



**UNIVERSITY OF PISA  
DEPARTMENT OF VETERINARY  
SCIENCES**

Type of document:

Identification Code: VET-LM5 002

**PROCEDURE FOR THE MANAGEMENT OF THE  
PROFESSIONAL PRACTICAL TRAINING**

Date: 14/12/2017

Page 1 of 8

## **INDICE**

0. Revision matrix
1. Aim / Aim and scope
2. Reference documents, abbreviations and definitions
3. Responsibility, authority and competences
4. Operating mode
5. Attachments

## **0. REVISION MATRIX**

REVISION	TYPE OF ACT	ACT NUMBER	ACT DATE	DESCRIPTION/REPORT TYPE OF MODIFICATION
00	Resolution	7	14/12/2017	First issue
01	Resolution	18	14/02/2018	Formal modification of the text and annexes for a clearer reading
02	Resolution	8	29/11/2018	Change in contact person of SSD AGR/18
03	Resolution	22	30/01/2019	Change in contact persons of SSD VET/05 and VET/10
04	Resolution	4	28/11/2019	Formal modification of the text, requirements and methods of verification of the activity carried out, and attachments
05				

## **1. AIM**



**UNIVERSITY OF PISA**  
**DEPARTMENT OF VETERINARY**  
**SCIENCES**

Type of document:

Identification Code: VET-LM5 002

**PROCEDURE FOR THE MANAGEMENT OF THE**  
**PROFESSIONAL PRACTICAL TRAINING**

Date: 14/12/2017

Page 2 of 8


The procedure defines the methods of planning, execution and evaluation of the Professional Practical Training of the Degree Course in Veterinary Medicine, a curricular activity carried out by the student in possession of certain requirements (paragraph 4.1b).

The Professional Practical Training can be carried out within the departmental facilities, under the supervision of an internal Tutor, or outside in facilities affiliated with the Department of Veterinary Sciences (DVS), under the supervision of an external Tutor. The activity concerns specific Areas and Sectors and involves the acquisition of 30 Crediti Formativi Universitari (CFU, University credits) and is mandatory in order to obtain the 300 CFU necessary for the acquisition of the degree and admission to the State Exam for the qualification of Veterinary Surgeon.

The following table shows the distribution of Professional Practical Training CFU and indicates the contact persons of Scientific Disciplinary Sectors (SSD) and Areas.

<b>Area</b>	<b>Area contact person</b>	<b>SSD</b>	<b>CFU</b>	<b>Sector contact person</b>
Inspection and control of foodstuffs of animal origin	Prof. Andrea Armani	Inspection of food of animal origin VET/04	3	Prof. Andrea Armani
		General pathology and veterinary pathological anatomy VET/03	3	Prof. Carlo Cantile
Medical clinic, prophylaxis and avian pathology	Dr. Rosalba Tognetti	Infectious diseases of domestic animals VET/05	3	Prof. Valentina Virginia Ebani
		Parasitology and parasitic diseases of domestic animals VET/06	2	Prof. Stefania Perrucci
		Veterinary medical clinic VET/08	6	Dr. Rosalba Tognetti
Surgical clinic and obstetric and gynecological clinic	Prof. Simonetta Citi	Veterinary surgical clinic VET/09	4	Prof. Simonetta Citi
		Veterinary obstetric clinic and gynecology VET/10	4	Prof. Francesco Camillo
Special animal husbandry	Prof. Giovanna Preziuso	Animal nutrition and feed AGR/18	2	Prof. Domenico Gatta
		Special animal husbandry AGR/19	2	Prof. Giovanna Preziuso
		Zooculture AGR/20	1	Prof. Gisella Paci

To carry out the activities of Intramural Professional Practical Training within the Department, the

	<b>UNIVERSITY OF PISA</b> <b>DEPARTMENT OF VETERINARY</b> <b>SCIENCES</b>	
Type of document: <b>PROCEDURE FOR THE MANAGEMENT OF THE</b> <b>PROFESSIONAL PRACTICAL TRAINING</b>	Identification Code: VET-LM5 002	
	Date: 14/12/2017	Page 3 of 8

laboratories and facilities of the DVS, the Veterinary Teaching Hospital (VTH) and the Agro-Environmental Research Center (CiRAA) “E. Avanzi” of the University of Pisa are used (**Attachment 1** - "List of laboratories and facilities of the Department for carrying out the professional practical training").

National facilities are used to carry out external Practical Training activities. In this case it is mandatory to stipulate a specific agreement between the DVS, in the person of the Head of the Department, and the legal representative of the extra-university structure. Professional Practical Training can also be carried out at other affiliated university facilities, if the Degree Course in Veterinary Medicine is EAEVE accredited. The updated list of the affiliated structures with the indications of the sectors of interest is available at the following link: [http://www.vet.unipi.it/wpcontent/uploads/2019/10/Lista-delle-struttori-convenzionate-1 .pdf](http://www.vet.unipi.it/wpcontent/uploads/2019/10/Lista-delle-struttori-convenzionate-1.pdf).

Foreign universities and facilities can also be used as part of the ERASMUS program.

## 2. REFERENCE DOCUMENTS, ABBREVIATIONS AND DEFINITIONS

### 2.1 Reference documents

- Regulations of the Degree Course in Veterinary Medicine in force.
- LogBook.
- Certificate of the safety course issued by the DVS.
- Medical certificate issued by the competent doctor of the University of Pisa.
- Unique Text D.Lgs n. 81 of aprile 9, 2008.

### 2.2 Abbreviations

- CFU: Crediti Formativi Universitari (University credits)
- SSD: Scientific Disciplinary Sector
- DC: Degree Course

### 2.3 Definitions

- **Internal Tutor:** professor of the DVS responsible for following the trainee in their Practicaltraining activity.
- **External Tutor:** contact person of the affiliated structure where the external Professional Practical Training activities are carried out, or expert of the Sector (if a foreign facility, the signatory of the Learning Agreement), appointed to effectively follow the trainee in carrying out their activity.
- **Area contact person:** professor of the DC appointed by the Council and chosen from among the Sector contact persons.
- **Sector contact person:** professor of the DC belonging to one of the Scientific Disciplinary



Sectors of the Professional Practical Training, appointed by the Council of the DC.

- **Teaching Unit:** Department office that deals with the activities related to the teaching of the DC.
- **Training Project:** document describing the objectives and methods of carrying out the professional practical training, based on the characteristics of the facility in which it takes place and the minimum activities defined for each Sector (**Attachment 2** - "Organization of the internship and minimum activities").

### **3. RESPONSIBILITY, AUTHORITY AND COMPETENCES**

The figures involved in the procedure are the following:

- The **Area contact person** deals with consultancy and guidance for the choice and planning of professional practical training activities and, in collaboration with the Sector contact persons and the specific administrative staff, ensures their coordination and liaison with university and extra-university structures hosting the trainee. The Area contact person has also the task of:
  - supervising the document "Summary of professional practical training attendance and attestation of acquired skills" (**Attachment 3**), for each Sector of the Area, countersigned by the Tutor and validated by the Sector contact person;
  - approving the professional practical training activity and certifying it through the "Professional Practical Training approval form - Area contact person" (**Attachment 6**).
- The **Sector contact person** has the task of:
  - guiding the student in choosing the location and the period in which to carry out the professional practical training;
  - verifying the compliance with the requirements of the student for access to the professional practical training (paragraph 4.1b);
  - defining the Training Project in agreement with the Tutor of the host facility;
  - planning and scheduling the professional practical training activities, possibly in collaboration with the Tutor of the host facility and with the specific administrative staff;
  - checking and validating, at the end of the professional practical training, the document "Summary of professional practical training attendance and attestation of acquired skills" (**Attachment 3**), previously signed by the Tutor of the host facility;
  - certifying the disciplinary/transversal skills acquired by the student during the professional practical training by signing the LogBook.
- The **Internal or external Tutor of the host facility** has the task of:
  - defining the Training Project in agreement with the Sector contact person;
  - supervising the trainee's activity;
  - filling in and signing the document "Summary of professional practical training attendance and attestation of acquired skills" (**Attachment 3**).



**UNIVERSITY OF PISA  
DEPARTMENT OF VETERINARY  
SCIENCES**

Type of document:

Identification Code: VET-LM5 002

**PROCEDURE FOR THE MANAGEMENT OF THE  
PROFESSIONAL PRACTICAL TRAINING**

Date: 14/12/2017

Page 5 of 8

• The **Student** has the task of:

- reading the Procedure of the professional practical training of the DC in Veterinary Medicine available at the following link: [www.vet.unipi.it/tirocinio-pratico/](http://www.vet.unipi.it/tirocinio-pratico/);
- agreeing with the Sector contact person the location and the period for the Professional Practical Training, compatibly with the availability of the facility;
- printing 3 copies of the Training Project that the host facility has uploaded on the University Professional practical Training Portal, signing them and having them signed by the Sector contact person and the Tutor of the host structure;
- at least one week before the start of the professional practical training, submitting to the Teaching Unit of the Department the “ Professional Practical Training application” for each Sector (**Attachment 4**), accompanied by the original signed Training Project and presenting the certificate of suitability for the Training Course for Safety and medical certification necessary for carrying out the Professional Practical Training;
- filling in the document "Summary of Professional Practical Training attendance and attestation of acquired skills" (**Attachment 3**) during the training and having it signed by the Tutor of the host structure;
- filling in the Logbook on the basis of the acquired skills (see minimum activities listed in Attachment 2) during the professional practical training and have it signed by the internal Tutor or by the Sector contact person;
- filling in the document " Professional Practical Training evaluation form" (**Attachment 5**);
- at the end of the training period, submitting the document "Summary of Professional Practical Training attendance and attestation of acquired skills" (**Attachment 3**), completed and signed in all its parts to the Sector contact person;
- at the end of all professional practical training (30 CFU) delivering to the Teaching Unit the document "Summary of professional practical training attendance and attestation of acquired skills" (**Attachment 3**) and the document "Professional practical training evaluation form" (**Attachment 5**) completed and signed for all professional practical training sectors and the Logbook.

• The **Teaching Unit** has the task of:

- accepting the applications for access to the professional practical training, accompanied by the original Training Project and proceeding to activate the professional practical training;
- supporting students in the activation of the Training Project if the host facility is not available for this activity;
- acquiring the material presented by the student at the end of all professional practical training.

• The **President of the DC** (or in their place the President of the Professional practical training Commission) has the task of:

- recording the acquisition of CFU related to the professional practical training activity carried out by the student, on the basis of a certificate drawn up by the Teaching Unit.



## 4. OPERATING MODES

### 4.1. Professional practical training application

#### 4.1.a *Choice of location and period of the professional practical training*

The student must agree with the Sector contact person the location and the period in which to carry out the Professional Practical Training. If the training is to be conducted outside the departmental facilities, the student can consult the following link: <http://www.vet.unipi.it/wp-content/uploads/2019/03/Orario-di-ricevimento.pdf> to identify the location for the professional practical training. The methods for booking some Professional Practical Training at affiliated external structures are available at: <http://old.vet.unipi.it/scuole-dispecializzazione/produzione-zootecniche/corsi-di-laurea/medicina-veterinaria/tirocinio-pratico/proceduraprenotazione-tirocinio.html>. If the training is to be carried out abroad, the student must contact the Department's Internationalization Office (<http://www.vet.unipi.it/international/>).

#### 4.1.b *Requirements for carrying out the Professional Practical Training and verification*

The student is able to start the Professional Practical Training as from enrollment in the fourth year of the degree course, provided that this activity is not concurrent with the course of the lessons and only if in compliance with the following requirements:

- having complied with the obligations set out in **Attachment 7** - "Preliminary list for enrollment in the Professional Practical Training". These requirements are verified by the Sector contact person by checking the "Certificate of enrollment with exams" (available on the "Alice" University portal) that the student presents when agreeing the location and the internship period.
- being in possession of the certificate of suitability for the Safety Training Course;
- being in possession of the medical certification necessary for carrying out the professional practical training, if required.


#### 4.1.c *Preparation of the Training Project*

The Professional practical Training Project must be defined by the Sector Contact person in agreement with the Tutor of the host facility, on the basis of the characteristics of the facility itself and the minimum activities defined for each Sector (**Attachment 2**). The host facility, assisted by the student, must insert the Training Project in the University Professional practical Training Portal and print 3 copies to be signed by the student, by the Tutor of the host structure (internal or external) and by the Sector contact person. One of the originals remains with the student, one must be attached to the Professional practical Training Application (**Attachment 4**) and one is delivered by the student to the Tutor of the host facility on the first day of the professional practical training.

#### 4.1.d *Professional practical training application submission*

At least one week before the scheduled start of each professional practical training period, the student must submit the following documents to the Teaching Unit of the Department:

- the "Professional Practical Training Application" (**Annex 4**), accompanied by the original signed Training Project (this application must be submitted for each professional practical training Sector);

	<b>UNIVERSITY OF PISA</b> <b>DEPARTMENT OF VETERINARY</b> <b>SCIENCES</b>	
Type of document: <b>PROCEDURE FOR THE MANAGEMENT OF THE</b> <b>PROFESSIONAL PRACTICAL TRAINING</b>	Identification Code: VET-LM5 002	
	Date: 14/12/2017	Page 7 of 8

- the certificate of suitability for the Safety Training Course;
- the medical certificate necessary for carrying out the professional practical training;

The Teaching Unit, after verifying that the Training Project has been approved and signed, checks the validity of the certificate of suitability for the Safety Training Course and medical certificate, and then activates the professional practical training.

## **4.2 CARRYING OUT THE PROFESSIONAL PRACTICAL TRAINING ACTIVITY**

### **4.2.a Attendance**

Obtaining 1 CFU of Professional Practical Training activity involves carrying out 25 hours of certified individual activity. Conventionally, 1 CFU is equal to 1 week of activity (5 working days), with a daily commitment of 5 hours for 5 days, save specific exceptions. The professional practical training activities carried out at the Emergency Room and Intensive Care Unit of the Veterinary Teaching Hospital can be organized in day and night shifts, regardless of weekdays or holidays, including periods of suspension of teaching activities and 1 CFU corresponds to 3 night shifts or 4 day shifts. For specific needs of the professional practical training activity, the daily hourly commitment may exceed 5 hours: in this case it is the responsibility of the Sector contact person, in agreement with the Tutor of the host facility, to organize the activities, rescheduling and weekly days off, while respecting the maximum limit of 36 hours per week.

### **4.2.b Verification of attendance at the Professional Practical Training and acquisition of practical skills and recording of Professional Practical Training CFU**

The student's attendance at the professional practical training activities and the acquisition of the skills required by the Training Project by the student will be verified by the coordinating professor of each Sector, by checking the document "Summary of professional practical training attendance and attestation of acquired skills" (**Attachment 3**), previously signed by the Tutor of the host facility.


The Sector contact person certifies the skills acquired by the student during the professional practical training by signing the LogBook.

## **4.3 RECOGNITION OF CFU RELATING TO PROFESSIONAL PRACTICAL TRAINING ACTIVITIES**

### **4.3.a Presentation of documents to the Area contact person**

At the end of the Professional Practical Training activities foreseen for each Area, the student must submit to the Area contact person the document "Summary of Professional Practical Training attendance and attestation of acquired skills" (**Attachment 3**), previously signed by the Tutor of the host structure and by the Sector contact person.

The Area contact person, having read the aforementioned document, will approve the professional practical training using the " Professional Practical Training approval form - Area contact person" form (**Annex 6**).

	<b>UNIVERSITY OF PISA</b> <b>DEPARTMENT OF VETERINARY</b> <b>SCIENCES</b>	
Type of document: <b>PROCEDURE FOR THE MANAGEMENT OF THE</b> <b>PROFESSIONAL PRACTICAL TRAINING</b>	Identification Code: VET-LM5 002 Date: 14/12/2017      Page 8 of 8	

#### **4.3.b Recording of Professional Practical Training CFU**

At the end of all the Professional Practical Training periods for a total of 30 CFU and having acquired the judgment of suitability for each internship area, the student must submit all the documentation in their possession to the Teaching Unit of the Department which, after the necessary checks, issues a final certificate. The President of the DC or the President of the Professional Practical Training Commission, after having consulted this certificate, will record the relative CFU of the internship activity carried out by the student.

#### **4.4 EXCEPTIONS**

The Professional Practical Training Sector contact person may apply exceptions to these Regulations, in the following cases:

- Working students, according to the discipline specified in the University Regulations on the figure of the working students - D.R. June 27, 2013 n. 23348.
- Parent students, with children under the age of 8, or students in a state of maternity (as specified by the University Didactic Regulations). Students in a state of maternity will be able to carry out Professional Practical Training only activities which comply with the rules related to work legislation.

#### **5. ATTACHMENTS**

Attachment 1 - List of laboratories and facilities of the Department for carrying out the Professional Practical Training

Attachment 2 - Organization of the internship and minimum activities

Attachment 3 - Summary of Professional Practical Training attendance and attestation of acquired skills

Attachment 4 - Professional Practical Training application

Attachment 5 - Professional Practical Training evaluation form

Attachment 6 - Professional Practical Training approval form - Area contact person

Attachment 7 - Preliminary list for enrollment in the Professional Practical Training