



UNICAMILLUS

MSc MEDICINE AND SURGERY CLINICAL INTERNSHIP PROGRAMME GUIDE

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MSc Medicine and Surgery clinical internship programme guide

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Article 1 Introduction and scope

The purpose of this document is to describe and share with all *stakeholders* the internship process, the mentoring process and the methods and tools used to organise clinical internships in UniCamillus-affiliated institutions. This document also aims to provide students with a real and practical guide that can be consulted whenever necessary.

The recipients of this document are the MSc in Medicine and Surgery management office, the UniCamillus-affiliated institutions tutors and students.

Article 2 Definition and purpose of the clinical internship

Internships are the irreplaceable method of learning professional technical skills through practical experimentation and integration of theoretical-scientific knowledge with professional and organisational operational practice.

The aim of the clinical internship is to enable students to achieve, maintain and develop quality learning and a sense of responsibility through the targeted support of one or more experienced professionals. It aims to enable students to acquire specific skills of professional interest as well as professional technical skills through practical experimentation and the integration of theoretical-scientific knowledge with professional and organisational operational practice.

In accordance with current regulations, the UniCamillus MSc in Medicine and Surgery offers a total of **60 university ECTS credits** dedicated to clinical internships. Please note that one ECTS credit corresponds to 25 hours. Specifically, these credits are understood as the total commitment required for students to achieve the expected objectives and skills. Table 1 shows the number of ECTS credits and the corresponding internship hours per academic year.

	First year	Fourth year	Fifth year	Sixth year	Total
Internship ECTS credits	5	18	20	17	60
Number of internship hours	125	450	500	425	1,500

Practical internship

According to the current regulations, the practical internship, which is aimed at obtaining the qualification to practise the profession of medical doctor-surgeon (in accordance with Legislative Decree no. 18 of 17/03/2020),

- must be carried out during the pre-graduation period of three months, to be taken no earlier than the fifth year, provided that all the basic examinations relating to the first four years have been successfully passed, as required by the course regulations;
- must be carried out for a number of hours equivalent to at least 5 ECTS credits per month and is divided into the following periods, even if not consecutive: one month in the surgical field, one month

in the medical field, one month in the specific field of General Medicine, the latter to be carried out in a GP practice no earlier than the sixth year of the course.

- Each ECTS credit allocated to the practical internship must include at least 20 hours of professional training activities and no more than 5 hours of individual study;
- The 15 ECTS credits of the practical internship contribute to the acquisition of the 60 ECTS credits dedicated to the activities indicated in the programme's teaching regulations;
- A certification of attendance and an evaluation of the practical internship are provided and carried out under the direct responsibility and supervision of the university tutors, or the medical director of the institution attended by the trainee and a GP, who will both issue a formal certification of attendance and, after evaluating the student's results in terms of the skills demonstrated, a judgment of suitability;
- The internship is passed successfully only if a positive opinion is given for each of the three periods.

In relation to the academic year, the educational objectives of the internship programme are stated as follows:

- **The first-year internship** aims to provide students with an understanding of the basic norms of hygiene and health education, as well as an understanding of the role and dynamics of interaction and communication within the multidisciplinary team, with patients and their families.

- **The fourth-year internship** has the following objectives:

Medical field: to provide students with an initial practical preparation in general medicine. By the end of the course, students will have the skills to independently perform a general physical examination, fill in a medical record, apply general principles for writing a patient's discharge letter, and have developed learning skills for initial orientation in the management of some common chronic treatments.

Surgical field: to provide students with an initial practical preparation in general surgery. By the end of the course, students will be able to apply sterilisation standards in the operating theatre, recognise the main surgical instruments and perform pre- and post-operative prophylaxis.

- **The fifth-year internship** has the following objectives:

Medical field: students will participate in all clinical activities of the allocated department. In the final period, students will be directly involved in patients' management, from admission to discharge: welcoming patients to their department, informing them and obtaining consent for the diagnostic and therapeutic pathway to be undertaken, accurately completing a medical record (history, physical examination and diary), establishing a differential diagnostic pathway, communicating the diagnosis and prognosis to the patient and their family, developing a therapeutic plan, being aware of the risk of pharmacological interactions, participating in the discharge summary and writing a patient's discharge letter.

Surgical field: students will participate in all clinical activities of the allocated department. In the final period, students will be directly involved in patients' management, from admission to discharge: welcoming patients to their department, accurately completing a clinical record (history, physical and diary), establishing the diagnostic pathway, informing patients and obtaining consent for the diagnostic and therapeutic pathway to be undertaken, participating in the discharge summary and writing a patient's discharge letter. Objectives include being able to perform dressings in a sterile field, inserting and removing stitches, and assisting in at least one surgical procedure.

Obstetrics-gynaecology field: ability to take a gynaecological history. Clinical and therapeutic approach to menstrual irregularities in adolescence, fertility, and menopause. Knowledge of

techniques for performing objective examinations and colposcopy, acquisition of the basics for interpreting normal and pathological conditions. Acquire knowledge of strategies for the prevention of gynaecological tumours. To know the techniques for performing a smear test, understanding the criteria for correct performance and interpretation. To be able to take a patient's history and learn the techniques of objective obstetric examination and gestational age assessment. Knowledge of changes in clinical and laboratory parameters in normal and abnormal pregnancy.

Paediatric field: acquisition of practical skills in paediatrics. Students will have gained the necessary skills to carry out a physical examination of the newborn, infant or child, to assess vital signs in children, to apply theoretical or practical principles of proper nutrition, to assess regular growth and use percentile tables, to assess sexual maturation and pubertal stages, and to carry out laboratory tests in paediatrics. They will also have gained the necessary skills to recognise pathological conditions in relation to different stages of development/growth, to evaluate specific therapeutic indications, dosage and the main routes of administration of drugs in paediatric patients and to advise in diagnosis.

- **The sixth-year internship** has the following objectives:

Medical field: to enhance practical preparation in general medicine. Students will have the skills to prescribe/propose/require/certify in accordance with the National Health Service (NHS) and implement methods to promote compliance. They will also have gained the necessary skills to manage the issues typical of medical disciplines.

Surgical field: to enhance practical preparation in general surgery. Students will be able to use and interpret imaging studies and develop learning skills for initial orientation to emergency conditions. They will gain an understanding of therapeutic indications for major surgical conditions.

General Emergency field: to enhance practical preparation in emergency medicine. Students will be able to apply theoretical and practical principles for the presentation and management of acute clinical syndromes. They will also have gained an understanding of the theoretical and practical application of trauma management and first aid principles.

Article 3 Clinical internship requirements

Students can only have access to the clinical internship programme if:

- They have correctly completed the enrolment procedure by submitting all the required documents to the relevant offices in accordance with the application call;
- They are up to date with the payment of tuition fees;
- They have obtained a fitness certificate issued by the UniCamillus doctor in charge. For further details, please refer to the University's Health Documentation Regulations.

In addition, students will only be admitted to the internship programme described in the MSc in Medicine and Surgery regulations if:

- They have attended the compulsory training in health and safety at work course;
- They have passed the Italian language test. This only applies to students who do not have an adequate knowledge of the Italian language (see point 3.2).

A student who does not meet one or more of the above requirements will not be admitted to the internship programme.

If a student is already doing the clinical internship and, following an assessment, an irregularity is found in relation to the above requirements, they will be suspended and all hours accumulated during the period deemed irregular will be invalidated. The internship is resumed once the situation has been regularised.

3.1 Training in health and safety at work course

The training in health and safety at work course, in accordance with Legislative Decree 81/2008 and subsequent amendments, highlights aspects related to the specific risks involved where internships take place. It is compulsory for all students regularly enrolled in the MSc in Medicine and Surgery, and a certificate must be obtained before participating in the first internship cycle scheduled for the first year of the course.

The course structure and the methods for obtaining the certificate are outlined in the student's WebApp.

3.2 Knowledge of Italian language

Students who are not native speakers of Italian and who are regularly enrolled in the MSc in Medicine and Surgery must demonstrate a level of knowledge of the Italian language suitable before the start of the clinical internship. This is necessary because during the internship students will have to work in an Italian setting, interacting with Italian patients and health professionals. The ability to understand what is decided and agreed on in this setting is therefore of paramount importance, not just for the successful completion of the student's training and the internship itself, but also for the protection of patients and persons in need of health care.

The UniCamillus Language Centre (UCLC) is responsible for language skills assessment. To this end, the UCLC organises a compulsory Italian language exam for all non-native students enrolled in the MSc in Medicine and Surgery, except in the cases of exemption listed below:

1. Students who have obtained an Italian Language certificate at a level not lower than B1, issued by the Council of Europe within the framework of the CLIQ (Certificazione Lingua Italiana di Qualità) system, which brings together the current certifying bodies (Università per Stranieri di Perugia, Università per Stranieri di Siena, Università Roma Tre, Società Dante Alighieri) or issued by the Università per Stranieri Dante Alighieri of Reggio Calabria, also in agreement with Italian cultural institutes abroad or other recognised bodies. Such certificates can be obtained in the country of origin and at examination centres throughout the world.
2. Students with a four-year or five-year secondary school diploma obtained in Italian schools in Italy and in Italian or equivalent schools abroad.

Students who fall under the exceptions mentioned in points 1 and 2 above must submit the above-mentioned certificates and/or secondary school diplomas (the University reserves the right to request the original documents at any time if it deems it necessary) to the UCLC, following the procedures explained by the Centre itself in communications to students.

Students who do not have the documents described in points 1 and 2 above must instead sit an **Italian language exam**, which consists of a validated placement test/questionnaire designed to verify a level of Italian language knowledge of at least B1, sufficient to deal with patient care in hospital settings. The test date, time and method will be communicated to the students in advance by the UCLC.

Students who, after the exam, do not obtain a score corresponding to level B1 (according to the indications given by the UCLC) or have not submitted any suitable certificate or secondary school diploma as mentioned in points 1 and 2, will be required to **attend free Italian language courses offered by UniCamillus**, on the basis of their level of knowledge as determined by the placement test/questionnaire, or to attend other language courses, after which they will receive a certificate corresponding to at least level B1.

The Italian language requirement is considered to have been met if students can prove, by means of the UniCamillus language test or other certificate or documentation as per points 1 and 2, that they have reached the B1 level required.

Only in those cases where students are enrolled in a UniCamillus A1 or A2 Italian language course and need to pass two or more levels before reaching the B1 level, may they be admitted to the clinical internship without having reached the B1 level if, within the same academic year, they have obtained, by passing a UniCamillus end-of-course Italian language exam, a certificate indicating that they have reached at least one level higher than that indicated by the placement test/questionnaire or by the final exam of the previous academic year.

If students do not pass the final exam, they will not have access to the clinical internship for that academic year and will be required to attend a UniCamillus language course at the same level and take the final test again during the following academic year. This mechanism will be repeated each academic year until the language requirements are met.

Article 4 Clinical internship planning and allocation criteria

On the basis of the educational objectives of the clinical internship planned for each academic year, as well as the progression of the theoretical content provided for in the Programme's Regulations, each student will be allocated by the Programme Director to an Operational Unit (OU) among those listed in the following Table 2:

Table 2: Operational Units (OUs) where the internship takes place per academic year

	Fourth year	Fifth year	Sixth year
OUs	General Medicine		
	General Surgery		
	Vascular Surgery		
	Thoracic Surgery	Dermatology	
	Angiology	Neurosurgery	
	Cardiology	Neurology	Emergency Department
	Pneumology	Orthopaedics	Resuscitation
	Haematology	Traumatology	Intensive Care
	Gastroenterology	Ophthalmology	U.O. alta specialità
	Nephrology	Otorhinolaryngology	Critical Care
	Obstetrics gynaecology	and Plastic surgery Geriatrics	Oncology
	Paediatrics		
	Psychiatry		
	Urology		
	Neonatology		

The planning of the internship and the allocation of the student to the internship site and OU is published on the WebApp by the Programme Director within 7 days of the start of the activities. In order to ensure the quality of the training experience, students will rotate through different units affiliated with the University. No change of allocation to an OU is permitted.

If a student is unable to attend the entire internship period, they must inform the Programme Director immediately before the start of the internship.

Article 5 Clinical internship attendance

Clinical internship attendance is compulsory for all students enrolled on the MSc in Medicine and Surgery. The location, period and shifts of the internship activities are established by the Programme Director and clinical tutors.

The scheduled hours in the clinical internship, visible on the WebApp, **must be strictly adhered to**. Any changes must be duly requested in writing to and approved by the clinical tutor as well as by the Programme Director.

Unscheduled absences not agreed with the clinical tutor and Programme Director will not be counted and must be made up. Students are not allowed to work double shifts.

A student who wishes not to take part in the clinical internship for a short period of time must immediately inform the clinical tutor as well as the OU coordinator where the internship is being carried out, in accordance with the procedures established at the beginning of the academic year.

A student who wishes not to take part in the clinical internship for a longer period of time for serious and/or justified reasons must inform the Programme Director in order to agree on a personalised make-up plan.

A make-up plan is not provided for isolated days. It is possible to make up for a minimum period of one week. The student must make up the hours in the unit where attendance was lower. Internship make-up normally takes place in August, subject to favourable opinion of the clinical tutor and the Programme Director.

Students must document the hours of attendance using an attendance sheet, which must be signed and countersigned by the OU coordinator and validated by the clinical tutor and the Programme Director.

Article 6 Documentation and forms

Clinical internships require a training agreement to be drawn up between the clinical tutor/Programme Director and the student, as well as other necessary documents to certify the completion or results of the internship.

The main documents held by the MSc in Medicine and Surgery are listed below. All the documents listed are archived in the University.

- **Attendance sheet**

Internship activity is recorded by completing a specific attendance sheet that the student must submit each day they attend the internship. For each day of internship activity, students must record the times at which they enter and leave the OU. This will be countersigned by the clinical tutor of the OU for each day of the internship.

The attendance sheet is a legal document certifying the student's presence on internship days:

- It may be requested by the judicial authority if deemed appropriate.
- It is designed to record internship daily attendance.

- It must be signed daily by the student and countersigned at the beginning and end of the shift by the clinical tutor (or by his/her deputy in their absence).

Given the legal value of the attendance sheet, the student undertakes to carefully maintain the integrity of the document. In addition, the formative nature of the attendance sheet is emphasised, as its proper maintenance encourages a tendency towards correctness and punctuality. The student's attendance is certified by the clinical tutor, who evaluates and documents the level of competence progressively achieved by the student.

Before the start of the internship, the student must download their attendance form from their personal area on the UniCamillus WebApp and upload it again, complete with signatures and certified by the student, at the end of the internship period. Any corrections or comments on the attendance sheet must be legible and countersigned.

The attendance sheet must first be digitally uploaded to the UniCamillus WebApp and then **submitted in its original form to the University's Internship Office** by appointment. The procedure of first uploading the form to the UniCamillus WebApp and then submitting the original must be completed **within 10 working days of the last hour recorded on the attendance sheet** to allow the relevant office to carry out all the necessary checks. Failure to comply with the protocol for delivery and uploading of the attendance sheet will result in the cancellation of the student's hours.

- **Evaluation form**

The aim of the evaluation form is to follow the student through all the stages of learning and to prepare appropriate reinforcing interventions in case of failure so that the student can achieve the expected educational objectives. The student must download the evaluation form from their personal area on the WebApp at the beginning of each internship and present it to their clinical tutor on the first day of their clinical internship.

Article 7 Student Code of Conduct

During clinical internship activities, students are required to adhere strictly to professional and corporate ethical standards and to maintain professional decorum. Students must maintain their personal and professional image by complying with the following rules of conduct:

- At internship sites, it is mandatory to comply with hospital hygiene standards and professional ethics.
- During the internship in the host hospital, students must wear their university uniform with the UniCamillus logo on. This uniform must be kept clean and tidy, complete with identification badge and appropriate footwear. The uniform should only be worn in areas designated for clinical internship activities. Wearing a uniform outside of internship hours is prohibited. The University will inform all students in advance about how to obtain a uniform and logo. All communications will be sent to the student's institutional email address.
- Students are not allowed to leave the hospital during the internship.
- It is not permitted to be outside the OUs during the internship.
- Wearing jewellery (including watches) and piercings in contact areas with patients is prohibited.
- Personal hygiene must be maintained: hair should be kept short or tied at the back; beards should be short and well groomed; and nails should be short.

- The use of PPE is mandatory in laboratories, on wards and in practices, in accordance with the regulations of the affiliated healthcare facility.
- Procedures relating to accidents, pregnancy or any other harmful condition affecting students or patients during the internship must be followed.
- Students should only undertake clinical training activities if they believe they have acquired the necessary theoretical knowledge to protect patients and facilities from hazardous behaviours.
- It is forbidden to pass on specific information (e.g. by e-mail or fax) acquired directly or indirectly during the internship or to disseminate data, audio or video recordings or photographic material (e.g. through publication on websites) relating to places or persons encountered during the course activities.
- The use of mobile phones is prohibited or at least restricted and must be switched to silent mode. Students should also comply with the internal rules of the healthcare facility regarding their use in certain departments.
- Professional secrecy must be respected to ensure maximum confidentiality of patient information. It is therefore forbidden to photograph or videotape places and people, to exchange private information or to disseminate it in any way (text messages, Internet, social networking sites).
- Eating in laboratories is forbidden. Students must behave in a manner that does not hinder or disrupt their own learning or that of others in the classroom, laboratory, or internship.

Communication using information technology must respect confidentiality, privacy, and data protection rules. Communications with clinical tutors and the Programme Director regarding specific clinical internship experiences must respect individual privacy and should not disclose patient information.

For all matters not covered above, students must comply with the rules and policies of the host healthcare facility. Preceptors will inform students of the rules during each internship.

Violations of these behaviours are not permitted. Any deviation from the prescribed obligations will not be tolerated and will be referred to the University's Disciplinary Board for assessment.

Article 8 Internship cessation and disciplinary measures

The clinical internship may be subject to immediate cessation, cessation pending evaluation by the University's Disciplinary Board and disciplinary action.

8.1 Immediate cessation from clinical internship

Immediate cessation from the internship will be decided by the Programme Director in the following cases:

- Pregnancy status according to Legislative Decree 151 of 2000 and Art. 28 of Legislative Decree 81 of 2008 and subsequent amendments, in accordance with the regulations in force. In this case, a certificate must be submitted to the Programme Director and Clinical Training Committee by the University's medical practitioner in charge;
- Students with psychophysical problems that may cause stress or harm to themselves, the patients of the hospital facility or the health care team of the internship site. Such problems may also interfere with the acquisition of core professional skills. If this is the case, a certificate from the University's medical practitioner in charge is required to be submitted to the Programme Director and Clinical Training Committee;
- The student is not in compliance with the medical fitness certificate;

- The student is not up to date with the payment of university fees.

The University's doctor in charge may call for an extraordinary medical examination to assess individual cases. The student will be reinstated as soon as the conditions that led to the cessation are no longer present.

8.2 Cessation following evaluation by the University Disciplinary Board

If a student fails to comply with the code of conduct of the MSc in Medicine and Surgery and referred to in the previous art. 8 above, or fails to comply with the general obligations laid down in these regulations, the Programme Director may suggest to the University Disciplinary Board, by means of a detailed report documenting the case and reasons, that the student be temporarily suspended from the clinical internship. The Disciplinary Board will decide whether to confirm such cessation from clinical activities for a period deemed appropriate. At the end of the cessation period, the student will be reinstated into the internship programme and the hospital facility of the current academic year, if that is deemed possible as per educational plan, or in the following academic year. Reasons that may lead the Programme Director to propose the cessation of a student from the internship include, but are not limited to the following:

- The student does not meet the requirements for access to the hospital facility and/or needs to fulfil basic learning objectives prior to the internship;
- Students attending the clinical internship sporadically without any valid reason;
- Students repeatedly making errors that endanger the psychological or physical well-being of patients or cause biological damage;
- Other documented reasons evaluated by the Clinical Training Committee and Programme Director.

If the challenges that led to the student's cessation from the internship continue or if the above scenarios are repeated, the Programme Director may propose to the University Disciplinary Board the permanent suspension of the student from the internship, supported by a detailed report documenting the reasons. The University Disciplinary Board may decide on the permanent suspension of the student, which may result in the student's exclusion from the MSc programme, given that it is impossible to continue studying without completing the mandatory clinical internship. The decision of the University Disciplinary Board is binding and must be forwarded to the Teaching Office for the purpose of exclusion.

8.3 Disciplinary measures

The University Disciplinary Board may impose disciplinary action in the following cases:

- Students whose behaviour may endanger the safety of users and/or other professionals;
- Students who fail to comply with the standards of conduct and rules set forth in these regulations or the standards set forth in the regulations and policies of the host healthcare facility;
- Students tampering with internship documentation (attendance sheets, health records, etc.);
- Students disappearing from the host healthcare facility during the internship period without prior notification to the allocated clinical tutor, even though their presence is recorded on their attendance sheet;
- Other documented reasons as assessed by the Clinical Training Committee and the Programme Director.

Such behaviour should be identified by the clinical tutor and reported to the Programme Director, who will then prepare a detailed report to be submitted to the University Disciplinary Board. On the basis of the offence committed, the Board has the power to suspend the student temporarily or permanently and/or to order the resumption of clinical training activities with hours to be made up.

Further details can be found in the Student's Disciplinary Regulations.

Article 9 Injury

Students are covered by an insurance policy against professional injuries during all educational activities carried out in the UniCamillus buildings and internship sites.

In the event of injury, it is the student's responsibility to follow the procedure below.

For injuries due to trauma or infectious risks, the student must follow the procedure of the hospital facility where the internship is taking place, details of which are given there.

In all cases students must

- immediately report the incident to their clinical tutor and OU coordinator;
- go to the Emergency Department of the internship site for a medical examination;
- obtain a paper copy of the original report from the Emergency Department detailing the diagnosis, prognosis, tests carried out and any diagnostic follow-up planned;
- obtain an INAIL form: "Medical Examination and Certification for Work-related Injury", completed by the attending doctor at the Emergency Department, indicating Saint Camillus International University of Health and Medical Sciences (or simply UniCamillus University) as the employer;
- immediately notify the Programme Director as well as the Health Documentation Office.

The student must write a detailed, dated and signed report of the incident, attaching a copy of the Emergency Department report and the INAIL report **within the following 24 hours**. **The report must be sent by e-mail to the Programme Director and the Health Documentation Office**, who will conduct the necessary insurance procedures.

Article 10 Final provisions

For legal and interpretation purposes, the document written in Italian and deposited at the University's Teaching Offices shall prevail. For all matters not covered by these Regulations, reference is made to the Statute, the University's Teaching Regulations and the Regulations governing the functioning of the University's activities.