

APPROVED by

Resolution No. (1.1) 150000-TP-10-5 of the Council of the Faculty of Medicine of Vilnius University dated 6 November 2018

(Version of Resolution No. 1.1.) 150000-TP- of the Council of the Faculty of Medicine of Vilnius University dated 25 October 2022)

**VILNIUS UNIVERSITY
FACULTY OF MEDICINE
INTERNSHIP PROCEDURE**

**CHAPTER I
GENERAL PROVISIONS**

1. The Vilnius University Internship Procedure (hereinafter referred to as the “Procedure”) has been developed 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 legal acts regulating integrated studies.
2. This Procedure regulates the organisation, implementation and funding of the medical practical training (internship) (hereinafter jointly referred to as the “Internship”) at Vilnius University (hereinafter referred to as the “University”) and in Internship facilities (Internship base).
3. Internship shall mean a part of the integrated university-level studies of medicine during which theoretical and practical knowledge and skills acquired while studying at the Medical Studies Programme are improved; additional skills and competencies necessary for independent work within the medical practitioner’s medical standard are acquired; preparation for the medical practitioner’s professional activities and residency studies takes place. During the Internship, students learn and perform prescribed duties under the supervision of the Internship supervisor as well as gain clinical experience.
4. The Internship consists of the clinical cycles of Obstetrics and Gynaecology, Surgery and Traumatology, Paediatric Medicine and Internal Medicine (hereafter referred to as the “Cycle”), and two additional training courses: emergency medicine (emergency medicine in the hospital and in the ambulance service), and an optional cycle. The work done by the student during the Cycle or training is assessed on a pass/fail basis. It is signed by the Internship supervisor in charge of the Cycle, after checking the students’ theoretical knowledge and making sure that they have mastered all the practical skills provided for in the programme (each practical skill has to be approved by the doctors in charge). The detailed duration of the Cycle is set out in the Internship course description, which is approved by the Medical Curriculum Committee, but the competencies and skills of practical training at the Faculty of Medicine of Vilnius University are acquired consistently throughout the six years of study.
5. The supervisor of an Internship (Cycle) may be a University lecturer or a health professional working at the Internship base who has at least three years’ post qualification experience and who supervises the student during the Internship Cycle or the whole programme.
6. The coordinating lecturer (Internship coordinator) is responsible for coordinating the Internship course.
7. Internship base shall mean the University hospital or any other healthcare institution which has been granted the right to run an Internship programme, or part of it, for a period of five

years in accordance with the procedures established by the University.

8. The Residency Base Evaluation and Selection Commission (hereinafter referred to as the “Commission”), whose activities are regulated by the Vilnius University Residency Base Evaluation and Selection Commission’s Procedure Description, selects the Internship bases for a period of five years.

CHAPTER II ORGANISING AND RUNNING AN INTERNSHIP

9. The Internship bases, the lists of students assigned to the Internship bases and the duration of the Internship and credits allocated to the base shall be approved by an order of the Dean. On the basis of this order, practical training contracts shall be concluded between the University, the Internship base and the student.
10. During the Internship, students acquire clinical experience and practical medical skills. Students shall carry out the Internship under the supervision of the supervisor of the Internship (Cycle) assigned by the Internship base.
11. The Internship may be carried out in other clinical bases of Lithuanian and foreign universities. A student wishing to intern in other such clinical bases of Lithuanian or foreign universities shall submit an application form to the Study Department of the Faculty of Medicine endorsed by the Internship coordinator and enclose the confirmation of the other clinical base of the Lithuanian or foreign university to accept the student for the Internship studies.
12. A form signed by the Cycle leaders must be submitted by students to the Internship coordinator before the end of the Internship (Annex 1).
13. A student may be expelled from the Internship:
 - 13.1. for non-performance of the study programme: for failure to attend the relevant test without a valid excuse, or failure to obtain a grade for one of the Internship cycles;
 - 13.2. for serious violation of the University Statute and the internal procedures of the University;
 - 13.3. if the head of the Internship base expels a student from the Internship base for breaches of the base’s internal regulations.

CHAPTER III ORGANISING AND RUNNING INTERNSHIP EXAMINATION

14. After completing the Internship programme, students take the Internship examination. The Internship examination shall be evaluated by a commission of not less than 12 members, consisting of professors of obstetrics-gynaecology, surgery, paediatrics, internal medicine and emergency medicine. The Internship examination commission shall be approved by an order of the Dean of the Faculty.
15. At the beginning of each discipline Cycle, students should be introduced to the Internship programme, on the basis of which clinical situations shall be selected for the Internship examination.
16. Information on the exam shall be provided in the description of the Internship subject.
17. The examination commission shall evaluate the following subject competencies of students:
 - a) ability to assess patient complaints, collect information on medical and life history, make

clinical judgements and decisions, and assess the severity of patient conditions; b) assessment of clinical signs, prescribing tests, differential diagnosis, ability to carry out a clinical examination, to interpret the results of laboratory and imaging tests, make a preliminary diagnosis of the disease, determine the patient's follow-up test plan; c) prescription of treatment, i.e. the ability to prescribe clearly and carefully medicines and other treatments appropriate to the patient's condition, and to assess the appropriateness, benefits and harms of medicines and other treatments.

18. If students fail to pass the final Internship examination, their studies shall be terminated and they shall not be allowed to take the examination again until the following year of studies.
19. Students who have completed the integrated medicine programme, have completed and obtained a final research thesis, and have passed the Internship and final medical examinations shall be issued with a certificate of Internship and a diploma of a medical doctor, indicating the award of the professional qualification of a medical doctor.

CHAPTER IV

INTERNSHIP COORDINATOR AND HEAD OF INTERNSHIP (CYCLE). FUNCTIONS, RIGHTS, DUTIES, RESPONSIBILITIES

20. The Internship coordinator shall:

- 20.1. coordinate, organise and take responsibility for the running of the relevant Internship programme;
- 20.2. draw up a timetable for the student internships;
- 20.3. assign students to the Internship bases;
- 20.4. control (monitor) the implementation of the student Internship timetable and assignments;
- 20.5. assign tasks related to the implementation of the Internship programme to the Internship supervisors and supervise their work;
- 20.6. evaluate the content of the Internship cycles completed by students in foreign bases in accordance with the procedure laid down by the legislation, as well as carry out the crediting procedure.

21. Head of the Internship (Cycle) appointed by the Internship base shall:

- 21.1. lead the student for the duration of the Internship cycle or several cycles;
 - 21.2. enable the student to acquire theoretical knowledge and practical skills;
 - 21.3. inform the Internship Coordinator and the Vice-Dean for Studies about the progress of the internship, the student's achievements or any violations;
 - 21.4. at the end of the Internship cycle, evaluate the theoretical knowledge and practical skills acquired by the student (Annex 1);
 - 21.5. assign and monitor the performance of tasks or actions by the student providing healthcare services independently, in accordance with the procedure laid down by law.
22. If, for any reason, the head of the Internship (cycle) is unable to carry out their assigned duties in accordance with the established procedures, another head of the student's Internship (cycle) may be temporarily appointed.

CHAPTER V

INTERNSHIP BASE

23. The Internship base must meet the requirements of the relevant Internship programme or part thereof as set by the University and must enable the student to acquire practical skills.
24. Internship bases shall be approved by an order of the Dean following the findings of the

University's Internship Selection Commission.

25. The healthcare institution shall have the right of initiative to apply to the University's Internship Base Selection Commission in accordance with the established procedure for evaluation for the whole or a cycle of the Internship programme.
26. The head of the Internship base shall be obliged to enable the student to carry out the Internship programme.
27. The head of the Internship base shall have the right to expel from the base a student who violates the internal rules of the Internship base and to inform the Vice-Dean thereof.
28. The head of the Internship base shall ensure that patients who apply to the healthcare institution are informed that the Internship programme is being conducted there. Patient participation in the training process shall be governed by the Law on Patients' Rights and Compensation for Damage to Health of the Republic of Lithuania and other regulations.

CHAPTER VI STUDENT RIGHTS AND DUTIES

29. The rights, duties and responsibilities of a student shall be determined by the legal acts of the Republic of Lithuania, the Statute of the University and other documents regulating studies, this Procedure, the internal rules of procedure of the Internship base approved by the head of the Internship base, and other regulations.
30. Students shall have the right to:
 - 30.1. receive State support in accordance with the procedure established by the Government of the Republic of Lithuania;
 - 30.2. acquire the knowledge necessary for the practice of medicine: to learn how to apply methods of diagnosis and treatment and rehabilitation, in accordance with the medical standards of Lithuania and in accordance with the skills acquired; to refuse to provide healthcare services if this is contrary to the principles of professional ethics of a doctor or may cause a real danger to the life of a patient or a doctor, except in cases of emergency medical care;
 - 30.3. without prejudice to the procedures of the internship base and other legislation receive information about patients undergoing treatment and consultation;
 - 30.4. participate in meetings and conferences at the internship base which deal with personal and public healthcare issues;
- 30.5. consult with the doctors of the Internship base or the heads of the Internship (cycle); to refuse in writing to carry out the orders of the head of the Internship if they do not have the necessary competence and qualifications and if it is not related to the implementation of the Internship programme;
- 30.6. take the final Internship examination upon completion of the Internship programme;
- 30.7. other rights as provided for in the legislation of the Republic of Lithuania.
31. Students shall be obliged to:
 - 31.1. comply with the internal rules of the University or the Internship base and the laws and regulations of the Republic of Lithuania;
 - 31.2. provide healthcare services during the Internship in accordance with the procedures set out in this Procedure and other laws, only after acquiring the necessary knowledge and skills, within the limits of the acquired competence and qualification;
 - 31.3. respect the rights of the patient and not infringe on them;
 - 31.4. observe the principles of medical ethics;
 - 31.5. maintain medical records in accordance with the procedures laid down by laws;

31.6. complete the Internship programme;

31.7. students may be on duty no more than twice during each cycle. Night shifts shall be regulated by the applicable legislation of the Republic of Lithuania. The duration of one week's study, including on-call periods, shall not exceed 40 hours. After night shifts, students shall be granted benefits in accordance with the internal rules of the professional practice base and the legislation of the Republic of Lithuania. The on-call doctor shall act as head of the Internship (cycle) while a student is on duty at the Internship base. Students shall be allowed to work under the supervision of the head of the Internship (cycle), be on duty and to provide medical assistance, within the limits of the legislation in force in Lithuania and the provisions of the Procedure.

32. This Procedure for Internship Studies at Vilnius University shall become effective on 1 November 2022.



VILNIAUS UNIVERSITETO / VILNIUS UNIVERSITY
MEDICINOS FAKULTETAS / FACULTY OF MEDICINE

INTERNATŪROS GALUTINIS ĮVERTINIMAS / EVALUATION OF THE INTERNSHIP

 (Studento vardas, pavardė / Student's Name, Surname)

Studento registracijos Nr. (LSP numeris) / Student's registration No. (LSP number) _____;

Studijų programos pavadinimas / Title of the Study programme: _____

Kursas / Year of Study: _____ **Grupė / Group:** _____

Eil. Nr. / Item No.	Ciklo pavadinimas/ Title of the Cycle	Ciklo atlikimo laikotarpis/ Period of the Cycle	Įvertinimas (įskaityta / neįskaityta) / Evaluation (passed / failed)	Ciklo vadovo vardas, pavardė, parašas / Cycle Tutor: Name, Surname, Signature	Asmens sveikatos priežiūros įstaigos atspaudas, data / Personal Health Care Institution Stamp, Date
	Pratybos simuliacijų klasėse / Exercises in the simulation classrooms				
	Vidaus ligos / Internal Diseases				
	Vaikų ligos / Children Diseases				
	Chirurgija ir traumatologija / Surgery and Traumatology				
	Akušerijos ir ginekologijos / Obstetrics and Gynaecology				
	Skubioji medicina ligoninėje / Emergency medicine in the hospital				

	Skubioji medicina greitojoje medicinos pagalboje / Emergency medicine in the ambulance				
	Pasirenkamasis ciklas/ Optional cycle				

(VU MF koordinuojančio dėstytojo (-os) vardas, pavardė, parašas, data / VU MF coordinating Professor's Name, Surname, Signature, Date)

(VU MF studijų prodekano (-ės) vardas, pavardė, parašas, data / VU MF Vice-Dean's for Studies Name, Surname, Signature, Date)