



INSTRUCTIONS FOR COMPLETION OF THE PRACTICAL TRAINING EVALUATION BOOKLET

(modified from Med. Chir. 84. 3710-3732, 2019)

General rules

From the art. 3 of Ministerial Decree (May 9, 2018 n. 58) the practical-evaluation training:

1. The practical training is aimed at ascertaining the student's abilities related to knowing "how to do" and "how to be" a doctor. This consists in applying biomedical and clinical knowledge to medical practice, in resolving ethical issues, in demonstrating aptitude to solve clinical problems related to the areas of medicine and surgery and related specialties, laboratory and instrumental diagnostics and public health, and to apply the principles of good and clear communication.
2. The practical training is organized in three months. It will be done not before the fifth year of the course and after all the fundamental exams of first four years. The practical training is organized according to the laws and educational regulations of each study course.
3. The practical training is based on 5 CFU for each month (for each CFU must correspond at least 20 hours of professionalizing teaching activity and no more than 5 hours of individual study) and is divided into the following periods, even non-consecutive: one month in the surgical area, one month in the medical area, one month in the area of general medicine, during the sixth year of the course, at the office of a general practitioner.
4. The practical training certification of attendance and evaluation is under the direct responsibility of the university professor or medical director, responsible of the structure attended by the trainee, and the general practitioner, who issue a formal certificate of attendance and express, after having evaluated the results relating to the skills demonstrated, in the positive case, a judgment of suitability, on this diary-booklet, which is divided into a descriptive part of the activities performed and an evaluation part of the competences demonstrated.
5. The practical training certificate is obtained only in the case of achievement of a positive evaluation for each of the three periods.

Specific rules

1. The practical training in medical or surgical area can also be carried out in different divisions of the medical area or surgical area, as established by the Educational Regulations of the University. In this case, each Tutor of the different divisions will issue a synthetic judgment on the student, from which will derive the judgment of overall evaluation of the candidate, by the Tutor coordinator of medical and / or surgical area.



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2. The practical training internship is performed also during the months in which teaching activities are not normally carried out to reach the 100 hours certifiable for the purposes of the Ministerial Decree.

The Inspiring Principles of Evaluation

The principles that inspire the criteria of the evaluation of “how to do” and “how to be” are aimed at characterizing the level of maturation and awareness of one’s professionalism and one’s professional identity that the student acquires over the last two years of attendance, both in the field of their clinical skills, with regard to scientific knowledge and evidence, clinical skills, communication skills and the correct clinical reasoning skills, both as regards the increase of personal skills to know how to take care of patients, commitment to honesty, integrity and enthusiasm in the practice of medicine, the ability to relate to the various professional figures who play an active part in the care team, and the commitment to achieve the excellence.

These principles inspired the evaluation grid present in the booklet.

Tutors must be aware that these internships, as the other professional activities of the Degree Course, must, at the same time, be able to promote these skills in students who will subsequently be evaluated. Effective results can be achieved through a strong commitment within the teacher-student training pact, in the context of daily clinical practice.

Implementing rules

The frequency to the practical evaluation training begins upon presentation of a specific request, completed by the student, to the Teaching Office of the School of Medicine and Surgery. The student must attach a copy of a valid identity document. The student will be assigned to the medical and surgical departments and the general practitioner, based on the didactic organization and regulation of the course itself. The Didactic Secretariat will check the truthfulness of the declarations contained in the requests, in accordance with current legislation.

Three booklets will be given to the student. One for attendance in the medical area, one for attendance in the surgical area, one for attendance at the general practitioner’s office. The latter must be performed exclusively in Italy. The student will have to complete 100 hours of practical/evaluation training; these periods of attendance, compatibly with the Teaching Organization of the Degree Course, do not necessarily have to coincide with the duration of one month; also the succession between the different periods, for each trainee, will be consequent to the didactic organization of the Degree Course and will have to allow diversified succession in the different areas, in order to allow the correct carrying out of the activities, except the internship with medical doctor that can be carried out exclusively in the sixth year of the course.

In the booklet the days and times of the frequencies will be noted, describing the activities carried out also describing ideas on what has been done and observed. The booklet will be



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countersigned by the department's Tutor and by the coordinating Tutor. The trainee student will declare that he has received an "in itinere" opinion from the Tutor concerning the progress of the internship, signing in the appropriate space in the booklet.

The Department's Tutor will provide information to the trainee on the attendance itself, highlighting all non-positive feedback, in order to improve during the period of training. The Teacher Tutor Coordinator of the medical or surgical area, identified by the Council of the Degree Course, after having evaluated the intermediate judgments of the other Tutors, will be responsible for formulating the final judgment of suitability or inadequacy, communicating the judgment to the trainee overall monthly training period. In the event of non-suitability, the trainee will be required to repeat the frequency and have a new judgment on the same month.

The coordinating Tutor will keep the booklet containing the student's diary, the intermediate judgments and the final joint judgment. The coordinating Tutor will take care of sending this document to the Teaching Office of the School of Medicine and Surgery. The Teaching Office, after having received the three booklets referring to the three areas of practical evaluation, having verified that the three months have been exceeded, will insert them in the student's file.

The Council of the Degree Course in Medicine and Surgery will nominate the coordinating Teacher Tutors, Chiefs of operational units, who will have the task of certifying the internship in the medical and surgical area. General practitioners affiliated with the "National Health System" will be identified in agreement with the Local Order of Physicians, based on specific conventional acts stipulated between the Order of Physicians and the University.

Specific resolutions of the Degree Course Council/ Council for the Didactic Area and of the organs ordained above the University define the operating procedures for carrying out the practical-evaluation internship within the training course.

Signed by the host university/organization for acceptance.
