Handbook for visiting students

FACULTY OF MEDICINE, LUND UNIVERSITY
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Welcome!

Welcome to the Faculty of Medicine at Lund University - a faculty that strives to understand, explain and improve our world and human health. In close cooperation with agents within public healthcare and medicine, we aim to contribute to increasing knowledge that is highly relevant to human health. We do this through education and research of the highest quality in cooperation with wider society. Our activities are characterised by great international ambitions through participation in strategic international networks, teaching staff and student exchanges, internationalisation of courses and international research collaborations.

Today our faculty offers a wealth of research, postgraduate and undergraduate education programmes in medicine and health sciences. We have 2,700 full-time students enrolled in eight undergraduate and several master’s programmes, 1000 PhD students and 1,800 employees. Our international collaboration with close partners throughout the world is absolutely vital.

We are delighted that you have chosen to spend time with us and hope you will enjoy your stay!

Erik Renström
Dean of the Faculty of Medicine at Lund University
International Office

The International Office at the faculty coordinates international activities in close cooperation with the educational programmes. We assist and support prospective and current international students and students at the faculty wishing to spend time abroad within their studies. We serve as a link between the faculty and the partner university and between student and teacher or clinical/laboratory supervisor. The international coordinators will assist you with practical issues related to your studies at Lund. You will find the International Office to the right of the reception, Biomedical Centre (BMC) Sölvegatan 19, Lund.

Detailed contact information can be found on the Faculty of Medicine website: www.med.lu.se/english/contact

Welcome!
International Office

www.med.lu.se/english/study
Studying at the Faculty of Medicine

The Faculty of Medicine is one of eight faculties or scientific disciplines at Lund University. The faculty encompasses 2,700 full-time students enrolled in 8 undergraduate and several master's programmes, as well as 1,000 PhD students and 1,800 employees. The Faculty consists of six departments that pursue research and education in Lund and Malmö, offering a stimulating environment for all students, with research that ranges over a broad field from experimental research to clinical research, closely involving patients.

The faculty is closely associated with Skåne University Hospital, which has two locations, one in Lund and one in Malmö. There is a research centre associated with each of the two hospital locations of Skåne University Hospital, the Biomedical Centre (BMC) at Lund and the Clinical Research Centre (CRC) in Malmö. There are three further research and training centres: the teaching hospital in Helsingborg, the Health Sciences Centre which provides research and teaching in nursing and midwifery, occupational therapy and physical therapy, and Medicon Village which is a venue for research, innovation and business development in the field of life sciences.

GRADING SCALE

The grading scale applied at the Faculty of Medicine is Pass (G) and Fail (U). We are unable to supply students with any other grading scale.
International Buddy Group

Students at the Faculty of Medicine run a buddy group for all international students. The buddy group organises one activity a month throughout the academic year, activities such as hiking, Swedish ‘fika’ and pub nights. The group provides a perfect opportunity for you to get to know Swedish students and other international students within the faculty.

Sign up for our mentor group by sending us an email or by visiting our Facebook group!

internationalbuddygroup@gmail.com

www.facebook.com/groups/international-buddygroup

www.med.lu.se/english/study
Studying in a clinical environment

HEALTH DECLARATION FOR CLINICAL PRACTICE

Visiting students who will be in contact with patients must complete a health declaration proving immunization/negative test result to Hepatitis B, Measels, Tuberculosis and MRSA.

Before arriving at Lund, students must submit written evidence of:

- 3 doses of Hepatitis B Vaccination or Hepatitis B antibody serology test
- 2 doses of Measels (MMR) vaccination
- PPD test <10 mm or negative Quantiferon test. PPD test 10 mm or a positive Quantiferon test must be followed-up by a chest x-ray within three months prior to arrival
- Negative test result from MRSA screening in close relation to your arrival at Lund*

Due to local regulations MRSA screening, including bacterial cultures from nasal mucus membrane, throat, perineum and from any piercing or wound/skin changes, must be repeated upon arrival at Lund. This screening is free of charge and administered by the International Office. You must have a negative screening result from Lund to start your clinical studies as planned.

*Students from the Nordic countries (Sweden, Norway, Iceland, Finland and Denmark, included Åland, Faroe Islands and Greenland) are exempted from the MRSA screening.
Hygiene rules and dress codes

SCRUBS
Scrubs are supplied by the employer and include all visible items of clothing except shoes and socks. If a headscarf is worn, it must be fastened up. The headscarf must be changed daily. Scrubs are short-sleeved and must be changed daily, or more often if required. Lab coats or jackets with rolled-up sleeves do not count as short-sleeved clothing. This means that lab coats and jackets are not acceptable clothing for examination, care or treatment.

JEWELRY, NAILS AND HAIR
Hands and forearms must be free of watches and jewelry. Nails must be cut short and not be varnished. Artificial nails, nail extensions and nail jewelry are not permitted. Long hair must be fastened up.

PROTECTIVE CLOTHING
Protective clothing must be used when there is a risk of contamination of the work clothes. Examples include duties that entail a risk of splashing or contact with bodily fluids, personal care, or handling contaminated objects, such as when making beds or for invasive examinations and treatments. Preferably, use a disposal, patient-specific plastic apron. Otherwise, use protective gowns that are patient-specific and changed daily.

GLOVES
Disposable gloves must be used if there is a risk or likelihood of contact with bodily fluids/secretions. Gloves must be patient-specific and be disposed of directly after use. The outside of gloves becomes contaminated and they therefore spread infections in the same way as unprotected hands. In order to avoid the spread of infection when performing alternately dirty and clean work, gloves must be changed between different tasks for the same patient.

HAND DISINFECTION
Hands must be disinfected with disinfectant:
• before and after each patient
• before clean work and after dirty work
• before and after use of gloves

HAND WASHING
Hands must be washed with liquid soap and water if they feel or are visibly dirty and after care of a patient with diarrhea and/or vomiting. After hands are washed, they must be dried thoroughly and then disinfected.

MEASURES IF THE RULES ARE NOT FOLLOWED
Negligence of the rules may jeopardize the rest of your clinical studies at Lund University.

SPLASH PROTECTION
Wear a mask and safety goggles or a visor in situations where there is a risk of splashes towards the face.
Confidentiality

According to Swedish law, you cannot pass on information concerning a patient’s health or other personal conditions, unless revealing the information does not cause any harm or discomfort to the patient or his/her relatives. The confidentiality regulation applies to all medical activities. You will be asked to sign an agreement confirming that you have read and understood the confidentiality regulations. Note that you are bound to the confidentiality regulation after the completion of your exchange studies as well.

INFORMATION PROTECTED BY CONFIDENTIALITY

The following health and personal conditions are protected by the confidentiality regulation:
- personal information (name, date of birth, address, contact details etc)
- health condition
- information on past, current or planned medical treatments
- state of mind
- work capacity
- family relations
- This is information that might appear in medical records, emails or fax messages, test results or communicated face-to-face with medical professionals.

COMMUNICATING PATIENT INFORMATION

Be careful when communicating patient information by fax, i.e. use a pre-programmed card number or call the addressed person in advance. When sending sensitive information by email, both sender and receiver must use an email account locked by an electronic id-card and the message must be encrypted.

OBLIGATIONS

As a medical professional, you are obliged to report if:
- you suspect a child to be abused or neglected. Contact the police and Social Welfare Agency
- the police may require information about a patient. If you as a medical professional suspect a patient to be involved in a criminal act, contact the police on your own initiative
- the Social insurance office may require information about a patient

The patient’s right to have access to his/her medical record

In general, a patient has the right to read its own medical record. There are some exceptions, i.e. if revealing information may harm current treatment or health condition.

Do relatives to a patient have access to sensitive information?

A patient’s relatives cannot claim confidential information. You are only allowed to give general information about the patient’s location and well being, unless the patient has said otherwise.

Confidentiality concerning children and adolescent

When it comes to children younger than 18 years old, the general rule is that parents as guardians decide who should have access to the information received from the child’s medical record. The older and more mature the child is, the child’s own will must be considered. A general guideline is 12 years. This means that from that age a child can decide wheatear a parent/guardian has the right to receive information from the medical records.
WHAT DOES ‘INTERNAL CONFIDENTIALITY’ MEANS?

‘Internal confidentiality’ means that only a medical professional that is currently treating a patient and needs the information within the framework of health care, has the right to read the patient’s medical record.

MEASURES IF THE RULES ARE NOT RESPECTED

If confidential information concerning a patient is revealed, knowingly or by negligence, the medical professional may be in breach of applicable regulations and be subject to civil liability or even criminal prosecution.

Consult your supervisor if you are asked to share information from a patient’s medical record.

www.med.lu.se/english/study
INFORMATION FOR VISITING STUDENTS

www.med.lu.se/english/study
SAFETY RULES AND GUIDELINES

Your supervisor is obliged to introduce you to the laboratory environment. To assure that you have received an introduction programme you will fill out the form “Checklist for student working in research groups” together with your supervisor. A risk assessment for your project must be performed and you will be asked to sign the checklist to assure that you have read, understood and agreed to abide by the safety rules of the research group.

Below, you will find important general safety guidelines. Please take the time to read them carefully. The research group will provide you with more specific safety rules related to your project.

- A lab coat must always be used in the lab. The lab coat must be buttoned and have long sleeves. It should hang in the lab when not in use and sent to laundry regularly.
- Disposable protective gloves should preferably be made of nitrile. Vinyl or latex gloves are poor alternatives. The gloves should be long enough to be pulled up over the sleeve of the lab coat to avoid a gap. The gloves must be changed often and taken off when you leave the lab. This to avoid contamination outside your workspace and exposing colleagues to unnecessary risk. Keep in mind; chemicals can permeate a protective glove. This can happen without visibly affecting the glove’s material and without causing you pain or discomfort. Protective gloves are disposed of as hazardous waste.
- Respiratory protection must always be used for protection against harmful pollutants in the air, unless you are protected by other means such as by working in fume hood or ventilated bench.
- Please note! Be sure not to use contaminated gloves outside the lab (avoid doors and cabinet handles etc). Take off the gloves whenever you leave/take a break!
- Wear shoes that fully cover the feet. Sandals and clogs are not adequate. Shoes provide a great deal of initial protection in the case of dropped containers, spilled chemicals, and unseen hazards on the floor.
- Apart from working with hazardous chemicals, protective gloves must also be used when working with animals, blood and blood preparations, biological agents and/or dirty work.
- Hearing protection must always be used when there is a risk of harmful noise. The work should be planned and conducted with the aim to reduce exposure to a minimum. It may also be appropriate to use hearing protection to avoid the tiring effects of continuous exposure to monotonous noise such as work in LAF cabinets with noise > 55 dB(a).

Risks are eliminated or reduced in the following order:
1. Dangerous substances to be replaced by less hazardous
2. Working practices, processes, and technical devices are chosen in order to reduce risk
3. Protective measures taken in case of hazard
4. Work is sited to specific time or place
Healthcare system in Sweden

All Swedish citizens and people with permits to reside in Sweden are entitled to care on equal terms. Health care is organised at a national, regional and local level. The Ministry of Health and Social Affairs establishes principles and guidelines for care and sets the political agenda for health and medical care at the national level. Health provision is managed and run either by the county council or municipality.

HEALTH CARE ORGANISATION

Sweden is divided into 290 municipalities, 20 county councils/regions. Around 90 per cent of the work of Swedish county councils concerns health care, but they also deal with other areas such as culture and infrastructure.

Sweden’s municipalities are responsible for care for the elderly in the home or in special accommodation, care for people with physical disabilities or psychological disorders and providing support and services for people released from hospital care as well as for school health care.

FINANCING HEALTHCARE

Costs for health and medical care represent about 10 per cent of Sweden’s (GDP), a majority of which are paid for by county council and municipal taxes. Contributions from the national government are another source of funding, while patient fees cover only a small percentage of costs. It is now more common for county councils to buy services from private health care providers – 12 per cent of health care is financed by county councils but carried out by private care providers. An agreement guarantees that the same regulations and fees that apply to municipal care facilities cover patients.

PRIMARY CARE, SPECIALIST AND UNIVERSITY HOSPITALS

Primary care, delivered by more than 1100 public and private (primary care units throughout the country, involves services that do not require advanced medical equipment and is responsible for guiding the patient to the right level within the health system.

Team-based primary care facilities with four to six general practitioners, and other staff categories (district nurses, nurses and often physiotherapists, occupational therapists, psychologists, and social welfare counselors), is the most common form of primary care practice in Sweden. Primary care also consists of maternal care units, staffed by midwives. Primary care has no formal gate-keeping role in most county councils and patients are free to contact specialists directly.

Sweden has 60 hospitals that provide specialist care, with emergency services available 24 hours a day. Seven are regional and university hospitals, where highly specialised care is offered and most teaching and research are based.
INFORMATION FOR VISITING STUDENTS

www.med.lu.se/english/study
Main hospital sites for medical education

Region Skåne, or Skåne Regional Council, is the self-governing authority of Skåne, the southernmost county of Sweden. Region Skåne’s competences include health and medical services, regional growth and development, public transport, culture and cross-border and interregional cooperation. It serves a population of approximately 1.3 million people, but has a larger catchment area.

Lund Infirmary, one of the oldest hospitals in Sweden, was founded as early as 1768. Malmö General Hospital was opened in 1896, since then the two hospitals have developed side by side. In 2010 the two university hospitals merged to form Skåne University Hospital (SUS). SUS is the third largest university hospital in Sweden and provides emergency and specialist care in all medical areas. In addition to being a central healthcare provider in Southern Sweden, SUS trains and teaches students in medicine and healthcare as well as medical interns, residents and medical doctors in specialist and subspecialist training. Helsingborg General Hospital is one of Region Skåne’s four complete emergency hospitals, providing advanced emergency healthcare around the clock covering all specialist medical areas. As one of three main hospital sites to host clinical education in the Medical programme, Helsingborg General Hospital has close ties to Lund University and medical research.

Skåne University Hospital
Catchment area: 1.7 million people
Number of employees: 12,500
Number of beds: 1,500
An average day at Skåne University Hospital: 25 children are born
364 emergency departments visits
130 patients have surgery
5 scientific articles are published
1200 patients are X-rayed
1158 inpatients are cared for

Helsingborg General Hospital
Catchment area: 250 000 - 300 000 people
Number of employees: 2,750
Number of beds: 320

www.med.lu.se/english/study
More information

Exchange studies: www.med.lu.se/english/study/exchange_studies
Pre-Arrival information: www.med.lu.se/english/study/pre_arrival

Relevant healthcare actors and legislation

The National Board of Health and Welfare (Socialstyrelsen) plays a fundamental role as the central government’s expert and supervisory authority. www.socialstyrelsen.se

The Swedish Association of Local Authorities and Regions (SALAR) represents the government, professional and employer-related interests of Sweden’s 290 municipalities, 20 county councils and four regions. www.skl.se

The Medical Responsibility Board (Hälso- och sjukvårdens ansvarsnämnd) is a government agency that investigates possible breaches of standards by health care professionals. www.kammarkollegiet.se (only in Swedish)

The Swedish Council on Health Technology Assessment (SBU Kunskapscentrum för sjuk- och hälsovården) seeks to identify the best treatment methods for patients and most effective use of resources. www.sbu.se

The Dental and Pharmaceutical Benefits Agency (Tandvårds- och läkemedelsförmånsverket) is a central government agency assigned to determine whether a pharmaceutical product or dental procedure should be subsidized by the state. www.tlv.se

The Medical Products Agency (Läkemedelsverket) is the national authority responsible for regulating and monitoring the development, manufacture and marketing of drugs and other medical products. www.lakemedelsverket.se

Health and Medical Services Act (1982:763)
Patient Safety Act (2010:659)
Act on Free Choice Systems (2008:962)
Compulsory Mental Care Act (1991:1128)
Forensic Mental Care Act (1991:1129)
Medicinal Products Act (1992:859)
The Medicinal Products (Trading) Act (2009:366)
Act on trade in certain non-prescription medicinal products (2009:730)
### Glossary

#### Personnel
- medical student: läkarstudent
- physician: läkare
- junior doctor: underläkare
- consultant: överläkare
- general practitioner (GP): allmänläkare
- student nurse: sjuksköterska
- nurse: sjuksköterska
- auxiliary nurse: undersköterska
- midwife: barnmorska
- health care assistant: sjukgymnast
- physiotherapist: logoped
- occupational therapist: arbetsterapeut
- radiographer: röntgensjuksköterska
- audiologist: audiolog

#### Equipment
- x-ray: röntgen
- referral: remiss
- medical record: patientjournal
- confidentiality: sekretess
- diagnose: diagnos
- next of kin: närmast anhörig
- emergency: nödfall, akut
- date of birth: födelsedatum
- personal number/social security number: personnummer
- notice: kallelse
- appointment: tidsbokning
- prescription: recept
- injury: skada
- ill: sjuk
- white coat: vit rock
- scrubs: arbetskläder
- stethoscope: stetoskop
- drip: spruta
- syringe: handskar
- first aid: första hjälpen
- intensive care unit: intensivvårdsavdelning

#### Usef ul words
- hospital: sjukhus
- university hospital: universitetssjukhus
- primary care centre: vårdcentral (VC)
- child health care centre: barnavårdscentral (BVC)
- antenatal care centre: mödravårdscentral (MVC)

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[www.med.lu.se/english/study](http://www.med.lu.se/english/study)