

LOGO UNIVERSITA'

LOGO ORDINE DEI MEDICI

Corso di Laurea Magistrale a ciclo unico  
MEDICINA E CHIRURGIA IN LINGUA INGLESE

Single-cycle Master's Degree Course  
MEDICINE AND SURGERY

(1)

Evaluation of the clinical clerkship for the Medical  
License in Italy

(Valutazione del tirocinio dell'esame di Stato  
per l'abilitazione alla professione di Medico chirurgo)

**Booklet for evaluation of medical students  
SURGICAL clerkship**

(Libretto di valutazione dello studente  
Tirocinio pratico-valutativo di area CHIRURGICA)

Student  
(Studente)

Tutor Coordinator Dr./Prof.  
(Tutor Coordinatore Dr./Prof.)

*Organization of the SURGICAL clerkship  
(Organizzazione del tirocinio di area CHIRURGICA)*

**Instructions for completion of the practical training evaluation booklet**

**General rules**

*From the art. 3 of Ministerial Decree (May 9, 2018 n. 58)  
the practical-evaluation training:*

1. The practical training is aimed at ascertaining the student's abilities related to knowing "how to do" and "how to be" a doctor. This consists in applying biomedical and clinical knowledge to medical practice, in resolving ethical issues, in demonstrating aptitude to solve clinical problems related to the areas of medicine and surgery and related specialties, laboratory and instrumental diagnostics and public health, and to apply the principles of good and clear communication.
2. The practical training is organized in three months. It will be done not before the fifth year of the course and after all the fundamental exams of first four years. The practical training is organized according to the laws and educational regulations of each study course.
3. The practical training is based on 5 CFU for each month (for each CFU must correspond at least 20 hours of professionalizing teaching activity and no more than 5 hours of individual study) and is divided into the following periods, even non-consecutive: one month in the surgical area, one month in the medical area, one month in the area of general medicine, during the sixth year of the course, at the office of a general practitioner.

hours	Ward	Ward's Tutor	Integrated course or other didactic activity associated to clinical clerkship
(ore)	(Reparto)	(Tutor Reparto)	(Corso integrato o altra attività didattica a cui è associato il tirocinio)

*Total hours=100*

4. The practical training certification of attendance and evaluation is under the direct responsibility of the university professor or medical director, responsible of the structure attended by the trainee, and the general practitioner, who issue a formal certificate of attendance and express, after having evaluated the results relating to the skills demonstrated, in the positive case, a judgment of suitability, on this diary-booklet, which is divided into a descriptive part of the activities performed and an evaluation part of the competences demonstrated.
5. The practical training certificate is obtained only in the case of achievement of a positive evaluation for each of the three periods.

### Specific rules

1. The practical training in medical or surgical area can also be carried out in different divisions of the medical area or surgical area, as established by the Educational Regulations of the University. In this case, each Tutor of the different divisions will issue a synthetic judgment on the student, from which will derive the judgment of overall evaluation of the candidate, by the Tutor coordinator of medical and / or surgical area.
2. The practical training internship is performed also during the months in which teaching activities are not normally carried out (generally January, February, June, July, August, and September) to reach the 100 hours certifiable for the purposes of the Ministerial Decree.

### The Inspiring Principles of Evaluation

The principles that inspire the criteria of the evaluation of "how to do" and "how to be" are aimed at characterizing the level of maturation and awareness of one's professionalism and one's professional identity that the student acquires over the last two years of attendance, both in the field of their clinical skills, with regard to scientific knowledge and evidence, clinical skills, communication skills and the correct clinical reasoning skills, both as regards the increase of personal skills to know how to take care of patients, commitment to honesty, integrity and enthusiasm in the practice of medicine, the ability to relate to the various professional figures who play an active part in the care team, and the commitment to achieve the excellence.

These principles inspired the evaluation grid present in the booklet.

Tutors must be aware that these internships, as the other professional activities of the Degree Course, must, at the same time, be able to promote these skills in students who will subsequently be evaluated. Effective

results can be achieved through a strong commitment within the teacher-student training pact, in the context of daily clinical practice.

### Implementing rules

The frequency to the practical evaluation training begins upon presentation of a specific request, completed by the student, to the Teaching Office of the School of Medicine and Surgery. The student must attach a copy of a valid identity document. The student will be assigned to the medical and surgical departments and the general practitioner, based on the didactic organization and regulation of the course itself. The Didactic Secretariat will check the truthfulness of the declarations contained in the requests, in accordance with current legislation.

Three booklets will be given, in sequence, to the student. One for attendance in the medical area, one for attendance in the surgical area, one for attendance at the general practitioner's office. The student will have to complete 100 hours of practical/evaluation training; these periods of attendance, compatibly with the Teaching Organization of the Degree Course, do not necessarily have to coincide with the duration of one month; also the succession between the different periods, for each trainee, will be consequent to the didactic organization of the Degree Course and will have to allow diversified succession in the different areas, in order to allow the correct carrying out of the activities, except the internship with medical doctor that can be carried out exclusively in the sixth year of the course.

In the booklet the days and times of the frequencies will be noted, describing the activities carried out also describing ideas on what has been done and observed. The booklet will be countersigned by the department's Tutor and by the coordinating Tutor. The trainee student will declare that he has received an "in itinere" opinion from the Tutor concerning the progress of the internship, signing in the appropriate space in the booklet.

The Department's Tutor will provide information to the trainee on the attendance itself, highlighting all non-positive feedback, in order to improve during the period of training. The Teacher Tutor Coordinator of the medical or surgical area, identified by the Council of the Degree Course, after having evaluated the intermediate judgments of the other Tutors, will be responsible for formulating the final judgment of suitability or inadequacy, communicating the judgment to the trainee overall monthly training period. In the event of non-suitability, the trainee will be required to repeat the frequency and have a new judgment on the same month.

The coordinating Tutor will keep the booklet containing the student's diary, the intermediate judgments and the final joint judgment. The coordinating Tutor will take care of sending this document to the Teaching Office of the School of Medicine and Surgery. The Teaching Office, after having received the three booklets referring to the three areas of practical evaluation, having verified that the three months have been exceeded, will insert them in the student's file.

The Council of the Degree Course in Medicine and Surgery will nominate the coordinating Teacher Tutors, Chiefs of operational units, who will have the task of

certifying the internship in the medical and surgical area. General practitioners affiliated with the "National Health System" will be identified in agreement with the Local Order of Physicians, based on specific conventional acts stipulated between the Order of Physicians and the University.

Specific resolutions of the Degree Course Council/Council for the Didactic Area and of the organs ordained above the University define the operating procedures for carrying out the practical-evaluation internship within the training course.

*TUTOR OF THE WARD - SURGERY (# \_\_\_\_\_)*  
*(TUTOR DEL REPARTO - AREA CHIRURGICA (n. \_\_\_\_))*

*Confirmation of the student's attendance and the performed activity*  
*(Attestazione della presenza dello studente e delle attività svolte)*

Date	Time from .... to....	Hours	Performed activity	Student's signature
(Data)	(Orario entrata - Uscita	(Ore)	(Attività svolte)	(Firma dello studente)

*Temporary evaluation of the internship*  
*(Parere in itinere relativo all'andamento del tirocinio stesso)*  
  
*The student declares that he/she has received a temporary evaluation of the internship by the tutor*  
*(Il tirocinante dichiara di aver ricevuto dal tutor un parere in itinere relativo all'andamento del tirocinio)*

*Date*      *Student's signature*  
*(data)*    *(Firma dello studente)*

## Evaluation

Use the following letters for a POSITIVE EVALUATION with the corresponding marks: A: Excellent; B: Very good; C: Good; D: Satisfactory; E: Sufficient; F: Insufficient Use the letter F for a NEGATIVE evaluation.	
(Per una VALUTAZIONE POSITIVA utilizzare un punteggio sintetico in lettere con valori corrispondenti a: A: Eccellente; B: Ottimo; C: Buono; D: soddisfacente; E: Sufficiente; F: insufficiente Per una valutazione NEGATIVA utilizzare la lettera F)	
Aspects of the medical profession (Componenti della professione medica)	MARK (VALUTAZIONE)
The student is able to put into practice the principles of the patient-doctor relationship: medical interview, contact, information, clarity, acquisition of consent. (Mette in atto le buone pratiche del rapporto medico-paziente: colloquio, relazione, informazione, chiarezza, acquisizione del consenso.)	
The student is capable to obtain medical history and perform a physical examination in the outpatient context (Ha la capacità di raccogliere l'anamnesi e di eseguire un esame obiettivo in un contesto ambulatoriale)	
The student has knowledge and capacity to apply the clinical reasoning: to distinguish between primary urgent complaints and secondary problems; to suggest a diagnostic hypothesis and to individualise the diagnostic methods of greater specificity and sensitivity to confirm or reject the hypothesis (Conosce e sa applicare il ragionamento clinico: la capacità di individuare i problemi prioritari o urgenti e quelli secondari e la capacità di proporre ipotesi diagnostiche e di individuare gli accertamenti diagnostici dotati di maggiore sensibilità e specificità per confermare o meno le ipotesi)	
The student is skilled to interpret the laboratory exams (È in grado di interpretare gli esami di laboratorio)	
The student is skilled to interpret the medical reports of the diagnostic imaging examinations (E' in grado di interpretare i referti degli esami di diagnostica per immagini)	
The student is oriented in decision-making regarding the pharmacological treatment (Si orienta sui processi decisionali relativi al trattamento farmacologico e non)	
The student is able to compile the report of hospital admission/discharge and to write a discharge letter (È in grado di compilare il rapporto di accettazione/dimissione del ricovero e in grado di compilare la lettera di dimissione)	
The student is able to judge the appropriateness of the hospital discharge and to suggest the rehabilitation solutions or recovery in other facilities (È in grado di valutare l'appropriatezza dell'indicazione al ricovero e indicare percorsi di riabilitazione o di ricovero protetto in altre strutture)	
The student is capable to frame the reason of ospitalization taking into account possible chronic illnesses, further critical conditions and patient's frailty (Si dimostra capace di inquadrare il motivo del ricovero nel complesso delle eventuali cronicità, altre criticità e fragilità dei pazienti)	
The student is able to demonstrate the skills of prevention and sanitary education (Sa indicare azioni di prevenzione e di educazione sanitaria)	
Use the following letters for a POSITIVE EVALUATION with the corresponding marks: A: Excellent; B: Very good; C: Good; D: Satisfactory; E: Sufficient; F: Insufficient Use the letter F for a NEGATIVE evaluation.	
(Per una VALUTAZIONE POSITIVA utilizzare un punteggio sintetico in lettere con valori corrispondenti a: A: Eccellente; B: Ottimo; C: Buono; D: soddisfacente; E: Sufficiente; F: insufficiente Per una valutazione NEGATIVA utilizzare la lettera F)	
Aspects of the medical profession (Componenti della professione medica)	MARK (VALUTAZIONE)
The student demonstrates the knowledge and awareness of the National Healthcare System and Local Healthcare System (Dimostra conoscenza e consapevolezza circa l'organizzazione del Servizio Sanitario Nazionale e del Servizio Sanitario Regionale )	

The student respects the shift schedule, wears appropriate clothes and is well-equipped (Rispetta gli orari di inizio e fine turno, veste in maniera adeguata al ruolo, porta con sé tutto il necessario)	
The student shows knowledge and awareness of the ward and/or ambulatory (Dimostra conoscenza e consapevolezza delle regole del reparto e/o ambulatorio)	
The student interacts in an appropriate manner with the medical personnel, nurses and the department technicians (Interagisce correttamente col personale medico, infermieristico e tecnico del reparto)	
The student demonstrates the awareness and knowledge of the different roles of the medical team members (Dimostra conoscenza e consapevolezza dei diversi ruoli e compiti dei membri dell'equipe)	
The student demonstrates active attitude: makes questions, candidates to perform activities (Dimostra un atteggiamento attivo: fa domande, si propone per svolgere attività)	

*Signature of the Tutor (#\_\_\_\_\_):*  
*(Firma del tutor)*

*FINAL EVALUATION OF THE STUDENT FOR THE SURGICAL CLERKSHIP  
TO BE FILLED BY THE COORDINATOR  
(VALUTAZIONE FINALE DEL CANDIDATO PER IL TIROCINIO PRATICO-VALUTATIVO  
DI AREA CHIRURGICA DA PARTE DEL COORDINATORE)*

*Student:*  
*(Studente)*

*Coordinator Dr./Prof.*  
*Coordinatore Dr./Prof.*

*Evaluation*

Use the following letters for a POSITIVE EVALUATION with the corresponding marks: A: Excellent; B: Very good; C: Good; D: Satisfactory; E: Sufficient; F: Insufficient Use the letter F for a NEGATIVE evaluation.	
(Per una VALUTAZIONE POSITIVA utilizzare un punteggio sintetico in lettere con valori corrispondenti a: A: Eccellente; B: Ottimo; C: Buono; D: soddisfacente; E: Sufficiente; F: insufficiente Per una valutazione NEGATIVA utilizzare la lettera F)	
Aspects of the medical profession (Componenti della professione medica)	MARK (VALUTAZIONE)
The student is able to put into practice the principles of the patient-doctor relationship: medical interview, contact, information, clarity, acquisition of consent. (Mette in atto le buone pratiche del rapporto medico-paziente: colloquio, relazione, informazione, chiarezza, acquisizione del consenso.)	
The student is capable to obtain medical history and perform a physical examination in the outpatient context (Ha la capacità di raccogliere l'anamnesi e di eseguire un esame obiettivo in un contesto ambulatoriale)	
The student has knowledge and capacity to apply the clinical reasoning: to distinguish between primary urgent complaints and secondary problems; to suggest a diagnostic hypothesis and to individualise the diagnostic methods of greater specificity and sensitivity to confirm or reject the hypothesis (Conosce e sa applicare il ragionamento clinico: la capacità di individuare i problemi prioritari o urgenti e quelli secondari e la capacità di proporre ipotesi diagnostiche e di individuare gli accertamenti diagnostici dotati di maggiore sensibilità e specificità per confermare o meno le ipotesi)	
The student is skilled to interpret the laboratory exams (È in grado di interpretare gli esami di laboratorio)	
The student is skilled to interpret the medical reports of the diagnostic imaging examinations (È in grado di interpretare i referti degli esami di diagnostica per immagini)	

The student is oriented in decision-making regarding the pharmacological treatment (Si orienta sui processi decisionali relativi al trattamento farmacologico e non)	
Use the following letters for a POSITIVE EVALUATION with the corresponding marks: A: Excellent; B: Very good; C: Good; D: Satisfactory; E: Sufficient; F: Insufficient Use the letter F for a NEGATIVE evaluation.	
(Per una VALUTAZIONE POSITIVA utilizzare un punteggio sintetico in lettere con valori corrispondenti a: A: Eccellente; B: Ottimo; C: Buono; D: soddisfacente; E: Sufficiente; F: insufficiente Per una valutazione NEGATIVA utilizzare la lettera F)	
Aspects of the medical profession (Componenti della professione medica)	MARK (VALUTAZIONE)
The student is able to compile the report of hospital admission/discharge and to write a discharge letter (È in grado di compilare il rapporto di accettazione/dimissione del ricovero e in grado di compilare la lettera di dimissione)	
The student is able to judge the appropriateness of the hospital discharge and to suggest the rehabilitation solutions or recovery in other facilities (È in grado di valutare l'appropriatezza dell'indicazione al ricovero e indicare percorsi di riabilitazione o di ricovero protetto in altre strutture)	
The student is capable to frame the reason of ospitalization taking into account possible chronic illnesses, further critical conditions and patient's frailty (Si dimostra capace di inquadrare il motivo del ricovero nel complesso delle eventuali cronicità, altre criticità e fragilità dei pazienti)	
The student is able to demonstrate the skills of prevention and sanitary education (Sa indicare azioni di prevenzione e di educazione sanitaria)	
The student demonstrates the knowledge and awareness of the National Healthcare System and Local Healthcare System (Dimostra conoscenza e consapevolezza circa l'organizzazione del Servizio Sanitario Nazionale e del Servizio Sanitario Regionale )	
The student respects the shift schedule, wears appropriate clothes and is well-equipped (Rispetta gli orari di inizio e fine turno, veste in maniera adeguata al ruolo, porta con sé tutto il necessario)	
The student shows knowledge and awareness of the ward and/or ambulatory (Dimostra conoscenza e consapevolezza delle regole del reparto e/o ambulatorio)	
The student interacts in an appropriate manner with the medical personnel, nurses and the department technicians (Interagisce correttamente col personale medico, infermieristico e tecnico del reparto)	
The student demonstrates the awareness and knowledge of the different roles of the medical team members (Dimostra conoscenza e consapevolezza dei diversi ruoli e compiti dei membri dell'equipe)	
The student demonstrates active attitude: makes questions, candidates to perform activities (Dimostra un atteggiamento attivo: fa domande, si propone per svolgere attività)	

*Final evaluation of the SURGICAL Clerkship  
(Valutazione finale per il tirocinio in Area Chirurgica)*

*SUITABLE  
(IDONEO)*

*NOT SUITABLE  
(NON IDONEO)*

*Signature of the Coordinator of SURGICAL Area  
(Firma del Tutor coordinatore di Area MEDICA)*

*Date: \_\_\_\_\_  
(Data)*