



Single Cycle Degree Course in "Medicine and Surgery"

OPERATING REGULATION OF PRACTICAL EVALUATION TRAINEESHIP

drawn up pursuant to art. 3 of Ministerial Decree 9 May 2018, n. 58 and subsequent amendments and additions, article 102, paragraph 1, Law Decree no. 18/2020 and art. 11-bis of Teaching Regulations of Study Course

Art.1 – Student request

The attendance of the practical evaluation training (PET), which contributes both to the acquisition of ECTS of training activities provided by the study plan, and to the achievement of the 5500 teaching hours referred to in Directive 2013/55 / EC, begins upon presentation of a specific request (attachments 1, 2, 3), completed by the student, to the coordinating teacher tutor of the corresponding medicine, surgical and general medicine area. The student must attach a copy of the certification of the exams taken and a copy of a valid identity document. The student will be assigned to the medical and surgical departments and the general practitioner, to attend based on the didactic organization and the teaching regulations of the Degree Course (DC), in particular in non-overlapping and non-coinciding periods with the teaching activity already planned.

Art. 2 – Report booklet: descriptive section

The Degree Course provides each trainee with a report booklet, which is divided into a descriptive part of the activities carried out and an evaluation sheet of the skills demonstrated. Three report booklets will be given in sequence to the student. One for attendance in the medical area (attachment 4), one for attendance in the surgical area (attachment 5), one for attendance at the general practitioner's clinic (attachment 6). The student will have to complete the hours of PET as required by the teaching regulations and the study plan. The trainee is required to attend each department / clinic for a total of one month, according to the dates and times established by the ward tutor / general practitioner.

In the activity report booklet, the days and times of the attendance will be noted by the student, describing the activities carried out as well as describing ideas on what has been done and observed. The activity report booklet will be countersigned by the department tutor and by the coordinating professor tutor. The trainee will declare that he has received an ongoing evaluation from the department's tutor concerning the progress of the traineeship, signing in the appropriate space in the report booklet.

Art. 3 - Department tutor

The Degree Course Council, upon proposal of the coordinating professor tutor, will annually appoint the department tutors who will have the task of following and certifying the activities carried out by the trainee in the medical and surgical area, and also expressing an ongoing evaluation on the progress of the traineeship itself.

Art. 4 – The coordinating professor tutor

The Degree Course Council will nominate the coordinating professor tutors, chiefs of operational units, who will have the task of certifying the traineeship in the medical and surgical area, as well as the coordinating professor tutor in the area of general medicine.

Art. 5 – The general practitioner

General practitioners affiliated with the "National Health System" will be identified in agreement



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with the Local Order of Physicians, based on specific agreements stipulated between the same Order and the University.

If the legal requirements are met, it will be possible to choose a general practitioner from the countries covered by the agreement drawn up by the University with the "Conférence des Ordres des Médecins Euro-Méditerranéens".

Art. 6 – Report booklet: evaluation form

The principles that inspire the evaluation criteria in terms of "how to do" and "how to be" are aimed at evaluating the medical student's level of maturation and awareness of their professionalism and professional identity acquired over the last two years of attendance. Areas of evaluation include their clinical competence including scientific knowledge and evidence, clinical skills, communication skills and correct clinical reasoning skills. This includes the increase of personal skills in patient care 'know-how', commitment to honesty, integrity and enthusiasm in the practice of medicine, and the ability to relate to the various professional figures who play an active part in the care team, and the commitment to achieve excellence.

The intermediate (attachments 7, 8) and final (attachments 9, 10) evaluation forms based on the previous principles stated are drawn up respectively by the department tutor and the coordinating professor tutor.

The department tutor will provide information to the trainee on the attendance itself, highlighting all non-positive feedback, in order to encourage improvement during the training period. The coordinating professor tutor of the medical or surgical area, identified by the Degree Course Council, after having evaluated the intermediate judgments of the other tutors, will be responsible for formulating the final judgment of suitability or inadequacy, communicating the overall evaluation of the month training period. In the event of non-suitability, the trainee will be required to repeat the attendance and have a new judgment on the same month.

The general practitioner, after completing the evaluation form (attachment 11), will communicate their final judgment of suitability or non-suitability to the trainee by sending all the documentation to the coordinating tutor teacher of the general medicine area. In case of non-eligibility, the trainee will be required to repeat the attendance and to have a new judgment on the same monthly salary.

Art. 7 – Delivery documents

The coordinating professor tutor will keep the booklet containing the student's report booklet, the intermediate evaluation (medical and surgical area) and the final joint evaluation. The coordinating professor tutor will send this document to the Student Secretary of Single Cycle Degrees. The latter, after having received the three booklets referring to the three areas of practical evaluation, having verified the achievement of the suitability evaluation for each of the three periods will insert them in the student's file for consequential obligations. The deadline by which the Offices must receive the booklets of the three areas cannot go beyond 15 days before the graduation session.

Art. 8 – Mobility programs

Students who go abroad for mobility programs, and who have passed all the exams of the first 4 years of the course, are allowed to carry out the PET, in the Medical and Surgical area, subject to agreement with the destination structure as signed in the learning agreement. The foreign tutor who accepts the student must carry out the PET in the same way as in Italy, fill in the report booklet



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translated into English, carry out the assessment in the same way and send the entire signed documentation to the institutional e-mail address of the coordinating professor tutor of the related area and the internationalization contact person. The student must then deliver the original report booklet in a sealed envelope to the coordinating professor tutor of the relative area.

The PET in the area of General Medicine can be carried out abroad at general practitioners' offices of the countries covered by the agreement drawn up by the University with the "Conférence des Ordres des Médecins Euro- Méditerranéens" where the legal requirements are met.