

INFORMATION ON HOSPITAL ID FOR INCOMING ERASMUS / EXCHANGE STUDENTS

All students carrying out electives, rotations or research projects in any of the university hospitals of Ulm University (*Universitätsklinikum Ulm*) need to have a hospital ID (*Kurzzeitausweis*). The International Office will assist with the necessary arrangements to the IDs will be ready in time.

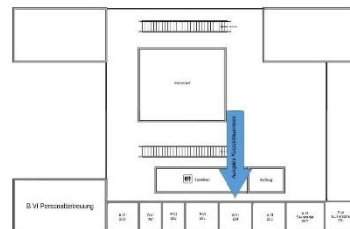
In order to do so, students need to send the following documents to the International Office at least four weeks before their arrival in Ulm / the planned start of their practical work in the hospital (hardcopies preferred, eMail attachments o.k.).

- the signed application form (see instructions below)
- confirmation of enrolment at the home university, preferably covering the whole period until the end of the planned stay at Ulm University, but at least the first semester
- EU nationals: copy of national ID
- Non-EU nationals: copy of passport with valid visa (don't forget to copy the visa page!)

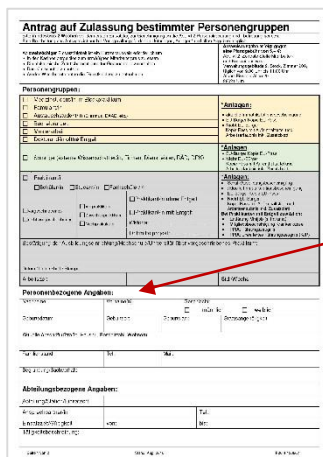
After arrival, the hospital ID can be picked up at the International Office help desk. You must make a deposit of € 5,--.

At the end of your stay, return the hospital ID to the office of the staff service at the university hospital to receive your deposit back:

Bereich VI 1 Personalbetreuung
 Albert-Einstein-Allee 29, 89081 Ulm
 Administration Building, 2nd floor, R^m 204

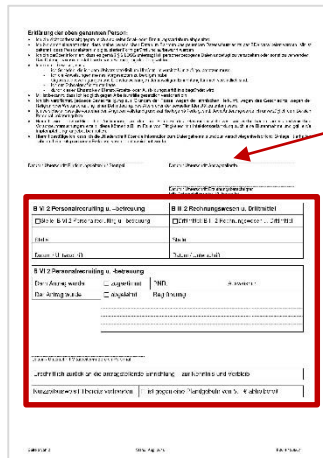


Application for a Hospital ID



The application form consists of four pages.

Page 1 will be completed by the International Office. However, you should check if all the information given under “Personenbezogene Angaben” are correct.



Page 2:

You must sign and date this declaration where it says “Datum / Unterschrift Antragsteller/in”.

In case you are under 18 years of age, one of your parents must sign and date in the line below (“Datum / Unterschrift Erziehungsberechtigter falls Antragsteller unter 18 Jahren ist”).

This part is completed by the hospital administration.

This is a translation of the “Erklärung der oben genannten Person” so you know what you are actually signing:

Statement of the aforementioned person

- I do not have a criminal record; no criminal proceedings and investigations have also been initiated against me.
- I am in agreement that within the framework of data protection laws, my personal data may be processed by computer. I am aware that my personal files will be recorded and retained in digitalized form.
- I understand that in accordance with § 6 of the State Data Protection Act (LDSG), it is forbidden to process or otherwise make use of personal data without authority. Data secrecy continues after employment has been terminated.
- I understand that:
 - I must make good any damage or harm I may cause to the University Clinic Ulm/Ulm University.
 - I must comply with my superiors' instructions
 - Administrative orders and work instructions of each institution are binding.
 - I am bound by professional discretion.
 - This activity does not establish an employment or training relationship.
- I am aware that I am only insured under the state system for accidents at work.
- I am obliged to desist from any personal discrimination on the grounds of race or ethnic origin, sex, religion, ideology, disability, age or sexual orientation.
- I declare that to the best of my knowledge all particulars supplied by me are correct and complete. I will immediately notify the personnel division of any changes.
- Explicit permission is hereby given for the prescribed occupational health pre-examinations in the context of the protection of public health; these may include taking a blood sample and, if necessary, a recommendation or offer of vaccination in the case of activities with risk of infection.
- I hereby declare that I have received a record of the information on data secrecy and on duty of confidentiality (appendix 1), and that I have signed the corresponding declaration.

Date / Signature Facility Manager / Stamp

Date / Signature Applicant

Date / Signature Parent/Guardian if the applicant is under 18

Page 3 and 4 are an annex (*Anlage 1*) to the actual application form.

Page 3:

This part will be completed by the International Office.

No signature is needed on this page.

This is a translation of the “Niederschrift über die Information zum Datengeheimnis und zur Verschwiegenheitspflicht”.

Record of the Information on data secrecy and on duty of confidentiality (in the case of individuals working in the clinic without contractual relationship to vocational education and training, as well as voluntary work)	
Informant: <hr/> Title, Name in block letters <hr/> Clinic facility, function in block letters [stamp]	Informed: <hr/> Title, Name in block letters [telephone number] <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Doctoral student <input type="checkbox"/> Practical year <input type="checkbox"/> Student <input type="checkbox"/> State voluntary service <input type="checkbox"/> Other: </div> <div style="width: 45%;"> <input type="checkbox"/> Trainee <input type="checkbox"/> Scholarship holders <input type="checkbox"/> Placement student </div> </div> <p style="text-align: right; margin-top: 5px;">status (please tick or fill out)</p>
<p style="text-align: center;">Declaration:</p> <p>I have been informed that under § 203 of the Penal Code, any infringement of privacy rights (in particular doctor/patient confidentiality) is a criminal offence. Following criminal complaint from individual patients, any infringements are punishable by a fine or imprisonment resulting in prior offender status.</p> <p>An infringement of data secrecy in most cases simultaneously constitutes an infringement of official secrecy or a breach of the duty of confidentiality in the context of the employment relationship; at the same time, it can constitute a breach of special duties of secrecy.</p> <p>I have been informed that under § 6 of the State Data Protection Laws (LDSG) it is forbidden to make any unauthorized use of personal data (data secrecy), and that the obligation to data secrecy continues after completion of employment.</p> <p>I have been informed that the following areas, in particular within the clinic, are regarded as unauthorised processing of data:</p> <ul style="list-style-type: none"> • Every acquisition, procurement, storage and the processing of data beyond that which is necessary for the fulfilment of my task. • Every transfer of patient or staff information to third parties inside and outside the clinic if not officially necessary or required. 	

- The removal of personal data and documents from the area of the clinic for any purpose other than official and without the permission of a responsible member of staff of the clinic.
- Failure to comply with current data protection and data security rules in the clinic.
- Non-compliance with the obligations of my area of activity described where appropriate in the attachment.

I have been informed that breaches of data secrecy may be regarded as a criminal or an administrative offense (§§ 40,41 LDSG) and may result in the termination of either practical or scientific employment at the clinic. I have been notified as to the content of the following rules on criminal matters contained in the criminal code:

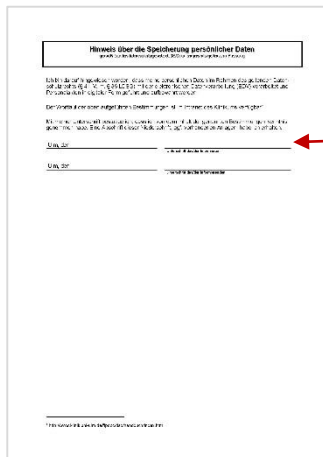
- § 201 para. 3 (violation of confidentiality of the spoken word)
- § 202 a (spying on data)
- § 204 (utilization and disclosure of other persons' secrets)
- § 263a (computer fraud)
- § 303a (data alteration)
- § 303b (computer sabotage)

The data protection manual can be found in the clinic's intranet*. It contains binding rules, as well as practical and background information on data protection.

Page 4:

You need to date and sign in the first line that you have been informed about data security and confidentiality (see page 3).

This is a translation of the "Hinweis über die Speicherung persönlicher Daten" .



Information on the storage of personal data

According to the state data protection laws (LDS) in the respective current version

I have been expressly notified that, in the context of the respective data protection laws (§ 4 i. V.m. § 36 LDSG), my personal files will be processed using the electronic data processing system (EDP), and my personal data will be maintained and stored in digital form.

The wording of the above provisions is available in the clinic's intranet*.

With my signature, I confirm that I am aware of the content of said provisions. I have received a copy of this transcript, or existing attachments.

Ulm,

Signature of informed person

Ulm,

Signature of informant

Where and How to Use the Hospital ID

As well as a staff ID, this can be used as a temporary ID card:

- for cashless payment in canteens at reduced employee prices
- for electronic access authorisation to buildings
- to use the clinic shuttle
- to take your service uniform from the laundry machines

If you need a service uniform, please take your temporary ID card for a clothing fitting to the go to the clothing issuing offices:

Oberer Eselsberg:

Medical Clinic, level 2, room: 2036,

☎ 0731-500 | OE.waescheausgabe@uniklinik-ulm.de

Monday to Friday: 7.00 to 9.00 and 13.00 to 15.00

Michelsberg:

ENT Clinic (building 5815) basement floor, room 1.223

☎ 0731-500 | MB.waescheausgabe@uniklinik-ulm.de

Monday to Friday:

FAQ:

1. *How can I load my card for meals?*
Card loading machine are available in the canteens OE and MB.
2. *What do I do with my ID card on leaving employment?*
Reverse vending machines are available in the canteens OE and MB. You receive your remaining balance and refundable deposit in cash. The ID card is then irrevocably withdrawn.
3. *What do I do with my service uniform on leaving employment?*
Return your service uniform via the dirty laundry drop-off point at the laundry facilities OE/MB.
4. *Damaged ID card? Notify:*
☎ 0731-500 66115 | ausweis.erstellung@uniklinik-ulm.de
5. *ID card lost? Notify:*
☎ 0731-500 66015 | Mitarbeiter.Pforte@uniklinik-ulm.de
6. *Where do I get back my parking credit from my parking card?*
☎ 0731-500 67740 | at the TSU, Staudingerstr. 1, 89081 Ulm,

Contact for questions and comments relating to temporary ID cards:

☎ 0731-500 66121 | ausweis.info@uniklinik-ulm.de

Contact for the issuing of employee ID cards:

☎ 0731-500 66115 | ausweis.erstellung@uniklinik-ulm.de

Contact for all issues relating to cashless payment in the canteens with the employee ID card:

☎ 0731-500 66291 | petra.karthan@uniklinik-ulm.de

Further information is available in the intranet under:

Employee information→ employee and temporary ID cards