

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 are normally 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.

In case of TPV, the attendance is based on 25 hours per week, distributed over 5 days of 5 hours each, in order to acquire, during 1 month/4 weeks, 5 CFU of traineeship (corresponding to 100 hours).

Traineeship planning is organized by Ufficio Tirocini, 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.

Ufficio Tirocini is responsible:

- 1) to work in collaboration with the traineeship year Coordinators and with the Traineeship Commission (Commissione Tirocini), in order to organize the traineeship programme;

- 2) 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 and with the Traineeship Commission (Commissione Tirocini), when necessary;
- 3) analyze and implement, in collaboration with the Traineeship Working Group (Gruppo di Lavoro sui Tirocini), a digital system to manage the rotations.

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. Rotations are scheduled by Ufficio Tirocini which will organize them according to the Hospitals' availability.

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;
- in order to access the 3rd year traineeships in 2024/2025 and 2025/2026 (entering classes 2022/2023 and 2023/2024), students must have positively passed within September the exams of *Structure of the body* and *Living molecules*;
- in order to access the 4th year traineeships in 2024/2025 and following a.y. (entering classes 2021/2022 and following ones), students must have positively passed within September the exams of *Functions of the body* and *Biology of diseases*;
- starting from a.y. 2026/2027, in order to access the 3rd year traineeships, students of the entering class 2024/2025 must have positively passed within September *Structure of the body* and *Biochemistry*;
- those students who will not pass the aforementioned exams within September, will be considered as *repeating* students, so they'll not be scheduled for their traineeships;
- repeating students will begin their traineeships by enrolling in the following year if they have finished the aforementioned exams by the end of September.

For more details on how the shifts are assigned, please refer to the webpage dedicated to Traineeships on the Faculty of Medicine website.

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 one month of training in medical disciplines (in order to obtain 5 CFU), one month of training in surgical disciplines (in order to obtain 5 CFU) and one month of training with a General Practitioner - MMG - Medico di Medicina Generale (in order to obtain 5 CFU).

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

TPV in Medical and Surgical areas can be carried on from the 5th course year on, provided that all the mandatory exams related to the first four years of the course, according to the study plan, have been successfully passed.

Traineeship with the General Practitioner (MMG) can be attended from the 6th year and only after passing the exam of Clinical Pharmacology, Genetics and Pathology.

Once all mandatory exams from 1st to 4th year have been successfully passed, the student will receive an e-mail communication from the Ufficio Tirocini with the TPV booklet attached and related instructions for the completion.

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, hospital Doctors belonging to the Department, elderly post-graduates (“Medici in Formazione Specialistica”), experts on the topic.

For the TPV in the General Medicine area, compulsory from the 6th year, General Practitioners (GPs) who have been found eligible following the public selection promoted by the University of Pavia, on the basis of the existing agreement with the “Ordine dei Medici Chirurghi e Odontoiatri di Pavia e provincia”, can be Tutors.

6. Traineeship credits' registration

The acquisition of credits (CFU) in professional training is mandatory.

Verbalisation of traineeship activities will be carried out several times during the a.y., in January, March, May, June, July and September.

Ufficio Tirocini proceeds, on the dates set and communicated at the beginning of each academic year, to register the CFUs for all the students who have completed the traineeships for the academic year, uploaded the attendance certificates on the dedicated platforms and reported to the Ufficio Tirocini by email, at least 3 days before the date of registration, the completion of the activities.

For more details on how to register traineeships CFUs, please see the webpage dedicated to Traineeships on the Faculty of Medicine website.

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

Students who cannot attend a traineeship already scheduled due to force major or for health matters, must promptly report the impediment to the Ufficio Tirocini, which will arrange, in collaboration with the Traineeship Commission (Commissione Tirocini), the recovery of the missed traineeship hours.

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 (2 credits for absences of one month, 3 credits for absence of two months, 4 credits for absences of three months, 6 credits for absences of four months, 7 credits for absences of five 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.

STUDENTS BELONGING TO THE ENTERING CLASS 2019/2020 AND FOLLOWING ONES

Since for students belonging to the 2019/2020 and following entering classes, the Practical Evaluative Traineeship must be attended before the graduation (thus making the degree "abilitante"), the activity will be registered in the student career.

Therefore, during the mobility period, these students can obtain CFUs of TPV **only if** they have the requirements for access to TPV (see art. 4) and after completing, in agreement with the Erasmus Office of the University of Pavia, a Learning Agreement in which there will be specified the TPV activities that will be validated once the students return. Ufficio Tirocini has prepared a specific documentation for the registration of TPV credits obtained abroad; the student must request these forms before the departure.

Otherwise, if at the time of departure the student has not yet the requirements for the access to TPV, only the CFUs of curricular internship will be registered. Any traineeship attended that would entitle the student to obtain additional CFUs beyond the aforementioned curricular CFUs **CANNOT** be recognized (neither as TPV, in a "retroactive" way, nor to anticipate the following year CFUs).

8. Occupational health and safety

The student trainee, considered as a worker, must attend, according to the art. 37 par. 7 of 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 students must attend these courses:

- GENERAL training course (4 hours)
- SPECIFIC training course – HIGH risk (12 hours)

The GENERAL training course - 4 hours has a permanent validity ("credito formativo permanente"), is delivered in asynchronous e-learning mode and 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 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.

Fondazione Policlinico S. Matteo will, instead, take care of the SPECIFIC training – HIGH risk - 12 hours.

9. Health surveillance

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 surveillance is guaranteed to the workers upon the art. 41 D. Lgs. 81/08 by the Authorized Physicians.

This kind of protection is also guaranteed to the trainees.

Students who will attend hospitals for their traineeships must undergo a medical examination plus a blood and urinary sampling in order to acquire eligibility for the attendance of the same traineeships (so called "idoneità sanitaria").

The medical examination of the health eligibility must be certified before starting the 3rd year and it will be valid for a duration coherent with the current Health Protocol. Students will be contacted on purpose by an email that will contain the information about where and when the examinations will take place.

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.

10. Traineeship Commission

A Traineeship Commission has been established when the internships were launched for the academic year 2023/2024; this Commission is responsible for the supervision of the planning and of the evaluation of the particular requests submitted by students.

The Commission, appointed by resolution of the Comitato Direttivo di Facoltà on November 7th, 2023, is composed by the following members:

- President of the Faculty of Medicine and Surgery

- Professor Responsible of Medicine and Surgery - Golgi course degree
- Professor Responsible of Medicine and Surgery - Harvey course degree
- Professor of the Faculty of Medicine and Surgery in charge of the general coordination of the traineeships
- Professor in charge of the general coordination of the traineeships - Policlinico S. Matteo