



**Summer Professional Practice  
after the 2<sup>nd</sup> year  
Faculty of Medical Sciences, Master Degree Program  
in the**

**GENERAL PRACTITIONER (GP) OFFICE**

**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 **second year** of medicine master studies program, every student is obliged to undergo 120 hours (i.e. 4 weeks) of summer professional practice including: 90 hours (3 weeks) in the **General Practitioner Office** and 30 hours (1 week) in **Emergency Department**.

Summer Professional Practice is realized within summer months (**July 3<sup>rd</sup> – September 3<sup>rd</sup>, 2017**) 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 20:00. 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 **General Practitioner Office** and **Emergency Department** 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 Practitioner Office and Emergency Departments.

At the end of the summer professional practice student is required to write a one-page (about 400 - 500 words) essay after each cycle - **General Practitioner Office** and **Emergency Department**, 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 2<sup>nd</sup> year , **Mr Rakesh Jalali, MD, PhD**.

#### **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 the doctor, chosen by the head of the clinic / ward.

After the practice the student is obliged to write essays (each of 400-500 words) after each of cycles – **General Practitioner Office** and **Emergency Department**, 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 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 Rakesh Jalali, 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 below scale:

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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

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A student may receive the given grades for Summer Practices in the field of **General Practitioner Office:**

**2.0 - insufficient, no/incorrect procedure** – implementation of 5% or less abilities/procedures (70 points and less), lack of professionalism (less than 15 points), lack or incomplete essay

**3.0 – satisfactory**-the abilities (**79-65 points**) + professionalism on satisfactory level (**20-15 points**), an essay

**4.0 – good** – the abilities (**100-80**) + professionalism on satisfactory level (**26-21 points**), an essay

**5.0 - very good** – the abilities (**124- 101 points**)+ professionalism on the very highlevel (**30-27**), an essay

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A student may receive the given grades for Summer Practices in the field of **Emergency Department:**

**2.0 - insufficient, no/incorrect procedure** – implementation of 5% or less abilities/procedures (80 points and less), lack of professionalism (less than 15 points), lack or incomplete essay

**3.0 – satisfactory**-the abilities (**90-70 points**) + professionalism on satisfactory level (**20-15 points**), an essay

**4.0 – good** – the abilities (**114-91**) + professionalism on satisfactory level (**26-21 points**), an essay

**5.0 - very good** – the abilities (**136- 115 points**)+ professionalism on the very highlevel (**30-27**), an essay

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Summer practice record book with student individual evaluation skills and procedures card must be submitted to the Dean's Office no later than **15th September 2017**. 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 is:**

- 1. confirmation of obtained skills, listed in the detailed summer practice program. Every skill or procedure needs to be confirmed with a final grade.**
- 2. Additionally, the professionalism and the reliability of the given tasks are also graded.**
- 3. Essay**

**The final grade for the summer practice is total score of the above named grades, issued by the UWM 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 Practitioner Office after 2<sup>nd</sup> year of master degree program in medicine, each student is required to:**

1. get to know specifics of the organization and work in General Practitioner office and treatment room
2. understand the basic procedures of the GPO 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 GPO

**Basic skills and procedures in the field of General Practitioner Office 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	X				
	so called. Surgical hand washing	X				
	how to prepare dressings					
	how to prepare surgery tools/ 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	X				
	Pulse	X				
	Temperature	X				
Monitors and analyzes / Participates in /	glucose – using eg. test strips	X				
	perform ECG	X				
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 General Practitioner Office Part 2\*

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					
Diagnosis: participates in planning	Chest X-ray					
	X-ray abdominal cavity					
	USG					
	CT/MRI					
	ECG					
Analyzes / tries to interpret the results of diagnostic tests:	<b>imaging tests:</b> chest X-ray					
	X-ray abdominal cavity					
	<b>Study:</b> ECG					
	<b>Laboratory</b>					
	Morphology					
	OB					
	Other					
Knows the rules for taking / protecting material for diagnostic tests	arterial blood					
	capillary blood					
	venous blood					
	blood for fungal culture					
	Urine					
	Fluid					
	Swabs					
Knows the rules / arranges / performs venipuncture and injection	Subcutaneous					
	administration of insulin: how to use the pen, insulin pump					
	Intradermal					
	Intramuscular					
	peripheral intravenous					

**Basic skills and procedures in the field of General Practitioner Office Part 3\***

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		Independent	with the assistance/ supervision	as an observer		
Participates in / performs:	basic procedures performed by a physician					
	drainage of the pleural cavity**					
	drainage of the peritoneal cavity**					
	Oxygen therapy/ spirometry test**					
	simple dressing					
	supplies simple external bleeding					
Participates in house visits						
TOTAL SCORE						

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

.....  
Stamp of the ward/Department

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



## Evaluation of student professionalism\*

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

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

.....

Stamp of the ward/Department

.....

(signature and stamp of practice supervisor)

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



**Certification of Summer Professional Practice**  
**General Practitioner Office**  
**in basic skills and treatments**



Student of the 2<sup>nd</sup> year of medicine (6-year Master degree program) at the Faculty of Medical Sciences  
at University of Warmia and Mazury in Olsztyn,

Mr/Ms .....  
completed Summer Professional Practice consistent to the above-mentioned program of 90 hours (3 weeks)  
held from ..... to ..... 2017.

**Final evaluation\*:** .....

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

\* Evaluation is made by *UWM practice coordinator*

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

- .....  
- .....

.....  
(signature of the student )

**Summer Professional Practice  
after the 2<sup>nd</sup> year  
Faculty of Medical Sciences, Master Degree Program  
at the  
EMERGENCY DEPARTMENT  
or  
AMBULANCE SERVICE STATION  
Program and Regulations**

**During the summer practice in the Emergency Department or Ambulance Service Station after 2<sup>nd</sup> year of master degree program in medicine, each student is required to:**

1. get acknowledged with specifics of the organization and work in Emergency Department (ED) or Ambulance Service Station (ASS).
2. understand the basic procedures of the ED/ASS and the powers of its staff working in such areas as reception, examination, diagnosis and care of patient who comes to the ED (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. participate in the medical report.
4. participate in patient transfer/admission to the ED, get acknowledged with the procedures connected with method of preparing the files and the patient transfer to other ward with the applicable rules and procedures.
5. participation in all procedures of the team/ emergency department.
6. presentation of patient basic life parameters, (including pressure, pulse, temperature, diuresis, defecation, characteristics and features of the secretions, ie. type and amount of fluids, etc.).
7. presentation of patient current state and the disease course.
8. acquire the patient physical examination, improvement of the interview and physical examination (skills already gained).
9. monitor and control patient with a particular focus on vital signs
10. keep medical record in accordance with the applicable rules and procedures
11. get acknowledged with the rules of patient qualification, according to injuries, qualification for diagnostic treatment (indications/contraindications) and so-called “ minor” treatments.
12. obey principles of asepsis and antisepsis.
13. participate in the elaboration and implementation of medical orders.
14. participate in the patient preparation and referral to the appropriate department/ward, non-invasive/ invasive diagnostic treatment.\*\*\*
15. participation in the service of ER Ambulance to emergency situations and internal, surgical, pediatric, gynecological-obstetric, etc. patients.\*\*\*\*
16. participate in educational training in the ED/ASS.

\*\*\* in case of Emergency Department

\*\*\*\* in case of Ambulance Service Station

**Basic skills and procedures in Emergency Department/ Ambulance Service Station 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 hand washing, hygiene and disinfection					
	how to prepare dressings					
	how to prepare tools/ tools for surgery/ tools 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					
	Diagnosis					
	Treatment					
Performs measurement and monitoring	Pressure					
	Pulse					
	Temperature					
Monitors and analyzes / Participates in /	glucose – using eg. test strips					
Performs interview and physical examination and under doctor supervision completes/observes how to complete patient card admitted to the ER	Qualified for Outpatient Treatment					
	Qualified for Vital signs treatment					
	Emergency Duty for observation ***					
	For planned treatment***					
Monitors selected vital signs	Cardiomonitor					
	Oximeter					

\*\*\* only in case of Emergency Department

\*\*\*\* only in case of Ambulance Service Station

**Basic skills and procedures in Emergency Department/ Ambulance Service Station part 2\***

Skills		Obligatory participation in treatments/ activities			Grade (0-2 points)	Remarks
		Independent	with the assistance/ supervision	as an observer		
Can assess basic states	Child life threat					
	Adult life threat					
<b>Participates in medical emergency services</b>						
Assess the psychophysical state of the patient						
Knows how to lay injured/patient in safe position						
Knows to restore the patency of the respiratory tract						
Knows how to restore the heart action/ cardiac resuscitation						
Knows the rules of the first aid as well as anatomical differences of the newborn/child/adult						
Participates in resuscitation activities						
Knows rescue equipment and knows how to use it						
Knows the first aid kit and knows how to use it						
Knows drugs and knows how to use them, that are :	In ambulance ****					
	In Emergency Department***					
Knows the rules and knows how to handle burns						
Knows the rules and knows how to deal with injuries						
Knows the rules and knows how to deal with poisoning						
Knows the rules and knows how to handle bites						
Knows the rules and knows how to deal with death/ donor organs						
Diagnostics, knows the indications/ contraindications to perform tests	Diagnostic tests, laboratory, radiology					
	Takes part in the ECG					
Takes part in the procedures and treatments	Oxygen therapy					
	Assisted and controlled ventilation					
	Catheterization of the bladder					
	Drainage of the pleural cavity/ peritoneum					
***Takes part in the consultation of internal medicine, surgery patient etc.						

\*\*\* only in case of Emergency Department

\*\*\*\* only in case of Ambulance Service Station

### Basic skills and procedures in the field of Emergency Department Part 3\*

Skills		Obligatory participation in treatments/ activities			Grade  (0-2 points)	Remarks
		independent	with the assistance/ supervision	as an observer		
Analyzes / tries to interpret the results of diagnostic tests:	<b>imaging tests:</b>					
	chest X-ray, X-ray abdominal cavity, USG					
	<b>Study:</b> ECG					
	<b>Laboratory</b>					
Knows the rules of taking / protecting material for diagnostic tests	arterial blood, capillary blood					
	venous blood					
	blood for fungal culture					
	Urine					
Knows how to:	Other Fluids					
	assess the current status of the patient					
	assess the general status of a unconscious patient (awareness, circulation, breath)					
	assess the state of hydration / dehydration					
Knows the rules of the first aid/ performs	determine the amount necessary to make up for deficiency of liquid					
	resuscitation					
	Immobilization: supplies the broken bones					
	Intravenous peripheral injection					
	simple dressing					
	supplies simple external bleeding					
Recognizes and understands the basic pathogenesis of general diseases	Wounds sewing					
Knows and Recognizes the core symptoms of life threat situations						
Recognizes the core disease units in particular of life threat situations						
TOTAL SCORE						

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

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

.....  
(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		
Follows the principles of aseptic and antiseptic		
Reliability of executed commands and activities		
Knowledge and ability to use medical terminology		
Ability to apply medical knowledge		
Ability to present and discuss clinical cases		
Ability to communicate with patients		
Ability to communicate with staff		
Ability to plan work		
Empathy		
Adherence to ethical principles		
Assessment of progress in carrying out tasks		
The potential for professional development and scientific		
<b>Total score:</b>		

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

.....  
(Stamp of the ward/Department)

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

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



**Certification of Summer Professional Practice  
at the  
EMERGENCY DEPARTMENT  
or  
AMBULANCE SERVICE STATION  
in basic skills and treatments**



Student of the 2<sup>nd</sup> year of medicine (6-year Master degree program) at the Faculty of Medical Sciences

University of Warmia and Mazury in Olsztyn,

Mr/Ms .....

completed Summer Professional Practice consistent to the above-mentioned program of 30 hours (1 week)  
held from ..... to ..... 2017.

**Final evaluation\*:** .....

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

\* Evaluation is made by *UWM practice coordinator*

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

- .....  
- .....

.....  
(signature of the student )