

UNIVERSITY OF PAVIA
FACULTY OF MEDICINE AND SURGERY

RULES FOR PROFESSIONAL TRAINEESHIPS
HARVEY COURSE

1. Introduction

The professional training (60 credits), organic and integral part of the degree course, starts from the 3rd year. The traineeship is a form of tutorial teaching: practical activities are conducted under the supervision of a Tutor. Professional training consists of activities corresponding to 60 credits (CFU), equivalent to 1200 hours of work. The aim of the training is to develop the knowledge, skills and behavioral attribute to function effectively as the first contact physician.

2. Organization and contents of the traineeship

The 60 credits dedicated to professional training are distributed as described in the Course Regulation (Regolamento didattico) approved for each entering class (the year of enrollment).

A credit (1 CFU) corresponds to 20 hours of training that must be distributed over 5 days of 4 hours each (approximately from 8.30 to 12.30 - Monday to Friday).

It follows that 1 CFU = 1 week of training.

The weeks of training are organized in modules of 2, 3 or 4 weeks, according to the course year.

Part of the training programme could be performed using on-line platforms.

Traineeship planning is organized by the Traineeship Office of the Faculty of Medicine and Surgery, according to the instructions of the Harvey Council, traineeship year Coordinators and the Professor of the Faculty of Medicine and Surgery who's in charge of the general coordination of the traineeships.

The Traineeship Office of the Faculty of Medicine and Surgery is responsible:

- to work in collaboration with the traineeship year Coordinators, in order to organize the traineeship programme;

- to keep track of the traineeship credits collected by the students and to give them support for any traineeship matters, in accordance with the traineeship year Coordinators, when necessary.

Subjects matter of training are those of clinical interest of the year.

The specific objectives that students must achieve during the training are identified by Professors of the discipline, who shall communicate them to the traineeship year Coordinator.

3. Rules of traineeship attendance

Traineeships' rotations respond to the need to expose each student to an adequate variety of disciplines, medical and surgical and to prevent a premature and/or excessive focus only on a particular field of medicine. They are scheduled by the Traineeship Office of the Faculty of Medicine and Surgery which will organize the traineeship turns according to the hospitals' availabilities.

Particular attention must be paid to the following rules:

- during each course year, it's possible to attend just the traineeships pertaining to that year, so it's not possible to add traineeships of the next year in the study plan, nor to do them in advance and then asking for a validation the next year;
- only students who have finished their exams of the year by the end of September will be scheduled for the traineeships since the first semester;
- those students who'll finish their exams after September (by December) and will be then regularly enrolled in the following year, will be scheduled for traineeships from March on;
- repeating students will begin their traineeship by enrolling in the following year if they have finished the exams of the repeating year by the end of September/December.

Traineeship Office of the Faculty of Medicine and Surgery will publish on-line the distribution of students in the structures appointed to conduct planned traineeships.

4. TPV – Tirocinio Pratico Valutativo (practical evaluation internship)

Since 2020, the degree in Medicine and Surgery enables the graduate students to work as physicians soon after graduation (so called "laurea abilitante"), as long as they register at one of the Medical Association (Ordine dei Medici) distributed on the Italian territory.

In order to get the "abilitazione professionale", part of the training carried out from the 5th year onwards has to be considered as *practical evaluation internship* (Tirocinio Pratico Valutativo or TPV):

it will consist of 5 weeks of training in medical disciplines (5 CFU), 5 weeks of training in surgical disciplines (5 CFU) and 5 weeks of training with a General Practitioner - MMG - Medico di Medicina Generale (5 CFU).

15 CFU so acquired as TPV are part of the 60 CFU of professional training of the course degree.

TPV can be carried on from the 5th course year on.

Traineeship with the General Practitioner (MMG) can be attended from the 6th year.

Each student who can start the TPV will receive an e-mail communication from the Traineeship Office of the Faculty of Medicine and Surgery with the TPV booklet attached, useful to register the activities and the Tutor evaluations and signatures.

5. Traineeship Tutor

The professional training and the TPV are carried out under the supervision of a Tutor.

Normally each Tutor is entrusted of no more than four students. The Tutor is appointed on the proposal of the Medical Director/s of the involved clinic/s.

The tutor is responsible for:

- supervise the student in daily training activities;
- monitoring the achievement of the objectives set forth;
- sign the students' attendance certificate at the end of each traineeship.

The role of Tutor can be played by the Professors and researchers of the discipline, elderly post-graduates, hospital Doctors belonging to the Department, experts on the topic.

6. Traineeship credits' registration

The acquisition of credits in the professional training is mandatory.

Once the student has achieved all the necessary traineeship year credits, Traineeship Office of the Faculty of Medicine and Surgery will proceed *ex officio* to register them asking traineeship year Coordinators to approve them on the student's career.

Registration will be carried out normally once a year, in June/July.

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

Student who cannot attend a traineeship already scheduled due to force major or for health matters, must recover the lost period at the end of scheduled traineeship, upon agreement with the Tutor.

If this is not possible, the student must contact the Traineeship Office of the Faculty of Medicine and Surgery.

The resulting credits will be issued only to those students who have attended regularly the planned training activities, on the basis of the certificates of attendance.

7. *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 Harvey Council to register the credits of training acquired during the program.

8. *Occupational health and safety*

The student trainee, considered as a worker, must attend, according to the D. Lgs. n. 81/08 and the Agreement State-Regions of 21.12.2011, a training course on occupational health and safety matters.

The course is compulsory for all the enrolled students who must start a traineeship and must be attended and passed before starting the 3rd year traineeship.

The training course is organized by the *Prevention and Protection Service* and by the *Occupational Health and Safety Service* of the University of Pavia. They will contact the students to make them access the course.

The University will take care of the general and specific training course – low risk (4h each through e-learning) that will be validated by the course Tutor. Then the student can display, download and keep the training certification.

Fondazione Policlinico S. Matteo will take care of the specific training – medium and high risk, through specific training course and providing information about occupational health and safety.

9. Health supervision

The Authorized Physician (Medico Competente) will take care of all the health assessments aimed to protect the workers' health and safety, in relation to their health conditions, the work environment, risk factors and the operating methods.

The health supervision is guaranteed to the works upon the art. 41 D. Lgs. 81/08 and it consists of precautionary, periodic and on demand checks and, if necessary, of ceased exposure, by the Authorized Physicians.

This kind of protection is also guaranteed to the trainees.

The University will take care of the Health supervision with the collaboration of the *Prevention and Protection Service* of the host Institution.

The medical examination of the health eligibility must be done and certified before starting the 4th year traineeship. Students will be contacted on purpose.

Traineeship activities that expose trainees to ionizing radiations must be excluded.

If they have to be necessarily carried on, a specific agreement must be defined upon the DL n. 101/2020.