

Traineeship at Vetmeduni – General Information

BEFORE the traineeship

Accident and liability insurance

- Incoming students with valid enrolment at Vetmeduni are automatically insured against accidents and liability by the Austrian Students' Union (ÖH).
- Incoming students who are not enrolled at Vetmeduni must ensure adequate insurance cover themselves in good time.

Confidentiality agreement and data protection

The confidentiality and data protection declaration:

https://www.vetmeduni.ac.at/fileadmin/v/z/lehre/zulassung/Verschwiegenheitspflicht_Datenschutz_DE_202008_de.pdf

has to be signed

- electronically as part of the personal enrolment at the Student Services OR
- in the International Relations Office by incoming students who are not enrolled at Vetmeduni.

Institutional Regulations, Epidemic Preparedness Plan and Good Scientific Practice

By starting the traineeship, the incoming students confirm that the documents "Anstaltsordnung" (Institutional Regulations), "Infektions- und Seuchenschutzplan" (Epidemic Preparedness Plan) and "Good Scientific Practice" have been read and will be followed accordingly during the traineeship.

- Anstaltsordnung (German only):
https://www.vetmeduni.ac.at/fileadmin/v/z/mitteilungsblatt/organisation/20180102_Anstaltsordnung.pdf
- Infektions- und Seuchenschutzplan (German only):
https://www.vetmeduni.ac.at/fileadmin/v/z/mitteilungsblatt/organisation/2019-07_Infektions-und_Seuchenschutzplan.pdf
- Good Scientific Practice (German only):
https://www.vetmeduni.ac.at/fileadmin/v/z/mitteilungsblatt/richtlinien/2019-07_GoodScientificPractice.pdf

DURING the traineeship

Reporting for duty

- Regulations for the first reporting for duty are either agreed personally with the supervisor or recorded in the special traineeship information.
- In order to complete the enrolment at Vetmeduni and to receive the student ID card, you need to visit the Student Services during the following opening hours:
<https://www.vetmeduni.ac.at/en/studies/contact-persons/student-services>
- For the personal visit of the International Relations Office, please make an appointment by e-mail (international@vetmeduni.ac.at).

General rules of conduct (especially in the animal hospital of Vetmeduni)

- Trainees should actively participate in clinical activities. Trainees must be aware of their responsibility or joint responsibility for their activities; if the task is unclear or anything else is unclear, please be sure to ask. Furthermore, strict compliance with medical confidentiality must be ensured.
- Dangerous activities and working with aggressive animals (designated as "CAVE"), may only be performed in the presence of clinic staff (care personnel or assistants); safety measures must be utilized.
- Invasive procedures may only be performed in consultation with and in the presence of the on duty assistant.
- Trainees may share information with animal owners (by telephone or in person) only on an exception basis and only after consultation with the assistant responsible for care.
- All data about patients or owners are protected by privacy laws and must be treated as absolutely confidential.
- Clothing must be changed before and after duty shifts.
(Work clothing ↔ street clothing)
- Trainees must wear name tags while on duty.

AT THE END of the traineeship

Before the last day of the traineeship, an appointment must be made with the contact person according to the special traineeship information or the supervisor to return various equipment (keys, chips, laundry, grade cards).

An evaluation form must also be filled out for each subject area attended.

Confirmation of Stay

A Confirmation of Stay and all necessary departure documents (e.g. ERASMUS+ Traineeship Certificate) will be issued by the International Relations Office on the basis of the evaluation forms issued.