



Degree programme in Biomedical Laboratory Techniques

Regulations governing professionalising activities

Professionalising activities contribute to the acquisition and development of distinctive (DC) and transversal (TC) competencies that are fundamental to practising the profession. They are an indispensable way of learning professional competencies and of developing a professional role and identity, inter-professional relations and knowledge of the future work environment through practical experimentation and the integration of theoretical and scientific knowledge with professional and organisational working practice. (*Conferenza permanente dei Corsi di laurea delle professioni sanitarie*, September 2010).

1. General Information

1.1 As of the 2022/2023 cohort, and according to current legislation, the Degree Programme Regulations provide for a total of 60 university credits (UCs) for professionalising activities, which are related to the internship training in the study plan.

The training approaches chosen for this activity are:

- clinical internship
- practical and interdisciplinary teaching and learning activities

Professionalising activities for a total of 60 university credits are divided over the three-year period as shown in the table below.

THE UCS ARE SPREAD OVER THE THREE YEARS OF THE COURSE AS SHOWN BELOW					
Internship training	Total UCs (three years)	total hours (three years)	1st year	2nd year	3rd year
Clinical internship activities	60	1200	13 UCs	22 UCs	25 UCs

1.2 Clinical internships take place in the laboratories of health, welfare and social care facilities at various locations of the Humanitas Group and/or its partners. The planning of the internship experience involves a gradual increase in complexity from the first to the third year, in order to give students the opportunity to progressively gain professional and organisational autonomy.



1.3 The practical and interdisciplinary teaching and learning activities, sometimes included in specific curricular lessons, consist of tutorial sessions that prepare students for the experience. They take the form of exercises and simulations in which students develop technical, relational and methodological skills in a supportive environment before or during experimentation in real-life settings.

1.4 The learning process takes place through clinical and practical, attitudinal, disciplinary, and behavioural experiments, which differ according to the context in which students are working.

1.5 Eligibility for the internship examination is subject to achieving 100 per cent of the number of hours of professionalising activities scheduled for each year of the course.

2. Prerequisites and entry requirements for professionalising activities

To be eligible for the first-year internship, students must be in possession of the psychophysical aptitude certificate issued by the appropriate preventive medicine service and have attended the worker safety training courses provided by the University (Legislative Decree 81/08, general and specific parts).

To access the internship in subsequent years, students must have passed the internship examination for the previous year.

3. Objectives of professionalising activities

3.1 The general teaching and learning objectives are defined by internship projects covering the entire three-year degree programme; each project is year-specific and serves as a reference guide for the entire clinical experience.

3.2 The learning outcomes expected on completion of the individual internship experiences refer to the provisions of the Ministry of Health's Ministerial Decree no. 745 of 26 September 1994, as amended, and the Competency Guidelines for Laboratory Professionals, published in May 2015 by CDC and the Association of Public Health Laboratories (accessible from: https://www.cdc.gov/mmwr/preview/mmwrhtml/su6401a1.htm?s_cid=su6401a1_w), in which they emphasize the importance of advanced technical training that is ready to support new diagnostic and research challenges in the biomedical and biotechnological fields.

The objective of the internship is to develop professional competencies, accomplished through a combination of theoretical and practical training. This training encompasses the acquisition of both technical and behavioural competencies within the specific work context of each profile, while respecting the professional code of conduct. The ultimate aim is to ensure that, upon completion of the training pathway, students have completely mastered all the required competencies and are able to apply them immediately in the workplace.

A work internship consists of students' participation in the host organisation's activities, with the right balance between quantity and quality. It is not enough for students to have completed the prescribed number of hours: they need to achieve the objectives set out in the internship plan. Locations and attendance criteria are agreed between the Head of Professionalising Activities and the directors, coordinators and tutors/contacts of the host establishment.



The purpose of the internship is to enable students to achieve, maintain and develop a high quality professional practice through targeted support, guaranteed by a tutorial function that also aims to foster the development of the students' responsibility in an organisational environment that enables learning.

The internship activity is not an employment relationship, nor can it be a substitute for business activity or professional services. The inherent nature of the relationship between a student and tutor, or contact person, explicitly prevents this, quite apart from insurance requirements, labour regulations and liability for any damage caused.

3.3 In particular, the objective of the internship is to:

3.3.1 · *Develop professional skills* – an internship facilitates the development of knowledge and skills and their integration with experience.

3.3.2 · *Develop a professional role and identities* – from the outset, the internship offers students opportunities to progressively overcome idealised images of the profession and subsequently helps them to confirm and strengthen the motivations for their choice and to appreciate the ethical aspects of the profession.

3.3.3 · *Develop socialisation to the world of work* – through the internship, students come into contact with organisational environments and gain insights into the working relationships, inter-professional relations, values, skills and working behaviours present in these settings. This exposure enables early socialisation with the world of work. However, it must be made clear that an internship is a teaching strategy and not a precursor to employment, so it does not replace the need for a work integration plan for the graduate to develop the specific skills of the relative context at the time of recruitment.

An internship is therefore a guided and supervised practice: this role is ensured by a tutoring system that is implemented at different levels and with criteria that foster learning. Students are guided by tutors of the same professional profile.

4. Performance criteria for the clinical internship

4.1 The clinical internship is divided into experiences lasting 6–10 weeks each and scheduled in the period November–July (1st year period March–July). The experiences vary in number and length depending on the year of the course.

4.2 At the start and end of each internship experience, compulsory sharing sessions (briefing and debriefing) will be scheduled with the relevant teaching tutor; the meetings are aimed, respectively, at presenting the internship context and reviewing the experience.

4.3 Responsibility for managing internship students in the various internship locations is assigned to clinical tutors, i.e. professionals with proven experience in the relevant area. They have the task of guiding and assessing students during the training period, ensuring constant feedback and facilitating the learning processes, in collaboration with the teaching and learning coordinator. Clinical tutors participate in meetings with the teaching and learning coordinator and in training courses to develop competencies that can be implemented while tutoring students.

4.4 As the contact person in the relevant area, the teaching and learning coordinator is the facilitator and guide of the clinical internship training pathway; creates the conditions and prerequisites to ensure a suitable internship for students to achieve the objectives; and takes care of the organisational aspects.



They set up meetings with students and clinical tutors according to the needs detected or reported during the internship.

4.5 Students may only undertake activities for which they have been prepared and are always supported by a clinical tutor.

4.6 Attendance at the scheduled clinical internship is compulsory for all students and cannot be substituted.

4.7 The timetable is as per the schedule followed by the clinical tutors and planned in collaboration with the teaching and learning coordinator. Any requests for amendments that are substantiated by valid reasons must be agreed upon with the relevant tutors. Attendances not agreed upon will not be counted and must therefore be caught up.

4.8 Absences or tardiness must be reported promptly and always by email and telephone to the teaching and learning coordinator of the internship location and to the relevant clinical tutor. All periods of absence, including those relating to illness or serious personal impediments, must be caught up (in order to achieve the teaching and learning objectives), subject to scheduling by the teaching and learning coordinator and the clinical tutors.

4.9 Attendance will be recorded by filling in the appropriate section of the internship diary on a daily basis. It is in each student's interest and their responsibility to have their clinical tutor sign off their presence on a daily basis, to keep an up-to-date tally of their internship hours and, should they need to catch up, to contact the teaching and learning coordinator in good time. Non-certified shifts will not be counted.

4.10 Upon completion of each internship experience, students are required to hand over all documentation relating to the experience (objectives sheet, checklist and internship diary) to their clinical tutor.

4.11 Students can take a 45-minute lunch break during their shift, subject to the organisation of the internship activities and in agreement with the clinical tutor. If they are on a "day" shift, they can take an hour's break. There will be no reduction in the internship hours if the break is not taken.

5. Attendance of professionalising activities

5.1 Attendance of professionalising activities is compulsory. Absences or tardiness must be reported promptly and always by email and telephone to the teaching and learning coordinator or the teaching staff in charge of the planned activity. All periods of absence, including those relating to illness or serious personal impediments, must be caught up (in order to achieve the teaching and learning objectives), subject to scheduling, through specific catch-up activities defined on the basis of the student's needs.

6. Portfolio/internship diary

6.1 Students are responsible for the correct storage of the document, which has legal value. Students are required to complete daily attendance records using the appropriate section in the placement diary for all professionalising activities and to share with their contacts the need for their attendance to be endorsed on the same day.



7. Evaluation of professionalising activities

7.1 The evaluation of professionalising activities will consist of the evaluations of the clinical internship and the practical and interdisciplinary teaching and learning activities.

7.2 The evaluation of each clinical internship experience consists of: evaluation of the specific teaching and learning objectives of the professionalising activity and evaluation of technical skills.

7.3 The evaluation of the specific teaching and learning objectives of the professionalising activity and technical skills is the responsibility of the relevant clinical tutor and must take place by completion of the experience. The evaluation sheet must be countersigned by the student, as acknowledgement.

7.4 The practical and interdisciplinary teaching and learning activities include an evaluation. The evaluation time and criteria will vary according to the type of activity.

7.5 In the event of negative evaluations, specific catch-up paths and procedures will be prepared for each case.

8. Code of conduct

8.1 During the activities, students shall

- observe the codes and standards relating to those laid down in the code of conduct, including any anti-Covid rules, of the Hunimed Campus or of the respective attendance locations, throughout the duration of practical and interdisciplinary teaching and learning activities
- observe the codes and standards relating to the profession, together with those laid down in the host establishment's corporate code of conduct
- respect the ban on smoking throughout the Institute's premises The use of mobile phones is not permitted during professionalising activities Before the start of an activity, they must be deposited in a dedicated place (lockers available on campus and in the changing rooms and/or laboratory)
- Where applicable, before and during the internship, students must comply with health screening and surveillance regulations, and must maintain behaviour appropriate to the location attended, even outside internship hours

8.2 Students must observe the dress code during clinical internship activities. Each student is assigned three uniforms. These must be changed at least every three days and/or in the event of visible stains, depending on washing times. Uniforms may be collected at the indicated locations and according to set schedules; students who undertake work internships at external partner centres must follow the procedures outlined above. Upon completion of each internship, students are required to collect all uniforms and keep them in their lockers until the next internship period. For students placed in areas with supplementary standards (Antiblastic Chemotherapy Manipulation Laboratory, Genetics Laboratory, Microbiology Laboratory, Pathology Anatomy, Research Laboratory), specific instructions will be given during the briefing sessions.

The dress code to be followed during a clinical internship, in line with the company's code of conduct, includes:

- white trousers and white scrub top
- white t-shirt under scrub top



- white or neutral socks
- white closed shoe (or non-canvas tennis shoe) / clog with back strap
- solid-colour sweatshirt
- identification card
- hair tied back or short, unpolished nails
- jewellery, watches and mobile phones are not allowed
- do not wear long earrings or piercings that may hinder the adoption of standard and isolation precautions and endanger the operator's safety. It is forbidden to wear your uniform in the canteen or to stand in communal areas, such as corridors and waiting rooms, while eating a meal. Anyone who fails to follow the rules and codes of conduct will be assessed for possible reprimands and/or disciplinary action proportionate to the severity of the failure. Planned absences for university activities must be reported to the clinical tutors and the teaching and learning coordinator in good time. In the event of absences due to illness, students must notify the relevant tutor and the teaching and learning coordinator, indicating the expected period of absence and confirming their return by email. In the event of absences due to illness exceeding 60 days, the Preventive Medicine Service should be contacted, which will evaluate whether the student's eligibility needs to be reassessed.

9. Provisions in the event of an accident during a clinical internship

In the event of an accident, it is the student's responsibility to activate the following procedure:

9.1 Biohazard and non-biohazard accident

Humanitas locations

- Make an immediate verbal report to the technical coordinator of the laboratory where the accident occurred and to the clinical tutor.
- Go to the emergency department, declaring that you have had an accident at work (in the case of a commuting accident*, go to the nearest emergency department).
- Report the incident by email to the tutor of the relevant teaching unit, the technical coordinator of the laboratory where the accident occurred, and the clinical tutor.
- Contact the relevant preventive medicine service for the diagnostic procedure to be activated.
- Hand over the documentation issued by the emergency department to the secretary's office of the Biomedical Laboratory Science degree programme (within 48 hours of the incident) for forwarding to the university's office for occupational safety and prevention.
- Notify the relevant tutor by email of the outcome of the accident report.

Other partner internship locations

- Make an immediate verbal report to the technical coordinator of the laboratory where the accident occurred and to the teaching and learning coordinator.
- Go to the emergency department of the host facility or to the nearest emergency department; alternatively, or if not present, activate the transport service by contacting the free number 112. In both cases, declare that you have had an accident at work.



- Report the incident by email to the tutor of the relevant teaching unit, the technical coordinator of the laboratory where the accident occurred, and the teaching and learning coordinator.
- Contact the relevant preventive medicine service for the diagnostic procedure to be activated.
- Hand over the documentation issued by the emergency department to the secretary's office of the Biomedical Laboratory Science degree programme (within 48 hours of the incident) for forwarding to the university's office for occupational safety and prevention.
- Notify the relevant tutor by email of the outcome of the accident report.

Any additional information regarding accident management at other partner internship locations will be provided upon arrival at the host centre.

* Commuting accident: in the event of a commuting accident, i.e. an accident occurring during the normal journey between home and location of internship, go to the nearest emergency department for treatment. Notification of the incident and submission of documentation is the same as for other accidents.

10. Suspension of internship

10.1 Suspensions from a clinical internship for non-disciplinary reasons are provided for in the case of:

- pregnancy (in accordance with the procedures for pregnant workers, workers who have recently given birth and/or workers who are breastfeeding pursuant to Legislative Decree 151/2000 and Article 28 of Legislative Decree 81/08)
- issues raised by students and/or the team that may result in stress or harm to students, patients or the internship location team or that may hinder the possibility of learning core professional skills. The issues may be submitted to the preventive medicine service for evaluation