



**Università degli Studi di Torino**  
Department of Clinical and Biological Sciences  
School of Medicine  
Orbassano and Candiolo Campus Hub  
*Degree Programme in Medicine and Surgery  
and Medicina e Chirurgia - San Luigi Gonzaga*



# **CURRICULAR CLERKSHIPS AND MEDICAL INTERNSHIPS**

# **REGULATIONS**

valid starting 1 January 2022

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## INTRODUCTION

Curricular clerkships and medical internships are essential to a degree in Medicine. They help consolidate knowledge and integrating it with practical abilities, thus laying the foundations of being a doctor.

All clerkship and internship activities (hereafter "clerkships" for short) can take place in different facilities or wards within hospitals or local healthcare institutions (hereafter "facilities").

The School of Medicine offers curricular clerkships (either compulsory or elective), which are part of the University curriculum, and transitional medical internships, i.e., the required internships one must do to practice as a doctor.

Some of the clerkships are limited to specific course years or semesters.

Further information is available in the documents uploaded on the Degree Programme website, at the [Studying>Clerkships](#) webpage

- CURRICULAR CLERKSHIPS – WARDS (*Annex 1*)
- CLERKSHIPS ON MEDICAL/SURGICAL SPECIALTIES (*Annex 2*)
- TRANSITIONAL MEDICAL INTERNSHIPS – WARDS (*Annex 3*)

## 1. REQUIREMENTS

**1.1** To carry out a curricular clerkship or a medical internship, it is necessary:

- To be in possession of a **valid fit-for-work certificate** issued by the Doctor in charge (contact [visite.medsanluigi@unito.it](mailto:visite.medsanluigi@unito.it) for duplicates) – *the certificate is to be shown upon request.*
- To have attended the **compulsory training course on occupational health and safety** – *the certificate is to be shown upon request.*
- To have been **fully vaccinated for SARS-CoV-2** – *the "Green Pass" is to be shown upon request.*
- To have officially obtained at least **60 CFU credits in the first two course years.**

**1.2** Further information:

- To access the facilities, it is necessary to wear a white coat
- It is recommended to bring your own stethoscope.



## **2. BOOKING YOUR PLACE**

### **2.1 Curricular Clerkships**

- 2.1.1 Booking is mandatory. You must book your place on [Moodle](#) (tirocinio e tutorato clinico > prenotazione tirocini orbassano). There are some exceptions to this rule (see 2.1.2)
- 2.1.2 Exceptions: clerkships whose booking is not available on the Moodle platform are managed as specified on the following webpage [following webpage Curricular Clerkships>Booking](#)
- 2.1.3 Booking windows, which are two-months long each, open six times a year. When a booking window opens, it will be advertised on the degree programme website (<https://www.medinto.unito.it/do/home.pl>).

### **2.2 Transitional Medical Internships – Medical and Surgical Areas**

- 2.2.1 Booking is mandatory. You must book your place on [Moodle](#) (tirocinio e tutorato clinico > prenotazione tirocini orbassano). There are some exceptions to this rule (see 2.1.2)
- 2.2.2 Booking windows, which are two-months long each, open six times a year. When a booking window opens, it will be advertised on the degree programme website (<https://www.medinto.unito.it/do/home.pl>).

### **2.3 Transitional Medical Internships – General Medicine Area**

- 2.3.1 You must book your place on [Moodle](#) (“Tirocinio e tutorato clinico”; [servizistudenti.dam@unito.it](mailto:servizistudenti.dam@unito.it)). The exact times and dates of the medical internships are agreed with the doctor after the booking.
- 2.3.2 The bookings are opened monthly for internships taking place in the following month. When a booking window opens, it will be advertised on the degree programme website (<https://www.medinto.unito.it/do/home.pl>)



## 2.4 Bookings are binding

To make sure that no places go unassigned and all students are able to do their clerkships, it is essential that students do their clerkships in their allotted slot. Any change must always be notified.

### 2.4.1 Swaps:

- Swaps are allowed in the San Luigi, Pinerolo and Rivoli hospitals. Swaps must be notified no later than the Friday before the start of the clerkship. Please write to both:
  - the Segreteria Didattica. Send an e-mail to [fcl-med-did-sanluigi@unito.it](mailto:fcl-med-did-sanluigi@unito.it)
  - the doctor in charge and, for the San Luigi hospital, the Nurse Coordinator of the relevant ward (contacts available on [Moodle](#))
- Swaps are not allowed in the other clerkship sites (see 2.4.2 "Leaves of absence").

### 2.4.2 Leaves of absence:

- Leaves of absence (with no swap) are allowed in the San Luigi, Pinerolo and Rivoli hospitals. Leaves must be notified no later than one week before the start of the clerkship. Notices may arrive less than a week before only in case of illnesses evidenced by medical certificate or urgent matters. Please write to both:
  - the Segreteria Didattica. Send an e-mail to [fcl-med-did-sanluigi@unito.it](mailto:fcl-med-did-sanluigi@unito.it)
  - the doctor in charge and, for the San Luigi hospital, the Nurse Coordinator of the relevant ward (contacts available on [Moodle](#))
- For all other clerkship sites, leaves of absence must be notified no later than one week before the start of the clerkship only to the Segreteria Didattica ([fcl-med-did-sanluigi@unito.it](mailto:fcl-med-did-sanluigi@unito.it)), which will relay the message to the relevant parties. Notices may arrive less than a week before only in case of illnesses evidenced by medical certificate or urgent matters.

## 3. ATTENDANCE

**3.1** Clerkships run on weekdays – that is, **Monday to Friday** – from 8am to 1pm, unless otherwise arranged with the relevant clerkship site.

**3.2** Attendance is mandatory for the whole duration of the clerkship.



### 3.3 Afternoon clerkships:

- Afternoon clerkships are only allowed for students who are not attending afternoon lessons.
- They must always be agreed upon with the clerkship site. Contacts are available on [Moodle](#).
- They must be notified to the Segreteria Didattica (fcl-med-did-sanluigi@unito.it) beforehand.

### 3.4 For clerkships done at the San Luigi hospital:

- Before entering the facilities, leave your clothes in one of the lockers and wear your white coat (the locker keys and all relevant instructions are available at the Campus Hub building reception). A [video tutorial](#) is also available.
- On the first day, unless otherwise agreed upon with the interested parties, students must immediately contact the Nurse Coordinator, who will get them in touch with the doctors/tutors.
  - The Psychiatry ward is an exception to this rule, as students might enter the ward only after an interview with the doctors.

## 4. REGISTRATION

### 4.1 Curricular clerkships

- Complete the clerkship record booklet
- Complete the “Questionario di valutazione del tirocinio” (Clerkship feedback form) on [Moodle](#) (mandatory to validate your clerkship)
- Send a scan of the pages of the relevant clerkship record booklet to fcl-med-did-sanluigi@unito.it.
- **To allow enough time to process your requests, scans of the relevant clerkship record booklet pages must be sent no later than one month after the end of the clerkship**
- The registration will take place on the following dates ([Deadlines](#))
- **Special requests will be evaluated on a case-by-case basis**



## 4.2 Medical internships

- Complete the internship record booklet
- Once the internship record booklet is completed in all its parts, hand it in at the Segreteria Didattica so that it can be registered.

Please note that all information on medical internships are available on the degree programme website:

[https://www.medinto.unito.it/do/home.pl/View?doc=/Studying/Clerkships/medical\\_internship.html](https://www.medinto.unito.it/do/home.pl/View?doc=/Studying/Clerkships/medical_internship.html)