



Manual for trainees

Deegree Program in Medicine and
Surgery

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ALMA MATER STUDIORUM UNIVERSITÀ DI BOLOGNA

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Introduction

Clinical clerkships structure diagram

Course year	Clerkship	Weeks	CFU
First			1
	Basic Life Support		1
Second			3
	Basic Nursing Skills		1
	Basic Surgical Skills		1
	Approaching the patient		1
Third			8
	Cardiology		2
	Emergency Medicine 1		2
	Pneumology		2
	Radiology		2
Fourth			11
	Neurology		3
	Ophtalmology		1
	Otorhinolaryngology		1
	Elective		6
Fifth			16
	Internal Medicine		4
	Obstetrics and Gynaecology		4
	Paediatrics		4
	Elective		4
Sixth			25
	Community Care		3
	Emergency Medicine 2		3
	Advanced Life Support		1
	Elective		3
	Tpv Evaluation Clerkship - Clinical Area		5
	Tpv Evaluation Clerkship - Surgical Area		5
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Learning objectives

1st course year

Basic Life Support

The aim of the activity is to provide students with theoretical and practical training on the procedures for managing cerebrovascular and cardiovascular emergencies (Basic Life Support) and massive hemorrhages while awaiting advanced medical assistance (Stop The Bleed). At the end of the internship, students will be

able to perform basic cardiopulmonary resuscitation (CPR) maneuvers and apply hemorrhage control techniques.

2nd course year

Basic Nursing Skills

The aim of the activity is to enable students to develop basic nursing skills. At the end of the internship, the student will be able to correctly perform specific procedures using simulators, such as: performing a peripheral blood draw; inserting and removing a peripheral venous catheter; changing the dressing of a central venous catheter; inserting and removing a Huber needle; inserting and removing a urinary catheter; preventing and recognizing pressure injuries.

Basic Surgical Skills

The aim of the activity is to enable students to develop basic surgical skills. At the end of the internship, the student will be familiar with the principles of treating superficial and deep wounds, the role of asepsis in wound management, the fundamentals of surgical sutures, surgical suturing techniques (hands-on practice with simulators), and techniques for inserting arterial lines.

Approaching the patient

The aim of the activity is to introduce students to clinical practice by providing an initial orientation to the clinical approach to the patient. At the end of the internship, the student will have observed the following: medical history taking, physical examination, planning of the diagnostic workup and therapeutic plan, critical evaluation of the treatment response, collection and interpretation of laboratory data, completion of the medical record, and drafting of a discharge letter.

3rd course year

Cardiology

The aim of the activity is to provide students with an orientation to clinical practice in cardiology, enabling them to develop clinical skills. By the end of the internship, the student should have acquired the knowledge necessary to apply theoretical concepts related to various pathological conditions, their diagnosis, and treatment in real-world settings. The student will have observed essential medical practices such as: medical history taking, physical examination, planning of the diagnostic workup and therapeutic plan, critical evaluation of the treatment response, collection and interpretation of laboratory data, completion of the medical record, and drafting of a discharge letter. Additionally, at the end of the internship, the student must demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

Emergency Medicine 1

The aim of the activity is to introduce students to the fundamental principles of emergency medicine, providing an initial practical orientation in this medical field. By the end of the internship, the student will have observed the emergency department process for the assessment and management of patients in emergency situations, gaining a general understanding of the workflow.

Pneumology

The aim of the activity is to provide students with an orientation to clinical practice in pulmonology, enabling them to develop clinical skills. By the end of the internship, the student should have acquired the

knowledge necessary to apply theoretical concepts related to various pathological conditions, their diagnosis, and treatment in real-world settings. The student will have observed essential medical practices such as: medical history taking, physical examination, planning of the diagnostic workup and therapeutic plan, critical evaluation of the treatment response, collection and interpretation of laboratory data, completion of the medical record, and drafting of a discharge letter. Additionally, at the end of the internship, the student must demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

Radiology

The aim of the activity is to provide students with an orientation to clinical practice in diagnostic and interventional radiology, enabling them to develop clinical skills integrated across different disciplines. By the end of the internship, the student will have observed the delivery of radiological services such as conventional radiography, computed tomography, magnetic resonance imaging, ultrasound, and nuclear medicine. Additionally, the student will have acquired fundamental knowledge of radiological image interpretation. At the end of the internship, students should be able to comply with radiation protection regulations and demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

4th course year

Neurology

The aim of the activity is to provide students with an orientation to clinical practice in neurology, enabling them to develop clinical skills. By the end of the internship, the student should have acquired the knowledge necessary to apply theoretical concepts related to various pathological conditions, their diagnosis, and treatment in real-world settings. The student will have observed essential medical practices such as: medical history taking, physical examination, planning of the diagnostic workup and therapeutic plan, critical evaluation of the treatment response, collection and interpretation of laboratory data, completion of the medical record, and drafting of a discharge letter. Additionally, at the end of the internship, the student must demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

Ophthalmology

The aim of the activity is to provide students with an orientation to clinical practice in ophthalmology, enabling them to develop clinical skills. By the end of the internship, the student should have acquired the knowledge necessary to apply theoretical concepts related to various pathological conditions, their diagnosis, and treatment in real-world settings. The student will have observed essential medical practices such as: medical history taking, physical examination, planning of the diagnostic workup and therapeutic plan, critical evaluation of the treatment response, collection and interpretation of laboratory data, completion of the medical record, and drafting of a discharge letter. Additionally, at the end of the internship, the student must demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

Otorhinolaryngology

The aim of the activity is to provide students with an orientation to clinical practice in otorhinolaryngology, enabling them to develop clinical skills. By the end of the internship, the student should have acquired the knowledge necessary to apply theoretical concepts related to various pathological conditions, their diagnosis, and treatment in real-world settings. The student will have observed essential medical practices

such as: medical history taking, physical examination, planning of the diagnostic workup and therapeutic plan, critical evaluation of the treatment response, collection and interpretation of laboratory data, completion of the medical record, and drafting of a discharge letter. Additionally, at the end of the internship, the student must demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

Elective

The aim of the activity is to allow students to deepen the theoretical and practical knowledge acquired up to the current year of the course, enabling them to develop practical and critical skills through direct involvement in diagnostic, therapeutic, and healthcare activities. Students may choose the area of interest in which they wish to expand their skills, provided that this choice aligns with the educational objectives of the Degree Program. By the end of the internship, the student will be able to apply theoretical knowledge related to pathology, diagnosis, and treatment in real-world settings, as well as deepen their understanding of the specific diagnostic and therapeutic techniques relevant to their chosen area.

5th course year

Internal Medicine

The aim of the activity is to provide students with an orientation to clinical practice in internal medicine, enabling them to develop clinical skills integrated across different disciplines. By the end of the internship, the student should have acquired the knowledge necessary to apply theoretical concepts related to various pathological conditions, their diagnosis, and treatment in real-world settings. The student will have observed essential medical practices such as: medical history taking, physical examination, planning of the diagnostic workup and therapeutic plan, critical evaluation of the treatment response, collection and interpretation of laboratory data, completion of the medical record, and drafting of a discharge letter. Additionally, at the end of the internship, the student must demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

Obstetrics and Gynaecology

The aim of the activity is to provide orientation to the instrumental clinical approach to the patient, as well as to the recognition and assessment of clinical conditions in the obstetric-gynecological field. By the end of the internship, the student will have observed assistance to obstetric patients; an obstetric physical examination; recognition of clinical conditions and management of obstetric-gynecological emergencies and urgent situations. Additionally, at the end of the internship, the student must demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

Paediatrics

The aim of the activity is to provide orientation to the instrumental clinical approach to the patient, as well as to the recognition and assessment of clinical conditions in the pediatric field. By the end of the internship, the student will have observed: medical history taking, physical examination, and vital signs assessment in newborns and children; management of the most common pathological conditions and pharmacological treatment in newborns and children. Additionally, at the end of the internship, the student must demonstrate professional behavior appropriate to the clinical setting, interacting correctly with colleagues, healthcare staff, patients, and their families.

Elective

The aim of the activity is to allow students to deepen the theoretical and practical knowledge acquired up to the current year of the course, enabling them to develop practical and critical skills through direct involvement in diagnostic, therapeutic, and healthcare activities. Students may choose the area of interest in which they wish to expand their skills, provided that this choice aligns with the educational objectives of the Degree Program. By the end of the internship, the student will have acquired the preparation necessary to apply theoretical knowledge related to pathology, diagnosis, and treatment in real-world settings, as well as to deepen their understanding of the specific diagnostic and therapeutic techniques relevant to their chosen area.

6th course year

Community Care

The aim of the activity is to introduce students to the reality of community healthcare, providing them with skills in population health management, prevention, and wellness promotion. By the end of the internship, the student will understand the role and functioning of community services in delivering primary and intermediate care and public health, managing chronic conditions and disabilities, and implementing prevention and health promotion programs, with attention to the social and cultural context of the people being cared for.

Emergency Medicine 2

The aim of the activity is to allow students to deepen their theoretical and practical knowledge in the field of emergency medicine. By the end of the internship, the student will have acquired the preparation necessary to apply, both theoretically and practically, the principles for the assessment and management of acute clinical syndromes; they will also have gained orientation in the theoretical and practical application of trauma management and first aid principles.

Advanced Life Support

The aim of the activity is to provide students with theoretical and practical training on advanced cardiovascular life support procedures, in addition to Basic Life Support (BLS), with a particular emphasis on the importance of continuous, high-quality pulmonary resuscitation. By the end of the internship, the student will be able to recognize and intervene in cases of cardiopulmonary arrest, during the immediate post-cardiac arrest phase, as well as in acute arrhythmias, stroke, and acute coronary syndromes.

Elective

The aim of the activity is to allow students to deepen the theoretical and practical knowledge acquired up to the current year of the course, enabling them to develop practical and critical skills through direct involvement in diagnostic, therapeutic, and healthcare activities. Students may choose the area of interest in which they wish to expand their skills, provided that this choice aligns with the educational objectives of the Degree Program. By the end of the internship, the student will have acquired the preparation necessary to apply theoretical knowledge related to pathology, diagnosis, and treatment in real-world settings, as well as to deepen their understanding of the specific diagnostic and therapeutic techniques relevant to their chosen area.

Tpv Evaluation Clerkship - Clinical Area

This internship aims to develop skills related to the identification of major clinical diseases and their diagnostic and therapeutic management. By the end of the internship, students will be able to apply best

practices in the doctor-patient relationship (clinical interview, relationship management, communication of information, clarity, obtaining informed consent); take the patient's medical history; perform a physical examination in an outpatient or hospital setting; understand and apply clinical reasoning to identify urgent and secondary problems, correctly establishing priorities; formulate diagnostic hypotheses and identify the most sensitive and specific tests to confirm them. Furthermore, by the end of the internship, students will be able to interpret laboratory and radiological reports; use appropriate decision-making processes in selecting pharmacological and non-pharmacological treatment options; and recommend preventive and health education interventions. Finally, they should know and be aware of the organization of the Italian National and Regional Health Services. This internship is part of the "Practical-Evaluative Internship" (TPV), as established by the Italian Ministerial Decree 58/2018, which regulates the procedures for medical professional qualification in Italy.

Tpv Evaluation Clerkship - Surgical Area

This internship aims to develop skills related to the identification of major surgical conditions and their clinical, diagnostic, and therapeutic management. By the end of the internship, students will be able to apply elements of good practice in the doctor-patient relationship (medical interview, communication, information clarity, obtaining informed consent); take a patient's clinical history; perform a physical examination in an outpatient or hospital setting; understand and apply clinical reasoning to correctly identify urgent and secondary issues, properly establishing priorities; formulate diagnostic hypotheses and identify the most sensitive and specific tests to confirm them. Furthermore, by the end of the internship, students will be able to interpret laboratory and radiological reports; use appropriate decision-making processes in selecting surgical and pharmacological treatment options; and recommend preventive actions and health education. Finally, they should know and be aware of the organization of the Italian National and Regional Health Services. This internship is part of the "Practical-Evaluative Internship" (TPV), as established by Italian Ministerial Decree 58/2018, which regulates the procedures for medical professional qualification in Italy.

Tpv Evaluation Clerkship – General Practice

This internship aims to develop skills related to the identification of the main conditions managed at the primary healthcare level and their clinical, diagnostic, and therapeutic management. By the end of the internship, students will be able to apply elements of good practice in the doctor-patient relationship (medical interview, communication, information clarity, obtaining informed consent); take the patient's medical history; perform a physical examination in an outpatient setting; understand and apply clinical reasoning to correctly identify urgent, secondary, and priority problems; formulate diagnostic hypotheses and identify the most sensitive and specific tests to confirm them. Furthermore, by the end of the internship, students will be able to assess medical emergencies and determine the need for hospital care; interpret laboratory and radiological reports related to the most common diseases; use appropriate decision-making processes in selecting surgical and pharmacological treatment options; and recommend preventive and health education interventions. Finally, they should know and be aware of the organization of the Italian National and Regional Health Services. This internship is part of the "Practical-Evaluative Internship" (TPV), as established by Italian Ministerial Decree 58/2018, which regulates the procedures for medical professional qualification in Italy.

Clerkship Roles

Trainee (Tirocinante): A student enrolled in the Degree Program who has registered for at least one clerkship period through the designated application system.

Internship Coordinator (Coordinatore del tirocinio): An organizational reference figure, not necessarily the head of the Operational Unit, responsible for the planning, management, and monitoring of internship activities for students in the Degree Program. This figure is tasked with ensuring that internships are conducted in accordance with the educational objectives of the Degree Program, in close collaboration with the facility director (when not the same person) and clinical staff. The Internship Coordinator is responsible for:

- Supervision and monitoring: Overseeing the internship pathway to ensure that practical training activities are carried out appropriately, in compliance with quality and safety standards. The coordinator also ensures that students are properly guided and supported by clinical tutors.
- Liaison with students and clinical tutors: Acting as a link between students and clinical tutors, facilitating the resolution of any organizational or educational difficulties, and ensuring communication among all parties involved.
- Internship evaluation: Collecting and evaluating feedback on the internship experience, both from students and tutors, in order to improve the organization and effectiveness of the training experiences.

Clinical Tutor (Tutor clinico): A medical professional who is part of the healthcare staff within the Operational Unit, serving as a mentor and supervisor for students during their practical internship activities. In accordance with the AVA3 model guidelines set by ANVUR, the clinical tutor is responsible for the students' "on-the-job" learning process, facilitating the integration of theoretical knowledge acquired during the degree program with clinical practice.

Mandatory Requirements for clerkship participation: Health and Safety training, Preliminary medical check - Health surveillance, Italian language requirement

Health and Safety training

The **health and safety training courses**, required by Legislative Decree 81/2008, are **mandatory for those undertaking a medical internship** or laboratory-based educational activities. The training program consists of four modules, which must be completed in the specified order of prerequisites.

IMPORTANT: Anyone who does not possess all four valid certificates proving the successful completion of the health and safety training modules is not authorized to carry out the internship activities required by the Degree Program. It is strongly recommended to contact the internship office one year before the certificates expire, in order to arrange the necessary renewal procedures.

Module 1 – General training

Method	Dates and times	Duration	Language	Final test	Certification	Validity
Log in to the Virtual Platform using your university credentials (@studio.unibo.it)	Starting from <u>1st course year</u> . The training program is always available online.	4 hours	English	Multiple-choice quiz. Once you complete the training, you can immediately take the online test. If you do not pass, you will need to wait 7 days before repeating the training.	Once you have passed the test, you will be able to download the certificate, in Italian or English, by accessing Studenti Online → “Certificati e Autocertificazioni”.	Permanent

Module 2 – Low risk specific training

Method	Dates and times	Duration	Language	Final test	Certification	Validity
Log in to the Virtual Platform using your university credentials (@studio.unibo.it)	A partire dal <u>1° anno di corso</u> . The training program is always available online.	4 hours	English	Multiple-choice quiz. Once you complete the training, you can immediately take the online test. If you do not pass, you will need to wait 7 days before repeating the training.	Once you have passed the test, you will be able to download the certificate, in Italian or English, by accessing Studenti Online → “Certificati e Autocertificazioni”.	5 years

Module 3 – Medium risk specific training

Method	Dates and times	Duration	Language	Final test	Certification	Validity
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Log in to Studenti Online → Prenotazioni → Modulo 3 – Formazione specifica rischio medio – 1° anno – Medicine and Surgery. Registration will open on September and close 5 days prior to the class day. The course will take place online in synchronous mode: after registration you will receive the link to log in the virtual classroom.	Starting from <u>1st course year</u> . The training program generally takes place between November and February of each academic year. The schedule will be published in the “Links and attachments” section of the webpage on the Degree Program's internships.	4 hours. The minimum attendance requirement is set at 90%.	English	Multiple-choice and/or dichotomous-answer quiz. Once the training is completed, you will be able to take the online test immediately. If you do not pass, you will be required to attend the training again.	Once you have passed the test, you will be able to download the certificate, in Italian or English, by accessing Studenti Online → “Certificati e Autocertificazioni”.	5 years
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Module 4 – High risk specific training

Method	Dates and times	Duration	Language	Final test	Certification	Validity
Log in to Studenti Online → Prenotazioni → Modulo 4 – Formazione specifica rischio alto – 1° anno – Medicine and Surgery. Registration will open on September and close 5 days prior to the class day. The course will take place online in synchronous mode: after registration you will receive the link to log in the virtual classroom.	Starting from <u>1st course year</u> . The training program generally takes place between November and February of each academic year. The schedule will be published in the “Links and attachments” section of the webpage on the Degree Program's internships.	4 hours. The minimum attendance requirement is set at 90%.	English	Multiple-choice and/or dichotomous-answer quiz. Once the training is completed, you will be able to take the online test immediately. If you do not pass, you will be required to attend the training again.	Once you have passed the test, you will be able to download the certificate, in Italian or English, by accessing Studenti Online → “Certificati e Autocertificazioni”.	5 years

Preliminary medical check - Health surveillance

Health surveillance for interns in the Medicine and Surgery degree program is mandatory to ensure their health and safety during practical activities, which often involve specific risks related to contact with patients, biological materials, chemicals, or medical devices.

Legislative Decree 81/2008 on workplace safety establishes that anyone exposed to occupational risks, such as healthcare interns, must undergo health monitoring.

The main reasons why health surveillance is mandatory for Medicine and Surgery interns are:

- Protection of the intern's health, preventing harm related to occupational risks (infections, hazardous substances, etc.);
- Adaptation to working conditions, monitoring any pre-existing conditions that could affect their ability to work safely;
- Prevention of risks to patients, ensuring that interns do not compromise patient health during practical activities.

How to do it

The health surveillance process includes attendance at two separate appointments:

1. **Blood sampling:** The collected blood will be analyzed to assess:
 - a. Hematochemical parameters;
 - b. Serological profile for airborne infectious diseases (antibodies against measles, rubella, mumps, and varicella) and bloodborne diseases (antibodies against hepatitis C, hepatitis B surface antigen antibodies, and—if specifically requested by the individual and with informed consent—HIV antibodies);
 - c. IGRA test (QuantiFERON) for tuberculosis prevention.
2. **Fitness-for-duty medical examination:** This will be carried out at the Occupational Medicine Department, where the test results and vaccination status will be reviewed. If the outcome of the evaluation is positive, a fitness-for-duty certificate for the specific role will be issued. The intern must send a scanned copy of this certificate to the internship office. Only after submitting the certificate it will be possible to book internships through the online platform.

How to book, dates and venue

Preliminary medical checks are scheduled starting from the end of Year 1.

The operational instructions for booking the two appointments will be published in the “Links and attachments” section of the webpage on the Degree Program's internships.

Blood tests and medical examinations for students enrolled in the Medicine and Surgery Degree Program are carried out at the Occupational Medicine Unit – Prof. Bonfiglioli, S. Orsola-Malpighi University Hospital.

Italian language requirement

As stated in the Degree Programme entry requirements, enrolled students must have/reach a CEFR B1 level of Italian language to attend clinical clerkships from Year 2 onwards. This is mandatory - a good command of the language is necessary in order to be able to understand and interact with patients.

Accepted language certificates

The Degree Programme Board accepts the following qualifications as proof of Italian language knowledge:

1. Secondary school qualifications obtained in Italian public schools or state-accredited schools, both in Italy and abroad, at the end of a four- or five-year curriculum;
2. One of the secondary school qualifications listed in Attachment 2 of the Joint Ministerial Memo by the Italian Ministry of Education, Universities and Research and by the Italian Ministry of Foreign Affairs and International Cooperation;
3. Complementary certificates to Argentinian middle school qualifications certifying attendance of a 5-year curriculum inclusive of Italian language, pursuant to Italian law n. 210 of 7 June 1999 (G.U. n. 152 of 1 July 1999) ratifying the Italy-Argentina Agreement of 03 December 1997, effective from 28 December 1999;
4. Italian language and culture diploma issued by the University for Foreigners of Perugia and by the University for Foreigners of Siena;
5. Italian language qualifications at C.E.F.R. levels B1, B2, C1, and C2 issued within the CLIQ system (Italian Language Quality Certification), which represents and association of the currently accredited certifying institutions (University for Foreigners of Perugia and by the University for Foreigners of Siena, Roma Tre University, Dante Alighieri Society). CLIQ system qualifications may be issued also in cooperation with Istituti Italiani di Cultura located outside of Italy, or with other institutions;
6. Certificate of completion of an Italian language test or an Italian language course at the University Language Centre of the University of Bologna at C.E.F.R. B1 level or higher;
7. Italian language test or exam passed as part of an academic curriculum in other Universities, on condition that they were passed, recorded on the academic record, and at C.E.F.R. B1 level or higher.

Certificate verification

- Students who already submitted one of the qualifications listed above upon enrolment do not need to provide it again for the purpose of attending clinical clerkships.
- Students who obtain one of the qualifications listed above after enrolment are kindly invited to contact the Programme Coordinator for further instructions.
- Students with no Italian language qualifications will be informed about their status by institutional email.

Italian language courses

The University Language Centre (CLA) offers Italian language courses for international students during both semesters. Information about application, placement tests, schedules, and fees is published [on the CLA website](#).

[Further online resources for Italian language learners \(free test and courses\)](#) are available to all current and prospective students - there is no need for an institutional UNIBO account to log in.

Simulation-based clinical clerkships

Simulation-based clinical clerkships are clerkship activities which take place in a simulation environment, as opposed to hospital-based clinical clerkships (which take place in teaching hospitals).

The Medicine and Surgery Degree Programme curriculum has four mandatory simulation-based clinical clerkships:

Year 1: Clinical Clerkship - Basic Life Support

Get ready

The calendar will be published in “Links and attachments” section of the webpage on the Degree Program's internships. Download and read it carefully!

Registration

After checking the calendar, you must log in to the Studenti Online platform and go to the “Prenotazioni/Booking” section. Registration deadlines comply with the ALCS training protocol – it is not possible to extend them any further. After the respective registration deadline, the list of participants for each session will be sent to Croce Rossa Italiana, that is responsible for the teaching: once the list has been submitted, it is not possible to make any changes to the registrations.

Please note that:

- registration to one of the groups is mandatory to activate student insurance coverage and to provide the Italian Red Cross with the list of students for each group;
- there is a limit to the number of students who can register for each group;
- if you de-register **BEFORE** the registration deadline and inform your classmates, someone else may take up your place by registering after your cancellation. If you de-register **AFTER** the registration deadline, your place cannot be made available to other students and will be lost;
- once you register it is not possible to switch groups or mix day 1 and day 2 between different groups.

Attendance requirements

The minimum attendance requirement is:

- 8 hours of BLS-PRACTICE on-site classes;
- 4 hours of STOP THE BLEED on-site classes (this learning activity may be replaced with a different online activity for students who will attend BLS-Practice elsewhere – please check the calendar for further information).

Academic record

The activity will be recorded to students who:

- obtain the final IRC/ERC certificate (Students who obtain their IRC/ERC BLS certificate elsewhere must email a copy of it to medicine.surgery@unibo.it for prior approval);
- attend STOP THE BLEED classes (or the online replacement activity of the latter for at least 4 hours).

Year 2: Clinical Clerkship - Basic Nursing Skills and Basic Surgical Skills

Get ready: simulation room – how to get there

Our simulation room can be accessed from Polo Murri - Sant'Orsola-Malpighi Hospital (Via Massarenti 9, 40139 Bologna - [see map](#)): once you are inside the building, follow the signs for 'Aula Manichini' (first floor).

Calendar and Registration

Online registration is not required. Calendar will be communicated on the first day of learning/laboratory activities.

Academic record

The activity will be recorded by professors upon completion. No further action is required by students.

Year 6: Clinical Clerkship - Advanced Life Support

Get ready

The calendar will be published in “Links and attachments” section of the webpage on the Degree Program's internships. Download and read it carefully!

Before the on-site activity, participants will receive their personal ACLS coursebook. Participants are advised:

- to check their institutional email and to access the coursebook as soon as possible;
- to prepare thoroughly for the on-site activities by studying the online coursebook.

Registration

For this section, the information is the same as that provided for [Year 1: Clinical Clerkship - Basic Life Support](#).

Attendance requirements

The minimum attendance requirement is the full 16-hour on-site activity.

Academic record

During the on-site activity, participants will be asked to sit 2 practical tests (day 1) and 1 practical test + 1 final written test (50 multiple choice questions) (day 2); in order to obtain the final certificate, it is mandatory to pass all tests.

The activity will be recorded to students who:

- obtain the final AHA-ACLS certificate issued by the Italian Red Cross at the end of the learning activity;
- submit a valid AHA-ACLS certificate issued by an accredited provider. Certificates must be emailed to the Programme Director at medicine.surgery@unibo.it.

Students who fail to meet the attendance requirement or to pass one or more test:

- may repeat the test on the day of the on-site activity after reviewing the failed test and on condition that the instructor agrees that the student is ready to re-take the test;

- will be allowed to repeat attendance or the test(s) during an additional session of the activity, which will be activated if needed after the outcomes of last Group students.

Hospital-based clinical clerkships

By Hospital-based clinical clerkships we mean all of the clerkships listed in the “Clinical clerkships structure diagram” section of this manual, exception made for Simulation-based clinical clerkships and TPVs.

Get ready

Identify the dates and the Operational Units

In the “Tirocini Medicina”→“Cerca tirocini” section of Studenti Online you can take a look at the dates of the internship periods for the relevant academic year.

Operational Units where Curricular Clinical Clerkships take place are mainly located within the following hospitals in Bologna:

- IRCCS S. Orsola Malpighi
- Ospedale Maggiore
- IRCCS Bellaria
- Istituto Ortopedico Rizzoli

Some Operational Units, on the other hand, are located within hospital facilities belonging to the Bologna Local Health Authority (Azienda USL di Bologna) in municipalities near Bologna.

All of the Operational Units are listed in the “Clinical clerkship contact” file, that you can download at the “Links and attachments” section of the webpage on the Degree Program's internships.

Keep calm: click day

While attending lectures during the first two years of the program, you've likely heard—often in somewhat dramatic or even apocalyptic tones—about the days when, starting from the third academic year, you can log in to the Studenti Online platform and book that year's internship activities: what are commonly referred to as "click days."

Since this is a first-come, first-served booking system, it's quite common among students enrolled in the Medicine and Surgery degree programs to feel a mix of emotions around this moment: on one hand, the excitement of finally starting clinical activities; on the other, the fear of not being able to secure a spot in the Operational Units most aligned with one's personal interests in medicine.

To face this moment in the best possible way, it is essential to maintain a flexible approach when choosing your internships.

Within the educational journey of a medical student, clinical internships are a crucial opportunity for both professional and personal growth. At this stage, it is completely natural to develop preferences and expectations regarding specific departments or specialties. However, focusing exclusively on a single field may limit your training experience and prevent you from discovering unexpected interests or hidden aptitudes.

In fact, internships completed in departments that initially seemed less appealing can often turn out to be extremely enriching and rewarding, both professionally and personally.

Approaching different areas with openness allows you to develop a broader perspective on medicine, enhance your adaptability, and gain transferable skills that are essential in future clinical practice. Ultimately, varied experiences are a valuable asset for a well-rounded and mindful education.

Embracing flexibility, rather than rigidly sticking to your initial preferences, is a sign of professional maturity and a meaningful opportunity for growth.

Also remember that the quality of your internship experience often depends on the attention and guidance provided by your tutor or internship coordinator. For this reason, choosing a less popular—and therefore less crowded—Operational Unit may offer a more personalized and higher-quality learning experience.

Start and end dates for internship bookings are published on Studenti Online, under the section: “Tirocini Medicina” → “Cerca tirocini”.

Registration and Academic record (use of the application)

Registration

You must log in to the Studenti Online platform and access the “Tirocini Medicina” → “Unità operativa” section. At this point, you will be able to select the Operational Units (U.O.) for the periods in which spots are available. It is not possible to register for more than one internship during the same period.

Once your selection is complete, you will find your request under the “Home” section of your Studenti Online page, in the “Richieste in corso” box. The request status will be marked as “Richiesta ricevuta”, and by clicking on “Vedi dettagli”, you will see a summary of all relevant information.

You may cancel your request up to 5 days before the start date of the selected internship by choosing the appropriate option in the request details. From 4 days before the start date onward, cancellations must be made by emailing the relevant Office and notifying the Operational Unit involved.

Academic record

Attention: If the internship was not attended or the expected objectives were not achieved, the tutor/internship coordinator/U.O. director will indicate this in the system, and the request will be marked as “Non idoneo”. In this case, the booking procedure must be restarted.

1. At the end of the internship activity, the tutor/coordinator can confirm that the attendance took place. Once confirmed, the request status will change to “Frequenza confermata”.
2. At this point, the U.O. Director/internship coordinator can confirm the trainee’s eligibility. Once eligibility is confirmed, the request will move to the status: “Tirocinio completato”.
3. You must now access the request details (“Home” section of your Studenti Online page → “Richieste in corso” box → “Vedi dettaglio” option next to the request) and click the blue button “Compila questionario”. Once the questionnaire is completed, the request will move to: “Questionario compilato”.
4. The internship can finally be recorded by the Academic Tutor of the Degree Programme. After the recording, the internship status becomes “Tirocinio verbalizzato” and it will be visible in your transcript (“Libretto online” section of Studenti Online).

How to carry out the clerkship

Where to go on day 1 and information about the Operational Unit

Information about the meeting point for the first day of the clerkship is provided, for each Operational Unit, in the file titled “Clinical clerkship contact”, which can be downloaded from the “Links and Attachments” section of the internship information webpage of the Degree Program.

The same document also contains details about the Head of the Operational Unit, the Coordinator, and the internship tutors.

Mandatory attendance and withdrawals

Clerkships usually take place from 8:00 a.m. to 1:00 p.m., Monday through Saturday. Attendance at clerkship activities is mandatory.

If it becomes necessary to withdraw from the clerkship due to scheduling conflicts during the reserved period, the reservation must be canceled as soon as possible to allow other students to take advantage of the available spot.

For more information, please refer to the “[Registration](#)” section (last paragraph) and the “[Academic record](#)” section (first paragraph) of this manual.

Code of conduct

During the internship, it is mandatory to maintain a respectful and appropriate behavior consistent with the professional role for which the practical training is being undertaken. Therefore, students are required to:

- follow the instructions of the facility supervisors and tutors;
- respect the designated start and end times and inform the assigned tutor of any absences;
- maintain respectful and courteous relationships with everyone;
- comply with institutional regulations and with health, hygiene, and safety rules in the workplace;
- respect confidentiality obligations regarding any data or information encountered.

More generally, students are required to read and comply, within their scope, with the “Ethical Code of Conduct for Faculty and Students in Medicine and Surgery,” which can be consulted via the “Regulations and Guidelines” section of the internship information webpage of the Degree Program.

Dress code

During the internship, it is necessary to comply with the clothing and hygiene regulations set by each hospital facility.

Access to operating rooms/operating blocks requires the use of specific disposable uniforms. To obtain them, please follow the instructions below:

- IRCCS S. Orsola-Malpighi: uniforms will be provided by the staff of the respective Operating Blocks/Clean Rooms;
- Azienda USL Bologna (Ospedale Maggiore, IRCCS Bellaria, Istituto Ortopedico Rizzoli): contact the Environmental Hygiene Service by emailing igafor@ausl.bologna.it.

These uniforms must not be used outside the hospital facilities that provided them. Circulating while wearing such uniforms outside the designated areas is strictly prohibited.

TPV evaluation clerkship – Tirocinio Pratico Valutativo

TPV evaluation clerkships are a specific component of the Degree Program's educational pathway, aimed at acquiring the essential clinical skills required for the practice of medicine, as established by Ministerial Decree No. 58 of May 9, 2018, and Law Decree No. 162 of December 30, 2019.

Mandatory requirements

In order to register for TPVs you must:

- be up to date with the payment of tuition fees for the 6th year of the program;
- have completed the mandatory training activities on health and safety, and hold a valid fitness-for-duty certificate for the specific role. For more information, refer to the section "[Mandatory Requirements for clerkship participation: Health and Safety training, Preliminary medical check - Health surveillance, Italian language requirement](#)" in this manual;
- have passed and officially recorded all the activities included in the curriculum up to and including the 4th year of the program.

Payment of the state fee for professional qualification

The payment of the government fee of €49.58, required for professional qualification, must be made via postal order to account no. 1016, payable to "Agenzia delle Entrate - Tasse Scolastiche - Centro Operativo di Pescara".

A copy of the payment receipt must then be sent to the following email address: segmed@unibo.it, with the subject line: "Ricevuta tassa erariale laurea abilitante".

It is possible to register for TPVs even if the government fee has not yet been paid. However, the fee must be paid before the start of the first TPV period. Verification of the payment is the responsibility of the Student Administration Office.

Get ready

The information for TPVs is the same as that for the curricular internships, that can be found [here](#).

The only difference concerns the TPV in the area of General Medicine: the list of available medical practices is provided in the document titled "General Practitioners tutor list", which can be downloaded from the internship information webpage of the Degree Program.

Registration and Academic record (use of the application)

The information for TPVs is the same as that for the curricular internships, that can be found [here](#).

The only difference concerns the TPV in the area of General Medicine, where the roles of Operational Unit Director, Coordinator, and Internship Tutor are replaced by that of the General Practitioner.

Additionally, immediately after booking, students must check for any further requirements to be fulfilled with the General Practitioner, as indicated in the "Notes" section of the document titled "General Practitioners tutor list", which can be downloaded from the internship information webpage of the Degree Program.

How to carry out the TPV

The information for TPVs is the same as that for the curricular internships, that can be found [here](#).

The only difference concerns the TPV in the area of General Medicine: for this TPV, the meeting point for the first day is specified in the document titled “List of General Practitioners”, which can be downloaded from the “Links and Attachments” section of the internship information webpage of the Degree Program.

In addition, with regard to the dress code, students must follow the instructions provided by the responsible General Practitioner.

Internship for Preparation for the Final Examination

The Internship for Preparation for the Final Examination is not mandatory: it may happen that the student already collected sufficient data and information for the thesis while carrying out curricular clerkships and TPVs, and therefore does not need to carry out a specific internship.

If, instead, it is deemed appropriate to arrange an additional internship experience, with the specific goal of collecting data and information for the preparation of the thesis, it will be necessary to undertake an Internship in Preparation for the Final Examination.

Mandatory requirements

To enroll in the Internship in Preparation for the Final Examination, it is necessary to:

- be up to date with the payment of tuition fees for the academic year in which the internship is to begin;
- have started or completed the attendance of the second semester of the 5th year of the program;
- have completed the mandatory training on health and safety and hold a valid fitness-for-duty certificate for the specific role. For more information, refer to the section “[Mandatory Requirements for clerkship participation: Health and Safety training, Preliminary medical check - Health surveillance, Italian language requirement](#)” in this manual.

Get ready

The information for TPVs is the same as that for the curricular internships, that can be found [here](#). Since it is not possible to register online for the Internship for Preparation for the Final Examination, information regarding the Click day is not relevant.

The Operational Unit where the internship will be carried out must be agreed with the thesis supervisor (*relatore*).

Registration and Academic record

Registration

In order to carry out the Internship in Preparation for the Final Examination, it is necessary to complete the document titled “Progetto formativo per tesi”, which can be downloaded from the “Links and Attachments” section of the internship information webpage of the Degree Program.

Once completed, the following signatures must be obtained on the document:

1. thesis supervisor (*relatore*),
2. director of the Operational Unit where the internship will take place,
3. intern (student).

The signature of the Academic Tutor is not required at this stage.

The completed and signed document must be sent at least 15 days before the planned start date of the internship to the following email address: sam.serviziaglistudenti@unibo.it.

The responsible office will verify the correct completion of the document, arrange for the signature of the Academic Tutor, and return a copy of the fully signed document to the student. Only after receiving this signed copy will the internship be authorized to begin on the scheduled date.

On the first day of the internship, it is the student's responsibility to deliver a copy of the fully signed "Progetto formativo per tesi" to the host facility.

Academic record

At the end of the internship, the host facility must issue a certificate of attendance to the student, indicating the total number of hours completed and confirming the consistency between the activities outlined in the "Progetto formativo per tesi" and those actually carried out.

It is the student's responsibility to submit this certificate, in due time before the deadline for meeting the graduation requirements, to the following email address: sam.serviziaglistudenti@unibo.it.

After the competent office verifies the total number of hours completed, the corresponding educational activity will be officially recorded in the student's academic transcript.

How to carry out the Internship for Preparation for the Final Examination

The information for TPVs is the same as that for the curricular internships, that can be found [here](#).

Internship abroad

It is possible to carry out internships abroad by participating in the Erasmus+ mobility programs and in the calls for applications published by the Medical Service Area for mobility under sector-specific agreements.

Get ready

Keep an eye on the notice board on the Degree Program's webpage, where all international mobility opportunities are posted. Once you find one that interests you, check the eligibility requirements.

How to carry out the Internship abroad

If you have been awarded an exchange placement for international mobility and your planned activities include an internship, contact the host institution to arrange the details of how it will be carried out.

Registration and Academic record

To carry out internship activities through international mobility programs promoted by Unibo, you do NOT need to book the internships using the internship application on Studenti Online.

Internships must be included in the mobility documents and on the Alma RM platform, and will later be added to your academic transcript through the standard procedures for recognizing activities completed abroad.

For more information on the recognition procedures, please refer to the guidelines provided with the mobility calls for application.