

Training placements for qualified healthcare professionals in Althaia

Quality and Knowledge Management
Teaching Unit

Regulations approved by the Quality and Knowledge Management on May 25,
2021 and updated on June 26, 2025*

Index

1. REQUIREMENTS	3
2. TYPES OF TRAINING PLACEMENTS	3
3. CONDITIONS	3
4. PROCESSING	5
4.1. APPLICATION FOR TRAINING PLACEMENTS	5
4.1.1. <i>National Professionals</i>	5
4.1.2. <i>International Professionals</i>	5
<i>Training placements of up to three months</i>	5
<i>Training placements of 3 to 6 months</i>	6
4.2. EVALUATION	6
4.3. FORMALIZATION	6
4.4. RECEPTION	7
4.5. RECORD	7

1. Requirements

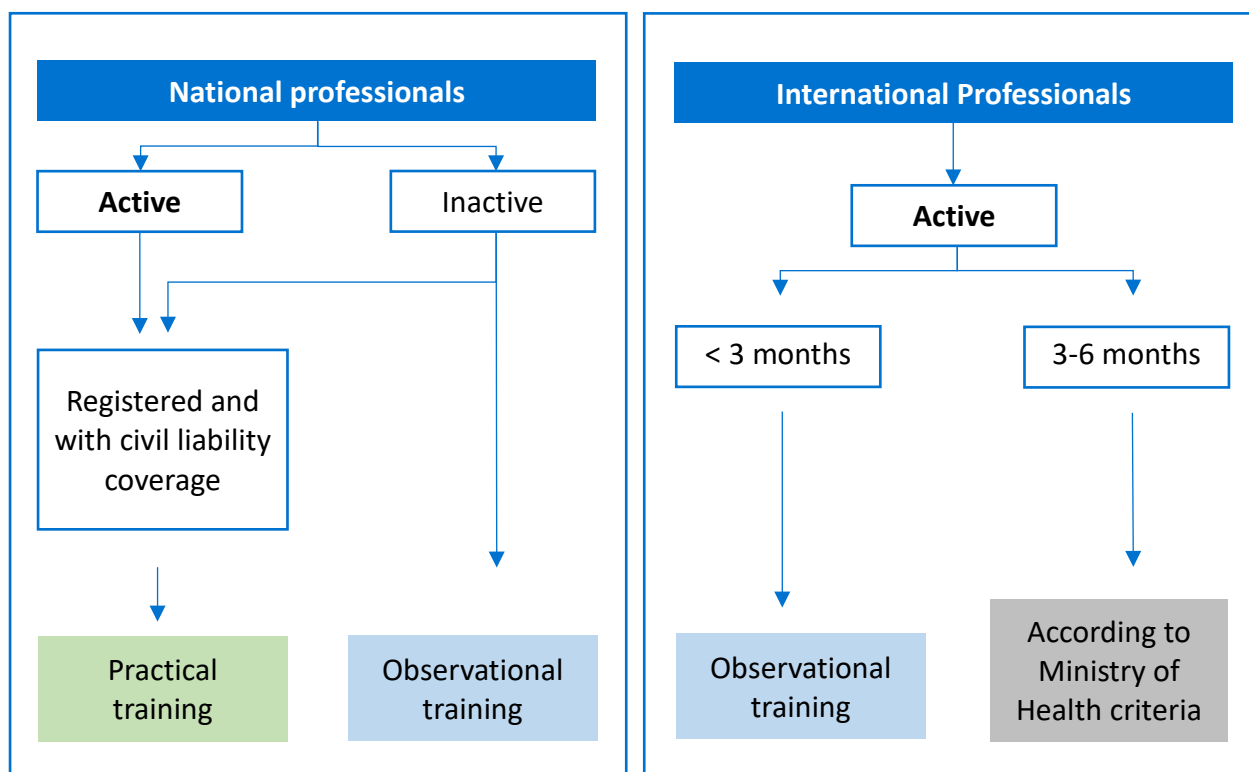
These placements are aimed at healthcare professionals, both national and international.

These professionals may or may not have a current employment contract with other healthcare institutions at the time of their stay.

This regulation does not apply to the training placements of residents from other hospitals.

2. Types of training placements

According to the professional situation and the type of professional in training, the training stays admitted according to this regulation are the following.



3. Conditions

These professionals will access Althaia for the **sole purpose of training**.

The training period is not considered a work activity, therefore no type of remuneration or economic compensation is received during its duration.

The duration of training stays is specified in each case, but will always be for a limited period, up to 6 months in general and, for international professionals, as established in section 4.1.2 of these regulations.

Trainees must be registered with their professional association and have health and liability insurance coverage to ensure the training placement is practical. In such cases, trainees will have access to clinical information and contact with patients. They may also practice specific techniques, always under the supervision of the clinical staff of the host department.

Under no circumstances may the trainee professional undertaking the placement sign any medical document or be responsible for the care of inpatients, outpatients or emergency patients .

Under no circumstances will the trainee have access to the patients' medical records.

Alternatively, if the conditions outlined in the previous paragraph are not met, the stays will be observational. In this case, during their stay, the observer will accompany Althaia 's medical staff during rounds, outpatient consultations, procedures, clinical sessions, etc., to gain firsthand knowledge of the actual activity in a healthcare setting. **The observer may not perform any clinical duties.**

The trainee will have a schedule agreed upon with their supervisor, based on the training program and with the approval of the head of service or head of unit.

The activities in which you participate will be planned, directed, supervised, and graded by the professionals providing services in the care unit where your stay takes place. These activities require the consent of the patients you are expected to be present (observational stays) or to participate in their diagnosis or treatment through clinical interviews, examinations, or procedures. You will be required to be familiar with and comply with Spanish legislation regarding the protection of personal data and to guarantee professional confidentiality both during and after your stay at Althaia.

Once the internship is completed, the trainee will leave the institution voluntarily. Should they wish to do so before the end of their internship, they must notify the Academic Secretariat in writing.

The trainee professional will accept the revocation that Althaia may make at any time regarding this situation.

The stay does not grant any qualification, but once the stay is completed, at the request of the interested party, the Teaching Unit of Althaia will deliver the document accrediting their training period.

The trainee agrees not to use any documentation or information accessed during their stay without the center's authorization. To this end, they will sign a confidentiality agreement, which will be provided upon their arrival at the Althaia Teaching Unit .

4. Processing

4.1. Application for training placements

4.1.1. National Professionals

The application must be submitted via this [online form](#). Once received, the Teaching Unit will assess the request based on its teaching capacity and provide a timely response.

The application deadline will be set well in advance to allow you to start your stay on the requested start date.

Information and documentation to be processed in case of acceptance by Althaia

- Authorization from the Head of Service/Section/Area Manager of Althaia, based on teaching capacity (Annex 1).
- Training program validated by the Head of Service/Section/Area Manager of Althaia. This program must include, at a minimum: objectives, methodology, evaluation criteria and teaching collaborators (optional).
- Photocopy of the degree certificate or equivalent and, in the case of a medical doctor, the Specialist degree certificate.
- Photocopy of ID card
- If the training stay involves contact, primarily, with underage patients, a valid certificate of sexual offenses will be required.

Additionally, in the case of practical training placements:

- Photocopy of your professional association membership card. To access the Hospital's computer applications, you must be a member of an official national professional association.
- Document proving professional liability coverage during your stay.

Additionally, in the case of employment with another healthcare institution, the following will also be required:

- Authorization from the originating center.
- HR certificate from the originating center confirming that the applicant is a professional there at the time of the stay.

4.1.2. International Professionals

This type of stay is aimed at specialists who carry out their professional activity abroad.

[Training placements of up to three months](#)

This stay is exclusively for observation. These professionals will not be directly responsible for patient care and must be supervised at all times by physicians from the Althaia staff.

The application must be submitted via this [online form](#). Once received, the Teaching Unit will assess the request based on its teaching capacity and provide a timely response.

The application deadline will be set well in advance to allow you to start your stay on the requested start date.

Information and documentation to be processed in case of acceptance by Althaia

- Authorization from the Head of Service/Section/Area Manager of Althaia , based on teaching capacity (Annex 1).
- Training program validated by the Head of Service/Section/Area Manager of Althaia . This program must include, at a minimum: objectives, methodology, evaluation criteria and teaching collaborators (optional).
- Photocopy of the degree certificate or equivalent and, in the case of a medical doctor, the Specialist degree certificate.
- Photocopy of ID card
- If the training stay involves contact, primarily, with underage patients, a valid certificate of sexual offenses will be required.
- Authorization from the originating center.
- HR certificate from the originating center confirming that the applicant is a professional there at the time of the stay.

Training placements of 3 to 6 months

This type of stay must be authorized by the Ministry of Health.

This permit is granted only to active professionals and lasts between 3 and 6 months, renewable only in certain cases. It is essential to consult the Ministry's website for information on the regulations governing these stays and the required procedures before taking any action.

The training placements will be carried out exclusively in teaching units accredited for the training of specialists.

The application must be made by sending the corresponding form to docencia@althaia.cat.

Information and documentation to be processed in case of acceptance by Althaia

According to the procedure established by the Ministry of Health, available at the following link:

[Ministry of Health - Areas - Information for professionals - Training](#).

4.2. Evaluation

Once received, the Althaia Teaching Unit will assess the request, based on teaching capacity, and will provide the response it deems appropriate.

4.3. Formalization

The trainee will need to sign the confidentiality agreement and respect the patient's right to privacy, as well as accept Althaia 's privacy policy .

4.4. Reception

At the time of admission, the Teaching Unit will process, among others, the following documentation:

- Identification card.

4.5. Registration

The professional in training and the data of the training activity will be recorded in the register book of personnel in training.