



**Summer Professional Practice
after the 2nd year of study
Faculty of Medical Sciences, Master Degree Program**

**In the outpatient
PRIMARY HEALTH CARE**

Program and Regulations

After **second year** of master degree medicine program, every student is obliged to undergo 120 hours (i.e. 4 weeks) of summer professional practice in the field of **Primary Health Care**, including: 60 hours (2 weeks) in the **General Outpatient Clinic of Primary Care** and 60 hours (2 weeks) in **Family Doctor's Office**.

Summer Professional Practice is realized within summer months (ie July - September) and is in full-time 6 hours (hours. 7:00 - 13:00 or 8:00 - 14:00). In addition, every student can take two duty hours in each of the departments between the hours of 14:00 and 21:00. After the afternoon duty student is exempt from duty on the next day. During the duty student is required to assist the physician at work in all activities and medical procedures. The student takes part in the admission of patients, performs / assists during procedures, attends medical appointments in the afternoon.

Summer Professional Practice in the **Primary Health Care** and **Family Doctor's Office** is aimed on acquiring, improving and strengthening the practical skills and learning outcomes achieved during the first two years of study, including performance in daily activities . In addition, summer professional practice enables and requires active part in medical procedures and responsibilities.

Professional practice must take place in the accredited General Outpatient Clinics on Primary Health Care and Family Doctor Offices.

At the end of the summer professional practice student is required to write a one-page (about 400 - 500 words) essay after each cycle - **Primary Health Care** and **Family Doctor's Office**, about the professional and / or unprofessional behaviors that student met during the summer professional practice. Apart from the professional and / or unprofessional behaviors, students should include their personal reflections. The essay is evaluated by the coordinator of summer professional practice for 2nd year , **Mr Rakesh Jalali, MD, PHD**.

Supervision on students:

Supervisor of summer practice is chosen by the head of the clinic / ward. The Supervisor of practice is responsible for:

- implementation of the summer practice program;
- evaluation of summer practice by grading the individual skills and treatments
- evaluation of the student reliability and professionalism.

The student is under direct supervision of a nurse, chosen by the head of the clinic / ward.

After the practices a student is obliged to write essays (each of 400-500 words) after each of cycles – **General Outpatient Clinic of Primary Care and Family Doctor's Office**, the essays should be dedicated to professional and unprofessional behavior that he or she observed during the practice, own thoughts.

The final evaluation and completion of the summer practice is made by the tutor and coordinator of the summer practice **Mr Rakesh Jalali, MD, PhD** chosen by the Dean of the Faculty of Medical Sciences. In all contentious issues the student may contact the above named coordinator of summer practice.

All other questions and problems are solved by Vice Dean for Education, **Mr Prof. Jerzy Gielecki, MD, PhD**.

During the summer practice the student can be inspected by the authorities of Faculty or University.

The student is required to mark in his/her individual summer practice record book all performed activities and treatments as well as all the skills acquired during summer practice. Implementation of any of the above mentioned activities, treatments and procedures must be approved by the signature of the person who supervised the execution of the procedure (nurse, ward nurse, physician) and must be evaluated on a scale of 2.0 to 5.0 where:

For each ability a student receives from 0 – 2 points, where:

0 points – lack of or incorrect implementation of abilities/procedures

1 point – the ability/procedure is partially or incorrectly implemented, but satisfactorily

2 points – the ability /procedure is correctly implemented

Professionalism of a student is also assessed during practices:

0 points – student proceeds and behaves unprofessionally

1 point – student proceeds and behaves satisfactorily

2 points – student proceeds and behaves professionally

For professionalism the student receives the grades:

5.0. – very good – when he/she receives 30-27 points

4.0. – good – when he/she receives 26-21 points

3.0. – satisfactory – when he/she receives 20-15 points

2.0. – insufficient – when he/she receives 14 points and less

A student may receive the given grades for Summer Practices in the field of **General Outpatient Clinic of Primary Care:**

2.0 - insufficient, no/incorrect procedure – implementation of 5% or less abilities/procedures (104 points and less), lack of professionalism (less than 15 points), lack or incomplete essay

3.0 – satisfactory-the abilities (**105-119 points**) + professionalism on satisfactory level (**20-15 points**), an essay

4.0 – good – the abilities (**120-135**) + professionalism on satisfactory level (**26-21 points**), an essay

5.0 - very good – the abilities (**more than 135 points**)+ professionalism on the very highlevel (**30-27**), an essay

If the grade of one of the parts is lower – the final grade is also half grade lower

A student may receive the given grades for Summer Practices in the field of **Family Doctor's Office:**

2.0 - insufficient, no/incorrect procedure – implementation of 5% or less abilities/procedures (104 points and less), lack of professionalism (less than 15 points), lack or incomplete essay

3.0 – satisfactory-the abilities (**105-119 points**) + professionalism on satisfactory level (**20-15 points**), an essay

4.0 – good – the abilities (**120-135**) + professionalism on satisfactory level (**26-21 points**), an essay

5.0 - very good – the abilities (**more than 135 points**)+ professionalism on the very highlevel (**30-27**), an essay

If the grade of one of the parts is lower – the final grade is also half grade lower

At the end of the summer practice student is required to write one-page (about 400 - 500 words) essay about the professional and/or unprofessional behaviors with which he/she met during the summer practice (own reflections). The essay is evaluated by the coordinator of summer practice for the 2nd year- **Mr Rakesh Jalali, MD, PhD.**

Summer practice record book with student individual evaluation skills and procedures card must be submitted to the Dean's Office with index no later than 15th September 2016. Failing the summer practice according to the Regulation of study, will effect not passing the second year and the removal from students list.

The requirement to pass summer practice after first year of medical studies is a confirmation of obtained skills, listed in the detailed summer practice program. Every skill or procedure needs to be confirmed with a final grade. Additionally, the professionalism and the reliability of the given tasks are also graded. The final grade for the summer practice is total score of the above named grades, issued by the coordinator of summer practice Mr Rakesh Jalali, MD, PhD . the grade should be also visible in the USOS system.

During the summer practice in the General Outpatient Clinic on Primary Health Care after 2nd year after of master degree program in medicine, each student is required to:

1. get to know specifics of the organization and work in family doctor's office and treatment room
2. understand the basic procedures of the FDO and the powers of its staff working in such areas as reception, examination, diagnosis and care of patient who comes to the clinic (ie keeping records related to the adoption, testing, orders and instructions to the patient, etc., to carry out research subject and object, keeping the pages of history of the disease, diagnosis, treatment, etc.)
3. get to know the procedure and the patient registration process and the related documentation, such as the type of filled documents, the system / method of carrying files, etc.
4. get to know scope of procedures performed in the treatment room and perform independently on basic ones such as subcutaneous, intradermal, intramuscular, blood etc. and understand the procedures and techniques desmurgy, gypsum application etc
5. obey aseptic and antiseptics techniques.
6. participation in primary surgery / procedures performed by a physician
7. participate in the examination of the patient, including history and physical examination (acquisition and exercise w / the skills)
8. acquire and improve communication skills with the patient and the patient's care (empathy, behavior and nonverbal communications, assertiveness)
9. participate in the procedures and activities of care, diagnostics and therapy
10. analyze / measure patient's vital signs during medical visits (including parameters of pressure, pulse, temperature, urine, defecation, characteristics and features of the secretions, etc.)
11. analyze the current state of the patient
12. monitor and control the patient with a particular focus on vital signs to participate in the first aid
13. keep the medical record in accordance with the applicable rules and procedures
14. participate in the elaboration and implementation of medical orders - becomes familiar, is involved in completing an individual card orders and medications dosage (prescriptions, type and group of prescribed drugs), etc.
15. participate in the preparation and balancing the diet of patients, in promoting a healthy diet and a healthy lifestyle
16. participate in the preparation of the patient for a diagnostic test / procedure / operation, and in managing and monitoring the patient after the surgery / operation and after diagnostic tests, etc.
17. read the rules for issuing referrals for specialized testing, certification, sick leave, and how to fulfill them
18. participate in educational training in the FDO

Basic skills and procedures in the field of Primary Health Care Part 1 *

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		independent	with the assistance/ supervision	as an observer		
Follows the principles of aseptic and antiseptic	eg hygiene and disinfection					
	so called. Surgical hand washing					
	how to prepare dressings					
	how to prepare surgery tools					
	how to prepare a tool for sterilization					
Participates in physical examination (medical history)	General problems and complaints					
	previous history of the disease					
	Family history					
Participates in physical examination (physical)	Head					
	Neck					
	Chest					
	abdominal cavity					
	limbs					
Participates in completing the pages of history of the disease in the area:	Medical interview					
	physical examination					
Performs measurement and monitoring	Blood pressure					
	Pulse					
	Temperature					
Monitors and analyzes / Participates in /	glucose – using eg. test strips					
	perform ECG					

Basic skills and procedures in the field of Primary Health Care Part 2*

Skills			Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
			independent	with the assistance/ supervision	as an observer		
Diagnosis: participates in planning	diagnostic tests	Chest X-ray					
		X-ray abdominal cavity					
		USG					
		TK					
		RM					
	ECG						
	helps to prepare / prepare a patient for examination						
endoscopy							
Analyzes / tries to interpret the results of diagnostic tests:	imaging tests: chest X-ray						
	X-ray abdominal cavity						
	Study: ECG						
	laboratory						
	morphology						
	OB						
	other						
	pathological examination						
peripheral blood preparations							
Knows how to:	assess the current status of the patient						
	assess the patient's mental and physical condition						
	assess the state of hydration / dehydration						
	assess daily fluid balance						
	determine the amount necessary to make up for deficiency of liquid						
Understand the basic pathogenesis of disease symptoms							
Recognizes the core symptoms of the most common diseases							

Basic skills and procedures in the field of Primary Health Care Part 3*

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		independent	with the assistance/ supervision	as an observer		
Knows the rules of	Balance/periodic examination					
	Baby care					
	Child care					
	Healthy infant nutrition					
	healthy child nutrition					
	calculation of the balance of the diet					
	First Aid and anatomical distinctiveness infant, child, adult					
Knows the rules for taking / protecting material for diagnostic tests	arterial blood					
	capillary blood					
	venous blood					
	blood for fungal culture					
	urine					
	fluid					
	contents of stomach / duodenal swabs					
Knows the rules / arranges / performs venipuncture and injection	subcutaneous					
	administration of insulin: how to use the pen, insulin pump					
	intra-dermal					
	intra-muscular					
	peripheral intravenous					

Basic skills and procedures in the field of Primary Health Care Part 4*

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		independent	with the assistance/ supervision	as an observer		
Knows the rules / participates in the performance of basic procedures and treatments	oxygen therapy					
	spirometry					
	induction of oropharyngeal tube					
	gastric lavage					
	bladder catheterization					
	imposing of gypsum					
Participates in / performs:	basic procedures performed by a physician					
	drainage of the pleural cavity					
	drainage of the peritoneal cavity					
	central catheter flushing					
	simple dressing					
	supplies simple external bleeding					
	viewing / analysis formulas / output peripheral blood					

* Evaluation is made by the manager / tutor of the practice in the ward/department where practical training is realized

.....
(signature and stamp of the supervisor of the practice)

Evaluation of student professionalism*

	POINTS				Remarks
	0	1	2	3	
External appearance (eg ID, clean, ironed coat)					
Punctuality					
Motivation and involvement					
Reliability of executed commands and activities					
Ability to use and knowledge of medical terminology					
The ability to apply medical knowledge					
Ability to present and discuss cases					
Ability to communicate with patients					
Ability to communicate with staff					
Ability to plan work					
Professional behavior					
Empathy					
Adherence to ethical principles					
Assessment of progress in carrying out tasks					
The potential for professional development and scientific					
Total score:					

* Evaluation is made by the manager / tutor of the practice in the ward/department where practical training is realized

.....
(signature and stamp of practical training supervisor)

Students are evaluated on the scale from 1 to 5 (1 - insufficiently → 5 - very good):
 their new knowledge, participation and involvement to the summer professional practice
 logistical and substantive preparation of the ward in which the practice is realized

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.....
(student's signature)

Student's personal reflections about professional and / or unprofessional behaviors they met during the implementation of Summer Professional Clerkship for the *Primary Health Care* (one typewritten page of 400-500 words).

A large, empty rectangular box with a thin black border, intended for the student to write their personal reflections. The box occupies most of the page below the instruction text.



Certification of Summer Professional Practice

PRIMARY HEALTH CARE

in basic skills and treatments

Student of the 2nd year of medicine (6-year Master degree program) on the Faculty of Medical Sciences
at University of Warmia and Mazury,

Mr/Ms
completed Summer Professional Practice consistent with the above-mentioned 60hrs practical program,
held from to 2016 years

.....
(Stamp of the ward/ department where the practice was undertaken)

.....
(signature and stamp of practice supervisor)

Final evaluation:

* Evaluation is made by the manager / tutor of the practice in the ward/department where the practice was realized

.....
(signature and stamp of the practice coordinator)



**Summer Professional Practice
after the 2nd year of study
Faculty of Medicine, Master Degree Program**

**in the outpatient
FAMILY DOCTOR'S OFFICE**

Program and Regulations

During the summer practice in the outpatient family doctor's office (FDO) after 2nd year after of master degree program in medicine, each student is required to:

1. get acknowledged with specifics of the organization and work in family doctor's office and treatment room
2. understand the basic procedures of the FDO and the powers of its staff working in such areas as reception, examination, diagnosis and care of patient who comes to the clinic (ie keeping records related to the adoption, testing, orders and instructions to the patient, etc., to carry out research subject and object, keeping the pages of history of the disease, diagnosis, treatment, etc.)
3. get acknowledged with the procedure and the patient registration process and the related documentation, such as the type of filled documents, the method /way of preparing the file, etc.
4. get acknowledged with scope of procedures performed in the treatment room and perform independently on basic ones such as subcutaneous, intradermal, intramuscular, blood, etc.
5. understand the procedures and techniques of desmurgy, gypsum imposition etc.
6. obey principles of asepsis and antisepsis
7. participation in primary surgery / procedures performed by a physician
8. participate in the examination of the patient, including history and physical examination (acquisition and exercise w / the skills)
9. acquire and improve communication skills with the patient and the patient's care (empathy, behavior and nonverbal communications, assertiveness)
10. participate in the procedures and activities of care, diagnostic and therapeutic
11. analyze / measure patient's vital signs during medical visits (including parameters of pressure, pulse, temperature, urine, defecation, characteristics and features of the secretions, etc.)
12. analyze the current state of the patient
13. monitor and control patient with a particular focus on vital signs to participate in the first aid
14. keep medical record in accordance with the applicable rules and procedures
15. participate in the elaboration and implementation of medical orders - becomes acknowledged, is involved in completing an individual card of orders and in medications dosage (prescriptions, type and group of prescribed drugs), etc.
16. participate in the preparation and balancing the diet of patients, in promoting a healthy diet and a healthy lifestyle
17. participate in the preparation of a patient for a diagnostic test / procedure / operation, and in managing and monitoring the patient after the surgery / operation and after diagnostic tests, etc.
18. read the rules of issuing referrals for specialized testing, certification, sick leave, and how to fulfill them
19. participate in educational training in the FDO

Basic skills and procedures in a Family Doctor's Office part 1*

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		independent	with the assistance/ supervision	as an observer		
Follows the rules of asepsis and antisepsis	eg hygiene and disinfection					
	surgical hand washing					
	how to prepare dressings					
	how to prepare for surgery tools					
	how to prepare tool for sterilization					
Participates in physical examination (medical history)	General problems and complaints					
	previous history of the disease					
	Family history					
Participates in physical examination (physical)	Head					
	Neck					
	Chest					
	Abdominal cavity					
	Limbs					
Participates in completing the pages of history of the disease in the area:	Medical interview					
	physical examination					
Performs measurement and monitoring	Pressure					
	Pulse					
	Temperature					
Monitors and analyzes / Participates in /	glucose – using eg. test strips					

Basic skills and procedures in a Family Doctor's Office part 2*

Skills			Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
			independent	with the assistance/ supervision	as an observer		
Diagnosis: participate in planning	diagnostic tests	Chest X-ray					
		X-ray abdominal cavity					
		USG					
		TK					
		RM					
	ECG						
	helps to prepare / prepare a patient for examination						
endoscopy							
Analyzes / trying to interpret the results of diagnostic tests:	imaging tests: chest X-ray						
	X-ray abdominal cavity						
	Study: ECG						
	laboratory						
	morphology						
	OB						
	other						
	pathological examination						
peripheral blood preparations							
Knows how to:	assess the current status of the patient						
	assess the patient's mental and physical condition						
	assess the state of hydration / dehydration						
	assess daily fluid balance						
	determine the amount necessary to make up for deficiency of liquid						
Understand the basic pathogenesis of disease symptoms							
Recognizes the core symptoms of the most common diseases							

Basic skills and procedures in the field of Family Doctor Office Part 3*

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		independent	with the assistance/ supervision	as an observer		
Knows the rules	Balance/ periodic examination					
	Baby care					
	Child care					
	Healthy infant nutrition					
	healthy child nutrition					
	calculation of the balance of the diet					
	First Aid and anatomical distinctiveness infant, child, adult					
Knows the rules of taking / protecting material for diagnostic tests	arterial blood					
	capillary blood					
	venous blood					
	blood for fungal culture					
	urine					
	fluid					
	contents of stomach / duodenal swabs					
Knows the rules / arranges / performs venipuncture and injection	subcutaneous					
	administration of insulin: how to use the pen, insulin pump					
	intra dermal					
	intramuscular					
	peripheral intravenous					

Basic skills and procedures in the field of Family Doctor Office Part 4*

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		independent	with the assistance/ supervision	as an observer		
Knows rules / participate in the performance of basic procedures and treatments	oxygen therapy					
	spirometry					
	introduction of oropharyngeal tube					
	gastric lavage					
	bladder catheterization					
Participates in / performs:	setting gypsum					
	basic procedures performed by a physician					
	drainage of the pleural cavity					
	drainage of the peritoneal cavity					
	central catheter flushing					
	simple dressing					
	supplies simple external bleeding					
viewing / analysis formulas / output peripheral blood						

* Evaluation is made by the manager / tutor of the practice in the ward/department where practice is realized

.....
(signature and stamp of the supervisor of the practice)

Evaluation of student professionalism*

	POINTS 0-2point				Remarks
External appearance (eg ID, clean, ironed coat)					
Punctuality					
Motivation and involvement					
Reliability of executed commands and activities					
Knowledge and ability to use medical terminology					
Ability to apply medical knowledge					
Ability to present and discuss cases					
Ability to communicate with patients					
Ability to communicate with staff					
Ability to plan work					
Professional behavior					
Empathy					
Adherence to ethical principles					
Assessment of progress in carrying out tasks					
The potential for professional development and scientific					
Total score:					

* Evaluation is made by the manager / tutor of the practice in the ward/department in which the practice is realized

.....
(signature and stamp of practice supervisor)

Students are evaluated on the scale from 1 to 5 (1 - insufficiently → 5 - very good):
 new knowledge, participation and involvement on the summer professional practice
 logistical and substantive preparation of the ward in where the training is realized

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.....
(signature of the student)

Student's personal reflections about professional and / or unprofessional behaviors with which they met during the implementation of Summer Professional Clerkship for the *Family Doctor Office* (one typewritten page of 400-500 words).

A large, empty rectangular box with a thin black border, intended for the student to write their personal reflections. The box occupies the majority of the page below the instruction text.



Certification of Summer Professional Practice

FAMILY DOCTOR'S OFFICE

in basic skills and treatments

Student of the 2nd year of medicine (6-year Master degree program) on the Faculty of Medical Sciences
at University of Warmia and Mazury,

Mr/Ms

completed Summer Professional Practice consistent with the above-mentioned 60 hours program
held from to 2016 year

.....
(Stamp of the ward/ department where the practice was made)

.....
(signature and stamp of practice supervisor)

Final evaluation:

* Evaluation is made by the manager / tutor of the practice in the ward/department where the practice is realized

.....
(signature and stamp of the practice coordinator)