



UNIVERSITÀ
degli STUDI
di CATANIA

Dipartimento di Chirurgia Generale e Specialità Medico-Chirurgiche
Corso di Laurea Magistrale in “Medicine and Surgery”

Professionalizing activities

INTERNSHIP REGULATIONS

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DIDACTIC REGULATIONS

Training Internships

The training internships aim to provide students with practical experiences that enhance their professional competence, prepare them for real-world challenges, and foster their growth in both the medical and technological environments.

1. Professionalizing Training: As an integral part of the curriculum, students are required to undergo training internships to acquire specific professionalism in the fields of Internal Medicine, General Surgery, Pediatrics, Gynecology and Obstetrics, as well as various medical-surgical specialties. Additionally, students are expected to develop specific knowledge and professionalism in the application of technologies within the medical field. In order to fulfill these requirements, students must engage in professional training activities by attending designated facilities identified by the CdLM-MS (Master's Degree Course in Medicine and Surgery) during specified periods, accumulating a minimum of 60 credits (CFU).
2. Coordinator Responsibility: The CdLM-MS appoints a Coordinator who is responsible for organizing all practical training activities, including nursing internships.
3. Tutorial Teaching Activity: The mandatory training internship represents a form of tutorial teaching activity wherein students are actively involved in practical tasks that simulate professional-level activities.
4. Supervision and Tutorship: Throughout each phase of the mandatory training internship, students must operate under the direct supervision of an assigned tutor. The tutor's role encompasses the same didactic functions as those involved in tutorial instruction within the academic courses.
5. Assessment and Suitability: At the conclusion of each internship period, students will undergo assessment to determine their suitability for progression. They will be evaluated based on their performance and professional development during the internship.
6. Non-University Care Structures: The CdLM-MS has the right to identify non-university structures, specifically identified on the basis of agreements stipulated with the structures of the National Health Service where the internship can be carried out, in whole or in part.
7. Agreements with Hospitals and Healthcare Companies: In accordance with the guidelines provided by the CdLM-MS, the School of Medicine will initiate the necessary procedures to establish agreements with hospitals and healthcare companies. These agreements are intended to facilitate the performance of professionalizing and qualifying internships, as well as the preparation of the final thesis required for degree completion.

Pre-Graduation Practical-Evaluative Internship

As part of the 60 CFU required throughout the entire academic program for professionalizing training, 15 CFU are dedicated to the completion of a quarterly practical-evaluative internship within the Study Program, as referred to in Article 3 of the Minister of Education, University and Research Decree of May 9, 2018, No. 58 and subsequent amendments. This internship aims to achieve professional qualification. The internship comprises a specific number of hours equivalent to at least 5 CFU per month and is organized in the following periods, which may not be consecutive: one month in the Surgical Area, one month in the Medical Area, and one month, to be completed not earlier than the sixth year of the course, in the specific field of General Medicine.

For each individual CFU assigned to the practical-evaluative internship, a minimum of 20 hours of professionalizing didactic activities and no more than 5 hours of individual study should be provided.

The pre-graduation practical-evaluative internship is organized in collaboration with the State Examination Office and the Medical Boards. The medical and surgical internships can also be carried out abroad as part of the University's international mobility programs, in accordance with the regulations governing the practical-evaluative internship, subject to approval by the CdLM-MS.

FIGURES INVOLVED IN THE INTERNSHIP

Internship Coordinator

The Internship Coordinator is the President of the CdLM-MS or one of his/her delegates and is the contact person responsible for the organization of internships, the issuance of authorizations for any shift changes or recoveries, and the communications with the Tutors. Together with the Presidency Secretariat, it deals with the verbalization of Professional and Qualifying Internships.

Internship Commission

It is composed of:

- Internship Coordinator
- President of the CdLM-MS
- Vice-President of the CdLM-MS
- Staff of the Presidency Secretariat
- Teachers representing the medical, surgical, services and general medicine areas (at least 1 for each area)
- Student representatives (up to 2)

The Internship Commission is responsible for the organization of professional internships. A specific subcommittee deals with qualifying internships with the collaboration of the State Examination Office and at least two members designated by the Order of Doctors.

The Internship Commission is responsible for the following tasks:

- Establishing the training objectives for each individual internship in alignment with the core curriculum.
- Organizing internship activities based on the availability of facilities and tutors, including monitoring departments to ensure suitable placements.
- Proposing new agreements and overseeing the renewal of existing agreements for the implementation of internships.
- Collaborating with local doctors to facilitate qualifying internships in the field of general medicine.
- Identifying any critical issues and proposing improvements to be shared with the Steering Committee.
- Ensuring that health surveillance visits and other obligations related to risk prevention and protection are carried out.

The Internship Commission meets when deemed necessary. The work carried out by the Internship Commission is discussed and approved by the Board of CdLM-MS.

Tutorship

Tutors play a critical role in facilitating a fruitful learning experience during the internships. Their guidance, support, and continuous assessment contribute to the overall professional development of the students, ensuring they gain valuable practical skills and knowledge in their respective fields.

The selection of Tutors within the Internship Commission includes both university and hospital staff members who possess the necessary expertise. For nursing activities, a Nursing Coordinator is assigned to oversee students' progress. In the case of qualifying internships, General Practitioners, and if required, chosen Pediatricians, serve as Tutors for medical placements.

Each Tutor is provided with a letter of assignment, a schedule, and the names of assigned students no later than one week prior to the start of the internship. The Internship Coordinator will share the activity calendar with the Health Directors and Training Offices of the hospitals, as agreed upon.

Tutors bear the responsibility for guiding and mentoring the interns. They welcome students on their first day and collaborate with them to plan activities within the designated timeframe. Tutors have the authority to assign students to relevant department/laboratory/unit staff and postgraduate trainees.

The Tutor, and/or the staff to whom students are entrusted, monitor their attendance and track their activities by maintaining a daily record in the trainee's register, which must be endorsed regularly.

In exceptional circumstances (such as holidays, illness, conferences, etc.), if the Tutor is unable to personally oversee the student for the entire internship period, they must ensure that an alternative Tutor is assigned to continue the planned training activities. The change in supervision must be communicated to the Internship Coordinator promptly.

The Tutor holds the responsibility for assessing the trainee's progress and completing the Evaluation Form. This assessment takes into account both the trainee's self-evaluation and the feedback provided by the individuals with whom they have been working closely.

Trainee

The trainee, as a student pursuing the Master's Degree in Medicine and Surgery, is required to undertake the mandatory internship activity in order to fulfill the requirements of the program.

The trainee has the right to receive practical training essential for acquiring the necessary professional skills and also has the responsibility to maintain appropriate behavior in accordance with the professional role they are preparing for.

As a trainee, the student is expected to:

- Adhere to the designated entry and exit times and promptly inform both the Tutor and the Coordinator in case of absences due to justified reasons. It is crucial to make up for any missed hours to fulfill the required number of hours.
- Notify the Coordinator without delay if the assigned Tutor is unavailable or if issues arise concerning the frequency of attending the designated department, laboratory, or operating unit.
- Follow the instructions provided by the managers of the hosting structure and the assigned Tutors.
- Arrive for the internship with a valid identification document and in appropriate attire.
- Comply with the regulations of the host company structure, including rules pertaining to hygiene, safety, health in the workplace, and confidentiality of patient data.
- Abide by the instructions outlined by the CdLM-MS, which are available online, regarding the frequency of the emergency medical service (e.g., regulations, clothing requirements, schedules).

It is important to emphasize that any falsification of documents, such as health clearances or booklets, will lead to the initiation of complaint procedures to the relevant authorities.

ORGANIZATION

Health Surveillance and Course on Health and Safety in the Workplace

Before being able to attend the training activities of Nursing and internship, the student is required to undergo Health Surveillance, to attend the mandatory Information Course for all newly enrolled students and the specific Training Course on "Health and Safety in the workplace" of 12 hours (pursuant to art. 37 paragraph 2, Legislative Decree 81/08 and ss.mm. and ii., State-Regions Agreement of 22.12.2011 n. 223).

Health Surveillance involves a series of health checks carried out by the Competent Doctor to protect the health and safety status of workers and equivalent students in relation to the work environment, risk factors, work carried out and the health conditions of the worker.

The Competent Doctor plans and carries out health surveillance through the appropriate health protocols and will have to express a judgment of suitability that will be issued to the student.

The student, as an equivalent worker, is obliged to undergo Health Surveillance.

The dates of convocation, agreed with the Office of the Competent Doctor, will be communicated before the start of the activities. The student may be absent exclusively for certified health reasons or international mobility, communicating it in advance and asking to schedule the visit on another date. In case of unjustified absence, the student will no longer be summoned for the academic year of reference and will not be able to attend health facilities and / or research, thus delaying the training.

The specific Training Course on "Health and Safety in the workplace" is carried out by specialized personnel and organized by the RSPP Manager of the University in agreement with the Internship Coordinator and the Presidency of the CdLM-MS.

As per regulations, the course lasts 12 hours and a maximum number of 35 students is admitted. The student, as an equivalent worker, is obliged to attend the Course.

The dates of convocation, agreed by the person responsible for the organization of the courses, will be communicated before the start of the activities. The student may be absent exclusively for certified health reasons or international mobility, communicating it in advance and asking to schedule the course on other dates. In case of unjustified absence, the student will no longer be summoned for the academic year of reference and will not be able to attend health and / or research facilities, thus delaying his training course.

On the days provided for Health Surveillance and for Information and Training Courses, students are exempted from participating in educational activities and, in the event that exam sessions are scheduled, the teacher is required to take the exam on a different date.

Calendars and assignment to the Tutor

Internship activities can be carried out throughout the academic year, every day and including holidays. Each internship shift can have a maximum duration of 8 hours and it is possible to attend night shifts.

All information concerning the organization of the Internship for the individual years of the Course will be communicated before the start of the activities. In particular, the following will be available to students and tutors: calendar, list of students, trainee's booklet, list of tutors based in the health facility.

Internship methods

The student, following the instructions on the website, will present to the Tutor on the first day marked on the calendar to plan the activities. The days and times of attendance will be agreed between the Tutor and the trainee in order to achieve the amount of time and the expected training objectives within the assigned period of time. If in the assigned period the trainee fails to achieve the expected objectives, the attendance of the department, laboratory, operating unit can be extended at the discretion of the Tutor.

In relation to the characteristics of the Operating Unit, the activities can be carried out in hospital wards, clinics, operating rooms, and laboratories.

Attendance of the internship is 100% mandatory. Absences up to 30% of the total time can be recovered by making arrangements with the Tutor. Absences of more than 30% and postponements for health or educational reasons can be recovered only after authorization issued by the Internship Coordinator.

Trainee's booklet

The Trainee's Booklet can be downloaded from the CdLM-MS website on the Internships page and must be completed in its entirety.

The Tutor or the designated doctor must validate every day the frequency booklet that shows the activities carried out. The tutor must also fill in the Evaluation Form of the trainee by entering both the partial marks and the final grade, and at the bottom affix his signature and the stamp of the Structure.

Incomplete booklets will not be considered for the purposes of the record.

Registration of the internship

In order to verbalize, the student must:

1. Book through the internship exam portal using the correct code (as per the study plan);
2. Fill in an evaluation questionnaire relating to the attendance of the internship (available online at the training internships page);
3. Send the trainee's booklet completed in its entirety and signed by the Tutor, accompanied by a certificate of copy conforming to the original (Art. 47 of the D.P.R. n. 445/2000) to the address medicineandsurgery@unict.it clearly indicating in the subject of the e-mail: Surname, Name, code, year and semester of the internship for which the verbalization is requested;

Only after these obligations, the training activity will be registered by the Internship Commission which will register the positive conclusion of the Internship in the student's career.