



## VADEMECUM 2022/2023 INCOMING PRACTICAL TRAINING

The Incoming Practical Training Program offers the opportunity to **UNDERGRADUATE** (or up to 1 year after graduation) students from all over the world to do their Practical Clinical Training at the University of Padova Hospital.

The program is open to undergraduate students in:

- Medicine and Surgery
- Nursing
- Midwifery
- Sport Sciences
- Dentistry
- Physiotherapy
- Dietetics
- Speech Therapy
- Other medical disciplines may be taken into consideration case by case

### BEFORE YOU APPLY

**MOBILITY SUPERVISOR: Giulia De Nobili**

[traineeship.medicinachirurgia@unipd.it](mailto:traineeship.medicinachirurgia@unipd.it)

phone: 049-821-7831

cell: +39-331-260-1170 (WhatsApp)

office: via Giustiniani 2

hours: MON-FRI 09:00 - 15:30

in person meetings by appointment only

**ACADEMIC MOBILITY COORDINATOR: prof. Francesco Paolo Russo**

Associate Professor

Dipartimento di Scienze Chirurgiche Oncologiche e  
Gastroenterologiche



1. Application acceptance depends on availability at the hospital for the units you request in your Clinical Program/Learning Agreement: due to COVID restrictions and high demand, the unit(s) you request might be fully booked in certain times of the year.
2. The hospital can withdraw its availability due to unforeseeable reasons. In case of these events your Mobility Supervisor will help you reschedule your rotation to a different unit based on availability and according to your needs.
3. Language Requirements: B1 English is required for all trainees but since you will be in close contact with patients some knowledge of Italian is highly recommended.
4. Insurance: all Trainees are required to pay the 6,50€ Accidental Insurance at this the week before starting the hospital rotation.

<https://unipd.pagoatenei.cineca.it/frontoffice/modellopagamento?id=110&lang=en>

## APPLICATION

1. All applicants must apply **through the Application Form** on our website at least 2 months before your expected mobility period. Find the form here:

<https://forms.gle/SGPmEweVTHgz2nF87>

2. To apply please submit through the form the following:

The required documents can be submitted in different times, you will need a gmail account to access the form and you will need to use always the same account to modify the application data you have submitted otherwise the system will not recognise you.

- A. **Curriculum Vitae (CV)**: it must list student's education, completed clinical electives/sub-internships, publications, and other professional accomplishments.
- B. Your **Student Transcript** record.
- C. **Personal statement**: written by you about your career goals, how this experience will help you achieve them, and what you have accomplished thus far in pursuit of those goals. Also included should

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



be what cultural opportunities you will pursue during your stay.

- D. **Traineeship Program/Learning Agreement:** stating the period when you intend to come, what clinical rotations you intend to do, any requirements from your home university about your clinical rotations. Read the “Before You Arrive” section to understand how to fill in this document.
- E. **Letter of support** from your Supervisor/Mobility Office with a description of your clinical skills and/or a description of the clinical training program and requirements at your home institution for those rotations that you intend completing during your stay in Padova.
- F. **Record of your English proficiency:** TOEFL scores, IELTS or any other certification is **REQUIRED** for all non-native English speaker.
- G. **Record of your Italian proficiency:** this is not required but **HIGHLY RECOMMENDED** since you will be working in the hospital with Italian speaking patients; it is highly recommended you can communicate in Italian at least at a basic level.
- H. Proof of a Hospital/Laboratory hazard and safety course/training is **recommended**.
3. If your application is accepted you will receive a **Conditional Letter of Acceptance** that you will have to sign and return to the office (through the Application Form) for the **Final Acceptance** signature once the application process is completed.

## BEFORE YOU ARRIVE:

Once your application has been accepted you will need to complete the following steps:

- **Immunization Record:** Download the immunization and covid form on our website (<https://www.medicinachirurgia.unipd.it/international-practical-training-incoming>) and when they are ready submit them through the Application Form.
- **Health insurance:** all Trainees are required to pay the 6,50€ Accidental Insurance through the University of Padova. This payment needs to be made the week before



starting the traineeship. Follow this link for payment:

<https://unipd.pagoatenei.cineca.it/frontoffice/modellopagamento?id=110&lang=en>

the submit the receipt through the Application Form.

- **Plan your rotations:** upon receiving your Clinical Program/Learning Agreement we will check if the hospital units you plan to train at are available for the dates of your mobility. At this point we have already penciled you in our schedule to make sure that we can guarantee your spot in those units. This is the time to discuss further details with your Mobility Supervisor to make sure the schedule is compatible with your requests and that all the rotations are planned. It will be more difficult to change the plan further along the way.

**PLEASE NOTE:** If your practical training application concerns **NURSING, DENTISTRY, PHYSIOTHERAPY, DIETETICS, OBSTETRICS AND MIDWIFERY, SPEECH THERAPY** or **SPORT SCIENCE, YOU DON'T NEED a Rotation Schedule.**

Once your traineeship program has been decided you will receive the credentials to log into our unit booking system. The platform lets you book your rotations up to 7 weeks before the beginning of your rotation. **Every rotation starts on a Monday and ends on a Friday.** Access the platform at the following link:

<https://www.rad.unipd.it/tirocini/login/login.php>

**Make sure that your Schedule is set before arriving and that you keep it updated.**

*\*see table at the end for a list of available units*

- **Codice Fiscale:** The CF is a unique identification code that the Italian Government issues, it will be necessary for accessing some training material on our website, to book your covid tests, as well as for signing a lease contract in Padova and other official documents. We will request the Codice Fiscale for you when we receive your ID and your personal data through the Application Form and we will send it to you when it will be issued. It is ultimately your responsibility to check with the office that your Codice Fiscale request is submitted in time as it might take up to a month to receive it.

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

- **Hazard and Safety course:** you should have completed a H&S course at your home institution but in case you haven't we can provide some material for you on our website. Your Mobility Supervisor will assist with the necessary steps.

- **Communicate your arrival date to the Mobility Supervisor and book an appointment** (in person or via zoom) to confirm your arrival and get all the information you need.

**PLEASE NOTE:** The **arrival appointment** with your Mobility Supervisor is **MANDATORY**, you will not be allowed in the hospital otherwise. It is just a quick meeting to confirm that you have arrived, check that the unit has confirmed your rotation and answer all your questions about logistics.

**UNDER NO CIRCUMSTANCES A STUDENT CAN GO TO A HOSPITAL UNIT WITHOUT HAVING CONFIRMED THE ROTATION WITH THE MOBILITY SUPERVISOR FIRST.**

If you need to change your rotations for any reasons do not show up at the unit without notice. Write an email to your supervisor to check the unit's availability and make sure that the office communicates your arrival to the unit.

-**COVID-19 testing (compulsory):** within **48 hours before the start of your practical training**; To be allowed in any hospital unit a **NEGATIVE** COVID-19 test is required. If your rotation starts within 48 from your arrival and you took a PCR test before departure, you can use that test to be allowed in the hospital. Otherwise make sure your Mobility Supervisor has scheduled a test for you before the beginning of your rotation. For most units a COVID test is valid for 30 days (special requests from specific units or during peaks in the epidemic might apply). It is **YOUR** responsibility to be in touch with your Mobility Supervisor to request a new test **BEFORE** the 30 days expire in order to continue your training without interruption. Tests are only administered Mon-Thur and booking requests are only sent out every Wednesday afternoon for the following week. If you miss the deadline you will have to wait for the following week to be able to take the test and you will not be allowed in your unit if the 30 days period is expired.

## DURING YOUR MOBILITY



**UNDER NO CIRCUMSTANCES A STUDENT CAN GO TO A HOSPITAL UNIT WITHOUT HAVING CONFIRMED IT WITH THE MOBILITY SUPERVISOR FIRST.** If you need to change your rotations for any reasons do not show up at the unit without notice. Write an email to your supervisor to check the unit's availability and make sure that the office announces your arrival to the unit.

**-COVID-19 testing (compulsory):** within **48 hours before the start of your practical training**; To be allowed in any hospital unit a **NEGATIVE** COVID-19 test is required. If your rotation starts within 48 from your arrival and you took a PCR test before departure, you can use that test to be allowed in the hospital. Otherwise make sure your Mobility Supervisor has scheduled a test for you before the beginning of your rotation. For most units a COVID test is valid for 30 days (special requests from specific units or during peaks in the epidemic might apply).

**PLEASE NOTE:** It is YOUR responsibility to be in touch with your Mobility Supervisor to request a new test BEFORE the 30 days expire in order to continue your training without interruption. Tests are only administered Mon-Thur and booking requests are only sent out every Wednesday afternoon for the following week. If you miss the deadline you will have to wait for the following week to be able to take the test and you will not be allowed in your unit if the 30 days period is expired.

- Every unit rotation starts on Monday, it is not allowed to start a rotation mid week.
- Some units have their own set of rules on what time to start, when to meet the new rotation group and so on, it is your responsibility to make sure you have all the information you need to start a new rotation. Please read the documentation carefully.
- Please note that, in some cases, the **Mobility Desk of School of Medicine** may, at its discretion, also **CANCEL** or **CHANGE** some bookings.

1. **On the FIRST DAY of your TRAINING** (on Monday at 8.00 o'clock), please **reach your unit ON TIME** and meet your **SUPERVISOR**. Your supervisor will help you define your SCHEDULING and set out your TARGETS

Where is my **UNIT**? If you cannot find your unit, find a map [on our website](#):

## 2. BRING WITH YOU:

- Unit Timetable (download it from the [website](#))
- Unit Final Evaluation (download it from the [website](#))
- Copy of your immunization and covid test
- a pen;
- a white coat;
- a pair of clogs;
- a stethoscope;

**PLEASE NOTE:** it is **YOUR** responsibility to make sure your Practical Training Supervisor fills out the Timetable and the Final Evaluation forms so that your Mobility Supervisor can sign your mobility documents (After the Mobility Learning Agreement, Certificate of Attendance, Transcript of Records). Submit the signed forms through your original Application Form online.

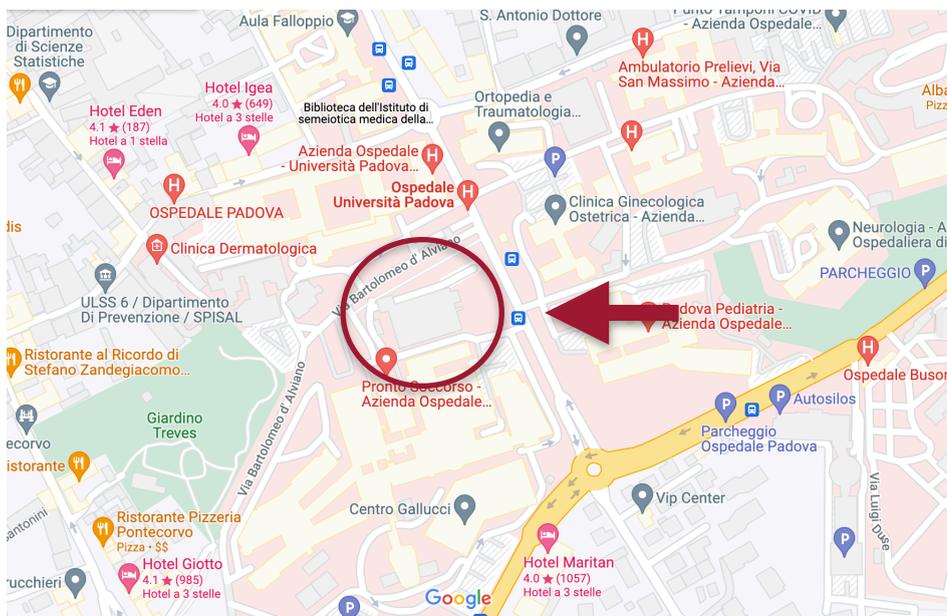
## BASIC INFORMATION

### 1. The **Mobility Desk** of the **School of Medicine** for International Practical Training (IPT)

students opens **only by appointment**, please write an email to

[traineeship.medicinachirurgia@unipd.it](mailto:traineeship.medicinachirurgia@unipd.it) to request an appointment/zoom meeting.

2. Where is the location of the Mobility Desk of the School of Medicine?



-training-incoming



**University Hospital:**

SCHOOL OF MEDICINE

Via Nicolò Giustiniani, 2

(upstairs from the Hospital Bar)

Padova, PD, 35128

<https://goo.gl/maps/nmXvrMPVGmR2>

4. Where is my **UNIT**? If you cannot find your unit, find a map [here](#).

5. **Languages:** student will be able to speak English with academic staff but will need Italian to be able to speak with patients and hospital staff. The University Language Centre (Centro Linguistico di Ateneo - CLA) offers classes of Italian but they fill up very quickly, get in touch with them as soon as you are accepted for the traineeship and know your dates to check for availability.

6. Housing service - [accommodation@esu.pd.it](mailto:accommodation@esu.pd.it)

Independent trainees are not eligible for housing and will have to find their own private accommodation. Erasmus+ students and students coming to Padova under other exchange programs might can request a spot at one of the University's Guest Lodges. These are called "*foresterie*" and fill up very quickly so you should check with the housing office as soon as you confirm the exact dates of your traineeship.

more info at <https://www.esu.pd.it/it/Pagine/Servizi/Residenze/foresterie-esu.aspx>

Guest Lodge Info and Regulations (italian only): <https://www.esu.pd.it/it/Documents/Residenze/Regolamento%20foresteria%202021.pdf>

Booking Link: <https://myesupd.dirittoallostudio.it> you need to be registered in the ESU portal and fill out the Accommodation Form Guest Lodge and attach your LA.

7. Assistance on immigration-related procedures (visa, residence permit, health insurance etc.) in collaboration with SAOS; networking with the Police and the Municipality of Padova

8. **Free Wi-Fi hotspot** Service: <https://www.unipd.it/en/teaching-and-research/line-resources/wi-fi>

9. **University canteens:** <https://www.unipd.it/en/canteens>

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## LIST OF UNITS

The following list includes all hosting departments.

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

The updated list is available [here](#).

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, Forensic medicine, 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\***: please note that if you want to do your training at this unit it is required that you remain in Italy available for testing 3 months after the end of your rotation.