



UNICAMILLUS

ORGANISATION OF THE NURSING DEGREE COURSE CLINICAL INTERNSHIP

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Article 1 - Introduction and field of application

The aim of this document is to describe and share the internship programme, the tutoring process, and the methods and tools adopted for the organisation of clinical internships in affiliated facilities with all *stakeholders*. This document also aims to provide students with a real and practical guide, which can be consulted whenever necessary.

The target audience of this document is the Didactic Board of the UniCamillus Nursing Degree Course, the Nursing Office Managers, Nursing Coordinators, Nurses, Company Tutors and students.

Article 2 - Definition and purpose of clinical internship

The internship is the irreplaceable way of learning professional technical skills through practical experience and the integration of theoretical-scientific knowledge with professional and organisational operating practice.

The internship activity is intended to enable 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. It is aimed at the student's acquisition of specific skills of professional interest, as well as professional technical competences, through practical experience and the integration of theoretical-scientific knowledge with professional and organisational operating practice.

The internship programme includes:

- **laboratories**, tutorials and simulations aimed at enabling the development and acquisition of technical, relational and methodological skills by students in a protected context, before or during experience in real-life settings;
- **internship**, understood as direct practical experience in the field with supervision by an experienced clinical professional;
- **seminar activity**, understood as participation in conferences, seminars, research groups, which aim to deepen clinical-practical issues of nursing setting.

In compliance with current legislation, the UniCamillus Nursing Degree Course provides for a total of **60 university educational credits** (CFU) to be invested in internship activities. It should be noted here that one CFU corresponds to 30 hours. Specifically, these credits are to be understood as the total commitment required by students to achieve the expected outcomes and skills. Table 1 shows the number of CFUs and relative internship, laboratory and seminar activity hours for each year of course:

Table 1: CFUs e no. of internship, laboratory and seminar activity hours for each year of course				
	First year	Second year	Third year	Total
CFU Internship	20	22	18	60
No. of Internship hours	600	660	540	1800
CFU Professional Laboratory	1	1	1	3
No. of Laboratory hours	30	30	30	90

CFU Seminar activity	2	2	2	6
No. of Seminar activity hours	60	60	60	180

With reference to the course year, the educational outcomes of the internship programme are explained here, referring to Attachment 1 for details of the specific outcomes and the relevant European Qualification Framework:

- the **first-year internship** aims at providing students with first-level nursing assessment skills, clinical reasoning skills and care planning for patients with medium/low care complexity and with constant supervision of an experienced professional;
- the **second-year internship** aims at providing students with second-level nursing assessment skills, clinical reasoning skills and nursing decision-making skills in patients with priority health problems in medical, surgical, specialist surgical, oncological and chronic care settings, under supervision of an experienced professional;
- the **third-year internship** aims at promoting the consolidation and advancement of students' 1st and 2nd year competences and at developing skills concerning the care of patients with medium and high complexity health problems; it aims at promoting the decision-making on priorities and nursing care, to be provided also to groups of patients, planning and managing care processes also by assigning and supervising activities to Support Workers, activating and maintaining continuity of care (within the same Complex Facility (CF)/Service, between different CFs/Services of the same structure, between hospital and territory).

Article 3 - System of responsibilities and key figures

In order to be meaningful, the internship experience must be organised, planned and evaluated on the basis of the predefined educational outcomes, which match the contents of the theoretical teachings of the course of study. Responsibility for this process lies with the Director, who relies on three levels of tutoring:

- **Company Tutor**, a nurse belonging to the internship structure with advanced skills in both the pedagogical and professional fields, who assists the Didactic Board in the planning of internship programmes in line with the educational s of the course year. The main activities of the Company Tutor are:
 - ✗ planning and managing internship programmes in line with the educational outcomes of the course year;
 - ✗ creating a suitable educational context for students, negotiating favourable conditions and activating welcoming and integratio processes for students with the Operating Units;
 - ✗ collaborating and exchanging views with professionals who supervise students at the internship location;
 - ✗ ongoing supervising and monitoring (on a sample basis) students' progress, carrying out authenticity checks on the attendance sheet at the end of the internship experience.
- **Operating Unit Nursing Coordinator** is responsible for welcoming and orienting students during the internship, establishing outcomes, activities, moments of exchange and assessment. The main activities of the Operating Unit Nursing Coordinator are:

- ✘ welcoming and orienting students in the process of entering the Operating Unit;
 - ✘ creating the necessary conditions for the acquisition of competences and skills in relation to the clinical internship outcomes;
 - ✘ providing students with systematic *feedback* and carrying out ongoing and final assessment;
 - ✘ documenting internship attendance through students' attendance records;
 - ✘ assessing students' actual professional skills, those possessed and those acquired during the internship;
 - ✘ ensuring that students/interns comply with the internship educational contract, the rules of conduct included in the internship project, and the Regulations, protocols and procedures of the Operating Unit where the internship is carried out.
- **Clinical Tutor**, experienced nurse who guides and supports students in the daily acquisition of competences and skills. As a "role model", the clinical tutor is a guarantor of students' and users' safety, and ensures that users are informed that they are being assisted by a student. The main activities of the Clinical Tutor are:
 - ✘ supporting students in carrying out care activities in relation to the educational outcomes of the course year, ensuring the gradualness of learning;
 - ✘ documenting internship attendance by recording students' attendance on a daily basis;
 - ✘ collaborating with the Operating Unit Nursing Coordinator in the assessment of the student's actual professional skills, those possessed and those acquired during the internship.

Article 4 - Internship requirements

Students may only access the internship programme in the following conditions:

- they properly completed the enrolment procedure by handing in all the documentation required by the Call for Application to the relevant Offices;
- they are up to date with payment of the University tuition and fees;
- they obtained the certificate of eligibility issued by the competent UniCamillus doctor. Please refer to the University's Regulation on Medical Documentation (2022) for further details.

In addition, students are only admitted to the practical internship programme of the Nursing Degree Course in the following conditions:

- they regularly attended (attendance rate not less than 75 %) the theoretical activities, in particular the teaching of nursing disciplines in the course year and the previous year, as well as the professional laboratories;
- they attended the compulsory educational course on health protection and safety in the workplace;
- they passed the Italian language proficiency test. This last point applies only to students who do not have an appropriate level of Italian language proficiency (see point 4.3).

Students, who are still in an irregular situation or who do not meet one or more of the above-mentioned requirements from a documentary point of view, may not be admitted to the internship programme.

Should students already be carrying out the internship and an irregularity relating to the above-mentioned requirements is found, following a check, the internship will be suspended and the hours accumulated during

the period of irregularity will be invalidated. The reactivation of the internship will take place following regularisation of its position.

4.1 Attendance at theoretical activities and professional laboratories

Students, who are regularly enrolled in the Nursing Degree Course, must prove that they regularly attended (attendance rate not less than 75%) the theoretical activities, in particular the teaching of nursing disciplines in the course year and the previous year, as well as the professional laboratories for the start of the clinical internship. These, in fact, are aimed at enabling students to develop and acquire technical, relational and methodological skills in a protected context, prior to experience in real-life settings. The laboratory activities are coordinated by a tutor figure and planned with reference to the specific educational outcomes of each year of reference.

4.2 Attendance at the course on health and safety in the workplace

Education on health and safety in the workplace sets out the aspects related to the specific risks of the Operating Units in which the internship is carried out, in compliance with Legislative Decree No. 81 of 2008 and subsequent amendments. It is compulsory for all students, who are regularly enrolled in the Nursing Degree Course, and the certificate of eligibility must be obtained before participating in the first cycle of the internship scheduled for the first year of the course.

The course structure and the procedures for obtaining the compulsory certificate of eligibility can be found in the student's personal WebApp.

Students, who have not obtained their certificate of eligibility by January 31, will not be able to enter the first cycle of the internship.

4.3 Italian language proficiency

Students, who do not speak Italian as their mother tongue and who are regularly enrolled in the Nursing Degree Course, must prove that they have an appropriate level of Italian language proficiency in order to begin their clinical internship. This is made necessary by the fact that students will have to work in an Italian context during the internship, where they will have to interact with Italian patients and healthcare professionals. The ability to understand what is decided and arranged in such contexts is, therefore, of primary importance, not only for the success of students' educational course and of the internship itself, but also for the protection of patients and those in need of health care.

In view of the above, the University Language Centre has the task of testing linguistic competence. To this end, the University Language Centre organises a compulsory Italian language proficiency test for all students who do not speak Italian as their mother tongue and are enrolled in the Nursing Degree Course, unless an exemption is granted in the cases listed below:

1. students who have obtained the Italian language proficiency certification in levels no lower than B1 from the Council of Europe, issued under the Italian Quality Language Certification (CLIQ - Certificazione Lingua Italiana di Qualità), which gathers together the current certifying bodies (University for Foreigners of Perugia, University for Foreigners of Siena, University Roma Tre, Società "Dante Alighieri"), as well as issued by the University for Foreigners "Dante Alighieri" of Reggio Calabria, also in agreement with Italian Cultural Institutes abroad or other accredited bodies. These certifications may be obtained in the country of origin and in agreed exam centres throughout the world;
2. students in possession of a five-year or four-year high school diploma obtained at schools located in Italy and at Italian schools or private schools located abroad.

Students, who are exempt under points 1 and 2 above, must submit the aforementioned certificates and/or high school diplomas (the University reserves the right to request the original documents at any time, should the need arise) to the University Language Centre, in compliance with the procedures to be explained by the Centre in the notices to students.

Students, who are not in possession of the documents described in points 1 and 2 above, must instead take the **Italian language proficiency test**, which consists of a validated placement test/questionnaire aimed at ascertaining a Italian language proficiency of at least B1 level, which is useful for taking charge of the person in the hospitals, where the internship will be carried out. The date, time and method of the test will be communicated in advance to students by the University Language Centre.

Students, who at the end of the test have not obtained a score identifiable as level B1 (according to the indications provided by the University Language Centre) and have not submitted other certificate of eligibility and/or high school diplomas as indicated in points 1 and 2, **will be required to attend free Italian language courses offered by UniCamillus**, based on the level of language proficiency found in the placement test/questionnaire, or to attend other courses, following which they will be issued a certificate/attestation of at least B1 level.

The Italian language compulsory education requirement is deemed to have been met when students provide proof that they have reached level B1, by means of the UniCamillus language test or other certificates or documents referred to in points 1 and 2.

Exclusively in the event that UniCamillus students attend UniCamillus Italian language courses at an A1 or A2 level and must therefore acquire two or more levels before fulfilling the compulsory education requirement (level B1), they may access the clinical internship even without having reached level B1, where they have obtained a certificate attesting their achievement of even a single level higher than that recorded in the placement test/questionnaire in the same academic year, by passing the final test, or in the final test of the previous academic year, by attending the UniCamillus Italian language course.

Should students fail the final test, they will not have access to the clinical internship for that academic year and will be required to retake the same level UniCamillus course and final test in the following academic year. The mechanism will be repeated each academic year until the compulsory education requirement is met.

Article 5 - Scheduling of clinical internship

ASL Roma 2, ASL Roma 6 and the San Camillo Forlanini Hospital are the educational centres of the UniCamillus Nursing Degree Course. Students, who are enrolled in this Degree Course, carry out their clinical internship in the territorial and hospital facilities of the abovementioned Hospital Authorities.

At the beginning of each Academic Year, the Didactic Board of the Nursing Degree Course organises a meeting with the Company Tutors of the affiliated locations in order to verify their availability and plan the internship activities for each year of the course, specifying the number of students for each internship site and the period. In the light of this information, the Didactic Board assigns each student to each internship site. It is specified that this assignment is subject to an assessment of the individual's learning needs, in relation to the outcomes, which were achieved or not achieved in the previous year. Students' assignment to the internship location is valid for one year. Changes to the internship location are not allowed.

5.1 Criteria for assigning students to the Operating Units

On the basis of the expected clinical internship educational outcomes for each academic year, as well as the progression of the theoretical context expected by the didactic system, each student will be assigned to a reference Operating Unit among those listed in Table 2 below:

Table 2: Operating Units in which the internship is carried out for each year of course

	First year	Second year	Third year
Operating Units		Operating Room	Emergency Room
	General medical area	Maternal and child area	Resuscitation
	General surgical area	Specialist surgical area	Intensive care
		Specialist medical area	High specialty Operating Unit Critical-specialist area

Scheduling of clinical internship and students' assignment to the internship location and the Operating Unit will be published on the WebApp by the Didactic Board within 7 days from the start of the experience. Assignment changes in the Operating Units are not allowed, if not for exceptional cases.

The Didactic Board is responsible for the **scheduling of at least 5 or 6 internship experiences** in different contexts over the three-year period, as agreed during the Consensus Conference of the Permanent Conference of the Health Professions Degree Courses (2010).

In view of the thesis project, students have the opportunity to indicate a proposal for an internship assignment or an extension of the same in a specific Operating Unit to the Didactic Board, in order to deepen certain topics or to carry out data collection for the research subject of the thesis. The request, agreed with the supervisor, must be received by the Didactic Board **within the first ten days of the month preceding the month of the clinical experience** (e.g. for the October internship, assignment requests must be received within the first ten days of September).

All the proposals received will be assessed by the Company Tutor and the Didactic Board in relation to the general educational outcomes of the course year and specific to the individual student, as well as in relation to the organisational requirements of the structures hosting the internship.

In the event that students are unable to participate in the internship for the entire assigned period, they are required to notify the Didactic Board promptly and before the start of the clinical experience.

5.2 Attendance at the clinical internship

Attendance at internship activities is compulsory for all students enrolled in the Nursing Degree Course during the three-year course. The location, period and shifts of the internship activities are defined by the Didactic Board and Company Tutors.

Scheduled clinical internship attendance must be **continuous** during the individual internship experience and during the course year. In the event of partial attendance of the individual clinical internship experience (**attendance percentage not exceeding 50% of the total number of hours scheduled for the individual clinical internship**), the hours undertaken by the individual student will not be taken into consideration and the student must attend the entire internship experience again, in compliance with the already established academic schedule. Therefore, students may be temporarily suspended from the internship if the existing schedule does not allow their immediate reintegration into the established Operating Unit.

Particular situations will be discussed in the Internship Commission of the Nursing Degree Course for appropriate measures.

The timetables scheduled in the internship plan and visible on the WebApp **must be strictly observed**. Any changes must be duly requested in writing to the relevant Company Tutor and to the Didactic Board and authorised by them.

Pursuant to the current legislation on workers' protection, students may not exceed the limit of 48 hours per week and 6 consecutive days, with an interval of at least 11 consecutive hours of rest between each shift. Attendances not agreed with the Company Tutor and the Didactic Board will not be counted and must therefore be made up. No double shifts may be arranged by students.

Students intending to be absent from the internship for short periods of time must immediately inform the Company Tutor and the Coordinator of the Operating Unit where the internship is carried out, in compliance with the procedures agreed at the start of the academic year.

A student who, for serious and justified reasons, intends to be absent for long periods of time must notify the Company Tutor and the Didactic Board and agree on a personalised make-up plan.

Make-up is not provided for individual days. It is possible to make up for a minimum period of one week. The student must make up the hours in the Operating Unit where attendance was lower. Make-up periods are generally undertaken during the month of August, subject to the approval of the Company Tutor and the Didactic Board.

Students are required to record the hours of attendance at the internship by means of the attendance sheet, to have them signed and countersigned by the Coordinator of the Operating Unit and to have them validated by the Company Tutor and the Didactic Board using procedure no. 5, rev. 0, "Attendance Recording Procedure for the Nursing Degree Course Clinical Internship" (January 4, 2022).

Article 6 - Documents and forms

The clinical internship activity involves the drafting of an educational contract between the Tutor/Didactic Board and students and other documents required to certify its performance or outcomes.

The following paragraphs outline the main documents held by the Nursing Degree Course. All the documents listed are filed at the university facility.

6.1 The Internship Educational Contract

Prior to the start of the first cycle of internship in the first year course, students sign and hand over to the Didactic Board the so-called Internship Educational Contract, which sets out the essential rules to be observed by students, who are hosted at an internship location. The Internship Educational Contract is drafted between the Company Tutor/Didactic Board and students.

The Internship Educational Contract is valid for the entire educational period of the individual student or until it is amended in writing and sent to the Didactic Board.

6.2 Attendance sheet

- The internship activity is recorded by means of an attendance sheet, which students are required to present on each day of their internship. For each day of the internship, students must sign in and out of the Operating Unit. These will be countersigned by the Coordinator/nurse of the Operating Unit during each day of the internship.
- The attendance sheet is a legally valid document certifying the student's presence on the internship days and therefore:
- it can be requested by the judicial authority, should this be deemed appropriate;
- it is prepared to record daily internship attendance;

- it must be signed daily by the student and countersigned by the referring Coordinator/Clinical Tutor (if absent, by the person taking his/her place on duty), at the beginning and end of the shift.

Given the legal value of the attendance sheet, students commit themselves to carefully preserving the integrity of the document. In addition, the educational nature of the attendance sheet is recalled, the good keeping of which enables the development of a willingness to be correct and punctual. Students' attendance is certified by the Internship Clinical Tutor, who assesses and documents the levels of competence progressively achieved by the intern in the appropriate assessment sheet.

Before the start of the internship, students must download their attendance sheet from their personal area on the UniCamillus WebApp and then upload it again, complete with signatures and in full, at the end of the certified internship period. Any corrections or annotations on the attendance sheet must be made legibly and countersigned.

The attendance sheet must first be uploaded digitally onto the UniCamillus WebApp and then **submitted in original form to the University's Internship Office** by appointment. The procedure of uploading onto the UniCamillus WebApp first, and then submission of the original copy, must be carried out **no later than 7 days from the last hour recorded on the attendance sheet**, in order to allow the competent Office to carry out all checks. Failure to comply with the protocol for submitting and uploading the attendance sheet will result in the cancellation of the hours undertaken by students.

Please refer to procedure no. 5, rev. 0, "Attendance Recording Procedure for the Nursing Degree Course Clinical Internship" (January 4, 2022) for further details.

6.3 Educational assessment sheet

The purpose of the educational assessment sheet is to follow students at all stages of their learning and to prepare appropriate support measures in the event of failure to achieve the expected educational outcomes.

The educational assessment sheet is specific to each year of the course and is defined on the basis of the expected educational outcomes. Students must download the assessment sheet from their personal area on the WebApp at the start of each internship experience and submit it to the **Operating Unit Coordinator on the first day of the internship**.

The procedure for filling in the assessment sheet and its submission to the competent Offices is similar to that reported in procedure no. 5, rev. 0, "Attendance Recording Procedure for the Nursing Degree Course Clinical Internship" (January 4, 2022) regarding the attendance sheet.

Article 7 - Assessment of educational outcomes

The internship experiences must be scheduled, assessed and documented during students' educational course. The assessment procedure is carried out during students' clinical education course in typical ongoing educational assessment methods, and with assessment methods of a certifying nature at the end of each year of the course and of the three-year course.

7.1 Students' ongoing educational assessment

Ongoing educational assessment is required to follow students through all their education phases and to prepare appropriate support measures in the event of failure (Saiani et al., 2011).

The educational assessment is ensured by the tutoring system during the internship experience, in particular by the Operating Unit Coordinator and/or the Clinical Tutor, who supported and supervised students and observed their *performance*.

This assessment is recorded on an assessment sheet, specific to the course year, which the individual student can download from the personal area on the WebApp and submit to the **Operating Unit Coordinator on the first day of the internship**.

The assessment sheet, duly completed at the end of the internship experience, must be **signed and stamped by the Operating Unit Coordinator and/or the Clinical Tutor** and submitted to the Registrar's Office and the Didactic Board at the same time as the internship attendance sheet, according to the methods defined in procedure no. 5, rev. 0, "Attendance Survey Procedure for the Nursing Degree Course Clinical Internship" (January 4, 2022).

Should the final assessment be insufficient, students will be offered a personalised make-up plan and/or the extension of the internship in the same care *setting* and/or the cancellation of the hours (to be assessed for each specific case).

7.2 Students' certification assessment

The certification assessment records the level of competence achieved by students, summarises it in a grade and allows the necessary pedagogical decisions to be taken following students' success/failure. (Saiani et al, 2011).

An overall certification assessment, expressed in thirtieths, is carried out at the end of each year by means of a test (internship exam), which consists of an assessment of the level of competences achieved by means of standardised and specifically structured tests, according to a multi-method approach, in relation to the expected educational outcomes.

In addition to the weight of the specific test, the certification assessment takes into account other students' information and data, such as:

- progress and evolution in the competences recorded in the ongoing educational assessment sheets;
- any disciplinary measures or sanctions addressed to the individual student with reference to clinical education.

The certification assessment is carried out by the Professors relating to the Scientific and Disciplinary Sector of General, Clinical and Paediatric Nursing Sciences (MED/45) afferent to the UniCamillus Nursing Degree Course, as well as by the reference Company Tutors.

Students, who have attended at least 75% of the number of scheduled internship hours, are admitted to the certification assessment test (internship exam). Table 3 shows the number of CFUs and relative minimum internship hours required for admission to the test for each year.

Table 3: no. of internship hours scheduled for each year of course and minimum no. of internship hours to access the internship exam of the reference year

	First year	Second year	Third year	Total
CFU Internship	20	22	18	60
No. of Internship hours scheduled for reference year	600	660	540	1800
Minimum no. of Internship hours to access the internship exam of the reference year	450	1.095	1.800	(100% of Internship hours for the three years)

+ 75% Internship hours
scheduled for the Second
year)

It is the individual student's responsibility to carry out a final count of the internship hours and to promptly consult with the Didactic Board in order to schedule any periods of make-up for absences.

If the final assessment is insufficient, a personalised make-up plan will be proposed to students.

7.3 Assessment of the perceived quality of educational processes during internships

The Nursing Degree Course has implemented an online system for monitoring and assessment of the curricular internship experience by individual interns, with the ultimate aim of fostering a reflection on curricular internship and with a view to continuous improvement of the quality of educational offer.

The Nursing Degree Course carries out online monitoring of their satisfaction at the end of each period of experience (generally monthly), in order to detect the individual student's satisfaction with the internship experience. The tool in use allows the Degree Course to obtain information on the quality of the educational environments in the clinical internship course, as well as the degree of students' satisfaction with the Internship Clinical Tutor and the internship structure.

Students will be able to carry out the assessment questionnaire by accessing their personal area on the WebApp, in the Internships section, before uploading the attendance sheet related to the individual experience. The data are processed and analysed by the Didactic Board and the Internships Commission of the Nursing Degree Course and made available in aggregate form.

Article 8 - Standards of students' behaviour

Students are required to comply strictly with ethical and company rules and professional decorum during their clinical internship activities. Students are required to look after their personal and role image by observing the following rules of conduct:

- it is mandatory to comply with the rules of hospital hygiene and professional ethics at the internship locations;
- students are required to wear the appropriate university uniform with the UniCamillus logo, which must be kept clean and tidy, complete with identification badge and appropriate footwear, while on internship at the hosting hospital. The uniform must only and exclusively be worn in the areas set aside for internship activities. It is not allowed to wear the uniform in the internship facilities outside internship hours. The University will be responsible for informing all students in good time of how to obtain the uniform and logo. All communications will be sent to the institutional email address of concerned students;
- students are not allowed to leave the hosting facility during the internship;
- it is not allowed to stay outside the Operating Units during the internship;
- it is forbidden to wear jewellery (including watches) and piercings in areas of contact with the user;
- attention must be paid to personal hygiene and care: hair must be kept short or cropped, short and trimmed beards, short nails;
- it is compulsory to use personal protective equipment (PPE) in the laboratory, on the wards and in care practices, in compliance with the Regulation of the relevant health facility;

- it is compulsory to comply with the procedures concerning accidents, states of pregnancy or illness, which are detrimental to the individual and the users for the performance of the internship;
- carrying out internship activities only if interns believe they have developed the necessary theoretical knowledge to protect users and facilities from dangerous behaviour;
- not disclosing data, audio or video recordings, or photographic material relating to places or persons attended during the internship activities of the Degree Course, directly or indirectly acquired, to unspecified parties (e.g. by sending emails or fax letters) or disseminating them to unspecified parties (e.g. by publishing them on a website);
- the use of mobile phones is **forbidden**, in any case limited and the silent mode must be activated. Interns must in any case comply with the internal Regulation provided for by the healthcare facility concerning its possible use in certain wards;
- observance of professional secrecy is compulsory, guaranteeing maximum confidentiality of users' information. It is therefore **forbidden** to photograph or take videos of places and people, exchange information subject to privacy and any form of disclosure (messaging, internet, social networks);
- it is forbidden to eat inside the laboratories. It is mandatory to adopt behaviour in the classroom and in laboratory or internship settings that does not hinder or disturb the individual's and others' education.

Communications via informative media must take place in compliance with the principles of confidentiality and privacy. Communications with Company Tutors and the Didactic Board on specific cases relating to the internship experience must take place in respect of the individual's privacy and must not include information on patients.

For all that is not foreseen above, students are required to comply with the rules and guidelines adopted by the health facility hosting the internship. The internship facilities will inform the intern of the rules of conduct on each occasion that the internship is carried out.

Violations of such behaviour are not allowed. Behaviour which is not compliant with the stated obligations will not be accepted and will be referred for assessment to the University Disciplinary Commission.

Article 9 - Internship suspension and disciplinary measures

The clinical internship period may be subject to immediate suspension, suspension after assessment by the University Disciplinary Commission and disciplinary measure.

9.1 Immediate suspension from the internship

The immediate suspension of clinical internship activities is decided by the Didactic Board in synergy with the Internship Commission in the following cases:

- state of pregnancy pursuant to Legislative Decree No. 151 of 2000 and Article 28 of Legislative Decree No. 81 of 2008 and subsequent amendments, as well as in compliance with the current legislation, subject to the sending of appropriate certification by the competent University doctor to the Didactic Board and the Internship Commission;
- students with psychological and physical problems, which may lead to stress or damage for themselves, for the users of the hospital facility or for the healthcare team at the internship site, or which may hinder the possibility of acquiring core professional skills, subject to the sending of certification by the competent University doctor to the Didactic Board and the Internship Commission;

- students not in good standing with the certificate of medical fitness;
- students not in good standing with the payment of university fees.

The University doctor reserves the right to schedule an extraordinary medical examination to assess individual cases. The students' internship will be resumed once the conditions, which led to its suspension, have ceased to exist.

9.2 Suspension after assessment by the University Disciplinary Commission

The Didactic Board, in synergy with the Internship Commission, has the faculty to propose the temporary suspension from the internship to the University Disciplinary Committee, by means of an appropriate report that thoroughly records the case and the reasons, which will decide whether to impose said suspension from clinical activity for the period of time deemed congruous, should students fail to comply with the internship rules of conduct laid down by the Nursing Degree Course and referred to in Article 8 above and/or fail to comply in general with the obligations set out in the following Regulation. Once the period of suspension has expired, students will be reintegrated into the internship and hospitalisation process either in the current academic year, if this is still possible according to the didactic schedule, or from the academic year following that of the suspension. The reasons, which may lead the Didactic Board and the Internship Commission to propose the students' suspension, are the following:

- students who do not have the prerequisites for admission to the hospital and/or who need to make up educational outcomes preparatory to the clinical internship activity;
- students who discontinuously attend the internship, without justified reason;
- students who have repeatedly made mistakes, which may jeopardise their psychological and physical safety or cause biological damage to the user;
- students who have obtained a **negative ongoing educational assessment** from the internship **more than three times**;
- other causes recorded and assessed by the Internship Commission and the Didactic Board.

The Internship Commission and the Didactic Board may propose the definitive students' suspension from the internship to the University Disciplinary Commission by means of an appropriate report that thoroughly records the motivations, in the event that the difficulties, which led to the students' suspension from the internship, persist or that the cases listed above are repeated. The University Disciplinary Commission may decide to definitively suspend students, thus resulting in their exclusion from the Degree Course of reference at the University, given the impossibility of continuing studies where the compulsory internship has not been carried out. The decision of the University Disciplinary Commission has executive force and must be sent to the Registrar's Office for the measures of exclusion.

9.3 Disciplinary measures

The University Disciplinary Commission may impose a disciplinary measure in the following cases:

- students who engages in behaviour that is potentially dangerous for the users' and/or other operators' safety;
- students who fail to comply with the rules of conduct and provisions set out in the present Regulation or with the rules laid down in the Regulation and Guidelines adopted by the hosting facility;
- students who commit tampering with internship documents (attendance sheet; health documentation, etc.);

- students who are unable to be found at the hosting facility during the internship hours, without having notified the Tutor in advance, despite the registration of their presence on the attendance sheet;
- other causes recorded and assessed by the Internship Commission and the Didactic Board.

Such behaviour must be detected by the Internship Clinical Tutor and reported to the Company Tutor and to the Didactic Board, which will prepare a report on the matter, to be presented to the University Disciplinary Commission. In relation to the committed fact, the latter has the power to temporarily or permanently suspend students and/or to impose an obligation to attend the internship activity with make-up of the completed hours.

Please refer to the Student Disciplinary Regulation for further details (Organising Committee, 2019).

Article 10 - Accidents

Students are covered by an insurance policy against occupational accidents during all didactic activities carried out at the Degree Course facilities and at the internship facilities.

In the event of an accident, it is students' responsibility to activate and carry out the following procedure:

In the event of an accident due to traumatic or infectious risk causes, students must follow the procedure of the Hospital, as the internship location, to which reference is made for specifics.

In all cases, students must:

- immediately report the accident to the Clinical Tutor and the Operating Unit Coordinator;
- go to the Emergency Room of the internship location to undergo a medical examination;
- obtain a hard copy of the original First Aid report showing the diagnosis, prognosis, investigations carried out and any scheduled diagnostic checks;
- acquire the National Institute for Insurance against Accidents at Work (INAIL) form: "Medical Examination and Certification for Accidents at Work" completed by the referring doctor at the Emergency Room, indicating the Saint Camillus International University of Health and Medical Sciences (or, more briefly, UniCamillus University) as the employer;
- immediately notify the Didactic Board and the Health Documentation Office.

Students must draft a detailed, dated and signed report of the accident, to which they must attach a copy of the First Aid report and the INAIL report **within 24 hours of the event**. To this end, the report **must be submitted by email to the Didactic Board and to the Health Documentation Office**, which will prepare the required insurance procedure.

Article 11 - Final dispositions

For legal and interpretative purposes, the document deposited and available at the Didactic Offices and drafted in Italian shall be authentic. For anything not provided for in the present Regulation, please refer to the Statute, the University Didactic Regulation and the Regulation governing the operation of the University's activities.

Attachment no. 1: Educational outcomes for the Nursing Degree Course

Internship activities are intended to enable students with the aim of achieving, maintaining and developing quality education and enhancing their sense of responsibility through targeted support from one or more experienced professionals. These activities are aimed at the students' acquisition of specific skills of professional interest, as well as professional technical competences through practical experience and the integration of theoretical and scientific knowledge with professional and organisational operating practice.

In the following paragraphs, with reference to the course year, the educational outcomes of the internship course are explained. The key to the educational outcomes is illustrated here, in relation to the Dublin Descriptors:

Legend of the educational outcomes in relation to the Dublin Descriptors	
D1	Knowledge and understanding
D2	Applying knowledge and understanding
D3	Making judgements
D4	Communication skills
D5	Learning skills

Attachment 1.1 Educational outcomes of the First year internship

The First year internship is aimed at enabling the students to acquire first-level nursing assessment skills, clinical reasoning skills and care planning for patients with medium/low care complexity and under constant supervision of an experienced professional. In addition, the internship activities in the first year of the course are intended to enable students to acquire technical and operational skills of basic and specialised nursing care as well as self-reflection skills regarding their own educational needs.

At the end of the professional internship activities, students will be able to achieve the educational outcomes listed in the following Table.

First year: Outcomes of professional educational activities		
Outcomes	Activities	Educational outcomes (Dublin Descriptors)
Knowing the characteristics of the facility in which students work and understanding the purposes of hospital/territorial health services, as well as being able to assess the response	<ul style="list-style-type: none"> Using protocols, procedures, clinical care guidelines in the hospital and in the Operating Unit Using the procedure for the disposal of hospital waste and biological liquids according to the specific case 	D1-D2

of these services to the citizen's main needs

- Using clinical care documentation (medical records; nursing records; diagnostic reports, etc.)
- Using protocols, procedures, guidelines for sanitation and disinfection of devices in the recovery unit
- Implementing basic nursing care interventions showing awareness of one's own role and recognising the different professionals' responsibilities and functions in the care team

Developing relational skills with patients and *caregivers* requiring a basic relational approach

- Providing context information to the user: use of listening, verbal and non-verbal communication, reformulation of message contents
- Implementing basic nursing care interventions in a tolerant, non-judgmental manner, with sensitivity and care, ensuring that the following are respected: the rights, dignity, privacy, confidentiality of the person, beliefs, culture and wishes of the individual assisted people, including caregivers and relatives

D4

Developing clinical reasoning skills to identify the level of function and autonomy in clinically stable patients, as well as to comprehensively and systematically ascertain the patient's care needs (physical, psychological and social) at different stages of life

- Accepting and taking charge of the person with low care complexity (control and preparation of the recovery unit, communications, reception sheet, etc.)
- Collecting objective data through physical examination: use of palpation, auscultation, inspection, percussion techniques

D2-D3

Using assessment techniques to accurately collect data on the patient's main health problems

- Using pressure injury risk assessment sheets (Braden scale)
- Implementing interventions aimed at the prevention and reduction of pressure injuries to the patient (mobilisations and devices)
- Using patient fall risk assessment sheets (Conley scale)
- Implementing interventions to prevent and reduce the risk of the patient's falling
- Using pain assessment sheets
- Implementing interventions for the prevention and reduction of pain

D2-D3

Acquiring technical and operational skills and competences in relation to basic care activities

- Planning, implementing, assessing and documenting vital parameters (blood pressure; body temperature; oxygen saturation; heart rate; respiratory rate; pain)
- Performing the transfer of a patient with reduced functional autonomy from the bed to the chair, to the

D2-D3

stretcher and vice versa (manoeuvres and use of aids and devices)

- Planning, implementing, assessing and documenting partial and total hygiene care in patients with impaired and compromised functional autonomy (aid; support; guidance and execution)
- Planning, implementing, assessing and documenting interventions for the positioning, mobilisation and ambulation of the person with impaired and compromised functional autonomy
- Planning, implementing, assessing and documenting the rehabilitation of the recovery bed occupied by a person with impaired and/or compromised functional autonomy or partial disability
- Planning, implementing, assessing and documenting interventions aimed at helping, guiding and supporting the partially dependent person in dressing
- Planning, implementing, assessing and documenting interventions aimed at helping, guiding and supporting the partially or totally dependent person in eating
- Planning, implementing, assessing and documenting an evacuative enema
- Planning, implementing, assessing and documenting the collection of secretions and excretions (urine, excrements, etc.)
- Planning, implementing, assessing and documenting blood glucose measurement from capillary venous blood
- Planning, implementing, assessing and documenting O₂ and aerosol therapy
- Planning, implementing, assessing and documenting the administration of oral therapy
- Assisting and collaborating with healthcare staff in the preparation of the patient in the pre-operative phase
- Assisting and collaborating with healthcare staff in the preparation of the patient in the post-operative phase
- Assisting and collaborating with healthcare staff in the preparation and positioning of the patient for diagnostic examinations
- Assisting and collaborating with healthcare staff in the execution of simple dressings and bandages

Assuming a professional behaviour: active attitude, continuous commitment, reflective approach oriented towards self-learning, acceptance of indications for improvement in the achievement of the expected outcomes

- Carrying out basic nursing care interventions in a professional manner, respecting ethical, deontological, legal and organisational principles, respecting rules and colleagues and demonstrating punctuality, reliability and responsibility
- Using available resources to effectively and efficiently implement the care plan D5
- Performing social, antiseptic and surgical hand washing according to the specific clinical-care case
- Identifying, using and disposing of Personal Protective Equipment (PPE) according to the specific clinical case

The achievement of the outcomes listed above is ascertained by the Clinical Tutors/Operating Unit Coordinators by means of educational assessments and by the Company Tutors/Didactic Board and MED/45 teaching staff by means of certification assessments. Please refer to Article 7 of the present Regulation for further details.

Attachment 1.2 Educational outcomes of the Second year internship

The Second year internship aims to enable students to acquire second-level nursing assessment skills, clinical reasoning skills and nursing decision-making skills in patients with priority health problems in medical, surgical, specialist surgical, oncological and chronic care settings, under the supervision of an experienced professional.

Upon completion of the professional internship activities, students will be able to achieve the educational outcomes listed in the following Table.

Second year: Outcomes of professional educational activities		
Outcomes	Activities	Educational outcomes (Dublin Descriptors)
Knowing the characteristics of the facility in which students work and understanding the purposes of hospital/territorial health services, as well as being able to assess the response of these services to the citizen's main needs	<ul style="list-style-type: none"> • Please refer to the activities described in the Table of outcomes of professional educational activities planned for the First year of the course 	D1-D2
Developing interpersonal skills with patients, <i>caregivers</i> and the care team in case management	<ul style="list-style-type: none"> • Please refer to the activities described in the Table of outcomes of professional educational activities planned for the First year of the course 	D4
Developing clinical reasoning skills to proceed, in relation to the clinical picture, to the	<ul style="list-style-type: none"> • Accepting and taking charge of the person on the basis of his/her care complexity (e.g. admission sheet, patient assessment) 	D2-D3

ascertainment and identification of the care problems (actual, potential and educational) of the assisted person in order of priority.

- Accepting and taking charge of the person undergoing dialysis (e.g. peritoneal, haemodialysis, haemofiltration)
- Please refer to the activities described in the Table of outcomes of professional educational activities planned for the First year of the course

Acquiring technical and operational skills and competences in relation to care activities

- Planning, implementing, assessing and documenting a peripheral venous blood sample
- Planning, implementing, assessing and documenting a peripheral venous access insertion (peripheral venous cannula)
- Planning, implementing, assessing and documenting enteral nutrition interventions
- Planning, implementing, assessing and documenting interventions for parenteral nutrition
- Planning, implementing, assessing and documenting water balance
- Planning, implementing, assessing and documenting bladder catheter insertion (temporary and permanent)
- Planning, implementing, assessing and documenting a nasogastric tube insertion
- Planning, implementing, assessing and documenting an electrocardiogram (ECG)
- Managing the bladder catheter
- Managing the nasogastric tube
- Managing intestinal ostomy
- Managing drug dosage calculation
- Managing intravenous drug therapy
- Managing drug therapy by intramuscular route
- Managing drug therapy by subcutaneous and other routes of administration
- Managing central venous catheter and detecting central venous pressure
- Preparing, managing and maintaining a sterile field
- Preparing and assisting the patient before, during and after diagnostic examinations (e.g. endoscopic examinations, biopsies, lumbar puncture, examinations with and without contrast medium)
- Assisting and collaborating with healthcare staff in the preparation of the patient in the pre-operative, intra-operative and post-operative phases (e.g. surgical bed, patient positioning, checking drains)
- Assisting and collaborating with healthcare staff in the preparation, administration, monitoring, evaluation and documentation of a blood transfusion

D2-D3

	<ul style="list-style-type: none"> Assisting and collaborating with healthcare staff at the end of patients' life and care of their corpse Identifying, maintaining, sanitising and sterilising surgical instruments Please refer to the activities described in the Table of outcomes of professional educational activities planned for the First year of the course
Assuming a professional behaviour: active attitude, continuous commitment, reflexive approach oriented to self-learning, acceptance of indications for improvement in the achievement of the expected outcomes	<ul style="list-style-type: none"> Please refer to the activities described in the Table of outcomes of professional educational activities D5 planned for the First year of the course

The achievement of the outcomes listed above is ascertained by the Clinical Tutors/Operating Unit Coordinators by means of educational assessments and by the Company Tutors/Didactic Board and MED/45 teaching staff by means of certification assessments. Please refer to Article 7 of the present Regulation for further details.

Attachment 1.3 Educational outcomes of the Third year internship

The Third year internship aims at promoting in students the consolidation and advancement of the competences of the First and Second year and developing skills in taking care of patients with health problems of medium and high complexity; it aims at deciding on priorities and on the nursing care to be provided also to groups of patients, planning and managing care processes also by assigning and supervising activities to Support Workers; activating and maintaining continuity of care (within the same Complex Facility(CF)/Service, between different CFs/Services of the same facility, between hospital and territory).

At the end of the professional internship activities, students will be able to achieve the educational outcomes listed in the following Table.

Third year: Outcomes of professional educational activities		
Outcomes	Activities	Educational outcomes (Dublin Descriptors)
Knowing the characteristics of the facility in which students work and understanding the purposes of hospital/territorial health services, as well as being able to assess the response of these services to the citizen's main needs	<ul style="list-style-type: none"> Please refer to the activities described in the Table of outcomes of professional educational activities planned for the First and Second year of the course 	D1-D2
Developing interpersonal skills with patients, <i>caregivers</i> and the care team in case management	<ul style="list-style-type: none"> Please refer to the activities described in the Table of outcomes of professional educational activities planned for the First and Second year of the course 	D4

<p>Acquiring technical and operational skills and competences in relation to care activities</p>	<ul style="list-style-type: none"> • Planning, implementing, assessing and documenting an arterial access ABG • Planning, implementing, assessing and documenting invasive venous pressure • Managing and dressing DEVICE infusion implants (CVC; Porth; PICC; Med line, etc.) • Managing, dressing and suctioning airways from tracheostomy cannula or endotracheal tube • Managing of the central venous catheter and detecting central venous pressure • Performing total hygiene care in patients with high care complexity e.g.: chest drainage wearer, oncohaematological, immunocompromised, etc. • Performing the brain death assessment process • Using and knowing the management of the automatic, semi-automatic and manual defibrillator • Planning, implementing, assessing and documenting enteral nutrition interventions • Planning, implementing, assessing and documenting interventions for parenteral nutrition • Carrying out sanitisation and disinfection of devices in use at the recovery unit • Please refer to the activities described in the Table of outcomes of professional educational activities planned for the First and Second year of the course 	<p>D2-D3</p>
<p>Acquiring skills to manage clinical cases with standard and advanced care:</p> <ul style="list-style-type: none"> • Developing clinical reasoning skills to identify the level of functionality and autonomy and risks • Developing decision-making skills • Developing planning skills with personalisation with respect to available resources • Implementing EB care interventions • Assessing outcomes on the patient 	<ul style="list-style-type: none"> • Caring for the patient undergoing multi-infusion therapy • Caring for and managing the polytrauma patient • Caring for and managing the patient in the operating room (e.g. patient positioning, monitoring vital parameters) • Caring for and managing of the patient with respiratory insufficiency • Generally and specifically caring for a patient in the different rooms of the DEA • Caring for and managing the oncohaematology patient • Assisting and managing the complex cardio-respiratory patient, including in emergencies • Caring for and managing of the patient with psychiatric disorders • Assisting in the Emergency Room (Triage) • Assisting patients with ventilatory support or CPAP 	<p>D2-D3</p>

- Caring for and managing of the patient in the rehabilitation setting
- Assessing the degree of consciousness using the Glasgow Coma Scale
- Please refer to the activities described in the Table of outcomes of professional educational activities planned for the First and Second year of the course

Assuming a professional behaviour: active attitude, continuous commitment, reflexive approach oriented to self-learning, acceptance of indications for improvement in the achievement of the expected outcomes

- Please refer to the activities described in the Table of outcomes of professional educational activities D5 planned for the First and Second year of the course

The achievement of the outcomes listed above is ascertained by the Clinical Tutors/Operating Unit Coordinators by means of educational assessments and by the Company Tutors/Didactic Board and MED/45 teaching staff by means of certification assessments. Please refer to Article 7 of the present Regulation for further details.

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