



Italian Medical Association of
Dentists of the Province of Rome

DEPARTMENTAL FACULTY OF MEDICINE

Guidelines for the Practical Internship Record

Intern _____

Student ID _____

Instructions for completing the Practical Internship Record

General rules

According to Art. 2 of Ministerial Decree No. 653 of 5 July 2022, the practical internship:

1. is an educational programme designed to develop specific diagnostic, clinical, and therapeutic skills and abilities. It is an essential component of university studies, requiring students to carry out practical activities with increasing degrees of autonomy, performing tasks as a first practitioner under the direct supervision of a lecturer-tutor. It certifies the student's abilities relating to the knowledge and skills acquired in the field of the prevention, diagnosis, and treatment of odontostomatological diseases. Certification and validation of the internship is based on the number of hours worked and activities carried out, as well as a positive assessment according to specific criteria, including technical knowledge, knowledge of operational and safety protocols, manual dexterity, work organisation, collaboration skills, and patient interaction.
2. is generally carried out in the sixth year of the programme, and no earlier than the fifth year for a maximum of 30 per cent of the total amount of hours, provided students have successfully passed the individual examinations relating to the disciplines covered by the practical internship, as set out in the University's regulations. It is organised in accordance with the regulations and teaching rules of each programme;

3. is carried out for a number of hours corresponding to at least 30 ECTS credits (1 ECTS credit corresponds to a minimum of 20 hours of training activities and a maximum of 5 hours of individual study) and consists of activities in the fields of oral surgery, restorative dentistry, endodontics, implantology, oral pathology and medicine, paediatric dentistry, special dentistry, orthodontics, periodontics and prosthetics.
4. Attendance certification and assessment of internship periods are carried out under the direct responsibility and supervision of the University Lecturer, Medical Director or Clinical Tutor, who issue a formal attendance certificate. After assessing the student's skills, they give a pass mark in case of a positive outcome. The Practical Internship Record consists of a description of the activities carried out and an evaluation of the skills demonstrated by the student.
5. The internship is only considered passed if a pass mark is obtained for each subject area. Obtaining a pass mark is essential for gaining access to the final practical examination preceding the dissertation defence.

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**TABLE FOR THE DISTRIBUTION OF PRACTICAL INTERNSHIP ECTS
CREDITS (Hours)**

Specialities:	ECTS credits
Prosthetics	4 (80)
Orthodontics	4 (80)
Periodontology	3 (60)
Oral Medicine and Pathology	2 (40)
Restorative Dentistry	4 (80)
Endodontics	3 (60)
Oral Surgery	4 (80)
Paediatric Dentistry	2 (40)
Implantology	2 (40)
Special Dentistry	2 (40)

TABLE FOR THE ASSESSMENT OF THE ACTIVITY CARRIED OUT

Subject of the assessment	Notes
Technical knowledge	Assessment of the implementation of previous studies in clinical operational skills
Knowledge of operational and safety protocols	Assessment of the use of administrative procedures, software and/or paper-based procedures, and hygiene procedures
Manual dexterity	Assessment of the performance of surgical gestures, including speed of execution
Work organisation	Assessment of the ability to manage time, facilities, personnel, and materials allocated to a given task
Collaboration skills	Assessment of performance within the dental team
Patient interaction	Assessment of communication skills, empathy, and the ability to establish a good patient-doctor relationship

For a POSITIVE ASSESSMENT of the candidate use a letter grade corresponding to: A: Excellent; B: Very good; C: Good; D: Satisfactory; E: Sufficient. For a NEGATIVE ASSESSMENT use the letter F, corresponding to 'Insufficient'.

**TABLE RELATING TO THE TYPE AND NUMBER OF ACTIVITIES CARRIED
OUT ACCORDING TO TIME, METHODS AND AUTONOMY**

Practical Internship Activity	Quantity	Notes
Check-up and Treatment Plan	60	This means complete check-ups with a treatment plan from the various specialities or even between specialities, complete with the necessary documentation for a complete diagnosis (depending on the type of check-up: photos, dental impressions, periodontal probing, diagnostic wax-up, implant planning, smile design, two-dimensional x-rays, CBCT, microbiological examinations, haematochemical examinations, etc.)
Interventions including surgical flap and suture	10	Any procedure involving a surgical flap: extractions with flap elevation, resective or regenerative periodontal surgery, mucogingival procedures, implant placement, endodontic surgery, etc.
Tooth extractions	15	Any type
Direct restorations	25	Direct restorations – including direct restorations (minimum of

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		10, regardless of classification), pit and fissure sealants, etc.
Indirect restorations	5	Single-unit restorations (e.g., crowns, inlays, onlays) or fixed partial prostheses on natural teeth or implants
Endodontic therapies	10	Endodontic therapies (including at least 6 treatments with a minimum of 1 multi-rooted), pulpotomies, pulp capping, placement of fibre posts/direct core build-ups, etc.
Orthodontic therapy	5	including intraoral appliances and treatments for bruxism, obstructive sleep apnoea (OSA), snoring, temporomandibular disorders (TMD), retention, etc.
Supportive periodontal therapy	15	including management of dental hypersensitivity, pigmentation removal, etc.
Non-surgical periodontal therapy	10	
Biopsy	3	including minor surgical procedures not classified as 'flap interventions'
Removable prostheses for partially or completely edentulous arches	3	including temporary prostheses as part of complex treatment plans

Specific Rules

1. Each internship may also be carried out across different disciplinary areas and clinical divisions, as outlined in the University's Regulations. In such cases, each tutor will provide a brief evaluation of the candidate, through which the coordinating tutor for the medical and/or surgical area will formulate an overall assessment.
2. The practical internship may also be conducted during months in which regular academic activities are not typically offered, for the purpose of achieving the required ECTS credits as recognized by Ministerial Decree.

Guiding Principles of Assessment

The principles that inspire the assessment criteria for “knowing how to do” and “knowing how to be” a dentist aim to characterise the level of maturity and awareness that students have acquired regarding their own professionalism and professional identity during the last two years of the MSc programme. This is assessed in terms of clinical skills and knowledge of scientific evidence, communication and clinical reasoning skills. They also assess the development of personal skills such as the ability to care for patients, honesty, integrity, enthusiasm for dentistry and the capacity to collaborate with the various professionals involved in the treatment team, as well as a commitment to excellence.

The evaluation grid in the record is inspired by these principles.

Tutor lecturers must be aware that, like the other professionalising activities of the MSc programme, internships must promote these skills in students, who will subsequently be assessed. A strong commitment to the learning agreement between lecturer and student, as part of daily clinical practice, is key to achieving successful results.

Implementing rules

Internship attendance begins once it is approved by the Teaching Board and is arranged at the request of each student. Each student must submit an application to start the practical internship, along with a certification of the examinations taken, which can be downloaded from the GOMP. These documents must be submitted to the MSc Dentistry's Teaching Services Office.

The office will verify the authenticity of the declarations in the applications in accordance with the current regulations and issue the relevant record.

The internship must include attendance periods consistent with the organisation of the programme, allowing for diverse periods of attendance in various areas to enable activities to be carried out correctly.

The record will include the days and times of attendance and describe the activities carried out, including comments on what has been done and observed. The record must be signed by the clinical tutor and countersigned by the coordinating tutor of the integrated course.



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The clinical tutor will inform the intern of the outcome of their attendance and performance, highlighting any negative findings so that they can improve during the next attendance period.

The coordinating tutor will keep a record of the student's intermediate and final assessment, and will be responsible for forwarding this document to the Teaching Services Office. The Teaching Services Office will place the Practical Internship Record in the student's file as soon as they receive it.

The operating procedures for carrying out the practical internship as part of the programme are defined by specific resolutions of the Programme Board/Curriculum Area Board and of the above-mentioned University bodies.



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The digital record of internship activities shall be completed according to the model in the table
below (see example).

Activity	Date	Speciality	Knowledge of Techniques	Knowledge of protocols	Manual dexterity	Work organisation	Collaboration skills	Patient interaction	General	Lecturer's signature	Head of MSc programme's signature
Check-up and Treatment Plan											
Intervention including surgical flap and suture											
Tooth extractions											
Direct restorations											
Indirect restorations											

etc.