



# **INTERNSHIP REGULATIONS OF THE**

## **BSc PHYSIOTHERAPY**

**Approved by the Board of Directors on 9th June 2025**  
**Issued by Rector's Decree No. 338 of 25/06/2025 (Ref. 181)**

## **Internship Regulations the BSc Physiotherapy**

- Article 1 Introduction and scope
- Article 2 Definition and purpose
- Article 3 System of responsibilities and key roles
- Article 4 Clinical internship requirements
  - 4.1 Training in health and safety at work course
  - 4.2 Knowledge of Italian language
- Article 5 Clinical internship planning
  - 5.1 Criteria for assigning students to internship facilities
  - 5.2 Clinical internship attendance
- Article 6 Documentation and forms
  - 6.1 Medical fitness certificate
  - 6.2 Training Contract
  - 6.3 Attendance sheet
  - 6.4 Evaluation form
  - 6.5 Evaluation of the perception of the quality of internship learning processes
- Article 7 Method of collection and delivery of the attendance sheet and evaluation form
- Article 8 Internship
- Article 9 Student Code of Conduct
- Article 10 Internship cessation and disciplinary measures
  - 10.1 Immediate cessation from internship
  - 10.2 Cessation following evaluation by the University Disciplinary Board
  - 10.3 Disciplinary measures
- Article 11 Injury
- Article 12 Final provisions

**Article 1    Introduction and scope**

The purpose of this document is to describe and share with all stakeholders the internship process, the mentoring process and the methods and tools used to organise clinical internships in UniCamillus-affiliated institutions. This document also aims to provide students with a real and practical guide that can be consulted whenever necessary.

This document is intended for the Programme Director of the UniCamillus BSc Physiotherapy, the Internship supervisors, the Company Tutors and the Students.

**Article 2    Definition and purpose**

Internships are the irreplaceable method of learning professional technical skills through practical experimentation and integration of theoretical-scientific knowledge with professional and organisational operational practice. The aim of the internship is to enable students to achieve, maintain and develop quality learning and a sense of responsibility through the targeted support of one or more experienced professionals. It aims to enable students to acquire specific skills of professional interest as well as professional technical skills through practical experimentation and the integration of theoretical-scientific knowledge with professional and organisational operational practice. Internship supervision is provided by a tutoring system.

Attendance at internships is compulsory and irreplaceable.

A student who completes the hours of attendance provided for in the study plan may be admitted to the corresponding examination in the scheduled sessions. Successful completion will be expressed by a mark in thirtieths.

The organisation of the internship activities is planned by the Programme Director, who draws up a detailed plan of how they are to be carried out, specifying the places where they are to be carried out, the departments and the timetable in terms of days and hours.

The internships are carried out in OUs, institutions and companies in the health sector with which UniCamillus has signed agreements. Based on the University's timetable, the students are then assigned to the different host sites.

**Article 3    System of responsibilities and key roles**

In order for the internship to be a meaningful experience, it must be organised, planned and evaluated according to the pre-established educational objectives that correspond to the content of the theoretical teaching of the programme. This process is the responsibility of the Programme Director, who has the following levels of tutoring:

- **Coordinator**, responsible for welcoming and guiding the student during the internship, setting objectives, activities, discussion and evaluation sessions. The main activities of the Operational Unit Coordinator are:
  - ✕ Welcoming and orientating the student in the internship process in the OU;

- ✕ Creating the conditions necessary for the acquisition of skills related to the objectives of the clinical internship;
  - ✕ Providing systematic feedback to the student and conducting evaluation sessions during and at the end of the internship;
  - ✕ Documenting participation in the internship by recording student attendance;
  - ✕ Assessing the student's actual professional skills, both existing and acquired during the internship;
  - ✕ Ensuring that the student complies with the training contract, the rules of conduct included in the internship project and the regulations, protocols and procedures of the OU of the internship facility.
- **Clinical tutor**, experienced physiotherapist who guides and accompanies the student in the daily acquisition of skills. As a role model, the clinical tutor ensures the safety of the student and the users and makes sure that the users are informed that they are being assisted by a student. The main activities of the clinical tutor are:
    - ✕ Supporting the student in the performance of care activities in relation to the training objectives of the academic year, ensuring gradual learning;
    - ✕ Documenting internship attendance by recording the student's attendance on a daily basis;
    - ✕ Collaborating with the Coordinator to assess the student's actual professional skills, both existing and acquired during the.

#### **Article 4 Clinical internship requirements**

Students may only be admitted to the internship programme of the BSc Physiotherapy programme if:

- They have correctly completed the enrolment procedure by submitting all the required documents to the relevant offices in accordance with the application call;
- They are up to date with the payment of tuition fees;
- They have obtained a fitness certificate issued by the UniCamillus doctor in charge. For further details, please refer to the University's Health Documentation Regulations.
- They have attended the compulsory training in health and safety at work course;
- They have passed the Italian language test. This only applies to students who do not have an adequate knowledge of the Italian language.

A student who does not meet one or more of the above requirements will not be admitted to the internship programme.

If a student is already doing the internship and, following an assessment, an irregularity is found in relation to the above requirements, they will be suspended and all hours accumulated during the period deemed irregular will be invalidated. The internship is resumed once the situation has been regularised.

Please also note that depending on the characteristics of the host medical facility, additional clinical examinations or certifications may be required and the student will be expected to comply with these.

#### 4.1 Training in health and safety at work course

The training in health and safety at work course, in accordance with Legislative Decree 81/2008 and subsequent amendments, highlights aspects related to the specific risks involved where internships take place. It is compulsory for all students regularly enrolled in the BSc Physiotherapy, and a certificate must be obtained before participating in the first internship cycle scheduled for the first academic year.

The course structure and the methods for obtaining the certificate are outlined in the student's personal area of the Unicamillus WebApp.

Students who have not obtained their medical fitness certificate by 31st January will not be able to access the first cycle of internships.

#### 4.2 Knowledge of Italian language

Students who are non-native speakers of Italian and who are regularly enrolled in the BSc Physiotherapy must demonstrate that they have a sufficient level of knowledge of the Italian language to begin their clinical placement. This is due to the fact that during their clinical internship, students will be required to work in an Italian context, interacting with Italian patients and healthcare professionals. The ability to understand what is decided and agreed in such contexts is therefore of paramount importance, not only for the success of the students' training and the placement itself, but also for the protection of patients and those in need of health care.

The UniCamillus Language Centre (UCLC) is responsible for language skills assessment. To this end, the University Language Centre organises a compulsory Italian language test for all non-native students enrolled in the BSc Physiotherapy, with the exception of the cases listed below:

1. Students who have obtained a certificate of competence in Italian from the Council of Europe at a level not lower than B1, issued within the framework of the CLIQ (Certificazione Lingua Italiana di Qualità) quality system, which brings together the current certifying bodies (University for Foreigners of Perugia, Università per Stranieri di Siena, Università Roma Tre, Società 'Dante Alighieri') and issued by the Università per Stranieri 'Dante Alighieri' of Reggio Calabria, also in agreement with the Italian Cultural Institutes abroad or other recognised bodies. Such certificates can be obtained in the country of origin and at examination centres throughout the world.
2. students who hold a five-year or four-year secondary education diploma obtained in Italian schools in Italy and in Italian schools or equivalent schools abroad.

Students who fall under the exceptions listed in points 1 and 2 above must submit the above-mentioned certificates and/or secondary school diplomas (the University reserves the right to request the original documents at any time, if necessary) to the University Language Centre, in accordance with the procedures explained by the Centre in the notices sent to students.

Students who do not have the documents described in points 1 and 2 above must instead sit an **Italian language exam**, which consists of a validated placement questionnaire designed to verify a level of Italian language knowledge of at least B1, sufficient to deal with patient care in hospital settings. The test date, time and method will be communicated to the students in advance by the UCLC. The date, time and method of the test will be communicated to the students in advance by the University Language Centre.

Students who, after the exam, do not obtain a score corresponding to level B1 (according to the indications given by the UCLC) or have not submitted any suitable certificate or secondary school diploma as mentioned in points 1 and 2, will be required to **attend free Italian language courses**

**offered by UniCamillus**, on the basis of their level of knowledge as determined by the placement test/questionnaire, or to attend other language courses, after which they will receive a certificate corresponding to at least level B1.

The Italian language requirement is considered to have been met if students can prove, by means of the UniCamillus language test or other certificate or documentation as per points 1 and 2, that they have reached the B1 level required.

Only in the event that UniCamillus students are enrolled in UniCamillus Italian language courses at A1 or A2 level and therefore need to acquire two or more levels before they can fulfil the training requirement (level B1), may they be admitted to the clinical internship without having reached level B1 if, in the same academic year, they have taken the UniCamillus Italian language course and, by passing the final test, they have obtained a certificate certifying that they have reached at least one level higher than the level recorded in the placement test/questionnaire or in the final test of the previous academic year.

If students do not take or do not pass the final exam, they will not have access to the clinical internship for that academic year and will be required to repeat the UniCamillus course at the same level and take the final exam the following academic year. This process will be repeated each year until the student is in compliance with the training requirement.

## **Article 5 Clinical internship planning**

Students enrolled in this programme carry out clinical internships in local and hospital facilities having an agreement with the University.

UniCamillus has signed a Memorandum of Understanding with the Lazio Region, which lists the health facilities where the internships can be carried out.

Enrolled students will therefore carry out their clinical internships in the community and hospital facilities of the companies that have an agreement with UniCamillus, always taking into account the specific nature of each programme. A list of all these health facilities can be found on the University's website at the following link: <https://www.unicamillus.org/it/strutture-sanitarie/>.

The Programme Director of the BSc Physiotherapy organises a meeting on a regular basis with the Coordinators and the Clinical tutors of the health facilities having an agreement with the University in order to verify their availability and to plan the internship activities for each year, specifying the number of students for each location and the period of the internship. Based on this information, the Programme Director assigns each student to each internship facility. It is specified that this assignment is subject to an evaluation of the individual's learning needs, in relation to the objectives achieved and not achieved in the previous year.

### **5.1 Criteria for assigning students to internship facilities**

On the basis of the educational objectives of the clinical internship planned for each academic year, as well as the progression of the theoretical content provided for in the Programme's Regulations, each student will be allocated to an Operational Unit (OU) among those listed in the following Table 1:

**Table 1:** Operational Units (OUs) where the internship takes place per academic year

	First academic year	Second academic year	Third academic year
<b>OUs</b>	Orthopaedics		Orthopaedics
			Neurology
			Paediatrics
		Orthopaedics	Critical care and intensive care
		Neurology	
		Paediatrics	Cardiology
			Pulmonology
			Oncology
			Practical Activities

The planning of the internship and the allocation of the student to the internship facility is published on the WebApp by the Programme Director within 7 days of the start of the internship. No change of allocation to an OU is permitted, unless in exceptional cases.

Taking into account their dissertation project, students have the opportunity to submit to the Programme Director a proposal for an internship assignment or an extension of the internship in a specific OU in order to explore certain topics in greater detail or to carry out data collection for the dissertation research topic. The application, agreed upon with the supervisor, must be received by the Programme Director **within the first ten days of the month preceding the month of the clinical experience** (e.g. for the October internship, applications must be received within the first ten days of September).

All proposals received will be evaluated by the Company tutor and the Programme Director in relation to the overall learning objectives of the academic year and those specific to the individual student, as well as in relation to the organisational requirements of the facilities where the internship will take place.

If a student is unable to attend the entire internship period, they must inform the Programme Director immediately before the start of the internship.

## Article 5.2 Clinical internship attendance

Clinical internship attendance is compulsory for all students enrolled on the BSc Physiotherapy. The location, period and shifts of the internship activities are established by the Programme Director.

Attendance at the clinical internship must be consistent throughout the individual internship period and the academic year. In the event of partial attendance at the individual clinical internship (attendance rate of less than 50% of the total number of days scheduled for the individual internship), the hours worked by the student will not be counted. Therefore, the student may be temporarily suspended from the internship if the existing schedule does not allow for immediate integration into the established facility.

Specific situations will be discussed by the Internship Board of the BSc Physiotherapy for appropriate action.

Assigned locations and scheduled hours in the internship, visible on the WebApp, must be strictly adhered to. Any changes must be duly requested in writing to and approved by the Programme Director.

A student who wishes not to take part in the clinical internship for a short period of time must immediately inform the clinical tutor as well as the coordinator of the rehabilitation area where the internship is being carried out, in accordance with the procedures established at the beginning of the academic year.

A student who wishes not to take part in the internship for a longer period of time for serious and justified reasons must inform the Programme Director in order to agree on a personalised make-up plan.

A make-up plan is not provided for isolated days.

## **Article 6 Documentation and forms**

Clinical internships require a training agreement to be drawn up between the Clinical tutor/Programme Director and the student, as well as other necessary documents to certify the completion and the results of the internship.

The main documents held by the BSc Physiotherapy are listed below. All the documents listed are archived in the University.

### **6.1 Medical fitness certificate**

The medical fitness certificate for the internship is a requirement for the student to be admitted to the internship. Failure to undergo a medical examination, non-renewal of the medical certificate or any judgement of non-suitability will determine the impossibility to participate in the internship.

Only students who have passed the medical examination with the university medical practitioner may be included in the list of students participating in the internship.

The University is responsible for informing students in good time of the health documents they need to present in order to be examined by the university medical practitioner. The list of health documents is also available in the personal area of the UniCamillus WebApp. In order to attend the university medical examination days, the student must upload all the required health documents to the UniCamillus WebApp.

If required by the medical practitioner, the student undertakes to carry out and submit the necessary clinical examinations for the purpose of issuing the medical fitness certificate.

The medical fitness certificate expires: in order to have it renewed, the student must undergo a new medical examination, after submitting updated health documentation.

### **6.2 Internship Training Contract**

Before the start of the first cycle of internships in the first year of the programme, the student signs and submits to the Programme Director the Internship Training Contract, which sets out the essential rules to be followed by the student as a guest at an internship facility. The Internship Training Contract is drawn up between the Company Tutor/Programme Director and the student.



The Internship Training Contract is valid for the entire duration of the individual student's training or until it is amended in writing and sent to the Programme Director.

### **6.3 Attendance sheet**

Internship activity is recorded by completing a specific attendance sheet that the student must submit the first

day they attend the internship. For each day of the internship, the student and the Tutor must sign in and out of the facility. The student or, as decided by the local Coordinators, the Clinical tutors are responsible for keeping the attendance sheet during the period of stay in the assigned healthcare facility.

The attendance sheet is a legal document certifying the student's presence on internship days:

- The judicial authority may request it, if applicable;
- It is designed to record internship daily attendance.
- It must be signed daily by the student and countersigned at the beginning and end of the shift by the Clinical tutor (or by his/her deputy in their absence) and by the Coordinator at the end of the internship period.

Given the legal value of the attendance sheet, the student undertakes to carefully maintain the integrity of the document. In addition, the formative nature of the attendance sheet is emphasised, as its proper maintenance encourages a tendency towards correctness and punctuality. The student's attendance is certified by the tutor, who evaluates and documents the level of competence progressively achieved by the student.

For each student, the Programme Director monitors and verifies the completion of the planned number of internship hours based on the programme. A student who completes the internship hours of attendance provided for in the study plan may be admitted to the corresponding examination in the scheduled sessions.

### **6.4 Formative evaluation form**

The aim of the evaluation form is to follow the student through all the stages of learning and to prepare appropriate reinforcing interventions in case of failure so that the student can achieve the expected educational objectives.

The evaluation is ensured by the tutoring system during the internship experience, in particular by the Clinical tutor who accompanies, supervises and observes the student's performance.

The student must download the evaluation form from their personal area on the UniCamillus WebApp at the beginning of each internship and present it to their clinical tutor on the first day of their internship.

This form will then be uploaded in digital format to the UniCamillus WebApp together with the monthly internship sheets.

## **6.5 Evaluation of the perception of the quality of internship learning processes**

In order to encourage reflection on internships, with the aim of continually improving the quality of training offered, the BSc Physiotherapy has created an online system for the assessment of the internship experience offered to students.

In order to monitor students' satisfaction with their internship experience, the BSc Physiotherapy carries out an online monitoring of their satisfaction at the end of each experience period (usually monthly). The tool in use allows the BSc programme to obtain information on the quality of the learning environment in the clinical internship course as well as the degree of student satisfaction with the clinical tutor and the internship facility.

The student, by accessing their personal area on the UniCamillus WebApp, in the section 'Tirocini' (Internships), will have the opportunity to complete the evaluation questionnaire prior to uploading the attendance sheet relating to the individual experience. The data are processed and analysed by the Programme Director and the Internship Board of the programme and made available in aggregate form.

### **Article 7 Method of collection and delivery of the attendance sheet and evaluation form**

Before the start of the internship, the student must download their attendance sheet and their formative evaluation from their personal area on the UniCamillus WebApp and upload them, complete with signatures and in full, at the end of the internship period.

Any corrections or comments on the attendance sheet must be legible and countersigned. Once the documents have been uploaded to the UniCamillus WebApp, the student must submit the original attendance sheet and the formative evaluation form to the University Internship Office by appointment.

The procedure of first uploading the form to the UniCamillus WebApp and then submitting the original must be completed within 10 days of the last hour recorded on the attendance sheet to allow the relevant office to carry out all the necessary checks.

Failure to comply with the protocol for delivery and uploading of the attendance sheet will result in the cancellation of the student's hours.

### **Article 8 Internship examinations**

In accordance with current regulations, the UniCamillus BSc Physiotherapy programme includes 60 ECTS credits for internship activities, totalling 1,500 hours over the three years. Please note that one ECTS credit corresponds to 25 hours of practical activity. Specifically, these credits are understood as the total commitment required for students to achieve the expected objectives and skills (Annex 1).

At the end of the internship period planned for each year of the course, the student will be assessed by means of annual examinations consisting of oral and/or written and/or practical tests. Only students who have attended at least 75% of the hours scheduled for the year as well as the practical activities proposed by the Programme Director (see Table 2 below), will be admitted to the exams:

**Table 2:** ECTS credits and number of internship hours per academic year

First year	Internship ECTS credits	Number of annual hours	Requirement to be admitted to the examination
	19	475	356 hours
Second year	21	525	869 hours
Third year	20	500	1500 hours + Practical activities

In order to be admitted to the third-year internship exam (*Clinical Practice 3*), students must have had patient-care experiences in a protected community setting (practical activity), with locations identified annually by the Programme Director in collaboration with the Internship Committee, and communicated to students at the beginning of the academic year.

The evaluation is carried out by the MED/48 lecturers of the BSc in Physiotherapy, as well as by the relevant Clinical Tutors.

The examination results in an evaluation expressed in thirtieths ,with honours if applicable.

The activities carried out by the student during the placement cannot and should not be seen as a substitute for the work of the staff.

Please refer to the BSc Physiotherapy Regulations (Article 13) for the mandatory and recommended requirements for the annual clinical internship examinations.

## Article 9 Student Code of Conduct

During their clinical internship, students are required to adhere strictly to ethical, corporate and professional standards, and to take care of their personal and professional image by complying with the following code of conduct:

- At internship sites, it is mandatory to comply with hospital hygiene standards and professional ethics.
- During the internship, the student must wear the uniform at all times, which must be kept clean and tidy, complete with identification badge and appropriate footwear (the University will inform all students in good time of how to obtain the uniform and logo);
- Wearing the uniform in the internship facility before and after internship hours is prohibited;
- Students are not allowed to leave the hospital during the internship.
- It is not permitted to be outside the OUs during the internship.
- Wearing jewellery (including watches) and piercings in contact areas with patients is prohibited.

- Personal hygiene must be maintained: hair should be kept short or tied at the back; beards should be short and well groomed; and nails should be short.
- The use of PPE is mandatory in laboratories, on wards and in practices, in accordance with the regulations of the affiliated healthcare facility.
- Procedures relating to accidents, pregnancy or any other harmful condition affecting students or patients during the internship must be followed.
- Students should only undertake clinical training activities if they believe they have acquired the necessary theoretical knowledge to protect patients and facilities from hazardous behaviours.
- It is forbidden to pass on specific information (e.g. by e-mail or fax) acquired directly or indirectly during the internship or to disseminate data, audio or video recordings or photographic material (e.g. through publication on websites) relating to places or persons encountered during the course activities.
- The use of mobile phones is prohibited or at least restricted and must be switched to silent mode. Students should also comply with the internal rules of the healthcare facility regarding their use in certain departments.
- Professional secrecy must be respected to ensure maximum confidentiality of patient information. It is therefore forbidden to photograph or videotape places and people, to exchange private information or to disseminate it in any way (text messages, Internet, social networking sites).
- Eating in laboratories is forbidden. Students must behave in a manner that does not hinder or disrupt their own learning or that of others in the classroom, laboratory, or internship.

Communication using information technology must respect confidentiality, privacy, and data protection rules. Communications with clinical tutors and the Programme Director regarding specific internship experiences must respect individual privacy and should not disclose patient information.

For all matters not covered above, students must comply with the rules and policies of the host healthcare facility. Preceptors will inform students of the rules during each internship

Violations of these behaviours are not permitted. Any deviation from the prescribed obligations will not be tolerated and will be referred to the University's Disciplinary Board for assessment.

## **Article 10 Internship cessation and disciplinary measures**

The clinical internship may be subject to immediate cessation, cessation pending evaluation by the University's Disciplinary Board and disciplinary action.

### **10.1 Immediate cessation from internship**

Immediate cessation from the internship will be decided by the Programme Director together with the Internship Board in the following cases:

- Pregnancy status according to Legislative Decree 151 of 2000 and Art. 28 of Legislative Decree 81 of 2008 and subsequent amendments, in accordance with the regulations in force. In this

case, a certificate must be submitted to the Programme Director and Clinical Training Committee by the University's medical practitioner in charge;

- Students with psychophysical problems that may cause stress or harm to themselves, the patients of the hospital facility or the health care team of the internship site. Such problems may also interfere with the acquisition of core professional skills. If this is the case, a certificate from the University's medical practitioner in charge is required to be submitted to the Programme Director and Clinical Training Committee;
- The student is not in compliance with the medical fitness certificate;
- The student is not up to date with the payment of university fees.

The University's doctor in charge may call for an extraordinary medical examination to assess individual cases. The student will be reinstated as soon as the conditions that led to the cessation are no longer present.

## **10.2 Cessation following evaluation by the University Disciplinary Board**

If a student fails to comply with the code of conduct of the BSc Physiotherapy or fails to comply with the general obligations laid down in these regulations, the Programme Director, together with the Internship Board, may suggest to the University Disciplinary Board, by means of a detailed report documenting the case and reasons, that the student be temporarily suspended from the clinical internship. The Disciplinary Board will decide whether to confirm such cessation from clinical activities for a period deemed appropriate. At the end of the cessation period, the student will be reinstated into the internship programme and the hospital facility of the current academic year, if that is deemed possible as per educational plan, or in the following academic year. Reasons that may lead the Programme Director and the Internship Board to propose the cessation of a student from the internship include, but are not limited to the following:

- The student does not meet the requirements for access to the hospital facility and/or needs to fulfil basic learning objectives prior to the internship;
- Students attending the internship sporadically without any valid reason;
- Students having repeatedly made errors that endanger the psychological or physical well-being of patients or cause biological damage;
- Other documented reasons evaluated by the Internship Board and the Programme Director.

If the challenges that led to the student's cessation from the internship continue or if the above scenarios are repeated, the Internship Board and the Programme Director may propose to the University Disciplinary Board the permanent suspension of the student from the internship, supported by a detailed report documenting the reasons. The University Disciplinary Board may decide on the permanent suspension of the student, which may result in the student's exclusion from the MSc programme, given that it is impossible to continue studying without completing the mandatory internship. The decision of the University Disciplinary Board is binding and must be forwarded to the Teaching Office for the purpose of exclusion.

## **10.3 Disciplinary measures**

The University Disciplinary Board may impose disciplinary action in the following cases:

- Students whose behaviour may endanger the safety of users and/or other professionals;
- Students who fail to comply with the standards of conduct and rules set forth in these regulations or the standards set forth in the regulations and policies of the host healthcare facility;
- Students tampering with internship documentation (attendance sheets, health records, etc.);
- Students disappearing from the host healthcare facility during the internship period without prior

notification to the allocated clinical tutor, even though their presence is recorded on their attendance sheet;

- Other documented reasons evaluated by the Clinical Training Committee and Programme Director.

Such behaviour should be identified by the tutor and reported to the Programme Director, who will then prepare a detailed report to be submitted to the University Disciplinary Board. On the basis of the offence committed, the Board has the power to suspend the student temporarily or permanently and/or to order the resumption of clinical training activities with hours to be made up.

Further details can be found in the Student's Disciplinary Regulations (Organising Committee, 2019).

## Article 11 Injury

Students are covered by an insurance policy against professional injuries during all educational activities carried out in the UniCamillus buildings and internship sites.

For injuries due to trauma or infectious risks, the student must follow the procedure of the hospital facility where the internship is taking place, details of which are given there.

In all cases students must

- immediately report the incident to their Clinical tutor and Coordinator;
- go to the Emergency Department of the internship site for a medical examination;
- obtain a paper copy of the original report from the Emergency Department detailing the diagnosis, prognosis, tests carried out and any diagnostic follow-up planned;
- obtain an INAIL form: "Medical Examination and Certification for Work-related Injury" (*Visita e Certificazione Medica per Infortunio sul Lavoro*), completed by

the attending doctor at the Emergency Department, indicating Saint Camillus International University of Health and Medical Sciences (or simply UniCamillus University) as the employer;

- immediately notify the Programme Director as well as the Health Documentation Office.

The student must write a detailed, dated and signed report of the incident, attaching a copy of the Emergency Department report and the INAIL report **within the following 24 hours**. The report must be sent by e-mail to the Programme Director and the Health Documentation Office, who will conduct the necessary insurance procedures.

**Article 12 Final provisions**

For legal and interpretation purposes, the document written in Italian and deposited at the University's Office for Applications, Decrees and Regulations is authentic. For all matters not covered by these Regulations, reference is made to the Statute, the University's Teaching Regulations and the Regulations governing the functioning of the University's activities.

## **ANNEX 1**

### **LEARNING OBJECTIVES OF THE BSc PHYSIOTHERAPY INTERNSHIP**

#### **INTERNSHIP: 1<sup>st</sup> YEAR**

##### **GENERAL OBJECTIVES:**

The skills required at the end of the first-year clinical internship are mainly related to the acquisition of an initial preparation in the areas of prevention, care and rehabilitation, professional responsibility, communication and patient relations, as well as an understanding of the organisation of the health care institutions visited and the role of the physiotherapist in the multidisciplinary team. The first-year internship is mainly observational.

##### **SPECIFIC OBJECTIVES:**

###### **Responsibility:**

- Working in the different contexts according to the ethical and deontological principles of the professional figure of the physiotherapist, respecting the privacy of the patient.

###### **Care and rehabilitation:**

- Knowing how to prepare the rehabilitation environment;
- Being able to identify, differentiate and understand the variety of rehabilitation interventions in different clinical settings (orthopaedic, neurological, cardio-respiratory);
- Describing and analysing the healthy individual from a kinesiological point of view and be able to apply joint and muscle tests to all parts of the body;
- Independently applying physiotherapeutic assistance in the care process, determining the main vital parameters and identifying pathological signs;
- Participating in assisting and transferring the patient during the main routine hospital activities (personal hygiene, eating, etc.).
- Carrying out segmental mobilisation by taking the appropriate actions, recognising the difference between passive, active assisted, against gravity and against resistance mobilisation techniques;
- Assisting the patient in performing postural transitions and walking by evaluating the use of the most appropriate aids (walking sticks, wheelchairs, lifts, etc.).
- Understanding the use of rating scales.

###### **Therapeutic education:**

- Actively participating in the provision of therapeutic advice to the patient and care giver.

###### **Prevention:**

- Knowing how to apply and promoting the basic principles of personal and patient safety and health protection;
- Knowing and applying the principles of hygiene to prevent the occurrence and transmission of infections (use of individual safety devices, hand washing, etc.) during rehabilitation treatments;
- Identifying at an early stage potentially dangerous situations for personal integrity and patient's integrity.

###### **Management:**

- Knowing the objectives and organisational arrangements of the department/OU visited;



- Demonstrating problem-solving skills based on the competences acquired.

Training and Self-training:

- Contributing actively and constructively to personal development, exploring issues of rehabilitation interest encountered during the clinical internship;
- Interacting with the clinical tutor to request feedback on their own work.

Evidence Based Practice:

- Understanding the meaning and importance of Evidence Based Practice (EBP) in clinical rehabilitation practice.

Effective Communication:

- Developing appropriate and effective communication skills at different levels (verbal, paraverbal, non-verbal) with patients, care givers and professionals in the multidisciplinary team.

The internship will take place in hospital and non-hospital settings; in intensive (code 75, code 56) and extensive (pursuant to art. 26) rehabilitation units in inpatient and/or day hospital and outpatient settings.

The clinical areas of interest are orthopaedics and physical medicine and rehabilitation.

**1ST-YEAR CLINICAL AREAS**

Hospitalisation: Orthopaedics Unit

Orthopaedics and Rehabilitation Outpatient Clinic (Physiatry).

Rehabilitation Day Hospital.

## **INTERNSHIP: 2<sup>nd</sup> YEAR**

### **GENERAL OBJECTIVES:**

Students will be able to assess the patient's state of health, identifying the main pathologies of interest for rehabilitation in the orthopaedic, neurological and paediatric fields.

Under the supervision of a clinical internship tutor and in accordance with the project of the multidisciplinary team, they will set up a rehabilitation programme to identify short-, medium- and long-term objectives.

They will learn how to compile a rehabilitation file using pre-designed evaluation forms and appropriate scientific terminology, and then perform kinesiotherapy and massage therapy interventions according to the main rehabilitation techniques/methods, in compliance with the principles of medical ethics and deontology.

### **SPECIFIC OBJECTIVES:**

#### **Responsibility:**

- Operating in the different contexts by adhering to the principles of ethics and privacy;
- Knowing how to recognise the limits and responsibilities of their actions, avoiding dealing autonomously with situations for which the students do not consider themselves sufficiently qualified.

#### **Care and rehabilitation:**

- Knowing how to take a medical history and complete the rehabilitation report using the appropriate terminology;
- Carrying out a functional evaluation by examining joint balance, muscle strength, sensation, pain using the correct assessment scales;
- With the guidance of the clinical tutor, identifying the short-, medium- and long-term objectives of the rehabilitation intervention;
- Carrying out physiotherapy treatments under the constant supervision of the Clinical tutor;
- Knowing how to differentiate and propose the most suitable equipment for the patient's specificity;
- Evaluating the effectiveness of the rehabilitation intervention adopted by comparing the results obtained with those expected;
- Knowing and being able to use electromedical equipment.

#### **Therapeutic education:**

- Actively participating in the provision of therapeutic advice to the patient and care giver.

#### **Prevention:**

- Knowing and applying the principles of hygiene to prevent the occurrence and transmission of infections (use of individual safety devices, hand washing, etc.) during rehabilitation treatments;
- Applying the principles of ergonomics in daily practice.

#### **Management:**

- Knowing the objectives and organisational arrangements of the department/OU visited;
- Demonstrating problem-solving skills based on the competences acquired;
- Knowing how to manage clinical documentation (rehabilitation record).

#### **Training and Self-training:**

- Contributing actively and constructively to personal development, exploring issues of rehabilitation interest encountered during the clinical internship;

- Interacting with the clinical tutor to request feedback on their own;

Evidence-Based Practice:

- Knowing how to approach clinical rehabilitation practice by identifying the scientific evidence (EBP) supporting a specific procedure.

Effective Communication:

- Having appropriate and effective communication skills at different levels (verbal, paraverbal, non-verbal) with patients, care givers and professionals in the multidisciplinary team.

The internship will take place in hospital and non-hospital settings, intensive (code 75, code 56) and extensive (pursuant to art. 26) rehabilitation units in inpatient and/or day hospital and outpatient settings.

Clinical areas of interest include orthopaedics, physiatry, neurology, neurosurgery, geriatrics, paediatrics, paediatric neuropsychiatry and general surgery.

## **CLINICAL AREAS**

Hospitalisation: Orthopaedic, neurological, neurosurgical, geriatric, paediatric and paediatric neuropsychiatric units.

Rehabilitation Day Hospital.

Orthopaedic, neurological, paediatric, and paediatric neuropsychiatry rehabilitation outpatient clinic.

## INTERNSHIP: 3<sup>rd</sup> YEAR

### **GENERAL OBJECTIVES:**

At the end of the third year of the programme, students must be able to carry out a functional assessment of the patient, using clinical reasoning and the data collected to identify the person's needs in terms of degree of disability, pathology and rehabilitation prognosis.

They will also have to define the therapeutic and rehabilitative programme, setting individual objectives and treatment times, and carry out the planned interventions according to the main rehabilitation methods to be applied in the various specialist areas (orthopaedic, neurological, paediatric, cardiological, respiratory and urological), without neglecting the importance of managing the relationship with the patient and carer.

They will also be able to train the patient in the use of assistive technology (prostheses and aids), evaluate short-, medium- and long-term outcomes and guide the patient in the reintegration of activities of daily living.

Students will also learn about the organisational model, operational mechanisms and skills of the professionals working in the rehabilitation facilities where the internship will take place.

### **SPECIFIC OBJECTIVES:**

#### **Responsibility:**

- Operating in the different contexts by adhering to the principles of ethics and privacy;
- Knowing how to recognise the limits and responsibilities of their actions, avoiding dealing autonomously with situations for which the students do not consider themselves sufficiently qualified.

#### **Care and rehabilitation:**

- Knowing how to take a medical history and complete the rehabilitation report using the appropriate terminology;
- Carrying out a global functional assessment using the appropriate assessment scales;
- Establishing the rehabilitation programme by identifying the short-, medium- and long-term objectives;
- Carrying out physiotherapy treatments in progressive autonomy;
- Suggesting the most appropriate aids for the patient's specificity, training in their use and verifying their effectiveness;
- Evaluating the effectiveness of the rehabilitation intervention adopted in itinere, redefining the therapeutic programme if necessary;
- Evaluating the effectiveness of the rehabilitation intervention adopted by comparing the results obtained with those expected.

#### **Therapeutic education:**

- Providing therapeutic advice to the patient and care giver.

#### **Prevention:**

- Knowing and applying the principles of hygiene to prevent the occurrence and transmission of infections (use of individual safety devices, hand washing, etc.) during rehabilitation treatments;
- Applying the principles of ergonomics in daily practice.

#### **Management:**

- Knowing the objectives and organisational arrangements of the department/OU visited;
- Demonstrating problem-solving skills based on the competences acquired;

- Knowing how to manage clinical documentation (rehabilitation record).

Training and Self-training:

- Showing interest in exploring rehabilitation issues of interest encountered during the clinical internship;
- Spontaneously asking the clinical tutor for feedback on their work.

Evidence Based Practice:

- Being able to search for the best and latest Evidence Based Practice (EBP) to use in clinical rehabilitation practice.

Effective Communication:

- Using appropriate and effective communication skills at different levels (verbal, paraverbal, non-verbal) with patients, care givers and professionals in the multidisciplinary team.

The internship will take place in hospital and non-hospital settings, intensive (code 75, code 56) and extensive (pursuant to art. 26) rehabilitation units in both inpatient and/or day hospital settings, as well as outpatient and community-based settings.

Clinical areas of interest include orthopaedics, physiatry, neurology, neurosurgery, geriatrics, paediatrics, paediatric neuropsychiatry, intensive care, pneumology, thoracic surgery, general surgery, cardiology, cardiac surgery, urology for pelvic floor rehabilitation and oncology for specific rehabilitation programmes.