

APPROVED

by the Council of the Faculty of

Medicine of Vilnius University

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of 6 November 2018

**VILNIUS UNIVERSITY
FACULTY OF MEDICINE
INTERNSHIP PROCEDURE**

SECTION I

GENERAL PROVISIONS

1. The Vilnius University Internship Procedure (hereinafter referred to as the Procedure) has been formulated in accordance with the Statute of Vilnius University, the Internship Regulations of Vilnius University, the Law on Higher Education and Research of the Republic of Lithuania, the Law on Medical Practice of the Republic of Lithuania, and other laws regulating integrated studies.
2. This Procedure regulates the organisation, implementation and financing of the medical internship programme (hereinafter referred to as the Internship) at Vilnius University (hereinafter referred to as University) and Internship site.
3. Internship is a part of the integrated medical study programme at the University, and it develops the theoretical and practical knowledge and skills acquired while studying in the medical study programme. It allows students to develop additional skills required for independent work according to the norms of medicine. During the Internship, students prepare for residency studies and the professional activities of a medical doctor. The students are supervised by the Internship supervisor while performing the tasks they are given.
4. The Internship consists of the clinical cycles of Obstetrics–Gynaecology, Surgery, Children’s Diseases, and Internal Diseases (hereinafter referred to as Cycles), and the two

following additional practical preparation modules: Acquisition of Surgical Practical Skills Using Computer Simulators and Theoretical and Practical Skills Training in Resuscitation. A student's work during the Cycle is evaluated on a pass/fail basis and recorded in the Internship Activity Log Book. The Internship supervisor signs the Internship Activity Log Book after (s)he evaluates a student's theoretical knowledge and ensures that the student has gained all the practical skills listed in the programme (each practical skill must be approved by a responsible doctor). The duration of each Cycle is 3.5 weeks, but practical abilities and skills should be acquired consistently throughout all 6 years of study at the Faculty of Medicine of Vilnius University.

5. The supervisor of the Internship practice is a professor at the University or a health care specialist who works at the Internship site and has at least 5 years of professional experience. A professor or a healthcare specialist must supervise the student during a Cycle or the Internship.
6. The internship professor (internship coordinator) is responsible for coordinating the study program of the internship.
7. Internship site: University hospital or other health care institution that has, in accordance with the regulations established by the University, acquired the right to perform the Internship or a Cycle for a period of 5 years.
8. Internship sites are selected for 4 years by the Evaluations and Selection Commission for University Internship Sites (hereinafter referred to as the Commission) whose activities shall be regulated by the Rules of Procedure of the Commission for the Evaluation and Selection of Residual Bases at Vilnius University.

SECTION II

INTERNSHIP ORGANISATION AND IMPLEMENTATION

9. Internship sites, the duration of the Internship, the credits allocated to a Cycle, and the list of students assigned to an Internship site must be approved by order of the Rector. Practical training agreements must be concluded between the University, the Internship site, and the student in accordance with this Procedure.

10. The student acquires clinical experience and practical medical skills during the Internship. The student practices under the guidance of an internship (Cycle) supervisor, appointed by the Internship site.
11. The Internship can be carried out at other clinical centres of Lithuanian or foreign universities. A student who wishes to perform her/his Internship at another Lithuanian or foreign university clinical centre must submit a request signed by the coordinator of the Internship to the Department for Studies at the Faculty of Medicine. The student must also provide confirmation from the Lithuanian or foreign university clinical centre that the (s)he has been accepted for internship studies at the centre.
12. The Practical Preparation Programme of the Medical Study Programme – Internship Activity Log Book approved by the Council of the Faculty of Medicine must be filled in regularly while carrying out the Internship at Vilnius University or other Lithuanian Internship site. Assessment and evaluation of a student’s practical skills and performance while working on shifts at the Internship site must be recorded in the Internship Activity Log Book.
13. If a student carries out the Internship at a foreign university clinical centre, (s)he must provide the Coordinator of the Internship and the Vice-Dean for Studies with a form in English signed by the supervisor at the foreign centre before the end of the Internship. (Appendix 1).
14. The student can be expelled from the Internship for the following reasons:
 - 14.1. failure to carry out the Practical Preparation Programme: failure to attend the Cycles with no legitimate reason or failing two Internship Cycles;
 - 14.2. a gross violation of the Statute and other Regulations of the University;
 - 14.3. expulsion from the Internship site by the Supervisor of the Internship for the violation of the internal rules of the Internship site.

SECTION III

INTERNSHIP EXAMINATION PROCEDURE AND IMPLEMENTATION

15. After completing the Internship, a student must take an Internship examination. The Internship examination must be evaluated by a commission of at least 12 members from

the departments of Obstetrics–Gynaecology, Surgery, Children Diseases, and Internal Diseases (three representatives from each department). The list of the members of the Commission for Internship Examination is proposed by the Dean of the Faculty of Medicine and approved by order of the Dean.

16. At the beginning of each Cycle, a student must be introduced to the Practical Preparation Programme that clinical cases on the Internship examination are based on.
17. During the Internship examination, a student sequentially receives four clinical cases from each discipline: Obstetrics–Gynaecology, Surgery, Children’s Diseases, and Internal Diseases. The examination must be taken in a computer classroom.
18. At the beginning of each clinical case during the Internship examination, a student will see an initial part of a clinical case on a computer screen (anamnesis, complaints, etc.). A student must ask to specify anamnesis on the computer (Part I). Then (s)he will receive the continuation of the clinical case. The student must write down how (s)he further clinically examines the patient (Part II). Then the continuation of clinical examination is presented. The student must order the laboratory tests that are the most needed for the diagnosis (Part III). Then the results of essential laboratory tests are presented. The student must then ask for the results of the medical examinations that (s)he requires and that are carried out with medical instruments, (Part IV). The results of the examinations are then presented. The student must determine the clinical diagnosis and the planned place of treatment (outpatient or inpatient) (Part V). The clinical diagnosis and treatment location is then provided. The student must schedule appointments if the patient is to be treated in a hospital or must fill out a prescription if the patient receives ambulatory treatment (Part VI). Treatment is then provided. The information displayed on the computer screen may not necessarily coincide with the student’s preferred information. The amount of information requested or provided by the student is limited. The time required to ask for information, determine a diagnosis, and prescribe treatment is limited.
19. The Internship Examination Commission evaluates the following abilities:
 - a) assessing patient’s complaints, collecting medical and life history, making decisions, and assessing the severity of the patient’s condition;
 - b) assessing clinical symptoms, assigning clinical tests, performing differential diagnosis, performing clinical examinations, interpreting laboratory and visual

- examination results, determining the preliminary diagnosis of a disease, and planning further examination of the patient;
- c) assigning treatment i.e. the ability to clearly and thoroughly prescribe medicines and other treatments that are in line with the patient's condition and the ability to assess the suitability, benefits and harm of medicine and other therapeutic methods.
20. The student is evaluated by one member of the Commission from each discipline (Obstetrics–Gynaecology, Surgery, Children Diseases, and Internal Diseases). Each of the six parts is graded from 0 to 1 or from 0 to 2. The maximum number of points is ten. At the end of the examination, the grades of the members of the Commission are summed up and divided by 4.
21. If a student fails the final Internship examination, his/her studies at the University are terminated. The right to retake the examination is granted in accordance with the procedure established by the Vilnius University Study Regulations.
22. Graduates from the Integrated Medicine Programme who have completed the final research thesis and received its evaluation and passed the final medical and Internship examination are awarded the diploma of medical doctor and an Internship certificate attesting that they hold the professional qualification of medical doctor.

SECTION IV

INTERNSHIP COORDINATOR AND INTERNSHIP SUPERVISOR: FUNCTIONS, RIGHTS, DUTIES, RESPONSIBILITIES

23. Internship Coordinator:

- 25.1. coordinate and organise the procedure of the relevant study programme and are responsible for its implementation;
- 25.2. provide the Internship schedule to students;
- 25.3. appoint students to Internship sites;
- 25.4. supervise the execution of the students' Internship schedule and tasks;
- 25.5. allocate relevant parts of the Practical Preparation Programme to the Internship supervisors and supervise their work;

- 25.6. assess the content of the Internship Cycles conducted by the students at foreign university clinical centres and also carry out the accreditation procedure in accordance with the procedure established by legal acts.

24. Internship (Cycle) Supervisor, appointed by at the Internship site:

- 26.1. supervises a student during the Internship Cycle or Cycles;
 - 26.2. provides a student with the opportunity to acquire theoretical knowledge and practical skills;
 - 26.3. informs the Internship coordinator and the Vice-Dean about the course of the Internship and the student's achievements or violations (s)he has committed;
 - 26.4. enters the evaluation of student's theoretical knowledge and practical skills in the Internship Activity Log Book at the end of the Cycle;
 - 26.5. allocates independent work and tasks to a student who provides health care services and supervises their execution in accordance with the procedure established by legal acts;
25. If, for any reason, the Internship (Cycle) Supervisor cannot perform his duties, another supervisor must be appointed on a temporary basis in accordance with established procedure.

**SECTION V
INTERNSHIP SITE**

26. The Internship site must comply with the requirements set by the University for the implementation of the relevant Practical Preparation Programme or part of the programme and enable a student to acquire practical skills.
27. The Internship sites must be approved by order of the Dean after the conclusions of the Selection Commission for University Internship Sites are presented.
28. A health care institution has the right to ask in accordance with a specific procedure the Selection Commission for University Internship Sites to assess its suitability to carry out the entire Internship or a Cycle.
29. The head of an Internship site must provide a student with the opportunity to carry out

Practical Preparation Programme.

30. The head of the Internship site has the right to expel a student from the Internship site for the violation of its internal rules. (S)he must inform the Vice-Dean about the violation and consequential expulsion of a student.
31. The head of the Internship site must ensure that patients who are treated at a health care facility are informed that there are students who are carrying out the Internship present at the facility. The patient's participation in the training process is regulated by the Law on the Rights of Patients and Compensation for Harm to Their Health of the Republic of Lithuania and other legal acts.

SECTION VI

STUDENT'S RIGHTS AND OBLIGATIONS

32. A student's rights, duties and responsibilities are determined by the legal acts of the Republic of Lithuania, the Statute and other study regulations of Vilnius University, this Procedure, the internal rules of the Internship site approved by the head of the Internship site, and other legal acts.

33. Student's rights:

- 35.1. to receive state support according to the procedure established by the Government of the Republic of Lithuania;
- 35.2. to acquire the knowledge necessary to practice as a doctor: to learn methods of diagnosis, treatment and rehabilitation according to their acquired skills without violating Lithuanian health care standards or overstepping his/her abilities; refuse to provide health care if it contradicts the principles of medical ethics or may pose a real risk to the life of a patient or a doctor, except for the provision of emergency medical care;
- 35.3. to receive information about patients without violating the internal regulations of the Internship site and other legal acts;
- 35.4. to participate in meetings and conferences that deal with individual and public health issues at the Internship (Cycle) site;
- 35.5. to consult with the doctors at the Internship site or the Internship

supervisor; to refuse in writing to carry out the orders of the Internship Supervisor if the student does not have the necessary skills and qualifications and if the orders are not related to the execution of the Practical Preparation Programme;

35.6. to take a final Internship examination after completing the Practical Preparation Programme;

35.7. to have other rights defined in the legal acts of the Republic of Lithuania.

34. Student's obligations:

36.1. to observe the Regulations of the University and the Internship site and the legal acts of the Republic of Lithuania;

36.2. to provide health care services during the Internship in accordance with this Procedure and other legal acts only after acquiring the necessary knowledge and skills within the limits of acquired abilities and qualifications;

36.3. to respect the rights of a patient and not breach them;

36.4. to adhere to the principles of medical ethics;

36.5. to handle medical documents in accordance with legal procedures;

36.6. to carry out a Practical Preparation Programme;

36.7. During each Cycle, a student is allowed to work in no more than two shifts. Work at night is regulated by the legal acts of the Republic of Lithuania. The duration of a week of studies and the time a student spends working in shifts at the Internship site must not exceed 40 hours. After night shifts, the student receives benefits in accordance with the internal regulations of the Internship site and the legal acts of the Republic of Lithuania. When a Student does a shift at the Internship site, the position of Internship (Cycle) Supervisor must be performed by a doctor who works the same shift.

35. The student is allowed to work, work in shifts, and provide medical care under the supervision of the Internship (Cycle) Supervisor in accordance with the legal acts of the Republic of Lithuania and the provisions of the Procedure.

36. Vilnius University Internship Study Procedure comes into force beginning from 1 November, 2019.
