



◎ 第二階段

I. 第二階段國外見習醫學生申請文件

(8).健康證明書：[step2-medical check up.doc](#)

(9).海外保險證明：[電子掃描檔](#)

※見習期間為保障您的權益，請自行辦理醫療保險

(以上資料請寄至：med-edu@tzuchi.com.tw)

◎ STEP 2.

I. Step 2 Application documents for international medical students

(8). Health Certificate：[step2-medical check up.doc](#)

(9). Certificate of Overseas Insurance：[Scanned copy](#)

※ Please apply for personal medical insurance in advance.

(Please email the above documents to：med-edu@tzuchi.com.tw)

II. 見習相關規範

見習醫學生之考核出勤，悉按見習單位規定辦理，並依照醫院學習時段（08：00-17：30），不可早退；若未於此期間修習完成規定見習課程，不予核發完成見習證明書。

II. Code of Conduct

Clerkship attendance should be in accordance with hospital hours (08: 00-17: 30). If attendance or requirements not met during the selected clerkship, the hospital will not issue a certificate of completion.

III. 報到

- 1.時間/地點：依報到通知信件前往報到(報到前一週發送至信箱)。
- 2.攜帶 2 張 1 吋大頭照(貼於申請表及製作識別證)。
- 3.如需完成見習證明書，請報到當天提出。
- 4.體檢報告書未完成繳交，本院不予收訓。

III. Registration

1. Time/Location: Please follow directions written in the registration letter. The registration letter will be sent to your e-mail one week prior to registration.
2. Please prepare two 1-inch passport photos (will be used for filing and staff badge).
3. If a clerkship certification is needed, please notify us during registration.
4. Please prepare health certificate (If health certificate not available, clerkship will be denied).

IV. 衣

學習期間請著全白襯衫（或著全白 POLO 衫，需有立領）、黑（深藍）色長褲（勿著牛仔褲）、黑包鞋，頭髮梳理整齊並維持自然髮色，長髮者請紮馬尾，男性學習期間，須打深色領帶（本院有提供領帶借用），自備醫師袍（長袖短袍），若無醫師袍，需提出申請購買（670 元/件）。

IV. Clothing

During your clerkship in the hospital, please wear your school uniform or white shirts (or white polo shirt, with a collar), black pants (or navy blue), black shoes, and always keep your hair clean and tidy with a natural hair color. (Please tie up your hair if it is long). For male study shall wear tie in dark color.(hospital provides ties for wearing and need return, if you don't have one available.) Please bring your own doctor

gowns. Doctor gowns can be purchased at our hospital (670 NTD / piece).

V. 請假

- 1.請先口頭告知主管，再至教學部領取請假卡。
- 2.請於請假前三天完成請假手續，由訓練單位指導醫師、科部主管同意後，交回教學部覆核即可。

V. Leave of absence

1. Please inform the supervisor of the reason and period of your absence. Then obtain a leave of absence card at our department of medical education.
2. The leave of absence card should be signed and dated by your clerkship supervisor and submitted to the department of medical education 3 days prior to your scheduled absence.

VI. 見習結束/離院手續

1. 見習結束當天持離院手續清單，並依序至各單位辦妥離院手續，及繳回所借物品後，始可離院。
2. 需繳交訓練期間學習資料予教學部，包括相關教學活動紀錄表、報告檔案並填寫對科部及對老師之教學回饋。
3. 請在上班時間(8:00~12:00, 13:30~17:30)完成離院手續。

VI. Clerkship end / discharge procedures

1. When your clerkship rotation is completed, a discharge list should be completed, and all borrowed items should be returned.
2. Records of teaching activities and course feedback sheets should be completed and turned in.
3. Please complete the discharge procedures during working hours (8:30 ~ 12:00, 13:30 ~ 17:30).

VII. 交通

客運名稱	起訖站	時刻	備註	下車地點
大有巴士 1968	臺灣桃園國際機場→新店	06:30-01:00 每 20-30 分鐘一班	桃園機場→經中和、三峽→捷運大坪林站→捷運新店站	捷運 大坪林站
國光客運 1819	臺灣桃園國際機場→ 台北車站	04:30-00:20 每 10-15 分鐘一班	到達台北車站後，需轉乘捷運新店線至捷運大坪林站下車	捷運 大坪林站

★台北慈濟醫院在捷運大坪林站 4 號出口設有接駁站提供接駁車服務

週一~週五 / 07:00-21:00 / 15~20 分鐘一班。 週六 / 07:00-15:00 / 15 分鐘一班。

VII. Transportation

Bus Company	Departure	Time	Notes	Arrival
CitiAir Bus 1968	Taiwan Taoyuan International Airport → MRT Dapinglin Station	06:30-01:00 Every 20~30 minutes		MRT Dapinglin Station
Kuo-Kuang Bus 1819	Taiwan Taoyuan International Airport → Taipei Main Station	04:30-00:20 Every 10~15 minutes	After arrival at Taipei main station, switch to MRT Xindian route, headed for MRT Dapinglin Station.	MRT Dapinglin Station

★A free shuttle bus service to Tzu-Chi Hospital is located at MRT Dapinglin Station, exit 4.

Mon~Fri / 07:00-21:00 / Every 15~20 minutes.

Sat / 07:00-15:00 / Every 15 minutes.

佛教慈濟醫療財團法人台北慈濟醫院 教學部 合十
Department of Medical Education, Taipei Tzu Chi Hospital
The Buddhist Tzu Chi Medical Foundation