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UMF
UNIVERSITATEA DE
MEDICINĂ ȘI FARMACIE
IULIU HAȚIEGANU
CLUJ-NAPOCA

No. _____ / _____

FRAMEWORK CONVENTION
on Internships of Undergraduate University Studies in Medicine
2nd YEAR
Academic year 2021/2022

Art. 1 SIGNATORY PARTIES

This framework convention shall be signed between:

(1) **"Iuliu Hațieganu" University of Medicine and Pharmacy of Cluj-Napoca**, based in Cluj-Napoca, Victor Babeș Street, no. 8, telephone no. +4 0264 597256, email contact@umfcluj.ro, as a degree awarding higher education establishment accredited by the state, hereinafter referred to as **Internship Organizer**, legally represented by Prof. Anca Dana Buzoianu, MD, Ph.D., as RECTOR;

and

(2) **Hospital: Azienda Ospedaliero Universitaria di Sassari** based in the city of **Sassari**, street **Viale San Pietro**, no.10, C.F e P.IVA 02268260904 legally represented by Manager **Dott. Antonio Lorenzo Spano**, hereinafter referred to as **Internship Partner**

and

(3) **The student** _____, residing in the city of _____, street _____, no. _____, code _____, place of birth _____, date of birth _____, identity card _____, series _____, no _____, PIN _____/ passport (as the case may be) _____/residence permit (as the case may be) _____, academic year _____, faculty _____, study program _____, group _____ hereinafter referred to as **Intern**.

Art. 2 OBJECT OF THE FRAMEWORK-CONVENTION

Under the provisions of Order no. 3.955 of 9 May 2008 approving the General Framework of Internship Organization within the undergraduate and master studies and the Framework Convention on Undergraduate and Master University Studies and the Common Order of the Minister of Public Health and

the Minister of Education, Research and Youth no. 140/1515/2007 approving the Methodology under which the collaboration between hospitals and medical higher education institutions is performed, the parties agree to cooperate in providing the necessary practical basis for the intern's professional training.

The object of this framework-convention consists of:

(1) setting the framework of organization and conduct of internship training in order to consolidate theoretical knowledge for the training and development of professional and practical skills, so as to apply them in accordance with of Specialization of MEDICINE the intern prepares for during his/her university studies;

(2) the progress methods and content of the internship training are described in this framework-convention and in the training workbook. The objectives of the internship intended for the 2nd year students are as follows:

➤ **General objectives**

- to learn simple principles and techniques of communication with the patient, with the staff from the clinical department, the family of the patient etc.
- to describe and exemplify simple elements of patient approach - the patient circuit in the hospital and exploration services, the principles of basic care (accommodation, food, hygiene, treatment administration, etc.) and collection of biological samples
- to describe and explain the structure and the functioning of the clinic hospital (clinical department) - as part of the public health system (organization, functioning and health services departments, the current activities of a clinical section)
- to define the categories of medical personnel and medical team - specialist physician, resident physician, nurse, medical technician, caregiver - and to clarify duties and responsibilities
- to describe and apply the principles of medical document management

➤ **Specific objectives**

At the end of the internship, students will be able to:

- observe rules of conduct and clothing in the hospital, to explain the risks to which students are exposed and their prevention measures
- use simple techniques of communication with the patient
- explain the circuit in the hospital to patients: admission, explorations, therapy, hospital discharge, both for continuous and one-day hospitalization
- explain and prepare the patient for the current paraclinical explorations
- perform the collection of biological samples (urine, faeces, pharyngeal exudates)
- observe and participate in the administration of parenteral, oral and inhaled medical treatment
- describe the principles of a correct nutrition of the patient
- describe the organization of the clinical department of the hospital and of the exploration services
- list and describe the clinical department activities
- describe the rules of hygiene in a clinical hospital department
- describe the risks of hospitalization in a medical unit with beds of the public health system, and the means of prevention
- make a documentation related to primary secondary and tertiary prevention means, starting from concrete situations (clinical cases) observed in a clinical section
- be familiar with the daily procedures in the clinical department: patient questioning, analysis of information, physical examination, establishing the diagnosis, treatment and monitoring the evolution of the patient by attending the medical visit performed by the treating doctor and the resident doctors
- explain the composition of the observation sheet and list other medical documents used (referral, medical letter, discharge letter, sick leave, health card, etc.)
- describe the duties of medical personnel (specialist physicians / resident physicians, nurses, caregivers etc.)
- communicate effectively with medical personnel, to develop teamwork skills

Art. 3 PLACE OF INTERNSHIP

The practice hours shall be performed at the Hospital _____

legally represented by (name and position)

Mr./Ms. _____

Internship partner's address: _____

Internship venue _____

Email _____ Telephone _____

Art. 4 DURATION AND PERIOD OF INTERNSHIP

(1) The internship shall go on for 160 hours and may be carried out between July 4th, 2022 and September 23th, 2022.

(2) The internship hours will take place during the working days of each month, according to the following schedule _____

(3) During the whole internship period, the intern shall remain the student of the Faculty of Medicine within the "Iuliu Hatieganu" University of Medicine and Pharmacy of Cluj-Napoca.

Art. 5 RIGHTS AND OBLIGATIONS OF "IULIU HAȚIEGANU" UNIVERSITY OF CLUJ-NAPOCA

The rights of the University, under this framework-convention, are as follows:

(1) to establish the conditions of organization and conduct of professional internships, subject to this framework-convention;

(2) to monitor how the student complies with the obligations under this framework-convention. To this end, the University has the right to ask the intern to provide supporting documents proving practical training activities performed by the beneficiary for the period of internship;

(3) to take appropriate measures in case of failure by the intern to comply with its contractual obligations or failure to comply with the schedule for the performance of activities related to the organization and conduct of the internship;

The obligations of the University, under this framework-convention, are:

(1) The internship organizer appoints a supervising teacher responsible for planning, organizing and supervising the conduct of practical trainings. The supervising teacher and the tutor appointed by the internship partner establish the internship curriculum and the professional skills covered by the internship sessions.

(2) If the internship session is not consistent with the commitments made by the internship partner under this framework-convention, the head of the higher education establishment (internship organizer) may decide to interrupt the internship under this framework-convention, after having previously informed the head of the internship partner and after having confirmed the receipt of this notice.

(3) After conducting a successful internship, the organizer will provide the intern with the number of ECTS credits specified in curriculum in force, to be also entered in the Diploma Supplement under Europass regulations (Decision 2.241/2004/EC of the European Parliament and the Council).

Art. 6 RIGHTS AND OBLIGATIONS OF THE INTERN

The intern's rights, under this framework-convention, are:

(1) to use the infrastructure belonging to the internship partner, in view of carrying out internship activities, in order to fulfill his/her obligations under this framework-convention;

(2) to be provided with social protection, under the legislation in force;

(3) to be trained on occupational health and safety rules, under the legislation in force;

(4) to be informed on occupational risks (in the case of the laboratory work, a labor protection protocol is necessary);

The intern's obligations, under this framework-convention, are:

(1) to carry out the training activities set out in the Internship workbook and in this framework-convention, while observing the work time, period and program established by the internship organizer;

(2) to perform the activities requested by the tutor, after a prior training, in compliance with the legal framework on their volume and difficulty (based on the updated Labor Code, as subsequently amended and supplemented);

(3) maneuvers/activities to be performed by the student during the internship of medical practice:

- Filling in the first page of the observation sheet correctly
- Accompanying the patient to the medical exploration services and describing

theInvestigations realized

- Collecting pharyngeal secretion
- Collecting the sputum
- Collecting faeces for testing (digestion / parasitology, coproculture)
- Collecting urine for urinalysis and urine culture
- Determination of capillary glycaemia
- Medication administration: oral, transdermal, by inhalation, endorectal and parenteral
- Oxygen therapy (current methods of administration)
- Measuring the blood pressure (BP), the pulse, weight, height, waist circumference (and IMC calculation)
- Monitoring of fever, diuresis, body weight
- The temperature sheet (evolution)

(4) to fill in, throughout the internship, the internship workbook;

(5) to provide the members of the Students' Summer Internship Evaluation Board, in time and complying with the set schedule, with the supporting documents referred to in this framework-convention needed to verify the conduct of internship;

(6) to observe the Internal Regulation of the internship partner. In case of failure to observe such regulation, the head of the internship partner reserves the right to cancel the framework-convention, after having first heard the intern and the tutor's point of view and after having informed the head of the educational institution where the intern is enrolled and after having received the receipt confirmation of this notice;

(7) to comply with the occupational safety and health rules acquired from the internship partner before starting the internship;

(8) the intern undertakes not to use, in any form, the information he/she can access during the internship session regarding his/her internship partner or its customers, for communication purposes to a third party or for publication, including after the training period, except based on the internship partner's consent;

Art. 7 PERSONS APPOINTED BY THE INTERNSHIP PARTNER AND THE INTERNSHIP ORGANIZER

(1) The internship partner shall appoint a tutor for the internship session, selected from its employees.

(2) In the event of failure by the intern to comply with its obligations, the tutor will contact the supervising teacher and a sanction is to be applied under the rules of organization and functioning of the higher education establishment.

(3) The Internship Tutor will be deemed responsible by the internship partner for the intern and will fill in the Evaluation Form relative to the student's practical activity:

Mr./Ms. _____

Position and specialty _____

Contact details:

Telephone _____, Fax _____, E-mail _____

The supervising teacher will be deemed responsible by the internship organizer for the supervision of the internship

Associate Prof. Anca Bojan, MD, Ph.D.

Position: Vice-Dean

Telephone: +40-374-834-114, E-mail:

(4) Before starting the internship session, the partner undertakes to instruct the intern on the occupational safety and health rules under the legislation in force. Among his/her responsibilities, the internship partner shall take all necessary measures in order to ensure the intern's safety and health, as well as to communicate the rules of occupational risks prevention.

(5) The Internship Partner shall provide the intern with all the necessary means in order to achieve all internship objectives.

(6) The Internship Partner undertakes to ensure free access to the occupational medicine service throughout the internship session.

Art. 8 INTERNSHIP EVALUATION

(1) Throughout the internship, the tutor shall permanently evaluate the intern on the basis of the Evaluation Form. The tutor shall assess both the acquisition level of technical skills and the intern's conduct and his/her integration in the practical activity (discipline, punctuality, responsibility in solving tasks, observance of the internal regulation of the Internship partner, etc.)

(2) At the end of the Internship, the tutor shall fill in the evaluation form of practical activity. The result of such evaluation shall represent the grounds for grading the intern by the Internship Evaluation Board.

(3) The intern shall periodically provide an internship notebook, which shall include:

- the title of the training module
- the practiced skills
- the activities carried out during the internship
- Personal remarks concerning the activity performed.

Art. 9 OCCUPATIONAL HEALTH AND SAFETY. INTERN'S SOCIAL PROTECTION

(1) The intern shall add to this convention the proof of a medical insurance valid for the period and the country where he/she carries out the internship.

(2) The Internship Partner undertakes to observe the legal provisions relative to the intern's occupational health and safety throughout the internship.

(3) The intern shall be provided with social protection under the legislation in force. Consequently, under the provisions of the Law no. 346/2002 relative to labor accidents and occupational diseases insurances, with its subsequent amendments and completions, the intern shall benefit of the legal provisions relative to labor accidents throughout the entire internship period.

(4) In the case the intern bears an accident, either during work or when going to work, the Internship Partner undertakes to inform the insurance company regarding the accident that took place.

Art. 10 AMENDMENTS TO THE FRAMEWORK-CONVENTION

Any amendments to the provisions of this framework-convention during its execution require the conclusion of an additional agreement between the parties in compliance with the legal provisions in force.

Art. 11 END OF FRAMEWORK-CONVENTION

This framework-convention shall end:

(1) on the date when the University Administration Council approves the student's request to withdraw from studies;

(2) upon the student's transfer to another institution providing undergraduate studies;

(3) upon completion of the term for which it has been concluded;

Art. 12 TERMINATION OF FRAMEWORK-CONVENTION

This framework-convention shall terminate without court interference and without any other formalities in the following situations:

(1) upon student's expulsion;

(2) upon non-compliance by the student of the obligations and conditions in this framework-convention;

In the first case, the termination shall take place by expulsion decision taken by the University Administration Council.

Art. 13 FORCE MAJEURE

Force majeure exonerates of liability the party invoking it, for unpredictable and insuperable events, provided that, within 5 days from the occurrence of such an event, the party involved should provide a written notification to the other contracting party about the occurrence of the unpredictable event and about the consequences incurring from it with regard to the execution of this framework-convention.

Art. 14 SPECIAL PROVISIONS

(1) Any communication between the parties regarding the accomplishment of this framework-convention must be transmitted in writing or electronically.

(2) The procedure for the recognition of the specialty Internship shall be based on the submission at the Faculty Secretariat, **electronically at the following e-mail address: Meden2@elearn.umfcluj.ro, until September 23th, 2022**, of the following documents:

1. **Portfolio of activities** (pp. 54-69 of the Workbook):

- 5 examples of the first page of the observation sheet filled in correctly
- 5 “temperature sheets” of real patients, monitored during hospitalization, filled in correctly
- 3 sheets of simple observation of hospitalized patients
- 3 brief accounts on primary, secondary and tertiary prevention starting from the observation of some concrete situations of patients hospitalized in the clinical section

2. **The filled-in list of mandatory maneuvers** (p. 70 of the Workbook)

3. **Evaluation Form** filled-in and signed by the internship tutor.

4. **The Framework-Convention** on the Internship of Undergraduate University Studies in Medicine (to be submitted at the Faculty Secretariat only in original form). **The Framework-Convention must be submitted in original until the 7th of October 2022!**

Art. 15 FINAL PROVISIONS

(1) The documents provided under art. 14, paragraph 2, sub-points 1, 2, and 3 represent the appendices to this framework-convention and are an integral part herein.

(2) Any dispute pertaining to the conclusion, execution, amendment, prorogation or termination of this framework-convention shall be solved amiably. In the event such disputes cannot be solved amiably, this shall be done by the materially and territorially qualified court, in compliance with the law.

This framework-convention is deemed concluded as of the day of its signing by the legal representative of the internship organizer.

Internship Organizer ”Iuliu Hațieganu” University of Medicine and Pharmacy of Cluj-Napoca	Internship Partner Hospital <hr/> AOU SASSARI	Intern
Legal representative, RECTOR Prof. Anca Dana Buzoianu, MD, Ph.D. <hr/> (Signature and stamp) Date <hr/>	Manager Dott. Antonio Lorenzo Spano <hr/> (Surname, Given Name) <hr/> (Signature and stamp)	<hr/> (Surname, Given Name) <hr/> (Signature)

We have acknowledged:

Supervising teacher, Associate Prof. Anca Bojan, MD, Ph.D. <hr/> (Signature)	Internship Tutor, <hr/> (Surname, Given Name) Position <hr/> (Signature and seal)	Chief of Service, <hr/> (Surname, Given Name) <hr/> (Signature)
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