



UNICAMILLUS

ORGANISATION OF THE MIDWIFERY DEGREE COURSE CLINICAL INTERNSHIP

Regulation approved by the Organising Committee of 1st September 2022

Organisation of the Midwifery 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 Midwifery Degree Course, the Health Professions Office Managers, the Coordinators, the Midwives and Obstetricians, the Nurses, the 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 a professional with clinical experience;
- **seminar activity**, understood as participation in conferences, seminars, research groups, which aim to deepen clinical-practical issues of obstetrical setting.

In compliance with current legislation, the UniCamillus Midwifery Degree Course provides for a total of **60 university educational credits (CFU)** to be invested in internship activities. It should be noted here that 1 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 and no. of internship, laboratory and seminar activity hours for each year of course				
	First year	Second Year	Third year	Total
CFU Internship	19	18	23	60
No. of Internship hours	570	540	690	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 referring to Attachment 1.

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 midwife/obstetrician 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 outcomes 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 Coordinator**, who 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 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 midwife/obstetrician 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 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 Midwifery Degree Course in the following conditions:

- they regularly attended (attendance rate not less than 75 %) the theoretical activities, in particular the teaching of nursing and midwifery 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 Midwifery Degree Course, must prove that they regularly attended (attendance rate not less than 75%) the theoretical activities, in particular the teaching of nursing and midwifery 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 Midwifery 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 Midwifery 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 Midwifery 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, the San Giovanni Addolorata Hospital and the San Camillo Forlanini Hospital are the educational centres of the UniCamillus Midwifery 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 Midwifery 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 one or more internship sites throughout the year. 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, except for organisational requirements of the hospital company and/or the Didactic Board. Changes to the internship locations, assigned by the University from time to time, are not allowed.

5.1 Criteria for assigning students to the Operating Units

The assignment of students to Operating Units è effettuata sulla base degli obiettivi formativi del tirocinio clinico previsti per ogni anno accademico, nonché della progressione dei contenuti teorici previsti dall'ordinamento didattico (Allegato 1).

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 Midwifery 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 Midwifery Degree Course for appropriate measures.

The scheduled timetables 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, by copying the Didactic Board (email: ostetricia.tirocinio@unicamillus.org), which can express its opinion on the matter..

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.

The student must make up the hours in the Operating Unit where attendance was lower. Make-up is not provided for individual days, except for special situations, which may be discussed in the Internship Commission.

Students are required to record the hours of attendance at the internship by means of the attendance sheet, to have them signed by the Coordinator of the Operating Unit or by the Clinical Tutor and to have them validated by the Didactic Board via an upload of the hours on the WebApp.

In addition, the following rules apply to the attendance of internships:

- in the third year, students who have obtained at least 40 CFUs relative to the Integrated Courses of first and second year (therefore excluding Internship 1, Internship 2), may attend the internship activities;
- assignment to the delivery room for active assistance in spontaneous deliveries is only allowed after passing the Integrated Course of Obstetrical-Gynaecological Nursing Sciences 3.

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 Midwifery 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;
- must be submitted daily by the student to the referring Coordinator or Clinical Tutor (in his/her absence by the person taking his/her place on duty), at the beginning and end of the shift, and the latter will sign it.

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.

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.

Article 7 Assessment of educational outcomes and graduation fulfilments

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.

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 Obstetrical, Gynaecological and Nursing Sciences (MED/47) (Internship exams 1,2,3) and of General, Clinical and Paediatric Sciences (MED/45) (Internship exam 1) afferent to the UniCamillus Midwifery Degree Course, as well as by the reference Company Tutors, Coordinators and Clinical Tutors.

Students, who have attended at least 75% of the number of scheduled internship hours, are admitted to the certification assessment test (internship exam).

For students enrolled in the first year from the 2022/2023 academic year, the following prerequisites are provided for the internship exams.

In order to take the:	Students must compulsory pass:
Internship exam 2	Internship exam 1
Internship exam 3	Internship exam 2

Exams taken in violation of the prerequisite requirement will be cancelled from the student's career.

In order to take the Internship exam 3, it is compulsory to submit the initial assessment, the mid-term assessment and the final assessment of the internship carried out in the delivery room/operating room to the Didactic Board. In the final assessment, students must have received at least a "good" rating under "General overall assessment", and tutors must have given a written assessment of the intern's complete autonomy in delivery room and operating room activities.

Table 2 shows the number of CFUs and relative minimum internship hours required for admission to the test for each year.

Table 2: 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	19	18	23	60
No. of scheduled Internship hours per year of reference	570	540	690	1800

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 Midwifery 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 Midwifery 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 Midwifery Degree Course and made available in aggregate form.

7.4 Graduation fulfilments

For the purposes of obtaining a Degree in Midwifery, it is necessary to:

- have completed the proficiency exams;
- have complied with the practices required by the Graduation Office in good time;
- have achieved at least 1,800 internship hours;
- have performed an active part in at least 40 deliveries or in at least 30, if participating in a further 20 deliveries, duly certified in the internship transcript by tutors;
- have performed at least 20 caesarean sections, duly certified in the internship transcript by tutors;
- have received at least a “good” rating in the final internship form under “General overall assessment”, and tutors must have given a written assessment of the intern's complete autonomy in delivery room and operating room activities.

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 the wards and the silent mode must be activated; its use is limited to break times and in rooms designated for the exclusive access of healthcare personnel. 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 suitability;
- 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 Midwifery 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 the health professions experts' 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 Midwifery 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.

FIRST YEAR INTERNSHIP

Students of the first year of the Midwifery Degree Course will attend the Operating Units, previously agreed upon with the affiliated institution, in order to acquire basic nursing skills that will be necessary in the maternal and child area.

At the end of the first year, the student will be able to:

- use protocols, procedures, clinical care guidelines and documents;
- identify, use and dispose the PPEs;
- collaborate in accepting and taking charge of the person with low care complexity;
- detect, assess and document vital parameters;
- plan, implement, assess and document the main diagnostic tests of competence;
- plan, implement, assess and document pharmacological therapy in the different modes of administration;
- relate appropriately with users and caregivers;
- relate appropriately with the team.

Students must be accompanied by the relevant tutors in the progressive achievement of the educational outcomes listed below, if Operating Units agreed upon for the first year internship are among those listed below.

SECOND AND THIRD YEAR INTERNSHIP

Students of the second and third year of the Midwifery Degree Course must attend the following Operating Units for the purposes of their curricular internship.

▪ MIDWIFERY OPERATING UNIT

The aim is to consolidate the theoretical knowledge acquired in midwifery care and apply it to clinical practice. In particular, students, under the guidance of the Operating Unit midwives, will be able to:

- carry out puerperium;
- apply and supervise cardiotocographic monitoring;
- follow and understand the medical examination;
- protect, promote and support breastfeeding;
- take charge of the mother-infant dyad for all care aspects, in collaboration with the dedicated staff, also promoting the active involvement of the partner.

▪ OBSTETRICAL PATHOLOGY/GYNAECOLOGY OPERATING UNIT

The aim is to provide an initial approach with gynaecological and/or pathological pregnant/new mothers. At the end of the practical-guided internship in Obstetrical Pathology/Gynaecology, students should:

- have followed and understood the medical examination;
- have discussed clinical cases with the obstetric and medical team;
- have participated in the activity of the ward;
- have performed basic nursing techniques for which they have been theoretically trained.

▪ **OBSTETRICAL ACCEPTANCE OPERATING UNIT**

The aim is to enable a gradual approach to midwifery care, including taking care of patients. Students are expected to recognise the physiological and pathological signs of pregnancy. At the end of the internship, students, supervised by the staff of the Operating Unit, will be able to:

- perform obstetric triage;
- perform the collection of maternal anamnestic data;
- perform obstetric examinations in physiological pregnancies;
- apply and supervise cardiotocographic monitoring and recognise pathological signs;
- recognise and supervise pathological pregnant women;
- carry out the reception of the woman in the delivery room.

N.B.: it may be useful to also assign students to General First Aid, if advanced nursing assistance educational outcomes not achieved in the first year are to be made up.

▪ **MIDWIFERY AND GYNAECOLOGY CLINIC OPERATING UNIT**

At the end of the supervised practical internship, students will be able to:

- describe the general organisation of the outpatient clinic;
- assist the various activities of the outpatient clinic: ultrasound scans, endoscopies, colposcopies, hysteroscopies, examinations, prenatal diagnostics, obstetrical visits, gynaecological visits, pelvic floor rehabilitation, etc.;
- apply and supervise cardiotocographic monitoring;
- carry out Level I pap-tests/screenings independently.

N.B.: where applicable, it is possible to place students, subject to their approval, with the voluntary termination of pregnancy service.

▪ **DELIVERY ROOM AND CAESAREAN SECTION ASSISTANCE OPERATING UNIT**

The aim is to enable students to have a gradual and progressive approach to midwifery care, which includes an awareness of the care of mothers and newborns, in addition to the acquisition of nursing techniques. With regards to caesarean section assistance, students will be able to prepare and tidy the room with the help of the responsible staff, observe operations, check surgical instruments by correctly preparing baskets for sterilisation, in order to learn intra- and peri-operative assistance techniques at the end of the internship. Students will be able to perform caesarean section surgery supervised by the surgical midwife.

▪ **OPERATING UNIT FOR THE OPERATING ROOM**

The aim is to make students aware of pre-, intra- and post-operative care, with particular - but not exclusive - regard to gynaecological interventions. At the end of the internship, students will be able to:

- collaborate with the nursing staff in the preparation of the operating room;
- observe the preparation of surgical carts;
- collaborate with the anaesthetist in the induction of peridural or subarachnoid analgesia and induction-awakening in general anaesthesia;

- describe the surgical timing of major gynaecological interventions;
- perform sterile dressing for surgery.

▪ **NEONATOLOGY OPERATING UNIT**

The aim is to create an initial contact of students with the reality of motherhood. The main aim is to develop their ability to observe the "relationship" of the mother-child dyad. At the end of the practical-guided internship, students should:

- have followed and understood the paediatric examination;
- have acquired autonomy in the execution of nursing procedures, with particular regard to capillary sampling;
- have understood the meaning of the required examinations, basic neonatal screening and blood group;
- have observed the relationship of the mother-baby dyad with particular attention.

▪ **NEONATAL PATHOLOGY AND INTENSIVE CARE OPERATING UNIT**

Students will have to perceive the delicacy and complexity of neonatal care in order to acquire the knowledge, which will enable them to cope with the correct modalities of obstetrical care for the healthy or pathological newborn. At the end of the practical-guided internship, students will be able to:

- participate in the care activities of newborns under transitional observation;
- collaborate in the activities devoted to newborns admitted to sub-intensive care;
- describe the activities devoted to newborns in Intensive Care;
- follow the neonatology examination.

▪ **COUNSELING**

At the end of the practical-guided internship, students will be able to:

- describe the general organisation of the counseling centre;
- give correct information about sexuality and the prevention of sexually transmitted diseases, supervised by the counseling centre midwife;
- give correct information on contraceptive methods, supervised by the counseling centre midwife;
- implement health education and information for the prevention of female genital sphere cancers;
- guide the couple through the birth process, supervised by the midwife at the counseling centre.

For the purposes of obtaining the qualification, it is compulsory to comply with the requirements of TABLE B - Educational and Internship Standards (Tab. XVIII/Ter - 07), which reads as follows:

Students, in order to take the final examination, must have participated in or carried out, under appropriate supervision, the following acts:

1. visits to pregnant women with at least 100 prenatal examinations;
2. supervision and care of at least 40 women in labour;
3. having taken an active part in at least 40 deliveries or in at least 30 deliveries, on condition of participating in at least 20 more deliveries;
4. having actively participated in at least 2 breech deliveries or having carried out appropriate exercises in simulated form, in the absence of cases;
5. having participated actively in at least 5 deliveries with episiotomy and suture practice or having carried out appropriate practice in simulated form, in the absence of cases;
6. having participated actively in the supervision of at least 40 pregnant women, women giving birth or women who have recently given birth in pathological pregnancies or difficult births;

7. having participated actively in the examination of at least 100 pregnant women and newborns without significant pathological conditions;
8. having participated actively in the care and treatment of pregnant women and newborns, including pre- and post-term newborns, of lower than normal weight and with various pathologies during the internship;
9. having participated actively in the care and treatment, in an obstetrical and gynaecological context, of infants and newborn infants, also by initiating pathological cases in medical and surgical wards during the internship.

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