

**FACOLTÀ DI MEDICINA E CHIRURGIA UNIVERSITÀ DI ROMA TOR
VERGATA**

**GENERAL RULES CONCERNING THE
ACTIVITY OF SURGEONS AND DENTISTS
IN SPECIALIZED TRAINING**



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GENERAL RULES CONCERNING THE ACTIVITY OF SURGEONS AND DENTISTS IN SPECIALIZED TRAINING

Art.1

In order to obtain the diploma in specialized surgery and/or dentistry, candidates must participate in activities and duties inherent to the discipline in accordance with the different levels of training set out by the School of Specialization. A physician attending a specialized training program, when registering in the School, adheres to a yearly contract of specialized training which can be renewed from one year to the next for the duration of the course of specialization. During this period, the physician being trained is on the same level as a full-time surgeon or physician SSN (National Health Service) even if his or her activities can in no way be substituted for those of the personal in charge and also cannot be paid for on the same level. The time schedule for the specialization training is 38 hours a week, of which 4 are designated to in-person teaching.

Under such a contract the participant engages him or herself to follow successfully the entire training program and to participate in the theoretical and practical activities stipulated in the didactical directives and rules.

In the framework of specialized training each training and assisting activity of the physician and/or dentists (hereinafter “physician in specialized training” or “candidate”) takes place under the responsibility of tutors according to the terms of the present rules.

Art.2

The Council of the School (or the Directorate of the Board, according to the new rules of Specialized Schools), in accordance with the training schedule, sets up each year a specialized training course, which includes in addition to the didactical program, the following elements:

- a) The activities within the framework of assistantship and the degree of autonomy acquired by the candidate in his or her different tasks;
- b) The clinical activity and the type of diagnostic/therapeutic procedures and/or surgical procedures, scheduled for the year of the course; more particularly, the Council/Board fixes the minimum number and the types of practical interventions which the candidate has to have performed him or herself in order to be admitted to the annual final examination; the requirement is, however, that the level of autonomy within the framework of the activities of an assistant must ultimately result in the fact that each physician in specialized training is able, after completion of his or her training course, to perform all medical acts set out in the Decret dated 29th March 2006 and by the final program of the given school;
- c) The sites and operative units foreseen for the future activity of the candidate and their duration;

- d) The personal tutor of the candidate, the responsible persons of the internal sites of the training activities;
- e) The different persons of the Pool of Tutors in charge of the activities within the framework of assistantship and the places in which those activities take place.

In order to define the standard training courses, the Council of the School must provide modes and instruments for the realization of the training activities, the continuity of “contact” between the candidate and his or her personal Tutor (and/or persons from the Pool), through which tutorial guidance is given, as well as the contents and mode of sequence of the training activities, especially as regard to the attendance, consultation and the possible timely intervention in the activity of the candidate.

Finally, the Council of the School requires communicating, at least once a year, to each person acting within the training network (hospital concerned, personal tutors, persons of the Pool of Tutors), their results concerning the training progression of each candidate in order to identify within the various structures the best possible sequence of the activities which make up the specialist training.

Art. 3

As a rule, the candidate is excluded “*in proprio*” from administrative tasks which are:

- Legal certificates
- Paperwork for dismissal

Art. 4

During the specialized training, the physician participates, on a regular basis, in the activities of the medical staff of the hospital, as stipulated in the rules of the School, and in all medical activities (activities of the units, day hospital, ambulatory treatments, duties, first aid, handling specific instrumental tasks, presence in diagnostic labs, surgery units, and so on) under tutorial guidance.

Such activities must be specified in the official documentation (clinical charts, surgery reports, reports of ambulatory and diagnostic activities, and so on); however, the candidate must document—and confirm by a stamp with specific inscription—each and every assistant act which he or she has performed, assuming the respective responsibility within the limits of the progression connected to each stage of the tasks of an assistant.

In addition, the specific contents of the assistant’s participation in various activities must be “illustrated and certified” in a special personal log-book in which the specific activities and interventions are written down.

This type of certification must be given to the person in charge of the unit, with whom the candidate in specialized training executes each time the activities linked to the assistantship of

the training program, and must be countersigned by the physician him or herself (art.38 LD 368/99), on the basis of models which have been developed on the local level.

The activity performed by the candidate must also be explicitly noted in the official documentation (clinical charts, surgery reports, reports of ambulatory and diagnostic activities, and so on). In each of these documents and registers the name of the candidate must appear in conjunction with the phrase “Physician in specialized training”.

Similarly to what has been stated above, and in order to recognize the acting person and his or her qualifications from the side of the patients who receive diagnostic services, the same phrase in conjunction with the name of the School of Specialization, must be put either next to the stamp of the hospital—on demand of the Director of the School - Physician in specialized training—or in each identifying document which the hospital wants to give to the Physician in specialized training.

Art.5

Because the training of a specialized physician “involves the guided participation in all medical activities of the medical unit to which he or she belongs and also the gradual assumption of tasks within the assistantship as well as the performance, with **supervised autonomy**, of interventions under directives from the tutor “(cfr. 38 D.Lgs. n° 368/99), his or her training is followed for the entire duration of the course of specialization, by a personal tutor nominated annually by the Council of the School from amongst its MD PhDs. The intellectual abilities required by the tasks of guidance and supervision given to the personal tutor require that this function only be performed by persons with an appropriate professional curriculum, which clearly indicates their capacity for didactic and training issues as well as their scientific qualifications. Each personal tutor can follow only a maximum of three candidates at a time (D.L. v.o n° 368/99 art. 38).

Because of the complexity and the different types of activities of assistantship, as well as the requirement that the training of the candidates evolve in technically more advanced steps in each activity, the Council of the School can set up, together with the structure of the training network, a pool of tutors associated with guided tutorial activities and who will contribute, in a responsible manner within the framework of the actual rules, to the training and supervision of the activities of the candidates.

When the physician trainee takes care of a patient, he or she must always work with the help of a tutor (personal or from the Pool), who should be always present or available for consultation and possible timely necessary intervention. The physician trainee must be able to consult the tutor in all circumstances to ensure the continuity and immediacy of the contact for the benefit of the patient.

Art.6

The Council of the School identifies, on the basis of a statement from the personal tutor, the degree of autonomy of each and every physician in specialized training, and the respective timing of the tutoring and training interventions which require continuous and direct participation in the activity of the candidate, especially within the framework of surgery in which one distinguishes “minor, moderate or serious surgery”, each of which necessitates particular protocols for the guidance/control/verification required by the norms to which the different schools in surgical specialization have to respond.

Art.7

The knowledge and work of the personal tutor in directing and, at the same time, verifying whether the medical acts which have been executed by the candidate fulfill the previously given instructions adds substance to the guided formative/didactical/clinical activities of the candidate. Such work is called “supervision” and involves three steps; these are similarly required for the Pool of Tutors. The steps are:

- a) *Wording of the directives* belongs to the exclusive competence of the personal tutor who clearly identifies /explains the rules which are required during the training mandated by the school;
- b) *Guidance* is developed according to the type of medical act, in three operating modes, which require the performance of tasks by the Pool of Tutors, in place of the personal Tutor:
 1. In person: this is intended in a purely physical sense, during which the candidate is physically accompanied during his or her activity, by the personal tutor (or, in case of specific acts, by someone from the Pool who had been specifically chosen);
 2. Contact: this is intended in a conceptual sense, in which the activity of the candidate can always and immediately be reported to the personal tutor (or, for specific acts, to someone from the Pool), because of the immediate identification of the respective Tutor or of the verification in real time of the act of the candidate (i.e. via a monitoring system or through audio-visual imaging, etc);
 3. As Confirmation: intended in a formal sense, as proof - limited to special types of serial or controlled acts of the work of the candidate made by the personal tutor (or by someone from the Pool) in a different logistic context than the one in which the medical act has been performed by the candidate; however with content and in a mode that is specific to the supervision.
- c) Carrying out verification of the course of the training; the personal Tutor (or someone from the Pool) examines in a periodic manner (daily, weekly or other) in consultation with the candidate, the tasks which have been accomplished, presents him or her with the instructions which have been given to him or her, the candidate, and, eventually ratifies the contents or identifies points that are inappropriate

During this period the personal tutor must take care to interact with the Pool, in order to obtain useful hints concerning the specific activities which have been accomplished, of their results and their conformity with the instructions given.

The personal Tutor is to bring these tasks of verification, on a periodical manner, to the attention of the Council of the School for approval, and this is to be documented in the minutes of the Council. The confirmation of the manner in which the work of the candidate has evolved and the positive evaluation of its content and results are indispensable elements for the Council to be able to follow the progress of the training and to ensure that the professional training progresses in such a way that the candidate can be given tasks and responsibilities which are increasingly important.

Art. 8

The Pool of tutors, which is intended as a multi-person office, participates in all aspects of the activities within the framework of assistantship, side by side with the personal tutor.

Each and every school can decide to build a Pool, composed of structured personal from universities, hospitals, and/or contract employees (ex A.C.N. 23.3.2005 and ss.mm.il – which must be designated annually in accordance with the School and its respective assistantship structures). The candidate physician may be periodically assigned to different units of the Pool that belong to fields which are homogeneous from the functional side, and which have the task of guiding the candidate in the specific professional activities which are set out in the didactic rules of the School.

The list of components of the Pool are annually communicated by the Council of the School to the Department of Health and to the Council of the Faculty. Coordination between the requirements of training and assistantships are set in agreement with the Council of the School, the personal tutors, the persons in charge of the Clinical Units and the Medical Directorate of the Hospital.

Art.9

The Pool must ensure—in the form of co-tutorship to assist the personal tutor—the quality of the training (as regards the numerous types of activities of the assistantship which the candidate has to fulfill), and the quantity of the “ongoing guidance”. These tasks require that members of the Pool perform supervision, as stipulated in the present rules and clarified in possible directives of each school of specialization, necessary for the medical acts within the assistantship of the candidate.

The candidate can therefore address him or herself, at any time and under any circumstances to the Pool, either as a multi-person entity or to individual tutors.

In cases in which specific training needs are required, the candidate can address him or herself to the entire Pool, asking it to function only as pure support, of “elder candidates” specially selected on the basis of proven professional qualities, and contributing to basic performance segments in the training of younger candidates.

Art.10

The close relationship of a candidate with his or her personal tutor during the activities of the assistantship which are part of the specialized training and according to which the increasing autonomy of the candidate has to be adapted, is classified in the individual program operated by the Council of the School as:

- Support: the candidate assists the medical team which is involved in his or her activities (in such cases the Tutor must be present): (cifr. Art 7, let.b n1)
- Guided learning: the candidate follows in person procedures and specific activities of assistance under the control of the tutors (cifr. Art 7, let.b n 2). Simple ambulatory activities as well as simple activities of instrumental diagnostics, which take place in guided collaboration, are performed under the control of a medical doctor in the Pool, who verifies the work of several candidates according to the specific activity. The results of the visit/specialized instrumental and laboratory performances which the candidate has performed are also confirmed by the medical personal in place.
- Work in a protected autonomy: The candidate performs in an autonomous way the tasks which are given to him in a very specific and punctual manner; however, the medical personal in place must always be available for consultation and ultimately also for a timely necessary intervention according to the judgment of the candidate (cifr. Art 7, let.b n2/3).
 - Examples of activities with protected autonomy are:
 - Work within ambulatory, instrumental and lab-diagnosis
 - First specialized visits and ambulatory consultations; they may be performed in an autonomous way preferably by candidates during the last two years of the course.
- Other activities identified by the Council of the School on the basis of the training program. Activities within the framework of protected autonomy do not concern the first consultations of first aid and the activities of specialized consultations with the exception of patients who already have been evaluated by a physician in place or who have been followed by the institution according to well defined diagnostic and therapeutic structures.

Art. 11

It is the task of the Council of the School to complete the detailed items listed in the previous article, indicating for each item either the degree of autonomy of the candidate or the corresponding relation with the Tutor (personal or Pool).

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