Università di Genova

23/10/2026

Information for students enrolled in medical specialty training programmes for graduates in Medicine and Surgery – 2025/2026 cohort

Attendance records

Attendance recording and magnetic card

At the beginning of the academic year, each resident will receive a magnetic attendance card to record their arrival and departure on every day of service.

Collecting the magnetic card

Instructions for collecting the card are provided by the Advanced Training Office on the healthcare specialty training programmes webpage.

Missed clock-ins or clock-outs

Any failure to clock in or out must be justified in accordance with the procedures communicated by the administrative office of the relevant Specialty School.

Lost card

If the card is lost, a replacement must be requested from the Advanced Training Service by writing to altaformazione@unige.it.

Hospital access badge

A hospital access badge is issued only to residents assigned to departments with controlled-access entrances.

The administrative office of the Specialty School will request it by emailing rilevazione.presenze@hsanmartino.it.

The residents concerned will subsequently receive an email from the Human Resources Development and Management Unit of San Martino University Hospital with collection instructions.

Collection of hospital uniforms and personal protective equipment (PPE)

Residents will receive an email from the San Martino University Hospital Wardrobe Service (guardaroba.sanmartino@si-servizitalia.com) at their university email address (numeromatricola@studenti.unige.it), with instructions for collecting hospital uniforms and personal protective equipment (PPE).

Università di Genova

Access to San Martino University Hospital IT systems

Access to San Martino University Hospital IT systems will be activated after 6 working days from the date on which the University of Genoa sends the file containing the cost centre to which each resident has been assigned.

The hospital identification number required to access the IT systems will be sent directly to residents at their university email address (numeromatricola@studenti.unige.it).

Occupational health surveillance

The administrative office of the Specialty School will contact the Occupational Medicine Unit to schedule fitness-for-work examinations.

The Health Surveillance Unit will then email the residents concerned at their university email address (numeromatricola@studenti.unige.it) with instructions concerning the required medical examinations.

Mandatory health and safety training

The Training and Communication Unit will contact residents by email with instructions for attending mandatory online courses on occupational health and safety.

Authorised leave for personal reasons

Residents may take 30 days of leave per year for personal reasons.

Requests must be submitted at least one month in advance and approved by the Director of the Specialty School.

The necessary forms, including the leave request form, are available on the page:Forms for medical specialty residents

Sick leave

In the event of illness, residents must:

1. **notify the Director and the administrative office of their Specialty School of their absence on the same morning.**
2. **request an electronic medical certificate, which must be issued on the day the illness begins. Alternatively, it may also cover the day before the medical examination, provided the physician certifies that the illness began on the day preceding the outpatient or home visit. Backdating is limited to one day and cannot apply to a Saturday, Sunday or public holiday.**

3. **send the certificate within two days of its issue to**specializzandi.sanita@unige.it**,** copying the administrative office of the Specialty School and the attendance-records officer.

The medical certificate can be viewed, saved or printed through the INPS online service:Consultation of electronic sick-leave certificates – INPS

Medical checks during sick leave

During sick leave, residents must be available for possible INPS medical checks during the following time slots:

- 10:00 a.m. to 12:00 noon;
- 5:00 p.m. to 7:00 p.m.

Failure to comply with electronic medical certification requirements may result in disciplinary consequences.

Early return to service

If a resident wishes to resume activities before the end of the period indicated in the medical certificate, they must ask the physician to amend the original prognosis.

An early return is permitted only after the amended certificate has been issued.

This procedure is intended to safeguard health and safety during work and training activities.

Accidents and injuries

In the event of an accident or injury, residents must complete and submit the appropriate form, together with medical documentation, within 48 hours of the incident.

The form is available on the following page:

Forms for medical specialty residents

The documentation must be sent to both addresses:

- ufficio.infortuni@hsanmartino.it
- specializzandi.sanita@unige.it

The administrative office of the relevant Specialty School must also be copied.

Training activity logbook

In accordance with Interministerial Decree 402/2017, the University of Genoa uses an electronic logbook in which residents must record the educational and professional training activities completed during their specialty programme.

The activities recorded are assessed and validated by the Directors of the Specialty Schools and the tutors at institutions belonging to the accredited training networks.

Università di Genova

Accurate and timely completion of the logbook is mandatory and is one of the duties of doctors in specialty training.

The dedicated webpage provides instructions for accessing and using the platform correctly, together with a user manual and a video guide entitled “Resident profile”.

Information about the training logbook

Reference regulations, useful information and forms

The regulations governing medical specialty training, together with relevant information and forms, are available in the dedicated section of the University of Genoa website.

Visit the page dedicated to medical Specialty Schools