



**Summer Professional Practice
after the 4th year of study
Faculty of Medical Sciences, Master Degree
Program**



**GENERAL SURGERY
Program and Regulations**

**Approved by Resolution of the Faculty Council of Medical Sciences, University of Warmia and Mazury in Olsztyn,
Implemented from the academic year 2015-2016**

After the **4th** year of the master degree program in medicine every student is obliged to undergo 120 hours (ie 4 weeks) of summer professional practice in the field of **General Surgery(2 weeks- 60 hours)** and **Pediatrics(2weeks- 60 hours)**.

Professional practice is realized within summer months (ie July - September) and is full-time 6 hours (between 7:00 - 13:00 or 8:00 - 14:00). In addition, every student must undertake two duties in each of the departments between the hours of 14:00 and 21:00. After afternoon duty student is exempt from the classes on the next day or on the day of afternoon duty student is exempt from the morning classes. During the duty student is required to assist a physician on duty in all activities and medical procedures. The Student takes part in the admission of patients (admission department) performs / assists during the life-saving treatments, attends medical appointments in the afternoon.

Summer Professional Practice of **General Surgery** and **Pediatrics** is aimed on improving and strengthening practical skills and learning outcomes acquired during the academic year, regarding the doctor's daily activities. In addition, professional practice either lets and requires the active participation in the procedures and responsibilities of physician.

The practice must happen in the accredited surgery wards and emergency rooms.

At the end of each stage of the professional summer practice in a clinic / department of **General Surgery** and **Pediatrics** student is required to write a one-page (about 400 - 500 words) essay including personal reflections about the professional and / or unprofessional behavior that was met by student during realization of summer professional practice. The essay is evaluated by the coordinator of summer professional practice for 4th year – **Mr Rakesh Jalali, MD, PHD.**

Student supervision:

Supervision of student:

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 – **Pediatrics** and **Gynecology and Obstetrics**, 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 Jerzy Gielecki, MD, PhD, prof. UWM.**

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 **Pediatrics**:

- 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 **Gynecology and Obstetrics**:

- 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 fourth 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 fourth 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 visibile in the USOS system.

During the summer of professional practice of General Surgery and Pediatrics at the 4th year master degree program in Faculty of Medicine, each student is required to:

1. get acknowledged with the organization and specific work in a general surgery ward
2. get acquainted with the basic procedures within the department and with the obligations of the staff: eg research, diagnosis and care of the surgical patient (ie keeping for adoption, residence, departure the patient, etc., conducting physical examination and subjective, case history, diagnosis, treatment, etc.)
3. participate in daily medical report (information about patients after night duty, newly admitted patients, etc.)
4. participate in medical rounds
5. present patient's vital signs during medical rounds (including the parameters of pressure, pulse, temperature, urine, bowel movements, characteristics and features of the secretions, ie, the type and amount of liquids such as drains, etc.)
6. present the current state of the patient and the progression of the disease: progression / regression
7. conduct physical examination of the patient, improve the ability to examine in subjective and objective way with special emphasis on initial diagnosis with selection of differential examinations.
8. observe and monitor the patient's state, with particular regard to the parameters of vital functions
9. keep the medical record in accordance with the applicable rules and procedures
10. obey asepsis and antisepsis principles
11. participate in the drawing and implementation of physician orders - take notes, monitor, complete an individual orders card under the supervision and participate in the administration of drugs, etc..
12. participate in the preparation and balancing the diet of the patient.
13. participate in the preparation of the patient to invasive/non-invasive diagnostic testing, possible treatments , elective or by life indications surgeries
14. participate in the observation of the patient after invasive/non-invasive diagnostic testing, etc.
15. participate in the educational trainings in the department

Basic skills and procedures in internal medicine 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 asepsis and antisepsis	eg hygiene and disinfection					
	other					
Participates in physical examination (medical history)	General problems and complaints					
	previous history of the disease					
	family history					
Participates in physical examination (physical)	heads					
	neck					
	chest					
	abdominal cavity					
	the limbs					
Participates in completing the disease card in the area:	medical interview					
	physical examination					
	diagnostics					
	treating					
Performs a physical examination supervised by a physician, runs / completes medical history of the patient's internal medicine:	qualified for the treatment of the indications of life					
	under "ER" for a possible observation					
	for the planned treatment					
Monitors	pressure					
	pulse					
	temperature					
Monitor life parameters	glucose condensation– using eg. test strips					
	oximeter					
	vital signs monitoring					
Participation in medical rounds	examining a patient before medical round					
	check the current state of the patient					
	participate in medical rounds					

Basic skills and procedures in internal medicine part 2 *

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks	
		independent	with the assistance / supervision	as an observer			
Diagnosis: participates in / plans:	biochemical tests						
	Diagnostic tests	Chest X-ray					
		X-ray abdominal cavity					
		ultrasound					
		TK					
		RM					
	ECG						
	echocardiogram heart						
helps to prepare / prepare a patient for examination							
endoscopic							
Examines course of / attempts to interpret the results of diagnostic tests:	image tests: chest X-ray						
	X-ray abdominal cavity						
	Study: ECG, echocardiogram						
	laboratory						
	pathological examination						
	peripheral blood preparations						
	other						
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 a shortage of liquid						
Understands basic pathogenesis of diseases							
Recognizes the fundamental causes of disease							
Knows and differentiates the core symptoms of the most common diseases							
Varies basic disease entities in particular states of emergency							
Evaluates the patient's physical and psychological condition							
Attempts to put a proper identification and diagnosis							
Suggests treatment regimen							
Knows the indications for the treatment of irrigation							

Basic skills and procedures in internal medicine 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:	patient care					
	diet of the patient with diabetes mellitus					
	hypercholesterolemic diet of the patient					
	first aid					
Knows the rules for the collection / protection material for diagnostic tests	arterial blood					
	capillary blood					
	venous blood					
	blood for 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					
	intramuscular					
	Intravenous, peripheral					
	the large veins / central					
Shows the initial diagnosis						
Proposes and recommends additional research						
Presents differential diagnosis						
Presents a treatment plan						
Conducts and completes the daily observation of the patient, regarding knowledge of electronic systems for hospital						
Participates in consultation with a doctor in surgery Clinic / Department of internal medicine in other branches						
Knows the rules of administration / recommended drug / fluid in the intravenous drip						
Changes the dressing						
Realizes medical orders						

Basic skills and procedures in General Surgery part 4*

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		independent	with the assistance/supervision	as an observer		
Order of/Performing of basic procedures and treatments	oxygen therapy					
	substitute and assessed ventilation					
	gastric lavage					
	induction of oto pharyngeal tube					
	catheterization of the bladder					
	drainage of the wound/fluid reservoir					
Knowledge of principles\participation in\ performing	preparing of request for blood/blood preparations					
	procedures of transfusing of the above mentioned preparations					
	transfusion of blood preparations					
	drainage of pleural cavity					
	drainage of peritoneal cavity					
	puncture of pericardium					
	puncture of lumbar					
	bone marrow puncture					
	puncture of central catheter					
	rinsing of central catheter					
	fine-needle biopsy					
	viewing and analysis of peripheral blood samples					
Participation in	traditional method surgeries					
	Laparoscopic method surgeries					
Assistance in/installing of	stitches					
	dressings					
	other					

SKILLS		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		independent	with the assistance/ supervision	as an observer		
Participation in:	washing before the surgery					
	preparing surgery area					
	treatments					
	surgeries					
	conducting of perioperative care					
	preparation of prescriptions					

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

.....
(Stamp of the department/unit)

.....
(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 of medical terminology					
The ability to apply medical knowledge					
Ability to present and discuss cases					
The 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 the practice is realized

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

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

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

-
 -

.....
(signature of the student)

Student's personal reflections about professional and / or unprofessional behaviors that were encountered during the implementation of Summer Professional Practice in the field of *General Surgery* (one typewritten page of 400-500 words).

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



Certification of Summer Professional Practice
GENERAL SURGERY

in basic skills and treatments

Student of the 3rd 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

.....
(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 was realized

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



**Summer Professional Practice
after the 4th year of study
Faculty of Medical Sciences, 6-year MD Program**

PEDIATRICS

Program and Regulations

Basic skills and treatments in the field of Pediatrics 1st part *

Skills	Obligatory participation in treatments/ activities			Grade (0-2 points)	Comments
	independent	Accompanied by/ supervision	as an observer		
Follows the aseptic and antiseptic rules					
Eualutes for clinical signs	Affictions and general complaints				
	The history of previous illness				
	Family medical history				
evaluates for physical signs	head				
	neck				
	chest				
	Abdominal cavity and hip				
	limbs				
Knows patomechanism, recognises the reasons of basic illnesses					
Knows and differentiates basic symptoms of the most common illnesses					
Differentiates basic units related to illness					
Knows how to evaluate basic life-threatening conditions of a child					
Evalutates psychophysical condition of a child					
Evaluates the condition of a child's nutrition					
Makes attempts of initial diagnosis					
Knows the indication to hydration treatment					
Monitors an analyses the measurement results	Blood preasure				
	Pulse rate				
	Temperature				
Monitors vital signs	cardiomonitor				
	oximeter				
	Blond glucose etc.				
Participation in medical rounds	The treatment of a patient before medical rounds				
	Reports a current state of a patient				
	Takes part in medical rounds				

Basic skills and treatments in the field of Pediatrics 2nd part *

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Comments
		independent	Accompanied by/ supervision	as an observer		
Diagnostics: Deputes, analyses the course of treatment/tries to interpret the results of deidiagnostic examination:	Imaging studies:					
	ECG recording					
	Pathological examination					
	other					
Knows how to:	evaluate the current state of a child					
	Evaluate the mental and physical development state of a child					
	Evaluate the patient's state of hydration/dehydration					
	Evaluate daily fluid balance					
	Determine filling in the fluid shortage					
	Determine a child's diet					
Knows the rules of	Balance/periodic Visual examination					
	Care of an infant***					
	Care of a small child***					
	Feeding of a healthy infant ***					
	Feeding of an ill infant ***					
	Feeding of a healthy child					
	Feeding of an ill child					
	First aid					

*** It is possible not to follow the given procedure depending on the department in which the practice is carried

Basic skills and treatments in the field of Pediatrics 3rd part *

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Comments
		independent	Accompanied by/ supervision	as an observer		
Knows the rules/protection of material used to diagnostic tests	Arterial, capillary, venous blood					
	Blood for culture					
	urine					
	liquid					
	Stomach/duodenal contents swabs					
Knows the rules/commissions/performs stingings and injectable	subcutaneous					
	Administration of insulin: the rules of using pen, insulin pump					
	intramuscular					
	Peripheral intravenous					
	To huge veins/central vessel					
Commissions/performs Basic procedures and interventions	Oxygen therapy					
	Assisted and replacement ventilation					
	spirometry					
	Using Oro-pharyngeal tube***					
	Catheterization of the bladder					
	Enema					

***** It is possible not to follow the given procedure depending on the department in which the practice is carried

Basic skills and treatments in the field of Pediatrics 4th part *

Skills	Obligatory participation in treatments/ activities			Grade (0-2 points)	Comments
	independent	Accompanied by/ supervision	as an observer		
Takes part/performs	Transfuse blood products				
	Pleural drainage				
	Drainage of the peritoneal cavity				
	Puncture pericardium***				
	Lumbar puncture***				
	Bone marrow puncture***				
	Establishment of a central catheter insertion site				
Knows	Administers the drug in an intravenous drip infusion				
	Vaccination schedule				
	Balance/periodic testing rules				
	Basic infectious diseases of children				
	Basic metabolic disorders				

***** It is possible not to follow the given procedure depending on the department in which the practice is carried

* Evaluation is made by the supervisor of the practice in the ward/clinic in which the practice is realized

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

.....
(Stamp of the ward/ clinic in which the practice was made)

Table 2. Evaluation of student professionalism and competence during the practices in the Pediatrics Department*

	POINTS				Comments
	0	1	2	3	
External appearance (eg ID, clean, ironed coat)					
Punctuality					
Motivation and involvement					
Reliability of given orders and activities					
Ability of using and acquaintances of medical terminology					
ability to apply medical knowledge					
Ability to submit and discuss cases					
ability to communicate with patients					
ability to communicate with staff					
Ability to plan work					
professional behavior					
Empathy					
Adherence to ethical rules					
Grading of progress in carrying out tasks					
The potential for professional and scientific development					
Total score:					

* Evaluation is made by the supervisor of the practice in the ward/clinic in which the practice is realized

.....

(signature and stamp of practice supervisor)

.....

(Stamp of the ward/ clinic In which the practice was made)

Students evaluate in the scale 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 -

Student's reflections about professional and / or unprofessional behaviors with which he faced during the implementation of Summer Professional Clerkship for the **Pediatrics** (one page of typescript, approximately 400-500 words).

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



Certification of Summer Professional Practice

PEDIATRICS

in basic skills and treatments

Student of the 5th year of medicine (6-year MD program) at the Faculty of Medical Sciences
at the University of Warmia and Mazury,

Mr/Ms
completed Summer Professional Practice accordance with the above-mentioned practice program of 60 hours,
held from to 2016year.

.....
(Stamp of the ward/ department In which the practice was realized)

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

Final evaluation:

* Evaluation is made by the supervisor of the practice

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