

# GUIDANCE TO COMPLETE THE TRANSITIONAL MEDICAL INTERNSHIP (TPVES) RECORD BOOK

*When you complete the record book, please write in legible handwriting*

**Intern:** the student's first and last name

**Tutor coordinator:** it's the teaching staff member who coordinates the area

Medicine: Prof Paccotti

Surgery: Prof Degiuli

The tutor coordinator's signature will be added by the Student's Office once you have returned your record book prior to the deadline for graduation.

**Hours:** please add the total number of hours spent in the ward

**Facility:** please write NAME OF THE HOSPITAL – WARD

**Hospital tutor:** add the name of the doctor in charge of the intern in the ward where the internship takes place

**Course or other learning activity associated with the internship:** this field will be completed by our staff

**EXAMPLE:**

**Case 1** all 100 internship hours are done in the SAME WARD at the same HOSPITAL, e.g.: all 100 internship hours in internal medicine – hematology at the San Luigi hospital

<b>Hours</b>	<b>Facility</b>	<b>Hospital tutor</b>
100	San Luigi – Ematologia	Maurizio Bianco

Complete with the following:

**Date:** dd/mm/yyyy

**Hours:** 08:00 – 13:00

**Tasks:** e.g., visits, ward, day hospital, room, clinic, etc.

**Intern's signature**

**Assessment:** this field must be completed by the hospital tutor as an overall internship assessment

Maurizio Bianco's signature

## Case 2

### Internship hours in DIFFERENT WARDS or DIFFERENT HOSPITALS

EXAMPLE:

25 hours in pediatrics at the San Luigi hospital; 25 hours in gastroenterology at the San Luigi hospital; 25 hours in hematology at the Rivoli hospital; and 25 hours in neurology at the Molinette hospital

Hours	Facility	Hospital tutor
25	San Luigi-Pediatrics	Carla Rossi
25	San Luigi- Gastroenterology	Luisa Azzurro
25	Rivoli – Hematology	Giovanna Verdi
25	Molinette – Neurology	Luigi Giallo

Please use a different page for each ward and hospital tutor.

- (page 4) Hospital tutor – Medicine (1) Carla Rossi
- (page 6) Hospital tutor – Medicine (2) Luisa Azzurro
- (page 8) Hospital tutor – Medicine (3) Giovanna Verdi
- (page 10) Hospital tutor – Medicine (4) Luigi Giallo

Carla Rossi / Luisa Azzurro / Giovanna Verdi / Luigi Giallo

Carla Rossi's signature / Luisa Azzurro's signature / Giovanna Verdi's signature / Luigi Giallo's signature

**NOTES:**

- A) These provisions are valid for both the MEDICINE and the SURGERY areas
- B) These provisions are valid for internship record books in both ITALIAN and ENGLISH
- C) The Hospital Tutor does not have to be the head physician of the hospital. It could be the permanent doctor who has attended to you the most during your internship
- D) The internship record book must be signed only once all hours **in each ward** have been completed:

e.g.: 100 internship hours in hematology at the San Luigi hospital, staggered like this:

25 hours in the first half of April

50 hours in May

25 hours in June

→ The internship record book must be signed once the June hours have been completed

- E) If an internship record book page does not fit the details of all hours done in **the same ward**:

Please use two pages.

Both pages must be fully completed and signed.

- F) The tutor's assessment must be done for the whole duration of the internship in each ward (i.e., not on a weekly basis)