



# UNICAMILLUS

## INTERNSHIP REGULATION IN MEDICAL AREA

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# Internship Regulation in medical area

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## Article 1 Introduction

The internship is an irreplaceable method of learning professional-technical skills through hands-on experience and the combination of theoretical-scientific knowledge and the understanding of professional and organizational operational procedures.

The internship's goal is to allow the student to achieve, maintain and develop quality learning and to enhance a sense of responsibility through targeted support from one or more experienced professionals. The supervision of the internship is guaranteed by a tutoring system.

Attendance is mandatory and not replaceable. Students, who complete the hours of attendance foreseen by the study plan of the relative study course, can be admitted to the final exam in the scheduled exam session. Its overcoming is expressed in an evaluation out of thirty.

The structure and organization of the internship are planned by the Course Director/Didactic Manager who prepares a detailed plan for their development by defining the intended internship place, departments and the scheduling of timing in terms of days and hours.

Internships are carried out in health services, structures and companies with which UniCamillus has stipulated agreements. Based on the University's schedule, students are then placed to various facilities.

**Important:** for matters not covered by this regulation, please refer to the Regulation of each Degree Course.

## Article 2 Internship requirements

Students can be admitted to the internship program of their Degree Course only if they correctly complete the enrollment procedure by submitting the required documentation specified in the call for applications.

Moreover, they have to fulfill the following requirements:

1. are up to date with the payment of the university tuition;
2. have obtained the certificate of professional suitability issued by the University Doctor

Students that still have to submit the required documentation or that do not fulfill one or more of the above requirements will not be admitted to the internship program. If the student is already carrying out the internship and, following a check, an irregularity is found, the internship will be suspended and reactivated as soon as his/her position is regularized.

## Article 3 Internship exams

At the end of the internship foreseen for each year of the study course, students will be evaluated with an annual exam to be carried out through oral and/or written and/or practical tests. Only students, who have covered and documented the minimum percentage of attendance of the total number of internship hours provided for in the related didactic regulations will be admitted to the exam.

## Article 4 Documentation

### 4.1 Attendance signature sheet

The internship activity is tracked by filling in a special signature sheet and it is the student's duty to present it every day when s/he goes to internship. The signature sheet is signed by both the student and the coordinator or tutor (in the absence of one of the latter, the signature will be provided by another administrator) both on the entrance and exit.

The signature sheet is a legally valid document certifying the presence of the student during the internship days therefore:

1. May be requested by the judicial authority in the case of evidence or for any other reasons;
2. Is designed to record the daily attendance to the internship;
3. Must be signed daily by the student and countersigned by the Coordinator or Tutor (in the absence of one of the latter, the signature will be provided by another administrator on duty) both on the entrance and exit.

Given the legal value of the signature sheet, students have to carefully preserve the integrity of the document. In addition, we remind the formative nature of the signature sheet, whose good maintenance to develop a propensity to correctness and punctuality.

Students' attendance is certified by the internship tutor who evaluates and documents, in the appropriate evaluation sheet, the levels of competence progressively reached by the intern. For each student, the Course Director/Didactic Manager monitors and verifies the achievement of the amount of hours of internship programmed on the basis of the study plan of the degree course. Students, who have completed the hours of internship attendance required by the study plan, can be admitted to the relevant exam in the scheduled exam session.

### 4.2 Method of withdrawal and return of the signature sheet

Before starting the internship, students must download the signature sheet from their personal area on the UniCamillus WebApp and then upload the sheet signed and in full form, once the period certified by the same has ended.

Any corrections or annotations on the signature sheet must be made legibly and countersigned by the Coordinator or Tutor on duty. Only after uploading the attendance sheet onto the UniCamillus WebApp, students must deliver the original signature sheet to the University Internship Office via appointment.

The procedure for uploading the attendance sheet onto the UniCamillus WebApp first, and then delivering of the original copy, must be carried out within 7 days of the last hour recorded in the signature sheet to allow the competent office to carry out all verifications.

Failure to comply with the delivery and upload protocol of the signature sheet will result in the cancellation of the hours completed by the student.

### 4.3 Certificate of suitability for the internship

The certificate of suitability for the internship is a requirement that the student must meet in order to be admitted to the curricular activity of the internship. Failure to carry out a medical assessment, failure to renew the medical certificate or any judgment of non suitability will result in the inability to attend the internship.

Only those that obtained the suitability judgement with the competent University Doctor will be included in the lists of students able to do the internship.

It will be the University's responsibility to inform students in a timely manner about the medical documentation to be produced in order to carry out the medical examination with the university doctor. The list of the medical documentation is also present in the personal area of the UniCamillus WebApp. In order to be included in the one of the University medical examination days, students must upload all the required medical documentation onto the UniCamillus WebApp.

Where requested by the doctor, for the purpose of issuing the suitability certificate, students undertake to undergo the necessary clinical assessments.

The certificate of suitability for the internship is subject to expiration. To obtain its renewal, students must undergo a new medical examination after renewing the medical documentation.

**Important:** in relation to the characteristics of the host healthcare facility, further clinical tests or certifications may be required for the proper conduct of the internship, which students will be required to comply with.

### Article 5 Uniform

During the internship at the hosting facility, students are required to wear the appropriate uniform equipped with the UniCamillus logo. The uniform must be worn only and exclusively in the areas designated for the internship. It will be the University's responsibility to inform all students regarding the places where the uniform can be purchased. All communications will be sent to the institutional email address.

### Article 6: Code of conduct

Students are required to take care of their personal image and role by respecting the following behavioral rules:

1. in all internship locations, it is mandatory to comply with the rules of hospital hygiene laid down and to respect professional ethics;
2. during the internship, students are required to always wear the uniform, which must be kept clean and tidy and complete of identification badge and appropriate footwear;
3. it is not allowed to wear the uniform outside the internship hours even in the health facility perimeters;
4. during the internship, it is not allowed to leave the host structure;
5. during the internship, it is not allowed to stay outside the operating units;

6. it is forbidden to wear jewelry (including watches) and piercings placed in areas of contact with the patient;
7. students must pay attention to personal care and hygiene. Hair must be kept short or tied up, the beard short and well-groomed, and the nails short;
8. the use of personal protective equipment (PPE) is mandatory in the laboratory, in the departments and in care practices in compliance with the regulations of the relevant health facility;
9. the use of any electronic device is limited and the silent mode must be activated. In any case, it is necessary to comply with the internal regulations provided by the health facility regarding its possible use in certain departments;
10. respect for professional secrecy is mandatory, guaranteeing the utmost confidentiality of the patient's personal information. It is, therefore, forbidden to take photos or make videos of places and people, exchange information subject to privacy and any form of disclosure (messaging, internet, social networks);
11. it is forbidden to eat inside the med labs.

For what is not foreseen above, the student is required to comply with the regulations and guidelines adopted by the healthcare facility where the internship takes place.

#### **Article 7: Disciplinary measures**

Students are liable to disciplinary action if the following situations are identified:

1. student author of behaviors potentially dangerous for the safety of users and/or other operators;
2. student who do not comply with the rules of conduct indicated in this regulation or with the rules laid down by the Regulations and the Guidelines adopted by the host health facility;
3. student who, during the internship hours, become unreachable without having previously notified the Tutor, despite the registration of his presence on the signature sheet.

Such behaviors must be detected by the Internship Tutor and reported to the Director of the Degree Course who will report them through a specific report on the Disciplinary Commission of the University.

#### **Article 8: Non-disciplinary suspension from the internship**

The internship can be suspended in case of:

1. provisions envisaged by current regulations;
2. students with psycho physical problems that can cause stress or damage to their person, to patients or to the staff of host health facility or such as to hinder the possibility of learning;
3. students who are not up to date with the payment of university tuition;
4. students with expired certificate of eligibility.

#### Art. 9 - Final provisions

For legal and interpretative purposes, the Regulations approved by the Organizing Technical Committee on June 22, 2021, deposited and available at the offices of the Didactic Secretariat, are valid, drawn up in Italian, of which it is possible to request a certified copy. For anything not provided for in this document, please refer to the Statute and the Regulations governing the functioning of the University's activities.