

## TIROCINI PRATICI – Lista

### CLINICAL ROTATIONS – List

**Please remember that:**

- *Tirocini pratici* **must be listed in your Learning Agreement for Studies**; you should write their code and name according to the ‘Clinical Rotations List’, as you would do for courses and elective courses.

Example:

Course code	Course name	ECTS credits
72437	TIROCINIO CLINICO A SCELTA IV ANNO - MALATTIE DEL SANGUE	3
72444	TIROCINIO CLINICO A SCELTA IV ANNO - CHIRURGIA GENERALE	3
72507	TIROCINIO CLINICO A SCELTA IV ANNO - GINECOLOGIA E OSTETRICIA	3

Each clinical rotation code can only be requested once.

Every clinical rotation you wish to attend must be listed in your final Learning Agreement for Studies; otherwise, it will NOT be scheduled.

- The **maximum** amount of *tirocini pratici* you can request is:

Exchange students who take exams <b>and</b> clinical rotations	Max 30 ECTS/A.Y. of clinical rotations	Max 10 wards
	Max 15 ECTS/semester of clinical rotations	Max 5 wards
Exchange students who take <b>only</b> clinical rotations	Max 30 ECTS/A.Y. of clinical rotations	Max 10 wards
	Max 21 ECTS/semester of clinical rotations	Max 7 wards

- *Tirocini pratici* are subject to the teaching hospitals’ availability, and **are scheduled on a first-come-first-served basis** according to the date and time on which we receive each student’s Learning Agreement for Studies with the approval signature and stamp of their home University.

### List of 2015/16 clinical rotations

**3 ECTS clinical rotations = 2 weeks**

Code	Clinical rotation	ECTS credits	Available
<del>72508</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO – ANESTESIOLOGIA</del>	<del>3</del>	<del>NO – 23/07/2015</del>
<del>72463</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO – CHIRURGIA CARDIACA</del>	<del>3</del>	<del>NO – 23/07/2015</del>
72444	TIROCINIO CLINICO A SCELTA IV ANNO - CHIRURGIA GENERALE	3	Yes
72449	TIROCINIO CLINICO A SCELTA IV ANNO - CHIRURGIA PEDIATRICA E INFANTILE	3	Yes
<del>72446</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO – CHIRURGIA PLASTICA</del>	<del>3</del>	<del>NO – 23/07/2015</del>
<del>72461</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO – CHIRURGIA TORACICA</del>	<del>3</del>	<del>NO – 23/07/2015</del>
<del>72462</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO – CHIRURGIA VASCOLARE</del>	<del>3</del>	<del>NO – 23/07/2015</del>
72503	TIROCINIO CLINICO A SCELTA IV ANNO - DIAGNOSTICA PER IMMAGINI E RADIOTERAPIA	3	Yes
72435	TIROCINIO CLINICO A SCELTA IV ANNO - ENDOCRINOLOGIA	3	Yes
72434	TIROCINIO CLINICO A SCELTA IV ANNO - GASTROENTEROLOGIA	3	Yes

(list continues on p.2)

#### Ufficio Staff – Supporto Mobilità Internazionale

Alma Mater Studiorum - Università di Bologna, Scuola di Medicina e Chirurgia  
 Polo didattico Murri, Via Massarenti 9 – 40138 Bologna – tel. +39(0)512095543, Fax +39(0)512086020 – erasmus.medicine@unibo.it  
 Office hours: Tuesdays and Thursdays 2.00 – 4.00 PM

Code	Clinical rotation	ECTS credits	Available
72507	TIROCINIO CLINICO A SCELTA IV ANNO - GINECOLOGIA E OSTETRICIA	3	Yes
72502	TIROCINIO CLINICO A SCELTA IV ANNO - MALATTIE CUTANEE E VENEREE	3	Yes
72437	TIROCINIO CLINICO A SCELTA IV ANNO - MALATTIE DEL SANGUE	3	Yes
72432	TIROCINIO CLINICO A SCELTA IV ANNO - MALATTIE DELL'APPARATO CARDIOVASCOLARE	3	Yes
72500	TIROCINIO CLINICO A SCELTA IV ANNO - MALATTIE DELL'APPARATO LOCOMOTORE	3	Yes
72431	TIROCINIO CLINICO A SCELTA IV ANNO - MALATTIE DELL'APPARATO RESPIRATORIO	3	Yes
<del>72496</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO - MALATTIE DELL'APPARATO VISIVO</del>	<del>3</del>	<del>NO – 30/07/2015</del>
<del>72443</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO - MALATTIE INFETTIVE</del>	<del>3</del>	<del>NO – 20/07/2015</del>
72430	TIROCINIO CLINICO A SCELTA IV ANNO - MEDICINA INTERNA	3	Yes
72428	TIROCINIO CLINICO A SCELTA IV ANNO - MICROBIOLOGIA E MICROBIOLOGIA CLINICA	3	Yes
<del>72436</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO - NEFROLOGIA</del>	<del>3</del>	<del>NO – 23/07/2015</del>
<del>72490</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO - NEUROLOGIA</del>	<del>3</del>	<del>NO – 01/07/2015</del>
72506	TIROCINIO CLINICO A SCELTA IV ANNO - NEUROPSICHIATRIA INFANTILE	3	Yes
72498	TIROCINIO CLINICO A SCELTA IV ANNO - OTORINOLARINGOIATRIA	3	Yes
72505	TIROCINIO CLINICO A SCELTA IV ANNO - PEDIATRIA GENERALE E SPECIALISTICA	3	Yes
72489	TIROCINIO CLINICO A SCELTA IV ANNO - PSICHIATRIA	3	Yes
72442	TIROCINIO CLINICO A SCELTA IV ANNO - REUMATOLOGIA	3	Yes
<del>72488</del>	<del>TIROCINIO CLINICO A SCELTA IV ANNO - UROLOGIA</del>	<del>3</del>	<del>NO – 23/07/2015</del>

**4 ECTS clinical rotation = 3 weeks**

Code	Clinical rotation	ECTS credits	Available
70660	TIROCINIO DI SEMEOTICA GENERALE – II semester	4	Yes

This list will be updated periodically as clinical rotations become unavailable due to student requests; please make sure you check the most updated version when filling in your Learning Agreement for Studies.

**Ufficio Staff – Supporto Mobilità Internazionale**

Alma Mater Studiorum - Università di Bologna, Scuola di Medicina e Chirurgia  
 Polo didattico Murri, Via Massarenti 9 – 40138 Bologna – tel. +39(0)512095543, Fax +39(0)512086020 – [erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it)  
 Office hours: Tuesdays and Thursdays 2.00 – 4.00 PM

## RULES FOR ATTENDING CLINICAL ROTATIONS

REGISTRATION .....	3
CONTACT DETAILS FOR THE FIRST MONDAY OF EACH CLINICAL ROTATION .....	3
ATTENDANCE RULES .....	3
BEHAVIOUR .....	4
ONLINE CONFIRMATION AND ALMAESAMI RECORDING.....	5

### REGISTRATION

In order to register your online clinical rotations, you must:

1. Have listed all your required clinical rotations in your Learning Agreement on in one of the ‘changes to the Learning Agreement’ forms;
2. Have completed your check-in at the University of Bologna;
3. Have passed your medical check with the Occupational Medicine service at the S. Orsola-Malpighi teaching hospital.

Please refer to the Medical Degree Information Booklet for further information about these three procedures.

Once you meet the conditions mentioned above, the Staff Office-International Services Tutors will schedule you for an **appointment** to fill in your online study plan and to register your clinical rotations. Please **remember to check your institutional mailbox** ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) or to set an automatic forward rule to your personal mailbox.

### CONTACT DETAILS FOR THE FIRST MONDAY OF EACH CLINICAL ROTATION

A list with **contact details for the first Monday** of each clinical rotation is published on <http://corsi.unibo.it/medicinaechirurgia/Pagine/in1516.aspx> > Clinical Rotations.

Attendance and activity information for the following days will be given by the clinical rotation coordinator or tutor on the first day.

### ATTENDANCE RULES

In order to get a ‘pass’ evaluation, you must **attend at least 75% of the scheduled period** for each clinical rotation. Clinical rotations take place from Monday to Friday, 8.30-13.00. Each hospital ward has its rules for monitoring attendance; you are strongly advised to comply with them to have your attendance confirmed. Please read the “Online confirmation and recording” paragraph for further information.

It is **not possible to alter the personal clinical rotation schedule** without permission from the School’s Staff Office-International Services ([erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it)).

If you fail a clinical rotation due to **illness**, you may be allowed a reschedule to a later time slot, subject to availability. Please make sure to inform the School’s Staff Office-International Services ([erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it)) and the clinical rotation coordinator as soon as possible about your absence.

**Ufficio Staff – Supporto Mobilità Internazionale**

Alma Mater Studiorum - Università di Bologna, Scuola di Medicina e Chirurgia  
Polo didattico Murri, Via Massarenti 9 – 40138 Bologna – tel. +39(0)512095543, Fax +39(0)512086020 – [erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it)  
Office hours: Tuesdays and Thursdays 2.00 – 4.00 PM

In case you decide to **withdraw from one or more clinical rotations**, i.e. because you will cancel them from your Learning Agreement, please inform the School's Staff Office-International Services ([erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it)) as soon as possible so your clinical rotation slot can be reassigned to other exchange students.

## BEHAVIOUR

During clinical rotations, all students must behave appropriately and in accordance with their role as future healthcare professionals.

Students must therefore:

- Comply with rules and regulations of the teaching hospital, hospital ward as illustrated by the clinical rotation coordinators and tutors;
- Wear a white coat when attending hospital wards (not provided by the teaching hospitals);
- Arrive and leave on time, and notify any absence to the clinical rotation coordinator/tutor;
- Be respectful to everyone;
- Comply with the institutional rules and regulations regarding workplace hygiene, health, and safety;
- Comply with privacy rules when dealing with any data and information during clinical rotations.

## DRESS CODE

In compliance with institutional rules and regulations on workplace hygiene, students attending clinical rotations must wear a white coat. White coats are not provided by the teaching hospitals.

Access to the operating theatre sections (Blocchi Operatori) of the S.Orsola-Malpighi teaching hospital is permitted only when wearing the required TTR uniforms (light-blue colour). TTR uniforms are provided by the S.Orsola-Malpighi teaching hospital, and may be borrowed with the following procedure:

1. Pay a deposit sum of EUR 80,00 (= the value of one TTR uniform and one RFID e-key) to 'Servizi Ospedalieri SpA – Unicredit Banca' – IBAN code IT05R0200802515000005499033;
2. Bring the bank transfer receipt to Servizio Biologico (building 19, Mon-Sat 8.30-14.30) and collect your personal RFID e-key;  
*When collecting the RFID e-key, you will be asked to fill in a form with your personal details, including your Italian tax number ('codice fiscale', on your AlmaRM registration details) and an IBAN code to receive the deposit back after returning the RFID e-key. Please remember to prepare this information beforehand. By signing the form, you also declare that you understand and accept the rules about using and returning TTR uniforms.*
3. Collect your TTR uniform from the cupboards located in building 5, 6<sup>th</sup> floor.

At the end of your last clinical rotation, you must return your RFID e-key to Settore Biologico (building 19, Mon-Sat 8.30-14.30).

After the hospital checks that you handed back your TTR uniform according to the rules, you will be returned your deposit money via bank transfer to the bank account whose IBAN code you stated when collecting the RFID e-key; this procedure may take up to one month.

### Ufficio Staff – Supporto Mobilità Internazionale

Alma Mater Studiorum - Università di Bologna, Scuola di Medicina e Chirurgia  
Polo didattico Murri, Via Massarenti 9 – 40138 Bologna – tel. +39(0)512095543, Fax +39(0)512086020 – [erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it)  
Office hours: Tuesdays and Thursdays 2.00 – 4.00 PM

## ONLINE CONFIRMATION AND ALMAESAMI RECORDING

After the end of each clinical rotation, and on condition that you meet the minimum attendance requirements, the clinical rotation coordinator or tutor will confirm your attendance on the online record. You must then fill in the online assessment form in order to finalise the recording of the clinical rotation on your AlmaEsami account (*verbalizzazione*).

You can check the status of your clinical rotations from the homepage of your Studenti Online account. The square box next to each clinical rotations works by the following colour code:

### **Richiesta ricevuta (box colour: GREY)**

The clinical rotation is registered on the system – in case of registration problems, please write to [erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it).

### **Frequenza confermata (box colour: YELLOW)**

After attendance has been confirmed, the clinical rotation coordinator or tutor must enter your final assessment (pass/fail); the status box then becomes marked as '*Tirocinio completato*'.

### **Tirocinio completato (box colour: YELLOW)**

When the clinical rotation is marked as '*Tirocinio completato*', you can access the detail page by clicking on '*vedi dettaglio*' on the right side of the page and fill in the assessment form (*questionario di valutazione*). A few days after completing the assessment form, the status box will turn **green**.

### **Tirocinio verbalizzato (box colour: GREEN)**

The clinical rotation is recorded on your AlmaEsami account (Studenti Online > AlmaEsami).

The following figure shows an example of how clinical rotations will be displayed on your Studenti Online account.

STUDENTI ONLINE

Sei in: Le tue richieste

**Le tue richieste**

**Storico richieste**

**Sintesi delle richieste in corso**

Stato	Id	Tipo	Descrizione	Data inizio
Richiesta ricevuta		Tirocinio di Medicina	Tirocinio clinico a scelta iv anno - ginecologia e ostetricia (72507)	<a href="#">Vedi dettaglio »</a>
Tirocinio completato		Tirocinio di Medicina	Tirocinio clinico a scelta iv anno - malattie infettive (72443)	<a href="#">Vedi dettaglio »</a>
Tirocinio completato		Tirocinio di Medicina	Tirocinio clinico a scelta iv anno - malattie dell'apparato cardiovascolare (72432)	<a href="#">Vedi dettaglio »</a>
Frequenza confermata		Tirocinio di Medicina	Tirocinio clinico a scelta iv anno - gastroenterologia (72434)	<a href="#">Vedi dettaglio »</a>

**Sintesi delle richieste concluse**

Stato	Id	Tipo	Descrizione	Data chiusura
Richiesta accettata		Piani web	Presentazione del piano di studio	<a href="#">Vedi dettaglio »</a>
Tirocinio verbalizzato		Tirocinio di Medicina	Tirocinio clinico a scelta iv anno - malattie dell'apparato respiratorio (72431)	<a href="#">Vedi dettaglio »</a>
Tirocinio verbalizzato		Tirocinio di Medicina	Tirocinio clinico a scelta iv anno - pediatria generale e specialistica (72505)	<a href="#">Vedi dettaglio »</a>
Richiesta accettata		Piani web	Presentazione del piano di studio	<a href="#">Vedi dettaglio »</a>
Richiesta accettata		Piani web	Presentazione del piano di studio	<a href="#">Vedi dettaglio »</a>

#### Ufficio Staff – Supporto Mobilità Internazionale

Alma Mater Studiorum - Università di Bologna, Scuola di Medicina e Chirurgia  
 Polo didattico Murri, Via Massarenti 9 – 40138 Bologna – tel. +39(0)512095543, Fax +39(0)512086020 – [erasmus.medicine@unibo.it](mailto:erasmus.medicine@unibo.it)  
 Office hours: Tuesdays and Thursdays 2.00 – 4.00 PM