



INTERNSHIP REGULATIONS OF THE BSc RADIOLOGY, DIAGNOSTIC IMAGING AND RADIOTHERAPY TECHNIQUES

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Internship Regulations of the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques

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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 BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques at UniCamillus, the Managers of the Training Offices, the Coordinators, the university/company/clinical tutors and the students.

Article 2 Definition and purpose of the clinical internship

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 and scientific knowledge with professional and organisational operational practice.

The internship programme includes:

- **Practical workshops**, exercises and simulations designed to allow students to develop and acquire technical, relational and methodological skills in a supervised context, before or during experimentation in real contexts;
- **Internship**, understood as direct practical experience in the field under the supervision of an experienced clinical professional of the same professional profile;
- **Seminars**, understood as participation in conferences, seminars, research groups aimed at deepening issues in the radiological field.

In accordance with current regulations, the BSc in Radiology, Diagnostic Imaging and Radiotherapy Techniques offers a total of **60 university ECTS credits** dedicated to clinical internships. Please note that one ECTS credit corresponds to 25 hours. Specifically, these credits are understood as the total commitment required for students to achieve the expected objectives and skills. Table 1 shows the number of ECTS credits and the corresponding internship, workshop and seminar hours per academic year.

Table 1: ECTS credits and number of internship, workshop and seminar hours per academic year				
	First year	Second year	Third year	Total
Internship ECTS credits	17	20	23	60
Number of internship hours	425	500	575	1500
ECTS Professional workshop	1	1	1	3
Number of hours of workshop	25	25	25	75

ECTS Seminars	2	2	2	6
Number of hours of Seminars	50	50	50	150

With reference to the academic year, the educational objectives of the internship course are explained here, with reference to Annex 1 for details of the specific objectives and the relevant European Dublin Descriptors:

- **The internship in the first academic year** is designed to help students acquire skills in general imaging, breast imaging and first aid under the constant supervision of an experienced professional.
- **The internship in the second academic year** is designed to provide students with skills in diagnostic imaging techniques using more complex equipment such as CT and MRI, whilst continuing to learn more complex imaging techniques. Training takes place under the supervision of an experienced professional.
- **The internship in the third academic year** is designed to consolidate and enhance the skills acquired in the first and second years and to acquire skills in radiopharmaceutical diagnostic techniques (nuclear medicine) or external beam treatment techniques (radiotherapy). The course is integrated with the acquisition of skills in emergency and interventional radiology.

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 three levels of mentoring:

- **Company tutor:** Radiologist belonging to the internship facility with advanced pedagogical and professional skills, who assists the Programme Director in planning the training activities in accordance with the educational objectives set for the academic year. The main activities of the Company tutor are:
 - Designing and managing internship activities in accordance with the educational objectives of the academic year;
 - Creating a suitable training context for the student, negotiating favourable conditions with the OUs and activating processes to welcome and integrate the students;
 - Collaborating and liaising with the professionals supervising the student at the internship facility;
 - Supervising and monitoring (on a sample basis) the student's progress during the internship, checking the attendance sheets at the end of the internship period.
- **Operational Unit 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:
 - 1) Welcoming and orientating the student in the internship process in the OU;
 - 2) Creating the conditions necessary for the acquisition of skills related to the objectives of the clinical internship;
 - 3) Providing systematic feedback to the student and conducting evaluation sessions during and at the end of the internship;

- 4) Documenting participation in the internship by recording student attendance;
 - 5) Assessing the student's actual professional skills, both existing and acquired during the internship;
 - 6) 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 radiologist 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 Operational Unit Coordinator to assess the student's actual professional skills, both existing and acquired during the.

Article 4 Clinical internship requirements

Students can only have access to the internship programme if:

- 1) They have correctly completed the enrolment procedure by submitting all the required documents to the relevant offices in accordance with the application call;
- 2) They are up to date with the payment of tuition fees;
- 3) 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 (2022).
- 4) They have completed the documentation of the authorised medical practitioner for surveillance examinations for radio-exposed persons

In addition, students will only be admitted to the internship programme described in the study plan of the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques if:

- 5) They regularly attended (attendance rate not less than 75%) the theoretical activities, in particular the teaching of the disciplines related to the professional profile of the academic year and the previous year as well as the professional workshops;
- 6) They have attended the compulsory training in health and safety at work course;
- 7) They have passed the Italian language test. This only applies to students who do not have an adequate knowledge of the Italian language (see point 4.3).

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 evaluation, 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.

4.1 Attendance at theoretical activities and professional workshops

Students regularly enrolled in the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques, must demonstrate that they have regularly attended (attendance rate of no less than 75%) the theoretical activities, in particular the radiological disciplines of the academic year and the previous year, as well as the professional workshops for the start of the clinical internship. These, in fact, aim to help students develop and acquire technical, relational and methodological skills in a protected context, prior to experimentation in real-life settings. The workshop activities are coordinated by a tutor figure and designed with reference to the specific training objectives of each year.

4.2 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 Radiology, Diagnostic Imaging and Radiotherapy Techniques and a certificate must be obtained before participating in the first internship cycle scheduled for the first year of the course.

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

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

4.3 Knowledge of Italian language

Students who are non-native speakers of Italian and who are regularly enrolled in the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques must demonstrate that they have a sufficient level of knowledge of the Italian language to begin their clinical internship. This is essential since during the internship students will have to work in an Italian setting, interacting with Italian patients and health professionals. The ability to understand what is decided and agreed on in this setting is therefore of paramount importance, not just for the successful completion of the student's training and the internship itself, but also for the protection of patients and persons in need of health care.

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

1. Students who have obtained an Italian Language certificate at a level not lower than B1, issued by the Council of Europe within the framework of the CLIQ (Certificazione Lingua Italiana di Qualità) system, which brings together the current certifying bodies (Università per Stranieri di Perugia, Università per Stranieri di Siena, Università Roma Tre, Società Dante Alighieri) or issued by the Università per Stranieri Dante Alighieri of Reggio Calabria, also in agreement with 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 with a four-year or five-year secondary high school diploma obtained in Italian schools in Italy and in Italian or equivalent schools abroad.

Students who fall under the exceptions mentioned in points 1 and 2 above must submit the above-mentioned certificates and/or secondary high school diplomas to the UCLC, following the procedures explained by the Centre itself in communications to students. (The University reserves the right to request the original documents at any time if it deems it necessary.)

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 internship test/questionnaire designed to verify a level of Italian language knowledge reaching 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.

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 internship 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 internship test/questionnaire or in the final test of the previous academic year.

If students do not pass the final exam, they will not have access to the clinical internship for that academic year and will be required to attend a UniCamillus language course at the same level and take the final test again during 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

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/>.

At the beginning of each academic year, the Programme Director of the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques organises a meeting with the Company 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. The assignment of the student to the internship facility is valid for one year. Changes to the internship location are not permitted.

Article 5.1 Criteria for assigning students to OUs

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 2:

Table 2: Operational Units (OUs) where the internship takes place per academic year

	First year	Second year	Third year
OUs		CT	
	General imaging	MRI	Nuclear medicine
	First Aid	Advanced imaging techniques	Radiotherapy
	Breast imaging	First Aid	Interventional radiology

The planning of the internship and the allocation of the student to the internship facility and OU 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.

The Programme Director is responsible for **planning at least 5/6 placements** in different contexts over the three-year period, in accordance with the Consensus Conference of the Permanent Conference of Health Professions Programmes (2010).

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.

5.2 Clinical internship attendance

Clinical internship attendance is compulsory for all students enrolled on the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques. The location, period and shifts of the internship activities are established by the Programme Director and clinical tutors.

Attendance at the scheduled clinical internship must be **consistent** throughout the individual internship period and the academic year. In the event of partial attendance at an individual clinical internship (**attendance of no more than 50% of the total number of hours scheduled for the individual clinical internship**), the hours completed by the individual student will not be taken into account and the student will have to re-attend the entire internship according to the academic schedule already established. Therefore, the student may be temporarily suspended from the internship if the existing schedule does not allow for immediate reintegration into the established OU.

Special situations will be discussed with the Internship Board of the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques for appropriate action.

The 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 clinical tutor as well as by the Programme Director.

In accordance with current worker protection legislation, students may not work more than 48 hours per week for six consecutive days, with a minimum of 11 consecutive hours of rest between shifts. Unscheduled attendances not agreed with the clinical tutor and Programme Director will not be counted and must be made up. Students are not allowed to work double shifts.

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 OU coordinator 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/or justified reasons must inform the Tutor and the Programme Director in order to agree on a personalised make-up plan.

A make-up plan is not provided for isolated days. It is possible to make up for a minimum period of one week. The student must make up the hours in the unit where attendance was lower. Internship make-up normally takes place in August, subject to favourable opinion of the clinical tutor and the Programme Director.

Students must document the hours of attendance using an attendance sheet, which must be signed and countersigned by the OU coordinator and validated by the clinical tutor and the Programme Director through the attendance recording procedure for the internship of the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques.

5.3 Limitation of internship hours per solar year

Students on the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques who are about to start their internship in health facilities affiliated to UniCamillus may be exposed to ionising radiation.

The actual start of the internship cannot take place until the medical fitness certificate from the authorised medical practitioner has been received and the personal dosimeter has been collected from inside the UniCamillus facilities.

The use of personal dosimeters is compulsory for all workers classified as exposed to ionising radiation (see the Regulations for the supply and management of dosimeters for students exposed to radiation), in accordance with art. 133 of Legislative Decree 101/2020.

During the internship, the student must also comply with the internal radiological protection regulations, which may be consulted at the internship/work site, particularly in classified areas (Legislative Decree 101/2020, art. 109, paragraph 6, letter c), and any other instructions issued by the radiological protection experts.

For an effective risk assessment, the following annual hourly limits must be respected:

- Less than 750 hours per solar year in OUs using ionising radiation for diagnostic purposes.
- Less than 250 hours per solar year for activities involving access within a radiotherapy bunker.
- Less than 30 hours per solar year in nuclear medicine activities involving precautionary exposure time at 2 metres from a patient administered with 18F.

No more than 48 hours of practical internship can be undertaken per week.

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 or results of the internship.

The main documents held by the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques are listed below. All the documents listed are archived in the University.

6.1 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.

6.2 Attendance sheet

Internship activity is recorded by completing a specific attendance sheet that the student must submit each day they attend the internship. For each day of internship activity, students must record the times at which they enter and leave the OU. This will be countersigned by the coordinator/radiologist of the OU for each day of the internship.

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

- It may be requested by the judicial authority if deemed appropriate.
- 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 coordinator/clinical tutor (or by his/her deputy in their absence).

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 clinical tutor, who evaluates and documents the level of competence progressively achieved by the student.

Before the start of the internship, the student must download their attendance form from their personal area on the UniCamillus WebApp and upload it again, complete with signatures and certified by the student, at the end of the internship period. Any corrections or comments on the attendance sheet must be legible and countersigned.

The attendance sheet must first be digitally uploaded to the UniCamillus WebApp and then **submitted in its original form to the University's Internship Office** by appointment. The procedure of first uploading the form to the UniCamillus WebApp and then submitting the original must be completed **within 7 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.

6.3 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 formative evaluation form is specific to each year of the course and is designated on the basis of the planned training objectives. The student must download the evaluation form from their personal area on the WebApp at the beginning of each internship and present it to the **coordinator of the OU on the first day of their internship**.

The method of completing the evaluation form and its delivery to the competent offices is similar to that for the attendance sheet.

Article 7 Evaluation of learning objectives

Internship experiences must be planned, assessed and documented. The assessment process is carried out during the student's clinical learning programme through typical methods of continuous formative evaluation and at the end of each year of the programme and the three-year period through assessment methods of a certifying nature.

7.1 Student continuous formative evaluation

Continuous formative evaluation helps to follow the student through all learning phases and to prepare appropriate reinforcement interventions in case of failure (Saiani et al., 2011).

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

This assessment is documented on an evaluation form specific to the academic year, which the individual student can download from the personal area of the WebApp and submit to the **Operational Unit Coordinator on the first day of the internship**.

The evaluation form, duly completed at the end of the internship, must be **signed and stamped by the Operational Unit Coordinator and/or the Clinical tutor** and submitted to the Teaching Services Office and the Programme Director at the same time as the internship attendance sheet.

If the final evaluation is unsatisfactory, the student will be offered a personalised remedial plan and/or continuation of the internship in the same health facility and/or cancellation of the hours (to be decided on a case-by-case basis).

7.2 Student evaluation

The evaluation documents the level of competence achieved by the student, gives it a mark and allows the necessary pedagogical decisions to be taken following the student's success/failure (Saiani et al., 2011).

At the end of each academic year, an overall evaluation is carried out, expressed in thirtieths, through a test (internship examination) that consists of an assessment of the level of skills achieved by means of standardised and specifically structured tests, according to a multi-method approach, in relation to the intended learning objectives.

In addition to the importance of the specific test, the evaluation takes into account other information and data on the student, such as:

- Progress and evolution in the skills documented in the continuous formative evaluation forms;
- Any disciplinary measures or sanctions imposed on the individual student with reference to clinical learning.

The evaluation is carried out by the teaching staff belonging to the Scientific Disciplinary Sector of Radiological Techniques (MED/50) of the UniCamillus BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques, as well as by the relevant Company Tutors.

Students who have attended at least 75% of the scheduled number of internship hours are admitted to the evaluation test (internship examination). Table 3 shows the number of ECTS credits and relative minimum internship hours required for admission to the test for each year.

Table 3: no. of scheduled internship hours per year and minimum no. of internship hours for access to the internship examination per year

	First year	Second year	Third year	Total
Internship ECTS credits	17	20	23	60
No. of scheduled internship hours per year	425	500	575	1500
Minimum number of hours of internship to access the internship examination per year	318	800 (100% of planned 1st year internship hours + 75% of planned 2nd year internship hours)	1,500 (100% of the 3-year internship hours)	

It is the individual student's responsibility to keep track of their internship hours and to promptly contact the Programme Director in order to make up any absences.

If the final evaluation is not satisfactory, a personalised remedial plan will be proposed to the student.

7.3 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 Radiology, Diagnostic Imaging and Radiotherapy Techniques has created an internship booklet for the assessment of the internship experience offered to students.

In order to monitor students' satisfaction with their internship experience, the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques 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 WebApp, in the section 'Tirocini' (Internships), will have the opportunity to complete the evaluation questionnaire prior to uploading the signature sheet relating to the individual experience. The data are processed and analysed by the Programme Director and the Internship Board of the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques and made available in aggregate form.

Article 8 Student code of conduct

During clinical internship activities, students are required to adhere strictly to professional and corporate ethical standards and to maintain professional decorum. Students must maintain their personal and professional image by complying with the following rules of conduct:

- At internship facilities, it is mandatory to comply with hospital hygiene standards and professional ethics.
- During the internship in the host clinic, students must wear their university uniform with the UniCamillus logo on. This uniform must be kept clean and tidy, complete with identification badge and appropriate footwear. The uniform should only be worn in areas designated for internship activities. Wearing a uniform outside of internship hours is prohibited. The University will inform all students in advance about how to obtain a uniform and logo. All communications will be sent to the student's institutional email address.
- 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.
- It is compulsory to carry a dosimeter;
- 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 evaluation.

Article 9 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.

9.1 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:

- 1) 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;
- 2) 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 facility. 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;
- 3) The student is not in compliance with the medical fitness certificate;
- 4) 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.

9.2 Cessation following evaluation by the University Disciplinary Board

If a student fails to comply with the code of conduct of the BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques and referred to in the previous art. 8 above, 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:

- 5) 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;
- 6) Students attending the internship sporadically without any valid reason;
- 7) Students repeatedly making errors that endanger the psychological or physical well-being of patients or cause biological damage;

- 8) Students who obtained a **negative continuous formative** evaluation of the internship **more than three times**;
- 9) Other documented reasons evaluated by the Clinical Training Committee and 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 Services Office for the purpose of exclusion.

9.3 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 10 Injury

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

In the event of injury, it is the student's responsibility to follow the procedure below.

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 OU coordinator;
- go to the A&E of the internship facility 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 11 Final provisions

For legal and interpretation purposes, the document written in Italian and deposited at the University's Office for Applications, Decrees and Regulations shall prevail. 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 Radiology, Diagnostic Imaging and Radiotherapy Techniques

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.

In the following paragraphs, in relation to the academic year, the educational objectives of the internship programme are explained. The legend of the learning outcomes in relation to the Dublin Descriptors is presented here:

Legend of learning outcomes in relation to the Dublin Descriptors	
D1	Knowledge and understanding
D2	Applying knowledge and understanding
D3	Making judgements
D4	Communication skills
D5	Learning skills

Annex 1.1 Learning objectives of the first-year internship

The aim of the first-year internship is to enable students to acquire skills in first-level imaging techniques and methods and clinical reasoning skills under the constant supervision of an experienced professional.

At the end of the professional training activities, the student will be able to achieve the learning objectives listed in the Table.

Academic year I: Objectives of professional vocational activities		
Objective	Activity	Learning outcomes (Dublin Descriptors)
Knowing the characteristics of the facility in which they work and understanding the purpose of health services	<ul style="list-style-type: none"> Applying the protocols, procedures, clinical health care guidelines being used in the hospital and in the O.U. Using the procedure for the disposal of hospital waste and body fluids according to each specific case Using clinical healthcare documentation (medical records; diagnostic reports, etc.) Using protocols, procedures, guidelines for general imaging 	D1-D2

	<p>techniques</p> <ul style="list-style-type: none"> • Applying correct radiation protection procedures • Implementing basic radiological procedures, demonstrating awareness of the medical role and recognising the responsibilities and functions of the different professionals in the team 	
Developing interpersonal skills with patients	<ul style="list-style-type: none"> • Providing contextual information to patients: use of listening, verbal and non-verbal communication, reformulation of message content • Providing basic care in a tolerant, non-judgmental, sensitive and caring manner, ensuring that all aspects of the individual's rights, dignity, privacy, confidentiality, beliefs, culture and wishes, including those of carers and family members, are respected. 	D4
Developing clinical reasoning skills	<ul style="list-style-type: none"> • Admission and taking charge of the person • Taking the patient's medical history for the evaluation of the correct radiological procedure 	D2-D3
Using assessment techniques	<ul style="list-style-type: none"> • Implementing measures to prevent and reduce exposure to radiogenic sources • Using malpractice risk assessment forms • Implementing interventions to prevent and reduce the risk of repeating radiological examination 	D2-D3
Acquiring technical and operational skills in relation to basic imaging activities	<ul style="list-style-type: none"> • Planning, implementing, evaluating general, breast imaging and emergency imaging techniques. • Implementing the transfer of the patient's diagnostic images to the archiving system. • Planning the best radio-protection conditions for the patient and the operator • Assisting and collaborating with healthcare personnel in the management of the uncooperative patient 	D2-D3
Having a professional behaviour: an active attitude, continuous commitment, a reflective approach aimed at self-learning, accepting suggestions for improvement in the achievement of planned objectives.	<ul style="list-style-type: none"> • Carrying out basic imaging procedures in a professional manner, in accordance with ethical, legal and organisational principles, respecting the rules and the colleagues and being punctual, reliable and responsible • Using available resources to effectively and efficiently perform radiological image acquisition • Carrying out social, antiseptic and surgical hand washing according to the specific clinical-care case • Identifying, using and disposing of Personal Protective 	D5

Equipment (PPE) according to the specific clinical case

Clinical Tutors/OU Coordinators verify the achievement of the objectives listed above by means of formative evaluations, while Company Tutors/Programme Directors and MED/50 teaching staff will do so by means of certificate tests. Please refer to Article 7 of these Regulations for further details.

Annex 1.2 Learning objectives of the second-year internship

The internship of the second academic year aims to enable students to acquire second-level radiological skills through the use of more complex equipment such as Computed Tomography (CT) and Nuclear Magnetic Resonance (NMR). It also includes the learning of more complex imaging techniques and in emergency situations.

At the end of the professional training activities, the student will be able to achieve the learning objectives listed in the Table.

Academic year II: Objectives of professional vocational activities		
Objective	Activity	Learning outcomes (Dublin Descriptors)
Knowing the characteristics of the facility in which they work and understanding the aims of hospital/community health services and being able to evaluate how these services meet patients' main needs	<ul style="list-style-type: none"> Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first academic year 	D1-D2
Developing interpersonal skills with patients	<ul style="list-style-type: none"> Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first academic year 	D4
Developing clinical reasoning skills	<ul style="list-style-type: none"> Admission and taking charge of the person Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first academic year 	D2-D3
Acquiring technical and operational skills in relation to activities	<ul style="list-style-type: none"> Planning, implementing, evaluating advanced imaging techniques. Planning, implementing, evaluating computed tomography techniques Planning, implementing, evaluating magnetic resonance techniques Planning, implementing, evaluating imaging techniques in 	D2-D3

	emergency/urgency situations <ul style="list-style-type: none"> • Implementing the transfer of the patient's diagnostic images. • Planning the best radio-protection conditions for the patient and the operator • Assisting and collaborating with healthcare personnel in the management of the uncooperative patient • Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first academic year 	
Having a professional behaviour: an active attitude, continuous commitment, a reflective approach aimed at self-learning, accepting suggestions for improvement in the achievement of planned objectives.	<ul style="list-style-type: none"> • Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first academic year 	D5

Clinical Tutors/OU Coordinators verify the achievement of the objectives listed above by means of formative evaluations, while Company Tutors/Programme Directors and MED/50 teaching staff will do so by means of certificate tests. Please refer to Article 7 of these Regulations for further details.

Annex 1.3 Learning objectives of the third-year internship

The purpose of the third-year internship is to promote in students the strengthening and advancement of first- and second-year skills and to develop imaging skills using more sophisticated equipment such as PET/CT scans, single- and dual-head gamma cameras and skills in the management of therapeutic equipment such as linear accelerator or radiometabolic therapy.

At the end of the professional training activities, the student will be able to achieve the learning objectives listed in the Table.

Academic year III: Objectives of professional vocational activities		
Objective	Activity	Learning outcomes (Dublin Descriptors)
Knowing the characteristics of the facility in which they work and understanding the aims of hospital/community health services and being able to evaluate how these services meet patients' main needs	<ul style="list-style-type: none"> • Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first /second academic year 	D1-D2

Developing interpersonal skills with patients, carers and the team	<ul style="list-style-type: none"> Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first /second academic year 	D4
Acquiring technical and operational skills	<ul style="list-style-type: none"> Planning, implementing, evaluating medical nuclear imaging techniques using gamma cameras Planning, implementing, evaluating nuclear medical imaging techniques using PET/CT scans Planning, implementing, evaluating external beam treatment techniques Planning, implementing, evaluating interventional and emergency/urgency procedure techniques 	D2-D3
Acquiring skills to manage clinical cases requiring standard and advanced assistance:	<ul style="list-style-type: none"> Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first /second academic year 	D2-D3
Having a professional behaviour: an active attitude, continuous commitment, a reflective approach aimed at self-learning, accepting suggestions for improvement in the achievement of planned objectives.	<ul style="list-style-type: none"> Please refer to the activities described in the Table of the objectives of the professional vocational activities planned for the first /second academic year 	D5

Clinical Tutors/OU Coordinators verify the achievement of the objectives listed above by means of formative evaluations, while Company Tutors/Programme Directors and MED/50 teaching staff will do so by means of certificate tests. Please refer to Article 7 of these Regulations for further details.

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