladivostok clinical hospital №4
34. GBUZ Primorsky Regional Perinatal Center

VALUATION FUND
FOS passport according to PRODUCTION PRACTICE «Work experience internship. Research training»

1 Scale for assessing the formation of competencies

Table 1 - Scale for assessing the formation of competencies

Planned learning outcome (code and wording of planned practice results)	The stage of competence formation, implemented within the framework of practice	Assessment Metrics	Criteria

PC-1 the ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and indicators characterizing the state of health of the population	2 (base)	**Knows** principles for organizing applied and practical projects and other activities for the study and modeling of social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really
		Can carry out applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really
		owns skills in organizing applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population;	Not really
PC-2 the ability to prepare presentation materials, information and analytical materials, information about the activities of a medical organization or its divisions, conducting organizational and methodological activities in a medical organization	2 (base)	**Knows**basic methods of scientific research in health care, organization of research work, methods of preparing presentation materials, information and analytical references	Not really
		Canset and select the goal of the work, formulate tasks, publicly present the results of scientific work, prepare a certificate on the activities of a medical organization or its structural divisions	Not really
		owns methods of collecting, processing, analyzing information, knowledge of scientific areas in healthcare, ways to manage them, as well as methods and methods of conducting organizational and methodological activities in a medical organization	

The result of training is considered achieved if the level of competence formation is more than 60%.

Grading scale:

less than 60% - "unsatisfactory".

60% -79% of positively assessed indicators - "satisfactory",

80% - 89% - "good",

90% -100% - "excellent",

The final mark can be displayed as the arithmetic mean of marks for all assessed competencies (competency elements).

Evaluation scale and criteria for evaluating the results of defending a practice report

When grading "excellent" when defending a practice report, the student must demonstrate a high level, "good" grades - an advanced level, and "satisfactory" grades - threshold.

The main objects of evaluation of the results of the internship:

– business activity of the student in the course of practice;
– industrial discipline of the student;
– the quality of the individual task;
– registration of the practice diary;
– quality of execution and execution of the practice report;
– the level of answers when passing the test (report defense);
– characteristics and evaluation of the work of the student by the head of the practice from the place of internship

When grading, the following indicators are taken into account:

– depth of disclosure of the chosen research topic;
– scientific novelty and independence of the research;
– compliance of the level of educational and methodological materials prepared by the undergraduate on the topic of the lesson with the requirements;
– assessment of the methodological level of preparation, organization and conduct of a training session;
– compliance of reporting documents on the practice with the basic requirements;
– characteristics from the place of internship;
– participation in the final conference;
– the opinion of the supervisor.

Criteria for grading a student in the practice test

Grade	**Requirements for the formed competencies**
"Great"	The grade "excellent" is given to the student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the assignment in practice, knows how to closely link theory with practice, freely copes with tasks, questions and other types of application of knowledge, knows how to give examples, answered all questions during the defense of the practice, the answers differ in logic, depth and completeness of the disclosure of the topic
"Good"	A “good” grade is given to a student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the practice task, copes well with tasks, questions and other types of application of knowledge, answered the main questions during the defense of the practice, the answers are logical and complete disclosure of the topic, however, one or two inaccuracies in the answer are allowed.

"satisfactorily"	The grade "satisfactory" is given to the student if he has completed the main part of the practice program, but is hardly able to use theoretical knowledge when completing the practice assignment, generally copes with tasks, questions and other types of application of knowledge, answers to questions during the defense of the practice are insufficient depth and completeness
"unsatisfactory"	The mark "unsatisfactory" is given to a student who has not completed the practice program, does not know how to use theoretical knowledge when completing the practice task, does not cope with tasks, questions and other types of application of knowledge, did not answer the main questions during the defense of the practice

A student who has not completed the practice program for a good reason is sent to practice again in his free time from classroom studies. A student who fails to complete an internship program without a valid reason or receives an unsatisfactory grade is considered to have an academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulations.

Typical tasks for assessing knowledge, skills and experience

During the practice, the student must complete an individual task to study certain areas of work or activities of the organization, solving specific problems in the interests of the practice base and FEFU.

Approximate individual assignments for practice

- conducting an empirical study;
- processing of the received material and formulation of conclusions;
- registration of the results of research activities;
- preparation of materials on the topic of research work for presentation at conferences, round tables;
- developing the skill of compiling thematic lists of literature, catalogues, file cabinets and other types of descriptions, classifications and typologies;
- sorting and evaluation of the studied material according to the degree of novelty, relevance, specialization and other parameters;
- study and analysis of planning for a possible expansion of research activities;
- analysis and replenishment of information and methodological support by the host organization; comparative analysis of forms and methods of managing a medical organization;
- study of the comparative effectiveness of modern active and interactive teaching methods;
- study of the causes and experience of overcoming difficulties and problems arising in the activity.

Questions to defend the practice report:

1. The concept and structure of the medical services market.
2. Public administration in the market of medical services.
3. Interaction between subjects of the medical services market
4. Features of the functioning of the medical services market
5. Properties of the medical service
6. Study of supply and demand for medical services
7 Methods for assessing the supply and demand for medical services
8. Formation of demand for medical services
9. Types of market research of medical services. Methods of analysis and obtaining information about the market
10. Competition in the medical services market
11. Comparative and competitive advantages of modes of transport
12. Types of prices for medical services
13. Pricing policy, its types, variability depending on the conjuncture of the medical services market
14. Methods for setting the price of medical services
15. Commercial service of a medical organization and its main tasks
16. Organization of work with consumers
17. Quality management systems
18. Main directions for improving the quality and efficiency of medical services
19. Improving the efficiency of quality management within the framework of ISO 9000 standards.
20. Standards for indicators of the quality of medical services

Methodological materials defining the assessment procedure

To receive a positive assessment based on the results of the internship, the student must complete the internship program in full, complete and submit all necessary reporting documents to the Department in a timely manner.

The results of the work done should be reflected in the practice report. The report is checked and signed by the head of practice from the enterprise, then it is submitted to the head of practice from the university during the last week of practice on time. If the place of internship is the FEFU Department, the report is drawn up by the student and submitted to the head of the internship from the university.

The final grade for the practice is set on the basis of all submitted documents, through which the regularity of visiting the place of practice, the

thoroughness of the report, the student's initiative shown in the process of practice and the ability for independent professional activity are revealed.

The results of the internship are evaluated according to the following criteria:

- the level of development of competencies;
- recall of the head of practice from the organization;
- practical results of the work carried out and their significance;
- the quality of the student's answers to questions on the merits of the report.

Based on the results of the practice and the protection of student reports, the teacher - head of the practice draws up a summary report.

The credit for practice is equal to the grades for theoretical training and is taken into account when summing up the overall progress of students. The grade obtained by students in the test is taken into account when assigning a scholarship.

Students who did not complete the program without a valid reason or received a negative assessment may be expelled from a higher educational institution as having an academic debt in the manner prescribed by the charter of the university.

Preparation of a practice report

The internship report is compiled in accordance with the main stage of the internship program and reflects the completion of an individual assignment. The volume of the report should be 15-25 pages of typewritten text (excluding appendices). The report is drawn up on A4 paper (210x297 mm) and bound in a single block. The text of the report is presented on one side of the sheet, in Times New Roman font, size 14, with 1.5 intervals. Each page of the work is drawn up with the following margins: left - 30 mm; right - 10 mm; top - 20 mm; lower - 20 mm. Paragraph indentation in the text - 1.5 cm. All pages of the work must have continuous numbering, including applications. The numbering is in Arabic numerals, with the page number placed in the lower right corner, starting from the table of contents after the title page.

The report must be illustrated with tables, graphs, diagrams, completed forms, drawings. The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number. Diagrams, figures, tables and other illustrative material located on separate sheets are included in the general page numbering, but are not counted in the scope of work. If they cannot be shown in computer graphics, they should be done in black ink or ink. The title page is included in the overall page numbering, but the page number is not included on the title page. Digital material should be

presented in the form of tables. The table should be placed in the report immediately after the text in which it is mentioned for the first time, or next page. All tables should be referenced in the text of the report. Tables should be numbered with Arabic numerals in serial numbering within the entire text of the report. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page.

Contents of report sections

Title page (Appendix 1)

Content

Introduction

Main part

- General characteristics of the practice base
- Job description and functional responsibilities
- Individual task for internship (Appendix 2)

Conclusion on the results of practice

List of used sources and literature

Applications.

Recommendations for the content of the report

In the introduction, it is necessary to describe the goals and objectives of the practice, give a brief description of the place of practice (organization), and formulate the mission of the organization.

The main part should contain a description of the history of the creation of the place of practice, the organizational structure of the enterprise, the competitive environment of the organization, the scope of the object of practice.

The following describes the stages of work in accordance with the individual task, provides suggestions for improving and organizing the work of a medical organization.

The conclusion reflects the results achieved, the analysis of the problems that have arisen and options for their elimination, their own assessment of the level of their professional training based on the results of the practice. The report should reflect the student's opinion on the issues studied during the theoretical training, their correspondence to real activities, as well as what special skills and knowledge the student acquired during the practice.

Attached to the internship report are:

- review of the internship leader from the host side: characteristics of the intern's attitude to work, discipline, the presence of the necessary work skills, demonstrated business and moral qualities, an overall assessment of the entire work of the intern during the period of internship, in any form (if the place of internship is FEFU, feedback head of practice is not issued);

- an internship diary certified by the internship supervisor from the host country, including a list and a brief description of the daily types of work performed by the student during the internship in accordance with the internship schedule (Appendix 3).

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE:
Head of OP
_____FULL NAME.
"____" _____20__

INDIVIDUAL TASK

on _____
(type of practice)

student _____groups _____
(Name of the student)

Educational program_____
_____
_____

Base (place, organization) of practice_____
_____

Terms of practice from _____20___ to _____ 20___

Generalized task statement	

Job Schedule

Name of the tasks (activities) that make up the task	Task completion date (activities)
1.	
2.	
3.	

Practice leader _____ _____
signature Full name, position

APPENDIX 2

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

A DIARY

according to _____
practice
student _____ group _____
program_____
Place of practice _____
Term of practice _____
weeks_____

Head of practice from FEFU
_____
Head of practice from a specialized organization
_____

1. Student's calendar schedule

No. p \ p	Name of works	calendar dates		Surname of the head of the practice
		Start	ending	

2. Student work diary

date of	Brief summary of the trainee's work	Signature leader

3. Report protection results

The report is protected by "____" _____ 20___

Rated _____

Department Director _____

APPENDIX 3

Practice Report Title Page Form

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

The report is protected with an estimate
_____
"_____" _____ 20__

Supervisor
educational program
_____FULL NAME

.

REPORT

about the internship "…"
(full name of the profile organization)

Student of _____ group _____ (_____)
Signature Full name
Practice leader
from the relevant organization _____ (_____)
Signature Full name

Practice leader
from FEFU _____ (_____)
Signature Full name

APPENDIX 4

Form of referral to educational practice

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

DIRECTION
for work practice

student of __ course
Surname First name Patronymic of the group _____
(Full Name)

sent to _____
name of the base organization

the address _____

Order on referral to educational practice dated No. _____
for passing _____
in the direction of training _____
_____
for a period from _____ 20 to _____ 20 (continuous / discrete)

Head of educational practice

M.P. _____ _____ _____
(position, academic title) (signature) (I.O.F)

Marks on completion and timing of practice

Company name	Check-in and check-out	Signature, signature transcript, seal
Name of the enterprise, organization in accordance with the contract	Arrived __.__.20__	
	Dropped out __.__.20__	

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE
Director of the School of
Biomedicine Yu.S.
Khotimchenko
Full name

February 02, 2021

WORKING PROGRAMM
INTERNSHIP
Work experience internship. Predegree practice
32.04.01 Public health
Master's program
Leadership and governance in public health (program in English for foreign citizens)

Vladivostok
2021

1. Regulatory documentation

The undergraduate practice program has been developed in accordance with:

-requirements of the federal state educational standard of higher educationin the field of study 32.04.01 Public health, approved by order of the Ministry of Education and Science of the Russian Federation dated May 31, 2017. No. 485.

- Order of the Ministry of Education and Science of the Russian Federation of April 5, 2017 N 301 "On Approval of the Procedure for Organization and Implementation of Educational Activities in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs, Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated June 29, 2015 No. 636 "On Approval of the Procedure for Conducting State Final Attestation in Educational Programs of Higher Education - Bachelor's Programs, Specialist's Programs and Master's Programs";

- Order of the Ministry of Education and Science of the Russian Federation dated November 9, 2015 No. 1309 “On Approval of the Procedure for Ensuring Accessibility for Disabled Persons of Objects and Services Provided in the Sphere of Education, as well as Providing Them with the Necessary Assistance”;

– with the Regulations on the Funds for Evaluation Funds of Educational Programs of Higher Education - Bachelor's, Specialist's, Master's Programs of FEFU, approved by order of the rector dated May 12, 2015 No. 12-13-850.

- Regulations on the practice of students mastering educational
higher education programs - undergraduate programs, specialist's programs and master's programs at FEFU schools, approved by order of May 14, 2018. No. 12-13-870.

2. OBJECTIVESUNDERGRADUATE PRACTICE

The main goal of undergraduate practicespecialty 32.04.01 "Public Health"is the performance of the final qualifying work (WQR) on the basis of independently conducted research work (R&D) to develop the ability to independently carry out research activities related to solving professional problems in modern conditions.

Research is carried out by a master student under the guidance of a scientific head, determined in the second semester. The direction of the research work of the undergraduate is determined in accordance with the master's program and the theme of the WRC.

3. OBJECTIVESUNDERGRADUATE PRACTICE

The tasks of undergraduate practice are:

- ensuring the formation of professional research thinking of undergraduates, the formation of a clear idea of the main professional tasks, ways to solve them;

- formation of skills to use modern technologies for collecting, processing and interpreting empirical data, possession of modern research methods;

- formation of the ability to design and implement in educational practice the new content of curricula, develop and implement innovative educational technologies;

- ensuring readiness for professional self-improvement, development of innovative thinking, creativity and professional skills;

- independent formulation and solution of problems arising in the course of research and teaching activities;in public health;

- conducting bibliographic work with the involvement of modern information technologies.

four.GENERAL INFORMATION ABOUT UNDERGRADUATE PRACTICE

General information about the practice is presented in Table 1.

Table 1

Type of practice	*Production*
Practice Type	*Work experience internship. Predegree practice*

Method of carrying out	*Stationary*
Form(s) of holding	*discrete, scattered*
Scope of practice in credits	3 credits
Practice duration	*2 weeks, 108 ac. hour.*
Course, semester	*2nd year, 4th semester*
Bases of practice	*FEFU Medical Center,* *in medical organizations at the place of work of undergraduates with the conclusion of contracts*

5. PLANNED RESULTSUNDERGRADUATE PRACTICE

Table 2 presents the planned results of the practice

table 2

Professional competencies of graduates and indicators of their achievement:

Code and name of professional competence	**PS code (if PS is available) or reference to other grounds**	**Labor function code (if there is a PS)**	**Competence achievement indicators**
Type of tasks of professional activity: research			
PC-1 Ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and indicators characterizing the state of public health			PC-1.1 Knows the principles of collecting and processing information PC-1.2 Can create a data matrix, code the material PC-1.3 Owns statistical methods of data processing, including using information and analytical systems and the information and telecommunication network "Internet"
Type of tasks of professional activity: organizational and managerial			
PC-2 Ability to prepare presentation materials, information and analytical materials, information about the activities of a medical organization or its divisions, conducting organizational and methodological activities in a medical organization			PC-2.1 Knows how to organize, manage, plan medical activities PC-2.2 Able to carry out organizational and methodological work in the divisions of a medical organization PC-2.3 Possesses management skills to conduct organizational and methodological activities in a medical

			organization
PC-3 The ability to organize, plan and control the activities of a structural unit of a medical organization			PC-3.1 Knows the standards of medical care PC-3.2 Knows how to assess the resources of a medical organization and implement a quality management system PC-3.3 Possesses the necessary skills for compiling reporting documentation, evaluating the activities of a healthcare institution
PC-4 The ability to analyze and evaluate the performance of a medical organization, manage the resources of a medical organization, develop and implement a quality management system in a medical organization, prepare a rationale for the volume of medical care in accordance with the resources of a medical organization and the needs of the population			PC-4.1 Knows the methodology for a comprehensive assessment of the performance of a medical organization PC-4.2 Able to develop and select the best areas for the activities of a medical organization PC-4.3 Possesses the skills of a systematic approach when developing development plans
PC-5 The ability to evaluate the effectiveness of the activities of a medical organization, develop and select optimal management decisions, develop a business plan for the development of a medical organization, use a process approach in managing a medical organization, use technological maps of the processes of a medical organization			PC-5.1 Knows the methods of planning a medical organization PC-5.2 Able to draw up a plan for a medical organization, develop business planning and investment projects PC-5.3 Proficient in planning, developing business planning and investment projects
PC-6 The ability to develop plans and programs, form a			PC-6.1 Knows the features of the formation of a system of indicators

system of indicators for the activities of a medical organization, evaluate the effectiveness of a medical organization, develop options for management decisions and assess the risks associated with their implementation			of a medical organization PC-6.2 Is able to evaluate the effectiveness of the medical organization, taking into account the formed system of indicators PC-6.3 Has the skills to form performance indicators, evaluate their effectiveness, as well as the ability to develop management decisions with an assessment of the risks associated with their implementation

6. THE PLACE OF UNDERGRADUATE PRACTICE IN THE STRUCTURE OF THE EDUCATIONAL PROGRAM

The Master of Public Health is a specialist who owns the methodological foundations of scientific work, modern information technologies, has the skills to analyze and synthesize heterogeneous information in the field of public health, is able to independently solve research problems, develop and
manage projects, prepared for research, analytical and teaching activities.

The close integration of educational, research, scientific and practical and scientific and pedagogical training, provided for by the Federal State Educational Standard of Higher Education in the field of study 32.04.01 Public Health, makes it possible to train masters who have all the necessary competencies, capable of solving complex professional problems and organizing new areas of activity. In accordance with the Federal State Educational Standard of Higher Professional Education in the field of study 32.04.01 Public Health, the educational program consists of educational and research components.Undergraduate practice is based on the study of all disciplines of the curriculum.

Pre-diploma practice reveals the level of preparation of a master's student in all areas of professional specialization and is a link between theoretical preparation

for a master's professional activity and the formation of practical experience in its implementation.

Pre-diploma practice is associated with disciplines, after mastering which, the student should know the main results of the latest research on management issues; models of behavior of economic agents; basic concepts, methods and tools for qualitative and quantitative analysis of management processes.

To pass the undergraduate practice, the student must be able to: analyze and develop an organization strategy based on modern methods and advanced scientific achievements; identify promising areas of scientific research; substantiate the significance of the problem under study, formulate hypotheses, conduct empirical and applied research.

Based on the development of the previous parts of the OEP, necessary for undergraduate practice, the student must master: the methodology and methodology for conducting scientific research; skills of independent scientific and research work.

During undergraduate practice, the student must

explore:

- literary sources on the topic under development for the purpose of their use in the implementation of the master's thesis;
- research methods and experimental work;
- rules for the operation of research equipment;
- methods of analysis and processing of experimental data;
- information technologies in scientific research, software products related to the professional field;
- requirements for the design of scientific and technical documentation;

execute:

- analysis, systematization and generalization of scientific and technical information on the topic of research;
- theoretical or experimental research in the framework of the tasks;

- analysis of the reliability of the results obtained;
- comparison of the results of the study of the object of development with domestic and foreign analogues;
- analysis of the scientific and practical significance of ongoing research.
- During the research practice, the student must finally formulate the topic of the master's thesis and justify the expediency of its development.

7. STRUCTURE AND CONTENTUNDERGRADUATE INTERNSHIP

Practice Stage	**Types of work in practice, including independent work of students**	**Labor intensity (in hours)**	**Current control form**
1.Preparatory	1. The study and mastering by undergraduates of the main basic courses of general professional disciplines and disciplines of subject training in accordance with the educational program. 2. The choice of institutions for students to practice in accordance with the goals and objectives of the practice, as well as the topic of scientific and managerial work. 3. Holding meetings with the administration, social work specialists of these institutions; conclusion of agreements with the administration on the provision of institutions as bases for internships. 4. Conducting an orientation conference on practice, familiarization with the organization, internal labor regulations, production briefing, including safety briefing.	36 (1 credit unit)	Methodological apparatus and research prospectus
2. Main	Fulfillment of test tasks, collection, processing and systematization of factual and literary material.	36 (1 credit unit)	Analytical report
3. Final	1. Analysis of the received information. 2. Preparation of a report on the practice, obtaining feedback-characteristics. 3. Submission of a report on practice, a diary and a review - characteristics for the department. 4. Elimination of remarks of the head of practice, protection of the report on	36 (1 credit unit)	Practice report

	practice.		

The content of undergraduate practice

Pre-graduation practice is carried out in the form of a real research project carried out by a student within the framework of an approved topic of scientific research in the direction of study and the topic of a master's thesis, taking into account the interests and capabilities of the departments in which it is carried out.

The work of undergraduates during the period of practice is organized in accordance with the logic of work on a master's thesis: the choice of a topic, the definition of a problem, an object and a subject of research; formulation of the purpose and objectives of the study; theoretical analysis of literature and research on the problem, selection of necessary sources on the topic (patent materials, scientific reports, technical documentation, etc.); compiling a bibliography; formulation of a working hypothesis; selection of the research base; definition of a complex of research methods; conducting a stating experiment; analysis of experimental data; presentation of research results. Undergraduates work with primary sources, monographs, abstracts and dissertations, consult with a supervisor and teachers.

The expected results from undergraduate practice are as follows:

- knowledge of the main provisions of the methodology of scientific research and the ability to apply them when working on the chosen topic of the master's thesis;
- ability to use modern methods of collection, analysis and processing of scientific information;
- the ability to present scientific knowledge on the research problem in the form of reports, publications of reports.

The total labor intensity of the practice is 15 credits, 540 hours, 10 weeks.

When conducting an internship, an individual educational trajectory, the topic of a master's thesis, as well as the type of professional activity chosen by a master's student are taken into account.

Undergraduate practice takes place in the form of individual independent work under the guidance of a supervisor (possible as a form without attachment to a specific research organization, and with attachment to a specific organization).

The practice includes the fulfillment by the student of a number of tasks aimed at the formation of the required competencies and the implementation of the research plan (preparation of a master's thesis).

Pre-diploma practice is accompanied by thematic consultations conducted by the leader individually with the student. Consultations are substantively streamlined, their terms are specified, as well as the materials provided for verification within the framework of each consultation.

8. EDUCATIONAL AND METHODOLOGICAL SUPPORT FOR INDEPENDENT WORK OF STUDENTS IN PRE-GRADUM PRACTICE

In the course of pre-diploma practice, the student must complete all the tasks outlined in the individual internship plan and submit a report.

The results of the internship are reflected in the report on undergraduate practice. The report must contain the results of activities reflected in the individual work plan during the period of undergraduate practice.

The report on the passage of undergraduate practice contains:

Title page(Appendix 1)

Content with section and subsection numbers, pages

Introduction

It formulates the goal and objectives that the author sets and solves during the internship and reflects in the report.

*Section 1.*An abstract review on one or more research issues of the master's thesis. The review should be based on the analysis of domestic and foreign literary sources (monographs, articles in periodicals, electronic databases, archives, analytical reviews). References should be made in the review and a bibliographic list, drawn up in accordance with GOST, should be attached.

*Section 2*Development of the main directions of scientific research on the topic of the master's thesis.

- substantiation of the topic of scientific research and its relevance;
- characteristics of the research topic: scientific novelty, practical and theoretical significance;
- research methods to be used.
- characteristics of the research methodology developed or used by the author.

*Section 3*Owriting of the performed research and the results obtained.

The data should be structured, presented in the form of tables, figures with the necessary explanations.

Conclusion

It is necessary to present the main conclusions obtained during the study, describe the limitations and prospects for continuing the research topic.

List of used literary sources(issued in accordance with GOST)

Applications

9. FORMS OF CERTIFICATION (BY THE RESULTS OF PRACTICE)

Based on the results of pre-diploma practice, magistracy students submit articles prepared by them for publication, prepare speeches for scientific and scientific-practical conferences and seminars.

Certification based on the results of the practice is carried out on the basis of the completed report and the review of the supervisor of the practice, the defense of the final qualifying work.

10. EDUCATIONAL-METHODOLOGICAL AND INFORMATIONAL SUPPORT OF PRE-GRADUATION PRACTICE

Main literature

9. Public health and health care [Electronic resource]: textbook / Medic V. A., Yuryev V. K. - 2nd ed., corrected. and additional - M. : GEOTAR-Media,

2016. - 608c.- http://www.studentlibrary.ru/book/ISBN9785970437100.html

10. Public health and healthcare [Electronic resource]: textbook / V.A. Medic, V.I. Lisitsin. - 4th ed., revised. and additional - M. : GEOTAR-Media, 2016. - 496c. http://www.studentlibrary.ru/book/ISBN9785970437018.htm

11. Public health and healthcare [Electronic resource]: textbook / Yu. P. Lisitsyn, G. E. Ulumbekova. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 544 p. - http://www.studentlibrary.ru/book/ISBN9785970432914.html

12. Public health and healthcare [Electronic resource]: textbook / V. A. Medic, V. K. Yuryev. - 3rd ed., revised. and additional - M. : GEOTAR-Media, 2015. - 288c. -http://www.studentlibrary.ru/book/ISBN9785970433256.html

13. Public health and health care, health economics In 2 vols. Vol. 1 [Electronic resource]: textbook / ed. V. Z. Kucherenko. - M. : GEOTAR-Media, 2013. - http://www.studentlibrary.ru/book/ISBN9785970424148.html

14. Public health and healthcare. Part 2: textbook at 2 pm: / I.A. Naumov [and others]; ed. I.A. Naumov. - Minsk: "The Highest School", 2013. - 351 p. http: //znanium.com /catalog.php?bookinfo=509081

15. Public health and healthcare. National leadership / ed. V. I. Starodubova O. P. Shchepina and others - M. : GEOTAR-Media, 2012. -624 p.http://www.rosmedlib.ru/

16. Collection of tasks on public health: teaching aid / N.Yu. Perepelkin [i dr.].– Electron. text data. - Orenburg: Orenburg State Medical Academy, 2011. - 84 p.http: //www.iprbookshop.ru/21865.html

additional literature

1. Petrov V.I. Evidence-based medicine: textbook for medical schools and postgraduate education of doctors / V. I. Petrov, S. V. Nedogoda. M.: GEOTAR-Media, 2012.- 141 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730071&theme=FEFU

2. Trukhacheva N.V. Mathematical statistics in biomedical research using

the Statistica package / NV Trukhacheva. M.: GEOTAR-Media, 2012. -379 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:730137&theme=FEFU

3. Ulumbekova G.E. Health care of Russia. What to do. Scientific substantiation of the "Strategy for the development of health care in the Russian Federation until 2020". - M. : GEOTAR - Media, 2010. - 594 p.

http://lib.dvfu.ru:8080/lib/item?id=Geotar:/usr/vtls/ChamoHome/visualizer/data_geotar/geotar.xml.part1816..xml&theme=FEFU

4. Health Economics / Under. ed. Reshetnikova A.V. - M. : GEOTAR-MED, 2nd ed., 2010. - 272 p.

http://lib.dvfu.ru:8080/lib/item?id=chamo:350145&theme=FEFU

11. Examination of harm to health. Loss of General and Professional Ability to Work: Scientific and Practical Guide / Ed. prof. V.A. Klevno, S.N. Puzina - M.: Norma: NITs INFRA-M, 2013.– 320 s.http: //z№a№ium.com/catalog.php?booki№fo=415405

The list of resources of the information and telecommunication network "Internet", necessary for the development of the discipline

1.Patent database and patent searchhttp://www.freepatent.ru/

2.Internet health portalhttp://bio-x.ru/go.mail.ru/search?rf=e.mail.ru&fm=1&us=15&usln=3&usstr=health&usqid=7d41348ea69338f3&hasnavig=1&sbmt=1509229987234&q=health

3.Site researchhttps://infopedia.su/4x3e87.html; https://dic.academic.ru/dic.nsf/ruwiki/663252

4. SSAU electronic library -http://library.sgau.ru

5.NEB -http://elibrary.ru

6.http://edu.znate.ru/docs/3997/index-94535-6.html

7. Student libraryhttp://www.studmedlib.ru

8.http://vladmedicina.ruMedical portal of Primorsky Krai

nine.http://www.rosminzdrav.ruOfficial website of the Ministry of Health of the Russian Federation

10.http://meduniver.comMedical site about various fields of medicine

List of information technologies and software

– Microsoft Office Professional Plus 2010;

- an office suite that includes software for working with various types of documents (texts, spreadsheets, databases, etc.);

–7Zip 9.20 - free file archiver with a high degree of data compression;

–ABBYY FineReader 11 - software for optical character recognition;

–Adobe Acrobat XI Pro - a software package for creating and viewing electronic publications in PDF format;

–ESET Endpoint Security - comprehensive protection of workstations based on Windows OS. Virtualization support + new technologies;

–WinDjView 2.0.2 is a program for recognizing and viewing files with the same name format DJV and DjVu.

11. LOGISTICS AND TECHNICAL SUPPORT OF INDUSTRIAL PRACTICE

Premises and equipment (personal computers), the SHBM library are used to implement the work practice program

Independent preparation of students for practical classes is carried out in computer classes equipped with Internet access.

For persons with disabilities and the disabled, the choice of places for internship is consistent with the requirement of their accessibility for these students, and the practice is carried out taking into account the peculiarities of their psychophysical development, individual capabilities and health status.

Computer class for 22 workplaces: HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW, GigEth, Wi-Fi, W, usb kbd/ mse, Win7Pro(64-bit)+Win8.1Pro(64-bit), 1-1-1 Wty (25 pcs.)	690922, Primorsky Territory, Vladivostok, Russian Island, Saperny Peninsula, Ayaks settlement, 10,

	room M612, area 47.2 m²
HP ProOpe 400 All-in-One 19.5 (1600x900), Core i3-4150T, 4GB DDR3-1600 (1x4GB), 1TB HDD 7200 SATA, DVD+/-RW,GigEth,Wi-Fi,BT,usb kbd/ mse,Win7Pro (64-bit)+Win8.1Pro(64-bit),1-1-1 Wty Internet access speed 500 Mbps. Workplaces for people with disabilities are equipped with Braille displays and printers; equipped with: portable devices for reading flat-print texts, scanning and reading machines, a video enlarger with the ability to regulate color spectra; magnifying electronic loupes and ultrasonic markers	Reading rooms of the FEFU Scientific Library with open access to the fund (building A - level 10)

Bases of educational and production practices:

1. FEFU Medical Center
2. GBUZ Regional Clinical Hospital No. 2
3. KGAUZ Vladivostok Clinical Hospital No. 2
4. KGBUZ Vladivostok clinical hospital №4
5. 5.GBUZ Primorsky Regional Perinatal Center

12.VALUATION FUND
FOS passport according to
INTERNSHIP "PRE-GRADUATION INTERNSHIP" B2.V.09 (P)

Table 1

The scale for assessing the formation of competencies

Planned learning outcome (code and wording of planned practice results)	The stage of competence formation, implemented within the framework of practice	Assessment Metrics	Criteria
PC-1 the ability to calculate, evaluate and analyze indicators characterizing the activities of a medical organization, and indicators characterizing the state of health of the population	2 (base)	Knowsprinciples for organizing applied and practical projects and other activities for the study and modeling of social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really
		Cancarry out applied and practical projects and other activities to study and model social, economic, epidemiological and other	Not really

		conditions that affect the health and quality of life of the population	
		ownsskills in organizing applied and practical projects and other activities to study and model social, economic, epidemiological and other conditions that affect the health and quality of life of the population	Not really
PC-2 the ability to prepare presentation materials, information and analytical materials, information about the activities of a medical organization or its divisions, conducting organizational and methodological activities in a medical organization	2 (base)	KnowsBasic methods of scientific research in health care, organization of research work, methods of preparing presentation materials, information and analytical references	Not really
		CanSet and select the goal of the work, formulate tasks, publicly present the results of scientific work, prepare a certificate on the activities of a medical organization or its structural divisions	Not really
		ownsMethods of collecting, processing, analyzing information, knowledge of scientific areas in healthcare, ways to manage them, as well as methods and methods of conducting organizational and methodological activities in a medical organization	Not really
PC-3 the ability to organize, plan and control the activities of a structural unit of a medical organization	2 (base)	Knowsbasics of planning, organization and implementation of the activities of a structural unit of a medical organization	Not really
		Cananalyze and evaluate performance indicators of a structural unit of a medical organization	Not really
		Possesses the skills to prepare a rationale for the volume of medical care and performance indicators in accordance with the necessary resources in the structural unit of a medical organization	Not really
PC-4 The ability to analyze and evaluate the performance of a medical organization, manage the resources of a medical organization, develop and implement a quality management system in a medical organization, prepare a rationale for the volume of medical care in accordance with the resources of a medical organization and the needs of the population	2 (base)	Knowsprinciples of organizing and implementing measures to ensure the protection of public healthand implementation of a quality management system in a medical organization	Not really
		Canplan activities to ensure the protection of public healthimplementation of a quality management system in a medical organization, preparation of a justification for the volume of medical care in accordance with the resources of a medical organization	Not really
		Has the skills to organize and implement measures to ensure the protection of public health, and also knows the methodsanalysis and evaluation of performance indicators of	Not really

		a medical organization, resource management of a medical organization, methods for developing and implementing a quality management system in a medical organization, preparing a justification for the volume of medical care in accordance with the resources of a medical organization and the needs of the population	
PC-5 the ability to assess the effectiveness of the activities of a medical organization, develop and select optimal management decisions, develop a business plan for the development of a medical organization, use a process approach in managing a medical organization, use technological maps of the processes of a medical organization	2 (base)	Knowsprinciples of goal setting, types and methods of organizational planning and fundamental concepts of financial management, as well as the method of a process approach to managing a medical organization	Not really
		Candevelop corporate, competitive and functional strategies for the development of the organization, develop investment projects and conduct their verification	Not really
		He owns the methods of formulating and implementing strategies at the business unit level, developing and implementing marketing programs, as well as methods of investment analysis and analysis of financial markets, a process approach in managing a medical organization and the ability to use flow charts of the processes of a medical organization.	Not really
PC-6 the ability to develop plans and programs, form a system of indicators for the activities of a medical organization, evaluate the effectiveness of a medical organization, develop options for management decisions and assess the risks associated with their implementation	2 (base)	Knowsthe main methods for developing plans and programs for the work of a medical organization, the formation of a system of indicators for the activities of a medical organization	Not really
		Canset and select the goal of the work of a medical organization, formulate tasks, form a system of indicators for the activities of a medical organization, evaluate the effectiveness of a medical organization	Not really
		Owns the methods of collecting, processing, analyzing information, knowledge of scientific areas in healthcare, ways to manage them, developing options for management decisions and assessing the risks associated with their implementation	Not really

The result of training is considered achieved if the level of competence formation is more than 60%.

Grading scale:

less than 60% - "unsatisfactory".

60% -79% of positively assessed indicators - "satisfactory",

80% - 89% - "good",

90% -100% - "excellent",

The final mark can be displayed as the arithmetic mean of marks for all assessed competencies (competency elements).

Evaluation scale and criteria for evaluating the results of defending a practice report

When grading "excellent" when defending a practice report, the student must demonstrate a high level, "good" grades - an advanced level, and "satisfactory" grades - threshold.

The main objects of evaluation of the results of the internship:

- business activity of the student in the course of practice;
- industrial discipline of the student;
- the quality of the individual task;
- registration of the practice diary;
- quality of execution and execution of the practice report;
- the level of answers when passing the test (report defense);
- characteristics and evaluation of the work of the student by the head of the practice from the place of internship

When grading, the following indicators are taken into account:

- depth of disclosure of the chosen research topic;
- scientific novelty and independence of the research;
- compliance of the level of educational and methodological materials prepared by the undergraduate on the topic of the lesson with the requirements;
- assessment of the methodological level of preparation, organization and conduct of a training session;

- compliance of reporting documents on the practice with the basic requirements;
- characteristics from the place of internship;
- participation in the final conference;
- the opinion of the supervisor.

Criteria for grading a student in the practice test

Grade	Requirements for the formed competencies
"Great"	The grade "excellent" is given to the student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the assignment in practice, knows how to closely link theory with practice, freely copes with tasks, questions and other types of application of knowledge, knows how to give examples, answered all questions during the defense of the practice, the answers differ in logic, depth and completeness of the disclosure of the topic
"Good"	A “good” grade is given to a student if he has fully completed the practice program, knows how to use theoretical knowledge when completing the practice task, copes well with tasks, questions and other types of application of knowledge, answered the main questions during the defense of the practice, the answers are logical and complete disclosure of the topic, however, one or two inaccuracies in the answer are allowed.
"satisfactorily"	The grade "satisfactory" is given to the student if he has completed the main part of the practice program, but is hardly able to use theoretical knowledge when completing the practice assignment, generally copes with tasks, questions and other types of application of knowledge, answers to questions during the defense of the practice are insufficient depth and completeness
"unsatisfactory"	The mark "unsatisfactory" is given to a student who has not completed the practice program, does not know how to use theoretical knowledge when completing the practice task, does not cope with tasks, questions and other types of application of knowledge, did not answer the main questions during the defense of the practice

A student who has not completed the practice program for a good reason is sent to practice again in his free time from classroom studies. A student who fails to complete an internship program without a valid reason or receives an unsatisfactory grade is considered to have an academic debt. The liquidation of this debt is carried out in accordance with the FEFU regulations.

Typical tasks for assessing knowledge, skills and experience

During the practice, the student must complete an individual task to study certain areas of work or activities of the organization, solving specific problems in the interests of the practice base and FEFU.

Individual task for production practice

- to analyze the state and dynamics of the quality indicators of the work of a medical organization using the necessary methods and means of research;

- suggest ways to create models that allow predicting the improvement of measures for the quality of medical care to the population;

- develop a plan, program and methodology for conducting research on control process schemes;

- to analyze, synthesize and optimize the processes for ensuring the quality of medical care in a medical organization;

- conduct a comprehensive assessment of the effectiveness of the planned measures to improve the quality of medical care in a medical organization;

- to propose ways of organizational support and implementation of the schedule for monitoring ongoing activities to improve the quality of medical care;

- make practical recommendations on the use of research and development results.

Methodological materials defining the assessment procedure

To receive a positive assessment based on the results of the internship, the student must complete the internship program in full, complete and submit all necessary reporting documents to the Department in a timely manner.

The results of the work done should be reflected in the practice report. The report is checked and signed by the head of practice from the enterprise, then it is submitted to the head of practice from the university during the last week of practice on time. If the place of internship is the FEFU Department, the report is drawn up by the student and submitted to the head of the internship from the university.

The final grade for the practice is set on the basis of all submitted documents, through which the regularity of visiting the place of practice, the thoroughness of the report, the student's initiative shown in the process of practice and the ability for independent professional activity are revealed.

The results of the internship are evaluated according to the following criteria:

- the level of development of competencies;
- recall of the head of practice from the organization;
- practical results of the work carried out and their significance;
- the quality of the student's answers to questions on the merits of the report.

Based on the results of the practice and the protection of student reports, the teacher - head of the practice draws up a summary report.

The credit for practice is equal to the grades for theoretical training and is taken into account when summing up the overall progress of students. The grade obtained by students in the test is taken into account when assigning a scholarship.

Students who did not complete the program without a valid reason or received a negative assessment may be expelled from a higher educational institution as having an academic debt in the manner prescribed by the charter of the university.

Preparation of a practice report

The internship report is compiled in accordance with the main stage of the internship program and reflects the completion of an individual assignment. The volume of the report should be 15-25 pages of typewritten text (excluding appendices). The report is drawn up on A4 paper (210x297 mm) and bound in a single block. The text of the report is presented on one side of the sheet, in Times New Roman font, size 14, with 1.5 intervals. Each page of the work is drawn up with the following margins: left - 30 mm; right - 10 mm; top - 20 mm; lower - 20 mm. Paragraph indentation in the text - 1.5 cm. All pages of the work must have continuous numbering, including applications. The numbering is in Arabic numerals, with the page number placed in the lower right corner, starting from the table of contents after the title page.

The report must be illustrated with tables, graphs, diagrams, completed forms, drawings. The pages of the report are numbered in Arabic numerals, with continuous numbering throughout the text. The number is placed in the center of the bottom of the sheet (alignment from the center) without a dot at the end of the number. Diagrams, figures, tables and other illustrative material located on separate sheets are included in the general page numbering, but are not counted in the scope of work. If they cannot be shown in computer graphics, they should be done in black ink or ink. The title page is included in the overall page numbering, but the page number is not included on the title page. Digital material should be presented in the form of tables. The table should be placed in the report immediately after the text in which it is mentioned for the first time, or next page. All tables should be referenced in the text of the report. Tables should be numbered with Arabic numerals in serial numbering within the entire text of the report. The number should be placed above the table on the left without a paragraph indent after the word "Table". Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page. Each table must have a heading that fits on the same line with its number separated by a dash. Figures (drawings, graphs, diagrams, computer printouts, diagrams, photographs) should be placed in the work immediately after the text in which they are mentioned for the first time, or on the next page.

Contents of report sections

Title page (Appendix 1)

Content

Introduction

Main part

- General characteristics of the practice base
- Description of the workplace and functional responsibilities
- Individual task for internship (Appendix 2)

Conclusion on the results of practice

List of used sources and literature

Applications.

Recommendations for the content of the report

In the introduction, it is necessary to describe the goals and objectives of the practice, give a brief description of the place of practice (organization), and formulate the mission of the organization.

The main part should contain a description of the history of the creation of the place of practice, the organizational structure of the enterprise, the competitive environment of the organization, the scope of the object of practice.

The following describes the stages of work in accordance with the individual task, provides suggestions for improving and organizing the work of a medical organization.

The conclusion reflects the results achieved, the analysis of the problems that have arisen and options for their elimination, their own assessment of the level of their professional training based on the results of the practice. The report should reflect the student's opinion on the issues studied during the theoretical training, their correspondence to real activities, as well as what special skills and knowledge the student acquired during the practice.

Attached to the internship report are:

- review of the internship leader from the host side: characteristics of the intern's attitude to work, discipline, the presence of the necessary work skills, demonstrated business and moral qualities, an overall assessment of the entire work of the intern during the period of internship, in any form (if the place of internship is FEFU, feedback head of practice is not issued);

- an internship diary certified by the internship supervisor from the host country, including a list and a brief description of the daily types of work performed by the student during the internship in accordance with the internship schedule (Appendix 3).

(FEFU)

SCHOOL OF BIOMEDICINE

APPROVE:
Head of OP
_____FULL NAME.
"____" _____20__

INDIVIDUAL TASK

on _____
(type of practice)

student _____groups _____
(Name of the student)

Educational program_____
_____
_____

Base (place, organization) of practice_____
_____

Terms of practice from _____20___ to _____ 20___

Generalized task statement	

Job Schedule

Name of the tasks (activities) that make up the task	Task completion date (activities)
1.	
2.	
3.	

Practice leader _____ _____
signature Full name, position

APPENDIX 2

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

A DIARY

according to _____
practice
student _____ group _____
program_____
Place of practice _____
Term of practice _____
weeks_____

Head of practice from FEFU
_____
Head of practice from a specialized organization
_____

1. Student's calendar schedule

No. p \ p	Name of works	calendar dates		Surname of the head of the practice
		Start	ending	

2. Student work diary

date of	Brief summary of the trainee's work	Signature leader

3. Report protection results

The report is protected by "____" _____ 20___

Rated _____

Department Director _____

APPENDIX 3

Practice Report Title Page Form

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE (SCHOOL)

DEPARTMENT

The report is protected with an estimate
_____
"_____" _____ 20__

Supervisor
educational program
_____FULL NAME

.

REPORT
about the internship "…"
(full name of the profile organization)

Student of _____ group _____ (_____)
Signature Full name
Practice leader
from the relevant organization _____ (_____)
Signature Full name

Practice leader
from FEFU _____ (_____)
Signature Full name

APPENDIX 4

Form of referral to educational practice

MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of Higher Education
"Far Eastern Federal University"
(FEFU)

SCHOOL OF BIOMEDICINE

DEPARTMENT

DIRECTION
for work practice

student of __ course
Surname First name Patronymic of the group _____
(Full Name)

sent to _____
name of the base organization

the address _____

Order on referral to educational practice dated No. _____
for passing _____
in the direction of training _____
_____
for a period from _____ 20 to _____ 20 (continuous / discrete)

Head of educational practice

M.P. _____ _____ _____
(position, academic title) (signature) (I.O.F)

Marks on completion and timing of practice

Company name	Check-in and check-out	Signature, signature transcript, seal
Name of the enterprise, organization in accordance with the contract	Arrived __.__.20__	
	Dropped out __.__.20__	