



**CENTRE HOSPITALIER UNIVERSITAIRE  
UNIVERSITY TEACHING HOSPITAL**

**CENTRE HOSPITALIER UNIVERSITAIRE  
DE BUTARE**

**POLICY NUMBER: 354/2016**

**November 2016**

**CLINICAL PLACEMENT AT CHUB**

**RATIONALE**

To ensure that the admission process of students for clinical placement is done effectively and to enhance the quality of clinical education in order to achieve students learning objectives.

**POLICY STATEMENT**

All students must have authorization letter from CHUB.

All students seeking internship/clerkship at CHUB must fulfill all requirements as per policy.

All materials to be used by students during their clerkship/internship must be provided before the starting date (**See annexure II**).

All heads of department/ Matrons /or Heads of Service must ensure that all students rotating in their departments or Services fulfill requirements before starting clerkship/internship.

All local public and private high learning institutions having MOU with CHUB must provide the clinical placement plan at the beginning of the academic year.

The Public/ Private Institution or individuals must submit the request for clinical placement to CHUB authorities at least two months before the starting date, indicating the period, service and number of students (where applicable).

CHUB must issue the response within 2 weeks after the reception of the application letter and in case of acceptance, the letter is accompanied with requirements as listed in **annexure I**.

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**E- mail : [info@chub.rw](mailto:info@chub.rw)  
Website: [www.chub.rw](http://www.chub.rw)**

**B.P : 254 BUTARE  
Hotline:2030**

Induction and orientation must be done at the hospital and at the department level. At the hospital level, it is done by Clinical Education and Research Division (CERD) in conjunction with concerned Directorate, at Department/service level it done by the Matron or Head of department/service. The content of induction and orientation are annexed on this policy

**annexure III and IV**



**Dr. NSANZIMANA Sabin**  
**Director General**

**ISSUE DATE: June 2022**  
**ISSUE NUMBER: 3**  
**REVISION NUMBER:2**  
**REVIEW DATE: June 2024**

**Annexure 1**



**CENTRE HOSPITALIER UNIVERSITAIRE  
UNIVERSITY TEACHING HOSPITAL**

**CENTRE HOSPITALIER UNIVERSITAIRE  
DE BUTARE  
CLINICAL EDUCATION AND RESEARCH DIVISION  
EDUCATION AND RESEARCH DIRECTORATE**

**Requirements for Clinical placement at CHUB**

1. Application letter addressed to the Director General
2. Recommendation letter signed by the Dean/Leadership of University/Institution.
3. List of students
4. Evaluation form
5. Schedule of supervision
6. Learning objectives
7. Personal health insurance coverage during clinical placement
8. Hepatitis immunization and Malaria Prophylaxis is highly desirable.
9. Proof of payment of administrative and Clerkship/internship fees in the hospital account N° 1000001364 from National Bank of Rwanda (BNR):
  - a. 40,000RWF per month for Rwandans and students from east African community institutions,
  - b. 150\$ per month for other students

NB: In case the duration of the clerkship/internship lasts 15 days or less, the student must pay half of the internship fees for this specific period.

10. Visa for internship if applicable
11. Copy of passport/ID

N.B. For medical doctors, add the following documents:

1. Copy of Medical Degree
2. Copy of Medical License
3. Copy of Board Certification (where applicable)
4. Police clearance letter (where applicable)

**Annexure 2**

**Required materials for Medical, Anesthetist, Nurses and Midwives students**

<b>N°</b>	<b>ARTICLE</b>	<b>Quantity per week</b>	<b>Unit Price</b>	<b>Price in Rwf per week</b>	<b>Price in Rwf per month</b>
1	Non sterile gloves NS UU T 7.5	1 box	60	6000	24000
2	Sterile gloves UU T 7.5	5 pairs	320	1600	64000
3	Facial Mask	10 pieces	33	330	1320
5	Alcohol hand rub 70-90%	100ml	265	265	1060
<b>Total</b>				<b>11070</b>	<b>34740</b>

<b>To be kept by students</b>			
<b>Thermometer per student</b>	<b>Stethoscope per student</b>	<b>BP Machine per student</b>	<b>Surgical Cap</b>
1	1	1	1

**Radiology**

<b>N°</b>	<b>ARTICLE</b>	<b>Quantity</b>	<b>Unit Price</b>	<b>Price in Rwf per week</b>	<b>Price in Rwf per month</b>
1	Non sterile gloves NS UU T 7.5	50 pieces per students per week			
2	Facial Mask	10 pieces per students per week			
3	Gel for echo grapy	1/4kg per student per week			
4	Alcohol hand rub 70-90%	100ml per students per week			

### Ophthalmology and Pharmacy

N°	ARTICLE	Quantity	Unit Price	Price in Rwf per week	Price in Rwf per month
1	Non sterile gloves NS UU T 7.5	50 pieces per students per week			
2	Facial Mask	10 pieces per students per week			
4	Alcohol hand rub 70-90%	100ml per students per week			

### Physiotherapy

N°	ARTICLE	Quantity	Unit Price	Price in Rwf per week	Price in Rwf per month
1	Non sterile gloves NS UU T 7.5	50 pieces per students per week			
2	Facial Mask	10 pieces per students per week			
3	Pomades comphre	50gr/4students/week			
4	Alcohol hand rub 70-90%	100ml per students per week			
	Plastic polypropylene	2 pieces per group(Prosthetics only to the orthopedics )			

**For the Lab Technicians, will bring the following materials**

- Gloves size 7.5 50pcs/box/student/week
  - Slide box of 50pcs/student/Clinical attachment
  - Immersion oil <1.5 index, 250 ml/ group of students
  - Cover slide 22x22mm ,100pcs/student/ clinical attachment
  - Blue tip 1000ul/1000 pcs/ box/ group of students
  - Mask 1 piece/student/day
  - Yellow tips 100-200ul 1000pcs/box/ group of students
- Hygienic paper 1/student/week