INDIVIDUAL PROGRAMME AGREEMENT BETWEEN THE FOREIGN INTERNSHIP SUPERVISOR AND THE DOCTOR-SPECIALIST IN TRAINING
(TO BE COMPLETED ONLY IF THE FOREIGN INTERNSHIP SUPERVISOR HAS NOT SIGNED ALONG WITH THE HOSPITAL:
IN THAT CASE, A COPY OF THE AGREEMENT THAT HAS BEEN SIGNED BY THE INTERNSHIP SUPERVISOR IS TO BE SUBMITTED TO THE IZO)

The individual programme agreement between foreign internship supervisor and doctor-specialist in training must be signed at the beginning of each academic year (maximum duration: 12 months), and it must be signed for each internship period included in the internship plan. This agreement is to be signed by the foreign internship supervisor.
One copy of each signed individual programme agreement must be registered at the *Institute for Hospital Speciality Training* (IZO) through aso@uantwerpen.be.
The signed individual programme agreement (or agreements) for the first year of the internship plan must be included as an attachment to the application for approval of the internship plan. Remember to include the certificate of recognition (issued by the foreign internship supervisor) from the foreign internship supervisor and internship department along with the application for approval of the internship plan.

Between

      (name)       (date of birth), foreign internship supervisor for the training specialisation       in the       (hospital),

hereinafter referred to as the **LOCAL INTERNSHIP SUPERVISOR**,

and

      (name)       (national register number), doctor-specialist in training within the training specialisation      ,

hereinafter referred to as the **DOCTOR-SPECIALIST IN TRAINING**,

hereby agree:

# Article 1. Duration of the individual programme agreement

In his/her internship department, which is officially certified as a training centre and which cooperates with the University of Antwerp (UAntwerp) Faculty of Medicine and Health Sciences, the COORDINATING INTERNSHIP SUPERVISOR shall guarantee the training of the DOCTOR-SPECIALIST IN TRAINING for the period stated in the internship plan that  by the competent accreditation committee. The DOCTOR-SPECIALIST IN TRAINING shall be responsible for the accurate and timely registration of the provisions of the internship plan in  electronic portfolio (Medbook). The entire training under the responsibility of the COORDINATING INTERNSHIP SUPERVISOR shall run from       until      .

This programme agreement is to be signed for the period from       until       (maximum duration of this period: 12 months): during this period, the DOCTOR-SPECIALIST IN TRAINING shall perform a clinical internship with a certified foreign internship supervisor (name of the LOCAL INTERNSHIP SUPERVISOR:      ; name of hospital:      ).

For purposes of the training, the DOCTOR-SPECIALIST IN TRAINING may always appeal to the certified physicians employed by the officially certified internship department.

If the programme is discontinued prematurely, the rules established by the *Institute for Hospital Speciality Training* (IZO) for such cases, based on the prescriptions of the Ministry of Public Health, shall apply.

# Article 2. Legal provisions

The doctor-specialist training programme shall be organised in compliance with the general and special criteria set by the Minister of Public Health and published in the Belgian Official Gazette. The COORDINATING INTERNSHIP SUPERVISOR and the DOCTOR-SPECIALIST IN TRAINING shall ensure compliance with the applicable provisions concerning the aforementioned criteria.

# Article 3. Ethics (applicable to clinical and specific internships)

The COORDINATING INTERNSHIP SUPERVISOR and the DOCTOR-SPECIALIST IN TRAINING shall be bound to abide by the *Code of medical ethics* established by the National Council of the Order of Physicians in Belgium. More specifically, they shall have read and accepted the *Code of conduct for the medical degree programme* established by the Order of Physicians. This code of conduct concerns the following:

* Continuity of care
* Quality of care
* Collegiality
* Physician-patient relationship

# Article 4. Implementation of the code of ethics (applicable to clinical and specific internships)

In order to abide by the ethical code of conduct, as referred to in Article 3, the COORDINATING INTERNSHIP SUPERVISOR shall ensure that:

* continuity in the supervision and guidance of the DOCTOR-SPECIALIST IN TRAINING is guaranteed;
* in case of absence, the LOCAL INTERNSHIP SUPERVISOR will be replaced by a doctor-specialist;
* daily contact occurs with the DOCTOR-SPECIALIST IN TRAINING.

In addition, the COORDINATING INTERNSHIP SUPERVISOR and the DOCTOR-SPECIALIST IN TRAINING shall jointly ensure that:

* the training programme will not damage the quality of care with regard to either scientific or human aspects;
* an appropriate balance will be sought between working hours, study hours, on-call duties and free time;
* any allowable ancillary activities do not damage the training programme;
* their positions within the internship department are clearly known to the patients, as well as to their relatives and general physicians;
* the exchange of medical data between the physicians will be restricted to data that are necessary to the provision of care;
* the ethical guidelines concerning experiments involving human subjects are observed; (The ethics committee in each hospital shall also share supervision in this regard.)
* the University of Antwerp *Advanced Master Programme for Medical Specialisations* charter has been signed and observed.

# Article 5. Supervision (applicable to clinical and specific internships)

In all circumstances within which it is necessary for the well-being of the patient, the DOCTOR-SPECIALIST IN TRAINING shall contact the LOCAL INTERNSHIP SUPERVISOR and request advice or personal assistance.

The daily attendance, medical on-call duties of the internship department and/or permanent on-call duty in the hospital and the annual holiday leave shall be arranged according to the usual standards in the hospital, in consultation with the LOCAL INTERNSHIP SUPERVISOR, inasmuch as this is in conformity with the Ministerial Decree of 23/04/2014, published on 27/05/2014 (Numac 2014018175) establishing the general criteria for the certification of doctor-specialists, internship supervisors and internship departments, and the Working Hours Act of 12/12/2010.

The DOCTOR-SPECIALIST IN TRAINING shall participate in on-call duties only in the hospital where  is performing the internship, and under the supervision of  LOCAL INTERNSHIP SUPERVISOR, according to the level of  training (Ministerial Decree of 23/04/2014, Art. 18 § 3).

The DOCTOR-SPECIALIST IN TRAINING shall participate actively in all activities of the internship department that are necessary to  programme (Ministerial Decree of 23/04/2014, Art. 18 § 2).

# Article 6. Education

The DOCTOR-SPECIALIST IN TRAINING shall participate in the staff discussions of the internship department. These discussions shall be held at least once each week.

The DOCTOR-SPECIALIST IN TRAINING shall develop  scientific training under the supervision of the COORDINATING INTERNSHIP SUPERVISOR and the LOCAL INTERNSHIP SUPERVISOR, and shall participate regularly in the didactic activities organised by the medical faculties, scientific institutions and professional associations (Ministerial Decree of 23/04/2014, Art. 16).

The LOCAL INTERNSHIP SUPERVISOR shall provide the DOCTOR-SPECIALIST IN TRAINING with the opportunity to attend the scheduled teaching hours, lectures and working groups, and shall make the appropriate organisational arrangements in this regard (Ministerial Decree of 23/04/2014, Art. 34).

# Article 7. Scientific work of the DOCTOR-SPECIALIST IN TRAINING

In accordance with Article 33 of the Ministerial Decree of 23/04/2014, the LOCAL INTERNSHIP SUPERVISOR must provide the DOCTOR-SPECIALIST IN TRAINING with the opportunity to conduct scientific work amounting to a minimum of 177 working hours on an annual basis (4 working hours per working week). The objective is for the Advanced Master Programme for Medical Specialisations to be organised in accordance with the Decree of the Flemish Government of 18 November 2016.

The following activities are classified as scientific work:

* Lectures organised within the framework of the Advanced Master Programme for Medical Specialisations
* National and international conferences
* Conducting scientific research
* Attendance at supplementary training sessions, workshops and e-learning sessions
* Preparation for examinations

The inclusion of the aforementioned working hours can be arranged in a flexible manner for purposes of the working schedule of the internship department (e.g. 4 working hours per working week, 2 days per month).

# Article 8. Fair compensation (please indicate all options that apply)

[ ]  The DOCTOR-SPECIALIST IN TRAINING has a temporary interruption of the internship plan due to , with approval from the COORDINATING INTERNSHIP SUPERVISOR and the LOCAL INTERNSHIP SUPERVISOR from       through      .

[ ]  The DOCTOR-SPECIALIST IN TRAINING is performing a scientific internship with research funding (source of funding:      ) from       through      .

[ ]  In  first year of the programme, the DOCTOR-SPECIALIST IN TRAINING will perform a  in       (name of hospital) and shall receive fair compensation for this (amount stated in the internship agreement) in accordance with the provisions of the Decree of the Flemish Government of 24/02/2017 concerning the certification of doctor-specialists and general physicians.

[ ]  During  second or higher year of the programme, the DOCTOR-SPECIALIST IN TRAINING will perform a  in       (name of hospital) and shall receive fair compensation for this according to  level of seniority, in accordance with the aforementioned Ministerial Decree of 23/04/2014.

# Article 9. Payment of fair compensation (applicable to clinical and specific internships)

The fair compensation shall be:

[ ]  provided directly to the DOCTOR-SPECIALIST IN TRAINING by the hospital (or hospital network) or the internship department;

[ ]  provided to the DOCTOR-SPECIALIST IN TRAINING through the University of Antwerp (UAntwerp), but charged to the aforementioned hospital or the internship department;

[ ]  provided to the DOCTOR-SPECIALIST IN TRAINING through the Antwerp University Hospital (UZA), but charged to the aforementioned hospital or the internship department;

# Article 10. Professional liability insurance (applicable to clinical internships)

The LOCAL INTERNSHIP SUPERVISOR shall be responsible for  professional liability insurance.

The LOCAL INTERNSHIP SUPERVISOR shall not admit the DOCTOR-SPECIALIST IN TRAINING to the programme before  has been notified that a suitable professional liability insurance policy has been taken out for the DOCTOR-SPECIALIST IN TRAINING by a university, a certified internship supervisor or a hospital (Ministerial Decree of 23/04/2014, Art. 38).

The DOCTOR-SPECIALIST IN TRAINING shall be automatically insured for professional liability through the University of Antwerp (UAntwerp) only if the salary administration is processed through the UAntwerp Human Resources Department.

The DOCTOR-SPECIALIST IN TRAINING shall be automatically insured for professional liability through the Antwerp University Hospital (UZA) only if the salary administration is processed through the UZA Human Resources Department.

# Article 11. Protection of the DOCTOR-SPECIALIST IN TRAINING

The COORDINATING INTERNSHIP SUPERVISOR shall use  influence to prevent contracts with care facilities, statutes or regulatory provisions from damaging the programme and jeopardising the ethical obligations of the DOCTOR-SPECIALIST IN TRAINING.

# Article 12. Working hours of the DOCTOR-SPECIALIST IN TRAINING (indicate the option that applies)

[ ]  The DOCTOR-SPECIALIST IN TRAINING shall work under the system without opting out: an average of 48 working hours per working week for a continuation period of 13 working weeks (trimester), with a maximum of 60 working hours per working week. This number of working hours includes the time needed for educational purposes (Article 6) and for conducting scientific work (Article 7). The LOCAL INTERNSHIP SUPERVISOR shall be responsible for the proper registration of these working hours by the competent Human Resources department.

[ ]  The DOCTOR-SPECIALIST IN TRAINING shall work under the system with opting out: an average of 60 working hours per working week for a continuation period of 13 working weeks (trimester), with a maximum of 72 working hours per working week. This number of working hours includes the time needed for educational purposes (Article 6) and for conducting scientific work (Article 7). The LOCAL INTERNSHIP SUPERVISOR shall be responsible for the proper registration of these working hours by the competent Human Resources department.

The aforementioned working hours also include on-call duties. If a DOCTOR-SPECIALIST IN TRAINING has a shift with working hours between 12 and 24 hours due to on-call duties, it must be immediately followed by a minimum resting period (recup) of 12 hours.

The DOCTOR-SPECIALIST IN TRAINING shall be entitled to take all legal and supplementary holidays. If the DOCTOR-SPECIALIST IN TRAINING serves on-call duty on a holiday, it must be accompanied by recup (if applicable), in addition to being registered as a leave balance. The same shall apply to holidays falling on a weekend in which the DOCTOR-SPECIALIST IN TRAINING is not working.

# Article 13. Assessment of the DOCTOR-SPECIALIST IN TRAINING

In cooperation with the DOCTOR-SPECIALIST IN TRAINING, the LOCAL INTERNSHIP SUPERVISOR shall organise a planning conference at the start of the internship period stated under Article 1. A written report of this planning conference must be registered in the electronic portfolio (Medbook) of the DOCTOR-SPECIALIST IN TRAINING.

At least once within the internship period stated under Article 1, the DOCTOR-SPECIALIST IN TRAINING must have an interim performance review with the LOCAL INTERNSHIP SUPERVISOR or with the responsible local internship supervisor (a fully qualified physician employed within the certified internship department). A written report of this performance review must be registered in the electronic portfolio (Medbook) of the DOCTOR-SPECIALIST IN TRAINING.

In cooperation with the DOCTOR-SPECIALIST IN TRAINING, the LOCAL INTERNSHIP SUPERVISOR shall organise an evaluation conference at the end of the internship period stated under Article 1. A written report of this evaluation conference must be registered in the electronic portfolio (Medbook) of the DOCTOR-SPECIALIST IN TRAINING.

The LOCAL INTERNSHIP SUPERVISOR (or the local internship supervisor) shall be allowed to organise additional performance reviews and/or evaluation conferences in the interest of the DOCTOR-SPECIALIST IN TRAINING’s progress in the programme. A written report of any such additional performance review and/or evaluation conference must be registered in the electronic portfolio (Medbook) of the DOCTOR-SPECIALIST IN TRAINING.

# Article 14. Internship agreement and regulations on internship conditions

The LOCAL INTERNSHIP SUPERVISOR shall ensure that the DOCTOR-SPECIALIST IN TRAINING has been provided with an internship agreement that takes into account all provisions of this programme agreement. The Human Resources department responsible for administering the DOCTOR-SPECIALIST IN TRAINING’s salary must provide the DOCTOR-SPECIALIST IN TRAINING with a copy of the internship conditions.

# Signatures

Signed at       (city) on       (date).

## Signature of the DOCTOR-SPECIALIST IN TRAINING Signature of the FOREIGN INTERNSHIP SUPERVISOR