



Internship guidelines

The following guidelines describe the principles and minimum criteria for an (elective) internship as part of the postgraduate medical education in Public Health in the Netherlands:

The internship institution:

1. Enables the resident to develop according to the generic internship goals and personal goals (based on the Individual Development Plan).
2. Enables the resident to collaborate interdisciplinarily with other (medical) residents, specialists, and various (healthcare) professionals both within and, when relevant, outside the institution.
3. Provides an internship supervisor with a focus on public health and experience in coaching and supervising (medical) residents or students.

Internship objectives

1. The resident works on learning objectives based on their Individual Development Plan (IDP).
2. In addition to personal objectives based on the IDP there are generic objectives per internship
 - a. Improvement of the quality of medical practice
 - b. relevant knowledge and skills of the field in which the internship is conducted
 - c. analysis and advisory skills regarding (interdisciplinary) collaboration.
3. The final level of learning depends on the Entrustable Professional Activity (EPA) that is assessed, the available resources at the internship institution, the IDP of the resident, but is at least at level 2 (acts under close supervision), 3 (under limited supervision), or at level 4 (without supervision).

Internship supervision

1. The resident receives supervision from a supervisor affiliated with the internship institution. This individual is (preferably) a (medical) specialist with expertise in public health and familiarity with the resident's specific training requirements. They possess experience in mentoring and supporting residents and/or students. The supervisor is responsible for and involved with the coordinating of the internship and offering ongoing supervision throughout its duration. They may opt to delegate tasks as needed while ensuring that the (medical) staff at the internship institution are informed about the resident's arrival, objectives, and the internship program.
2. The resident formulates an internship plan, drawing from their IDP, the generic internship objectives, and insights provided by the supervisor regarding the internship institutions opportunities. The internship plan includes an agreement on tasks and assignments performed by the resident during the internship. The internship plan is approved by the resident, supervisor, and training supervisor of the Netherlands.



3. During the internship, the supervisor and resident have at least three internship meetings:
 - a. an initial meeting, where the resident's internship plan is discussed, adjusted if necessary, and finalized. Ideally, the training supervisor of the Netherlands is also present
 - b. a midterm evaluation meeting, where the progress of the internship plan is discussed
 - c. a final meeting, where the supervisor provides a final assessment. The resident prepares a report and includes it in their portfolio.
4. in addition to the three mentioned internship meetings, interim guidance meetings take place. The resident may keep a logbook of these.
5. the training supervisor of the Netherlands assesses the quality of the internship, incorporating input from both the resident and the supervisor.

Activities and Assessment

During the internships, residents carry out tasks and assignments according to the agreements made in the internship plan. The following principles apply to all internships:

1. The first few weeks involve an orientation period, during which the resident becomes familiar with the organization's procedures. It is assumed that the (medical) staff and other relevant individuals at the respective internship site are aware of the resident's arrival, the goals, and the program of the internship (see also section 1 'Internship Institution').
2. In each internship, the resident works on one practical assignment of their choice, which includes at least one presentation or seminar (to be agreed upon with the resident and supervisor).
3. The minimum assessment requirements for each internship include:
 - a. 2 x Critical Practice Assessment, based on the IDP and internship plan
 - b. Report of the first, second and third internship meetings of which the third report has to be approved by the supervisor and training supervisor of the Netherlands
 - c. Reflection report of the internship, approved by the supervisor and training supervisor of the Netherlands
 - d. The resident includes the reports, practical assignments, and completed Critical Practice Assessments in their portfolio.