



Customized Internship

Skin Therapy Degree Programme

HU University of Applied Sciences Utrecht,
Netherlands

Information for the supervisor of the internship abroad

HU University of Applied Sciences Utrecht, Institute for Paramedical Studies

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Foreword

In the coming period you will be supervising one of the students from our programme during an internship abroad. First of all, thank you for doing this! We greatly appreciate your willingness to provide this student with the opportunity to do an internship and to get to know your organization.

This document provides you with the necessary information about the internship itself and how it should be assessed. If you have any questions, please contact our General Coordinator for Internships Abroad, who is stated on the cover page.

During the internship, the student also has a supervising lecturer. The contact details for this lecturer are stated on the internship contract that you will receive from the student.

Following two internships at a skin therapist in the Netherlands, each student of Skin Therapy at HU University of Applied Sciences Utrecht carries out the “Customized Internship” in the main phase of the programme, in the course of one teaching block (10 weeks) in the fourth and last academic year. The student who will be coming to do his/her internship in your organization is engaged in this study component.

The Customized Internship exists because this internship offers the student the chance to focus on learning goals in his/her own field of interest. This can, for instance, involve gaining more in-depth or broader knowledge in the (para)medical field. In addition, the student may focus on themes such as prevention, management of a practice, skin therapy counselling and interdisciplinary collaboration.

The internship may be undertaken either in the Netherlands or abroad. The student himself/herself seeks a suitable internship location and submits this to the coordinator for approval.

The most important goal of the internship is that the student should gain experience in the broad healthcare context.

During the internship, the student works on learning objectives that relate to the domain of the skin therapist. The Customized Internship is not undertaken with an established skin therapist or in a skin therapy practice. Indeed, the explicit aim of the internship is that the student should gain experience in working with other healthcare professionals.

The competency profile of the programme, combined with the nature of the internship-providing organization, forms the basis for defining the learning objectives for the Customized Internship in mutual consultation.

Reading guide

This document first provides a brief description of the profession of skin therapist. Then, in Chapter 1, it describes the internship and sets out the assignments for the student. Chapter 2 explains how the internship is assessed. Finally, the appendices contain the Internship Regulations, the Internship Contract and the Practical Assessment Form.

The student is supplied with a more extensive Dutch-language reader for the internship and, should you have any questions, he/she can provide more detailed information. Of course, we as programme management will also be happy to do this.

We wish you a good internship period with our student and trust that the internship will be a worthwhile experience both for the student and for you as supervisor.

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Introduction

The Skin Therapy degree programme offered by HU University of Applied Sciences Utrecht in the Netherlands is a programme that trains its students as paramedical specialists working within the field of healthy and diseased skin. In the healthcare sector, the skin therapist focuses on prevention, treatment and aftercare.

The core tasks of the skin therapist in the domain of the skin are:

- Identifying risk factors and symptoms in the patient that indicate the possible presence of a disease for which the expertise of a doctor is desirable or necessary, and in such cases referring the patient to a doctor.
- Examining a patient with a disorder, limitation or handicap of the skin, resulting from a pathological trauma or congenital defect, and drawing up a treatment plan on the basis of the obtained data.
- Treating the patient with the goal of removing, alleviating or compensating for a disorder, limitation or handicap of the skin, optimizing the skin functions and providing advice and instruction.
- Making measurements for and providing medical devices and prosthetics as well as advising on their use.
- Providing advice and information to a patient.

In addition to specialist competencies, the programme also focuses on general professional competencies, indicated below by the model (according to CanMEDS). The student also learns to act and communicate critically with the care recipient and with other care providers. In addition, the student learns to reflect on his/her own actions and to improve on these. Working with others, organizing one's own work, reading scientific literature and translating this into practice and carrying out practically oriented research are also important aspects of the provided teaching.

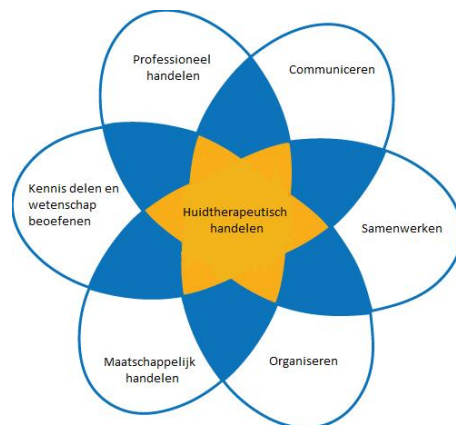


Illustration 1. Skin therapy in the CanMEDS model¹

[graphic, clockwise from top]

Communicating

Collaborating

Organizing

Social action

Sharing knowledge and conducting science

Acting professionally

Skin-therapy interventions

¹ Canadian Medical Education Directions for Specialists

The target groups with whom the skin therapist works include oncological patients (in particular patients with breast cancer, gynaecological cancer, prostate cancer and skin cancer), acne patients, oedema patients and patients with (burn) wounds. The skin therapist can also provide care to clients in the cosmetic care sector, for instance to the patient with excessive hair, pigmentation problems, skin ageing, vascular problems, scars or benign skin appendages. Here, the care involves treatment of the afflicted skin.

1. The internship

The internship is classified as follows:

Customized Internship, Skin Therapy Degree Programme, HU University of Applied Sciences Utrecht	Weighting in EC (European Credits) 1 EC = 28 SBU
1. Internship of at least 200 hours plus internship dossier	10
2. Assignments in the internship	4
3. Peer-review sessions (replacement assignment abroad)	1
Total test size EC (1EC=28 SBU)	15 EC

The components are explained in the following sections.

1.1 The internship

The student will conduct a genuine internship in your practice for a *maximum* period of 10 weeks and for a *minimum* of 200 hours. The first phase will consist of observing treatment sessions or other activities taking place in the practice. When it becomes clear what possibilities the student has to assist or to carry out activities independently, the student may do this under your supervision.

The student himself/herself knows what falls under his/her area of expertise and what does not. Generally speaking, medical actions/invasive actions do not form part of the programme and thus cannot be carried out by the student (injections, applying sutures, infusions or surgical actions).

Besides shadowing you in the practice, the student focuses on competency areas relating to the specialist aspect as indicated above in the CanMEDS model. The focus here is on acting professionally and sharing knowledge. Correspondingly, the assignments in the internship are focused on this, too. You can talk to the student about the areas in which he/she can benefit you and your practice.

Examples:

- The student can conduct a literature review for you relating to a certain development or treatment.
- The student can prepare information material for your patients/target group.
- The student can apply his/her knowledge to a certain component and strengthen this in your practice (e.g. treatment of oedemas).
- The student can draw up a plan for increasing the patient's self-management.

Before the start of the internship, you should consult with the student to agree the days and hours that the student will carry out the internship. Moreover, in consultation with the student you can define the concrete assignments for the internship so that matters are clear and agreed before he/she departs from the Netherlands. The idea is that the student does indeed carry out the internship hours by working in your practice. The assignments are (mostly) conducted by the student outside the internship hours.

1.2 Assignments in the internship

During the internship, the students work on assignments set by the degree programme. One of these assignments is to maintain an internship dossier. Here, the student describes the activities during the internship and writes a report on his/her own activities. Using a reflection model, the student looks back at these activities, analyses strengths and weaknesses and proposes points of improvement for himself/herself. This involves a genuine self-analysis to manage and underpin one's *personal* learning process. The student will not analyse you as a professional. The student's internship dossier is assessed by the lecturer at the programme.

You as supervisor provide the student with a practical assessment. In addition, at the end of the internship you state whether the professional products delivered by student have been of value to you in the practice (see also Chapter 2).

In addition, the student delivers a (professional) product as described in the previous section and carries out a specific assignment with an environment analysis.

In the environment analysis, the student examines the issue of healthcare in the internship practice and the various healthcare professionals encountered in the internship context. On the basis of this analysis, he/she answers a number of questions relating to the (possible) place of the skin therapist in the internship-providing organization.

Furthermore the student delivers two professional products in the internship. Here, we define professional products as products that support professional practice. A product can take many forms, such as a protocol, a study of the effectiveness of a treatment, a patient-satisfaction survey, information material for the patient, a plan for multidisciplinary cooperation, a policy (sub)plan, etc.

The student himself/herself can explain the assignments to you.

A professional product can focus on various areas, such as:

1. Preventative care
2. Quality care
3. Multidisciplinary care provision
4. Self-reliance
5. Healthcare and technology

The following requirements are applicable when developing the product:

A concrete **product** is created which can be put to use in your practice. Any components such as a survey, information material, a quality plan etc. are developed in concrete terms and provided to the internship practice.

In addition to this, the student writes an **explanation** of the professional product for the degree programme, providing justification on the basis of the following questions:

- **Why** did you (together with your internship supervisor) choose this product in this internship practice?
- **How** did you approach the task? (*Design phase*)
- **How** was the product created and what form did the final product take? (*Development phase*)
- **How** can you justify the content of the **product** and the **process**? (*Justification phase*)
- **How** is the product now used in the practice, or how will it be used? (*Implementation phase*). What is required for this use?

2. Supervision and assessment of the internship

As internship supervisor, you guide and supervise the student during the internship. At the start of the internship you and the student assess the feasibility of the learning objectives drawn up by the student. The internship lecturer also assesses the student's learning objectives. Halfway through the internship, the internship lecturer will exchange emails with you about the intern's performance.

If you have any doubts about the performance of the student in your practice, we request you as supervisor to contact the internship lecturer.

It is intended that the student receives feedback from the internship supervisor about his/her activities as part of the internship. The student will actively request feedback from you.

The advice issued by the programme in this respect is to hold a short evaluation session between supervisor and student on a weekly basis: "How are things going, what is going well, what could be better, possible adjustment of plans, is there a need to contact your internship lecturer?"

During the internship, an official evaluation will be conducted at a minimum of two points in time: in Week 5 of the internship and at the end of the internship (Week 9 or 10). These two evaluations take place between the internship supervisor and the student on the basis of the *Customized Internship Practical Assessment Form* (see Appendix 3).

The Practical Assessment Form cites competencies that are generally points of attention in the Customized Internship. The aim is that you indicate on the form whether the student achieves an unsatisfactory, satisfactory or good score on these competencies. You will find an explanation of these scores at the start of the form.

If a competency was not dealt with during the internship, you do not need to provide an assessment of this either. If the student has worked on activities or competencies that you feel are not reflected in the form, you can enter these in the empty section and include them in the assessment.

The student writes a reflective report on the interim evaluation and sends this, together with the completed Practical Assessment Form, to the internship lecturer.

In the last week, you as supervisor once again fill out the Practical Assessment Form. The completed form at the end of the internship constitutes the score and the assessment recommendation for the internship supervisor with regard to the student's performance in your practice.

The student includes the form in the internship dossier. Back at the programme, the internship dossier is assessed by the internship lecturer.

Appendix 1. Internship Regulations, 2016-2017 Skin Therapy Degree Programme



See also the 2016-2017 HU Skin Therapy Degree Programme Study Guide

1. The internships are compulsory components of the degree programme.
2. The allocation of the internship locations for the Skin Therapy internships is the responsibility of the internship offices of the programme. The student himself/herself seeks an internship position for the Customized Internship.
3. The student is primarily responsible for the progress of the internship. The internship coordinator, the internship administrator, the internship supervisor and the internship lecturer have the responsibility to support the student in this area.
4. When the internships are allocated, it is the aim that the intern should become acquainted with the widest possible area of the professional field within the healthcare sector.
5. An intern cannot be placed anywhere else than with an internship-providing organization that is associated or registered with the Skin Therapy programme. The internship commitment is set out in the internship contract and is signed by the student, the internship supervisor of the internship location and by the internship coordinator of the programme.
6. The intern must familiarize himself/herself with the regulations of the programme regarding the internship.
7. The intern must familiarize himself/herself and adhere to the internal rules of the internship-providing organization.
8. During the internships, for reasons of hygiene and safety it is not permitted to wear jewellery, caps, scarves and headscarves (with the exception of white headscarves).
9. The intern is obliged to maintain confidentiality about all that which is entrusted to him/her as confidential information during the practice of the profession, or of which he/she should understand the confidential nature. Signing the declaration of confidentiality forms part of the internship agreement.
10. In the event of illness, the student must inform the internship location and the internship administrator of the Skin Therapy programme. This also applies to conscientious objection on the part of the student to the execution of certain treatments.
11. The internship-providing organization ensures that the intern is safeguarded at the internship location against sexual and/or verbal intimidation as described in the Regulations against Sexual and Verbal Intimidation of HU University of Applied Sciences Utrecht. Should the intern nonetheless be confronted with this, as judged by the confidential counsellors employed for this purpose at the faculty, this will constitute reason for the University to end the agreement with immediate effect.
12. The intern is entitled to supervision by the internship supervisor and the internship lecturer.
13. The intern is not entitled to remuneration of travel expenses or other expenses by the programme or by the internship organization.
14. The student arranges his/her own third-party insurance and health insurance.

The student has secondary cover through the third-party insurance of the programme, i.e.:

In the first instance, the internship-providing organization is liable for subordinates pursuant to Article 6:170 of the Dutch Civil Code, in this case also for the student.

If the third-party insurance of the internship provider supplies no or unsatisfactory cover, then the student should first recourse to his/her own private third-party insurance.

In the event that the student's own third-party insurance does not provide cover, then furthermore at the secondary stage the third-party insurance of the programme is applicable with regard to material damage caused to goods owned by or otherwise in use by the internship-providing organization, with an own risk of EUR 100 to be borne by the student.

15. A Hepatitis B vaccination is compulsory for the intern.

16. In cases not covered by these regulations, the student and/or internship supervisor should contact the internship lecturer. If the three parties (student, supervisor, internship lecturer) cannot reach agreement, a decision is taken by the examination committee of the Institute for Paramedical Studies of HU University of Applied Sciences Utrecht.

17. If the student objects to the assessment of the internship, then within two weeks of the issue of the assessment he/she may lodge an objection with the examination committee of the Institute for Paramedical Studies. This objection must be submitted in writing. The intern has the right to be heard by the examination committee before the examination committee arrives at a decision.

Appendix 2. Internship Agreement, Skin Therapy Degree Programme



*Agreement between the internship-providing organization, the student and HU University of Applied Sciences Utrecht,
Skin Therapy Programme*

Regarding: Customized Internship (Year 4)

Block A / B / C / D

Period: from to

Student

name:

address and town/city:

telephone:

email address:

Internship-providing organization

name:

address and town/city:

telephone:

email address of practice:

Internship supervisor

name:

post:

telephone:

email address:

HU University of Applied Sciences Utrecht, internship lecturer

name:

telephone:

email address:

Skin Therapy Programme, HU University of Applied Sciences Utrecht

Institute for Paramedical Studies

Heidelberglaan 7, 3584 CS Utrecht

1. Conditions

1.1. **HU University of Applied Sciences Utrecht** will comply with the following conditions:

- the University, in consultation with the organization, determines the suitability of the internship-providing organization for the internship at hand;
- the University ensures that the student is prepared for learning in the practice;
- the University ensures that the programme provides supervision during the internship;
- the University offers, where necessary, support to internship supervisors in the area of supervision and assessment.

1.2 The **student** will comply with the following conditions:

- the student is familiar with the final attainment levels of the programme, as set out in the study guide;
- the student is familiar with the final attainment levels for off-campus learning, as set out in the internship manual;
- the student is informed of the internal rules of the internship-providing organization;
- the student is able to formulate learning objectives and to describe and communicate these at the internship-providing organization.

1.3 The **internship-providing organization** will comply with the following conditions:

- the internship-providing organization provides adequate supervision of the student's learning process, thus giving the student the opportunity to achieve the level that is compulsory as final attainment level for the internship in question;
- the internship-providing organization enables the student to apply the acquired competencies in situations in the practice without losing sight of the interests of the patient;
- the internship-providing organization is familiar with the final attainment levels of the programme;
- the supervisor at the internship-providing organization enables the student to adjust and to achieve the learning objectives;
- the internship supervisor has completed (at least) a degree programme at Bachelor level.
- the supervisor at the internship-providing organization ensures the status of the student as surplus worker. This means that the student is not entered on the duty roster in a manner that means that tasks in this organization cannot be carried out without the presence of the student.

2. Legal liability

The student himself/herself ensures third-party insurance and travel, cancellation and health insurance. The student has secondary cover through the third-party insurance of the programme, i.e. in the first instance the internship-providing organization is liable for subordinates pursuant to Article 6:170 of the Dutch Civil Code, in this case also for the student. If the third-party insurance of the internship provider supplies no or unsatisfactory cover, then the student should first recourse to his/her own private third-party insurance. In the event that the student's own third-party insurance does not provide cover, then furthermore at the secondary stage the third-party insurance of the programme is applicable with regard to material damage caused to goods owned by or otherwise in use by the internship-providing organization, with an own risk of EUR 100 to be borne by the student.

3. Act on Registration of Personal Data

As a result of the Act on Registration of Personal Data each student is obliged to display an official proof of identity when commencing the internship.

4. Attendance

4.1 Attendance at the internship location

An internship at a practice lasts ten weeks. In a Customized Internship, the student must be in attendance at the internship location for at least 5 half days per week. The total internship *at the internship location* comprises at least 200 hours. In addition, the student works on assignments set by the programme.

4.2 Attendance at the University

To support the practice-based learning, the student receives peer-review feedback during the on-campus progress meetings at the University. In cases where the student undertakes the Customized Internship abroad, he/she is given a replacement peer-review assignment.

5. Learning objectives of the internship

The student formulates learning objectives for the internship and discusses these with his/her supervisor with respect to feasibility. The learning objectives, together with the feedback and evaluation from the internship supervisor, forms the basis for the student's reflection on the personal learning process in the internship.

6. Confidentiality

The student is familiar with the content and significance of the declaration of confidentiality and will act accordingly during this internship. On graduation, the student will make the declaration of confidentiality. *"I undertake that I shall maintain confidentiality regarding all that is entrusted to me confidentially in the exercise of my profession or regarding that which has come to my knowledge as confidential information or that of which I should understand the confidential nature."*

7. Internship Regulations

The student and the internship supervisor of the internship-providing organization are familiar with the Internship Regulations of the Skin Therapy programme.

Any regulations or internship contracts issued by the internship-providing organization may be signed by the student provided that they are not in conflict with the provisions of the conditions in this internship agreement issued by the programme. The inclusion of a competition clause in a supplementary internship contract is not permitted (by law).

8. Signed

Date and place:

Signatures:

Student

Internship supervisor

Skin Therapy programme

Appendix 3. Customized Internship Practical Assessment Form

Explanation of the assessment model

The level of the Customized Internship is equivalent to Dreyfus 3 level (Bachelor level; level of beginning professional). This level is set out in the following table.

According to this level, it must be possible for the student to carry out the indicated desired outcomes.

Table for Dreyfus 3 level	
Complexity	regularly occurring problem, compound problem, multiple influencing factors.
Structuring	multiple solutions possible, sensitivity and specificity of diagnostic resources known, guidelines present.
Impact	impact on functioning (ADL) of client is manageable, combined interventions, series of treatments, limited risks of interventions.
Autonomy	assesses indication independently, decides and acts autonomously, responsible for own functioning, decisions and results, low dependence on help, aware of own requirements for help.
Perspective	involved with client and situational variation, focuses on medium-term objectives and effects, recognizes 'patterns' in regularly occurring situations.
Working process and course of action	approach: systematic, carefully applies protocols and guidelines.
Task diversity / work setting	moderate task variation, normal time pressure, in various work settings with a range of target groups, consults and coordinates with other professionals when necessary.

On the Practical Assessment Form the supervisor issues a score in terms of unsatisfactory, satisfactory or good.

The assessment values (based on Dreyfus 3 level) mean the following:

Unsatisfactory = Below the expected level according to Dreyfus 3 / beginning professional

Awarding the score "unsatisfactory" indicates that the student will need to improve strongly to achieve this attainment level. In the interim evaluation this score indicates: 'This must be better next time; devote attention to this; try to practice; gain more knowledge in this field, etc.' If the score "unsatisfactory" is awarded for one or more criteria then it is essential to receive adequate feedback and to evaluate development in the interim period.

Satisfactory = Expected level according to Dreyfus 3 / beginning professional

The score "satisfactory" indicates: the student is able to perform in the component as a beginning professional. In the context of the Customized Internship, "professional" chiefly means: Paramedical care provider.

Good = Above the expected level according to Dreyfus 3 / beginning professional

This score is awarded if the intern convincingly and consistently performs better in the component than the level of beginning professional.

Customized Internship Practical Assessment Form

Name of student:


Name internship supervisor:

Internship practice:

Date:



Evaluation of competency development

Competencies	Dreyfus 3 level	Student's learning objectives (for at least 4 competencies including Competency 7b)	Interim evaluation (halfway through the internship)				Final evaluation (at the end of the internship)		
			O	V	G		O	V	G
1a Identifies health problems and risk factors at an early stage by means of screening.	I issue a recommendation for the employer, including an analysis of the risk factors of a population and the screening data.								
1b Draws up a prevention plan in good time and in a proactive manner and implements this.	I make a contribution to a multidisciplinary prevention plan.								
1c Provides preventative information in a systematic manner, i.e. in a considered manner, effectively, responsibly and systematically.	I systematically provide preventative information in a multidisciplinary context.								
2.2b Carries out a supervision plan.	I deliver customized work in my client care and adapt the practical								

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Explanation: Describe the performance of the student in the internship as explicitly as possible and explain the reasons for the awarded score.

Score for the professional products in terms of usefulness for the practice and the student's manner of working:

Assessment recommendation by the internship supervisor at the end of the internship²:

UNSATISFACTORY / SATISFACTORY / GOOD*

Initials of internship supervisor:

² *The final recommendation is a realistic reflection of the scores stated for the learning objectives.*