



# VADEMECUM 2020/2021 | SCHOOL OF MEDICINE INTERNATIONAL PRACTICAL TRAINING PROJECT

(Updated on February 2021)

## PRACTICAL TRAINING: HOW IT WORKS?

1. First of all, please **DOWLOAD, FILL** and **UPLOAD**:

- **Immunization Records (compulsory)**, at least **40 days** before your arrival
- **COVID-19 (compulsory)**, within **72 hours** before the start of your practical training
- **INSURANCE PAYMENT RECEIPT (compulsory)**, at your arrival

You will find the forms mentioned above and our *UPLOAD AND REQUIRE DOCUMENTS SERVICE* at this link: <https://www.medicinachirurgia.unipd.it/international-practical-training-incoming>

**Please note** that if you will not start your practical training second your arrival, you may do the Covid-19 test to our **Preventive Medicine Service** (Via Marzolo 3/A, Padua) sending an e-mail at [serv.medicinapreventiva@unipd.it](mailto:serv.medicinapreventiva@unipd.it) to set an appointment with the following personal data:

- LAST and FIRST NAME;
- DATE and PLACE OF BIRTH;
- SEX (if F or M);
- TAX/FISCAL CODE;
- NATIONALITY;
- HOME (or DOMICILE in PADUA) ADDRESS;
- PHONE NUMBER;
- UNIPD REGISTRATION NUMBER.

This test is free of charge.

2. Now you **need to book** your practical training.

Please log in here: <https://www.rad.unipd.it/tirocini>

**Username:** your e-mail

**Password:** medicina

At your first login, you will be required to change your password.



You will be able to book your practical training week by week and **until 5 weeks before**.

Every week is automatically set to start on Mondays and end on Fridays.

Please note that, in some cases, **International Relations Division may**, at its discretion, also **CANCEL** or **CHANGE** some bookings.

**PLEASE NOTE: CASES in which YOU DON'T NEED TO BOOK your practical training:**

- If you have already arranged the date of your international practical training with your hosting supervisor (*Terms of Arrangement*);
- If your practical training application concerns **NURSING, DENTISTRY, PHYSIOTHERAPY, DIETETICS, OBSTETRICS AND MIDWIFERY, SPEECH THERAPY** or **SPORT**.

You can **go directly** to your unit.

3. **On the FIRST DAY of your TRAINING** (on Monday), please **reach your unit ON TIME** and meet your **SUPERVISOR**. Your supervisor will help you to define your:
  - SCHEDULING every day
  - set out your TARGETS

**PLEASE DOWNLOAD AND PRINT THE FOLLOWING DOCUMENTS:**

- Unit Timetable
- Unit Final Evaluation
- Training and orientation project (only for traineeships in *Gynecology and Obstetrics Clinic*)

That you will find here:

<https://www.medicinachirurgia.unipd.it/international-practical-training-incoming>

**BRING WITH YOU:**

- a pen
- a white coat
- a pair of clogs
- a stethoscope
- "Unit Timetable" document



- “Unit Final Evaluation” document
- Training and orientation project (only for traineeships in *Gynecology and Obstetrics Clinic*)

4. **At the END of your TRAINING** (on last Friday) you have to **PICK UP** and **UPLOAD** to the [UPLOAD AND REQUIRE DOCUMENTS SERVICE](#): the following documents, both **signed** from your supervisor:

- Unit Timetable
- Unit Final Evaluation

5. **WEEKLY TIMETABLE: 5 DAYS, 4 HOURS PER DAY**

Regular Timetable	4 hours per day	from Monday to Friday
Only under Authorization Timetable	8 hours per day <u>according with the unit's authorization</u>	from Monday to Friday

6. **TRAINING MIX**

**General rule:** in order to reach 1 ECTS you have to train at least 20 hours.

However, you can do the following **special training mix programmes**, just **once**:

PRACTICAL TRAININGS	HOURS	ECTS	INTERNAL MED. HOURS	GENERAL SUR. HOURS	OB. AND GYN. HOURS	PED. HOURS
FOURTH YEAR PRACTICAL TRAINING	80	8	40	40		
FIFTH YEAR PRACTICAL TRAINING	80	8	40	40		
OBSTETRICS AND GYNAECOLOGY	40	5			40	
PEDIATRICS	40	5				40



## 7. LIST OF UNITS

The following list shows all the departments.

Please note that some units may not be available for practical training due to the pandemic situation.

The updated list is available at:

<https://www.medicinachirurgia.unipd.it/international-practical-training-incoming>

INTERNAL MEDICINE	Cardiology, Endocrinology, Gastroenterology, General medicine, Geriatrics, Haematology, <b>Infectious diseases*</b> , Medical clinic 1, Medical clinic 3, Medical clinic 5, Metabolic diseases, Nephrology, Nephrology clinic, Neurology, Pneumology, Respiratory pathophysiology, Rheumatology, Surgical endoscopy
GENERAL SURGERY	Cardiosurgery, Cardiovascular pathology, Day surgery, Endourology, Ent - ear nose throat, General surgery, Kidney-pancreas transplant, Liver transplant, Maxillofacial surgery, Neurosurgery, Orthopedics, Orthopedics and traumatology, Plastic surgery, Surgical clinic 1, Surgical clinic 3, Surgical hepatobiliary, Torax surgery, Urology, Vascular surgery, Week surgery
GYNECOLOGY AND OBSTETRICS	Gynecology and Obstetrics, Gynecology and Obstetrics Clinic, Pelvic surgery
PEDIATRICS	Pediatric neurosurgery, Pediatric cardiosurgery, Pediatric cardiology, Pediatric surgery, Pediatric oncohematology, Pediatric clinic, Pediatric palliative care, Pediatric metabolic diseases, Pediatric nephrology, Pediatric neuropsychiatry, Pediatric orthopaedics, Pediatric Pneumology and allergology, Pediatric rheumatology, Pediatric intensive care
ALL OTHER UNITS	Anesthesia and intensive care, Anesthesia and intensive care institute, Angio, Antivenin anti-doping, Burn center, Cerebral ageing, Coagulopathy, Cytodiagnostic, Dermatology, Family doctor, First aid, Food allergy, Genetics, Human reproduction diseases, Hypertension, Immuno transfusion medicine, Immunology of transplant, Laboratory medicine, Microbiology virology, Multivisceral transplant, Neonatal pathology, Neurophysiology clinic, Neuroradiology, Nuclear medicine, Occupational medicine, Oncology, Ophthalmology, Pathology, Pediatric emergencies, Perfusion, Preventive medicine, Psychiatry, Radiology, Radiology institute, Sport medicine, Stroke unit, Suem center, Thrombotic and haemorrhagic diseases, Transplant immunology, Vascular medicine

**Infectious diseases\***: It allows doing infectious diseases practical training **ONLY a minimum stay of 3 months** after the end of practical training.

8. Where is my **UNIT**? If you cannot find your unit, please click on:

<https://www.medicinachirurgia.unipd.it/international-practical-training-incoming>

9. **Knowledge of language**: student will be able to speak English with academic staff and needs to learn Italian to be able to speak with patients and hospital staff.