

UNIVERSITY OF PAVIA

FACULTY OF MEDICINE

RULES FOR PROFESSIONAL TRAINEESHIP

HARVEY COURSE

1. GENERAL

1.1. Legislative foreword

The professional training (60 credits), organic and integral part of the degree course, starts from the 3rd year of course with the Clinics of Internal Medicine, General Surgery, Pediatrics, Obstetrics and Gynecology, medical and surgical specialties. The traineeship is a form of tutorial teaching: practical activities are conducted under the supervision of a professor tutor. Activities are professional training activities corresponding to 60 credits, equivalent to 1200 hours of student work, that as from 3rd year allows him to acquire specific skills. Activities must be conducted in person by the student that must acquire a certain degree of autonomy in making the diagnosis and propose the treatment.

1.2. Organization and content of the traineeship

The 60 credits dedicated to professional training are distributed as follows:

- 12 credits (CFU) in the 3rd year (6 in the first semester – 6 in the second)
- 16 CFU on the 4th year (8 in the first semester – 8 in the second)
- 16 CFU on the 5th year (8 in the first semester – 8 in the second)
- 16 CFU on the 6th year (8 in the first semester – 8 in the second)

A credit corresponds to 20 hours of training; because in principle they must be distributed over 5 days of 4 hours each (approximately from 8.30 to 12.30 Monday to Friday), it follows that a credit corresponds to one week of training.

The weeks of training are organized in modules of 4 weeks on the 3rd and 4th year of the course, 2 weeks on the 5th and 6th year of the course.

The traineeship programs are organized by the Coordinator of the year, appointed by the Faculty Council (FC) on a proposal of the board of the Harvey and Golgi courses, and assisted in his work by the Faculty Secretariat, who is responsible :

- to work in collaboration with the educational coordinators of the year;
- to collect by professors of each discipline the training objectives to be achieved during the traineeship and to publish them on the site of the Faculty;
- to collect by professors of each discipline and transmit to the FC proposals for appointment of tutors;
- to collect students' requests and distribute them in the departments of traineeship;

- to virtually record the credits collected by the students and to settle any problem arising from incomplete performance of activities scheduled;
- to collect the feedback on the activities of tutors and transmit them to the FC;
- to collect the certification of professors on the activities of the tutors;
- to coordinate activities for the registration of CME credits for those eligible tutors.

Subjects matter of training are those of clinical interest of the year, as listed in paragraph 2; six-month traineeship activities are possibly but not necessarily organised with the teaching of the relevant matter.

The specific objectives that students must achieve during the training are identified by professors of the discipline, who shall communicate them to the traineeship Coordinator for their publication on the website of the Faculty.

1.3. Types of training and choice of disciplines

In order to better respond to the characteristic needs of different years of course, traineeships are divided into two types, defined "programmed traineeships" and "free traineeships". Programmed traineeships respond to the need to expose each student to an adequate variety of disciplines, medical and surgical, to prevent a premature and / or excessive focus only on a particular field of medicine. They are organized by the Coordinator of the year taking into account as far as possible the preferences of the students, and must be carried out in the months from October to December and from March to May (that is, outside of the examination periods).

Distribution and implementation modalities of the programmed traineeships are detailed in section 2. in respect of the specific course year.

Free traineeships are provided from the 5th year to allow students to deepen their clinical expertise within the disciplines of particular interest, without limitations of choice (they may be related also to the teachings outside the course year, or not strictly clinical, such as Physics, Medical and Scientific Methodology, Biology and Genetics, Biochemistry, Histology and Embryology, Anatomy, Physiology, Immunology, Microbiology, Pathology, Laboratory Medicine, Preventive Medicine, Diagnostic Imaging, Pharmacology, Pathology, Public Medicine, etc.). The duties of the coordinator of discipline (see point 1.5) for these topics are taken by the relevant professor.

They are arranged by mutual agreement between the student and the professor of the chosen discipline, consistent with the capacity of its clinical department (which must nevertheless prioritize programmed traineeships).

Traineeships can be freely done in any month of the year with no preset limits of time or duration. It is also possible to acquire credits attending laboratories attached to the frequented clinic.

The preferential option for departments where do the planned training activities must be expressed from 15 June to 15 July by completing the appropriate virtual form, available on the website of the Faculty; by July 31, the coordinators of year will publish on the website of the Faculty the distribution of students in the structures appointed to conduct planned traineeships. In the event of an excess of requests for one or more structures, the allocation will be made by the Coordinator of the year once taken into account the preferences expressed, the average grade and credits earned.

Students who didn't express their preferences by the specified date will be assigned by the coordinator of the year according to the remaining availability of clinics.

1.4. Tutor

The professional training is carried out under the supervision of a tutor; normally each Tutor is entrusted of no more than three students.

The Tutor is appointed by the FC on the proposal of the Professor/s of the involved clinic/s, collected and forwarded by the Coordinator of the year.

The tutor is responsible for:

- supervise the student in training activities;
- monitoring the achievement of the goals set forth in the way detailed in paragraph 1.6 .;
- record and transmit to the Coordinator of discipline / unit (see point 1.5) the frequency of the student.

The role of Tutor can be played by the Professors and Researchers of the discipline, elderly Postgraduates, hospital doctors belonging to the department, experts on the topic. At the end of each course, the professor/s of the discipline transmits/transmit virtually to the Coordinator of the year a statement of the actual number of months of activity carried out by each tutor, who will be recognized by the certification issued by the FC.

The tutoring is an integral part of the institutional responsibilities of the university staff; tutors not belonging to the University will be awarded CME credits according to what provided in Determines CNFC of 07.13.2013, art. 3, which provides for the allocation of four credits per month of effective mentoring up to a maximum of 25 credits / year.

The actual recording of these credits is care of the Medical Association of the Tutor on the basis of the documentation submitted by the Faculty by the Coordinators of year.

1.5. Coordinator of discipline / unit

The professor/s of the discipline appoints/appoint a coordinator of discipline (one only for both courses Harvey and Golgi), chosen from the tutors, who will take charge of:

- liaise with the Coordinator of year for all issues related to training;
- organize the practical aspects of the training giving guidance on objectives, place and mode of activity, to be published on the website of the Faculty;
- assist the professor of the discipline in evaluating applications for free traineeship presented to the clinic, checking the availability of places once arranged for the needs of the planned traineeships, and agreeing with the student attendance modalities;
- communicate to the Coordinator of the year the number and the names of the students enrolled for free traineeship;
- assign each student to the reference tutor;
- communicate to the Coordinator of the year the proper execution of the training (both programmed and free ones), specifying the number of credits earned by each student.

If the training activities are carried out in more than one hospital of the training network a Coordinator of discipline / unit will be appointed of for each hospital.

1.6. Evaluation of traineeship

It is a professor's of the discipline and / or tutor's task to verify the achievement of the objectives of the traineeship with a test (discussion of a clinical case, multiple choice test, verification at the bedside, etc.). If not approved, the student must repeat the training at the same or other facility at the discretion of the Coordinator of the year.

Students are invited to assess the quality of the traineeship by filling in special questionnaires - anonymously acquired - set up and managed at the end of each semester by the representatives of year, which then transmit them to the Coordinator of year.

1.7. Compulsory attendance and registration

The acquisition of credits in the professional training is mandatory.

Tutors duty is to record the daily frequency of each of the students under his care.

Attendance at training courses will be certified at the end of each semester by the Director of the structure and / or by the Coordinator of discipline via virtual communication to the Coordinator of the year, which will provide for the registration of the traineeship once the student has achieved the necessary credits.

Registration will be carried out normally in the month of July.

The registration process is automatic and requires no prior registration by the student.

The certificate of attendance and the resulting credits will be issued only to those students who have attended regularly the planned and free training activities (to the extent of at least 80% of what foreseen - 4 out of 5 days per week), according to the certification of the professor of reference.

Students who can not attend an traineeship already planned due to force majeure or sickness shall regain the lost time at the end of the scheduled training period, after consultation with the concerned Coordinator of discipline / unit.

1.8. Erasmus students

Students placed in an Erasmus or similar programs approved by the University (such as the "Fondo Cooperazione e Conoscenza") are exempted from the traineeship for a period proportional to the time spent abroad (4 credits for absences of three months, 8 credits for absences of a semester, 16 credits for absences of one year). After returning from the period spent abroad it will be up to the FC to register the credits of training acquired during the program.

2. SPECIAL PROVISIONS RELATING TO EACH YEAR COURSE

2.1. Disciplines of training and related clinical departments

The disciplines of clinical interest for each course are listed below in alphabetical order.

The professional trainings must only be carried out in the facilities linked with the University and part of the training network of the Faculty of Medicine, which for the current academic year belong to: Policlinico "S.Matteo" (OSM), Istituto Neurologico "Casimiro Mondino" (INM), Fondazione "Salvatore Maugeri" (FSM), Azienda di Servizi alla Persona "S.Margherita" (ASP), Azienda Ospedaliera di Pavia (AOP), Casa di Cura "Città di Pavia" (CCP), Centro di Riabilitazione di Salice Terme (RST), medicina del territorio (MDT).

2.2. Prerequisites

To register for the training of the 3rd year course the student must have passed the exam of Anatomy; students who have not passed the exam will be allowed to express their preferences but will be included in shifts only after passing the exam.

To register for the training of the 4th year course the student must have passed the exam of Physiology; students who have not passed the exam will be able to express their preferences but will be included in shifts only after passing the exam.

2.3. Traineeships in the 3rd year of study

The traineeships of the 3rd year - the first year of professional experience of the student - are exclusively of planned type, and are distributed over 3 modules per month (four weeks each), for a total of 12 credits to be distributed in two semesters. The clinical departments to attend are established by the Coordinator of the year.

The disciplines of training should be chosen among the following:

field	discipline	hospital
DISCIPLINE CHIRURGICHE	<ul style="list-style-type: none">• Semeiotica Chirurgica	OSM
DISCIPLINE MEDICHE	<ul style="list-style-type: none">• Ematologia	OSM
	<ul style="list-style-type: none">• Endocrinologia	FSM
	<ul style="list-style-type: none">• Semeiotica Medica	OSM

2.4. Traineeships in the 4th year of study

Traineeships in the 4th year are distributed over 4 modules per month (four weeks each) planned type (mandatory) + 2 monthly modules optional but highly recommended, for a total of 16 credits including 8 on the first 8 and the second half. The choice of the student must indicate 3 medical modules (+1 optional) and 1 surgical module (+1 optional); the assignment to the department will be established by the Coordinator of the year based on the preferences of the student (with the limitations set out in section 1.3).

The disciplines of training should be chosen among the following:

field	discipline	hospital
SURGICAL DISCIPLINES	• Cardiosurgery	OSM
	• gastroenterology and breast Surgery	OSM
	• Plastic Surgery	FSM
	• Vascular Surgery	OSM, CCP
	• Orthopedics and Traumatology	OSM, CCP
	• Urology	OSM
MEDICAL DISCIPLINES	• Cardiology	OSM, FSM, CCP
	• Internal Medicine II	OSM
	• Internal Medicine III	OSM
	• Dermatology	OSM
	• Gastroenterology c/o Internal Medicine I	OSM
	• Nephrology	OSM, FSM
	• Oncology	OSM, FSM
	• Pneumology	OSM
	• Radiology	OSM
	• Reumatology	OSM
	• Rehabilitation	OSM, RST

2.5. Traineeships in the 5th year of study

The traineeships of the 5th year are distributed over 4 planned modules of 2 weeks each (total 8 CFU), and on another 8 weeks of free training for a total of 16 credits.

The four modules of planned training (2 first and 2 second half) are chosen by the student with the requirement to select a discipline for each of the groups listed below (compulsory choice of Pediatrics). Among the medical disciplines is not listed Internal Medicine, as already the subject of training on the 3rd and the 6th year of the course. The final allocation to the department will be established by the Coordinator of the year based on the preferences of the student (with the limitations set out in section 1.3).

8 CFU (= weeks) of free traineeship should be acquired evenly over the two semesters; they are in principle designed to allow the student to attend the clinic at which he intends to prepare the thesis, but can also be used to spend a further period in a discipline already chosen for traineeships planned, or to attend other disciplines of particular interest (see item 1.3).

Any additional credit earned with free traineeship can not be considered as a substitute for the mandatory planned training.

The disciplines of planned training must be selected from the following:

field	discipline	hospital
SURGICAL DISCIPLINES	• Pediatric Surgery	OSM
	• Neurosurgery	OSM
	• Ophthalmology	OSM
	• ENT surgery	OSM
MEDICAL DISCIPLINES	• Geriatrics	ASP
	• Infectious Diseases	OSM
	• Territory Medicine	MDT ⁽¹⁾
NEUROPSYCHO- DISCIPLINES	• Neurology	INM
	• Child neuropsychiatry	INM
	• Psychiatry	AOP
PEDIATRICS	• Pediatrics	OSM

2.6. Traineeships related to the 6th year of the course

Subdivision of the 6th year traineeship is identical to that of the 5th year.

The four training modules are programmed to compulsorily acquire one of each of the 4 clinics listed below, according to the rotation established by the coordinator of the year.

Regarding the 8 CFU (= weeks) of training free, please see the detail about the 5th year.

The disciplines of planned training are as follows:

field	discipline	hospital
TUTTI	• Internal Medicine	OSM
	• General surgery	OSM
	• Medico-Surgical emergencies	OSM
	• Gynecology	OSM

¹ Traineeships of Territory Medicine are done in the external ambulatory of the discipline professor, prof. Coronelli, and of other Colleagues to be entered in the training network. For details please contact prof. Coronelli.

ATTACHMENT A

SPECIAL INDICATIONS FOR EACH TRAINEESHIP CLASS

A.1 Traineeship topics and assigned clinical wards

Topics of interest for each class are reported in this attachment.

Vocational traineeships must be held exclusively in the partner institutions affiliated with our University and they must be a part of the training network set up each year by the Faculty of Medicine.

A.2 Propedeutics

To enrol in the third year clinical traineeships it is necessary to have passed the exam of Human Anatomy (students who did not yet pass this exam may send their preferences but they will be included in clinical rotations only once they pass the above mentioned exam);

to enrol in fourth year clinical traineeships, it is necessary that students passed the Physiology exam; students who did not yet pass this exam may send their preferences but they will be included in clinical rotations only once they pass the above mentioned exam.

A.3 3rd year clinical traineeships

Year 3 traineeships – first medical clinical traineeship experience for Harvey students- are exclusively scheduled traineeships, and are distributed over a period of 3 weeks each over 3 modules, for a total of 12 credits CFUs (including the training course on safety – please peruse comma 1.10 of the traineeship regulation) for the 2 semesters.

The assigned clinical wards are decided by the year coordinator.

Traineeship topics must be chosen among the following (attachment 1).

A.4 4th year clinical traineeships

Fourth year traineeships are covered by 4 mandatory modules + 2 optional but warmly recommended modules, each lasting 4 weeks, for a total amount of 16 credits CFU – 8 in the first and 8 in the second semester. Students have to choose 3 medical modules (+ 1 optional) and 1 surgery module (+ 1 optional). The assignment to the selected ward will be done by the year coordinator according to the preferences communicated by the student (including the limits reported in comma 1.3).

Traineeship topics must be chosen among the following (attachment 2).

The preferences of wards in which students will perform both their mandatory and optional traineeships must be communicated from June 15th until July 30th by online form. The link for the form will be sent to all enrolled students for year 3. The year coordinator for traineeships will

publish on Kiro the assigned clinical rotations in the selected wards once students have expressed their preferences, communicated their grades average and all earned credits CFUs.

A.5 5th year clinical traineeships

Fifth year clinical traineeships are distributed over 4 “scheduled” modules (8 cfus in total) of 2 weeks each and an additional 8 weeks of “free” traineeships for a total of 16 credits CFUs.

The preferences of wards in which students will perform both their mandatory and optional traineeships must be communicated from June 15th until July 15th by online form. Within July 31st, the COR-MED office will issue on Kiro in the dedicated folder the distribution of students in the selected wards for the scheduled traineeships. In case there are too many requests for one or more clinics, the assignment is done by the year coordinator once students communicate their preferences, grades average and all earned credits.

Students who will not express their preferences in the indicated time frames will be assigned automatically to the remaining available wards by the year coordinator.

The 4 scheduled traineeships (2 in the first + 2 in the second semester) are selected by students with the obligation to include one topic per each group hereby reported. Among medical topics internal medicine is not listed, because it is only available for traineeships in year 3 and 6. The final assignments in wards will be set up by the year coordinator according to the preferences of students and within the limits hereby reported.

The 8 cfus of “free” traineeships shall be earned homogeneously throughout the two semesters ; these traineeships are conceived to allow students attend a clinic for the preparation of their final dissertation (degree thesis) but may also be used as an extra period of optional traineeship in a topic selected for a mandatory traineeship or to attend other wards of interest (see comma 1.3).

Additional credits earned via “free” traineeships cannot be considered as replacements for the credits to be earned via the “scheduled” traineeships.

Eventuali ulteriori crediti acquisiti con attività di tirocinio “libero” non possono essere considerati sostitutivi di quelli da acquisire con il tirocinio “programmato”.

Traineeship topics must be chosen among the following (attachment 3).

A.6 6th year clinical traineeships

The division into traineeships is the same as for year 5.

The four “scheduled” modules (8 credits in total) must be earned in one for each of the following 4 reported clinics, according to a rotation set up by the year coordinator.

As far as the 8 credits for a “free” traineeship, please report to the dedicated section for year 5. Traineeship topics must be chosen among the following (attachment 4).

ATTACHMENTS

Att.1 – Traineeships topics year 3

Field of study	Topic	Hospital
SURGERY	<ul style="list-style-type: none">• Surgical semeiotics	Ospedale San Matteo
MEDICINE	<ul style="list-style-type: none">• Hematology• Endocrinology• Medical semeiotics	OSM Fondazione S Maugeri OSM

Att.2 – Traineeships topics year 4

Field of study	Topic	Hospital
SURGERY	• Cardiosurgery	OSM
	• General surgery	OSM
	• Thoracic surgery	OSM
	• Vascular surgery	OSM-CCP
	• Neurosurgery	OSM
	• Urology	OSM-FSM
	• Otorinolaryngology	OSM
	• Ophtalmology	OSM
MEDICINE	• General medicine	OSM-FSM-CCP
	• Cardiology	OSM-FSM
	• Medical clinics I	OSM
	• Dermatology	OSM
	• Gastroenterology	OSM-FSM
	• Nephrology	OSM-FSM
	• Neurology	FM
	• Pneumology	OSM-FSM
	• Psychiatry	OSM
	• Rheumatology	OSM
	• Rehabilitation	FSM

Att.3 – Traineeships topics year 5

Field of study	Topic	Hospital
SURGERY	• Pediatric surgery	OSM
	• Orthopaedics	OSM-CCP
	• general surgery	OSM
	• Obstetrics and gynaecology	OSM
MEDICINE	• Infectious diseases	OSM
	• childhood neuropsychiatry	INM
	• Radiology	OSM
	• Oncology	OSM-FSM
	• <i>Pronto Soccorso</i> ER	OSM

Att.4 - Traineeships topics year 6

Field of study	Topic	Hospital
ALL	<ul style="list-style-type: none">• Clinica Medica• Surgery clinics• Emergency surgery☒ Geriatrics	OSM OSM OSM OSM-RST