

MINISTRY OF PUBLIC HEALTH OF REPUBLIC OF BELARUS

EDUCATION INSTITUTION
GOMEL STATE MEDICAL UNIVERSITY

**DEPARTMENT OF POLYCLINIC (OUT-PATIENT) THERAPY AND
GENERAL MEDICAL PRACTICE WITH COURSE OF HEMATOLOGY,
ADVANCED TRAINING AND RETRAINING**

**DIARY
ON MEDICAL POLYCLINIC PRODUCTION PRACTICE
STUDENT OF THE IV YEAR ____ GROUP**

SURNAME _____

NAME _____

_____ place of internship

Time of practical training

from « ____ » _____ 20 ____ year

to « ____ » _____ 20 ____ year

Gomel
20 _____

DUTIES OF THE STUDENT DURING PRACTIC

Obtain the practice referral from the Practice Department of the University, an individual assignment from the department, acquaint yourself with the practical training program and obtain a diary.

Arrive in due time at the practice site, pass instructing on the protection of labor, be acquainted with the internal rules of the health care institution, should have a paper on medical examinations.

Obtain and study the program of practice and individual task.

Comply with the rules of the internal labor regulations of the health care institution.

Learn and strictly follow the rules of labor protection and safety.

Be responsible for the work and its results equally with staff members.

Qualitatively and fully perform tasks according to the program of practice.

Every day keep a diary to record all performed work.

Actively participate in the public life of the organization.

Demonstrate careful attention to the patients and staff of health care institution, observe the principles of professional ethics and deontology.

Present report on implementation of all tasks of practice, health education conversation text and ERW (educational research work) to the practice supervisor in due time.

Pass differentiated credit-test on practice in due time.

REQUIREMENTS FOR COMPLETING A DIARY

1. The diary should take place daily, indicating the section, date and time of work (speech time 8.00-14.00, 14.00-20.00).
2. Every day in the column "Content of completed work" all work performed in accordance with the practice program, its quantity and level of preparation is displayed. The regulatory and medical documentation with which the student worked, the name and dosage of the medications and disinfectants used, the procedures performed, preparation for research, etc. are indicated.
3. At the end of each working day, the diary is signed by the immediate supervisor of the practice from the organization and from time to time the supervisor of the practice from the department comes to him.
4. Upon completion of the internship, the student fills out a report on the implementation of the internship program, sums up the mastery of practical skills, and indicates information about the healthcare institution.
5. The summary report must correspond to the number of types of work that is reflected in the diary for each day of work. The report should provide a list of acquired practical skills with the level of their mastery (1, 2 or 3).
6. The report is signed by the student, the immediate supervisor of the practice from the organization, approved by the head of the organization and certified by the seal of the healthcare organization.
7. The diary records sanitary education work and UIRS.

8. At the end of the internship, the immediate supervisor of the internship from the organization issues a written review of the student's internship, where he notes: a) the completeness of the internship program and an assessment of the quality of the work performed; b) compliance with labor discipline, labor protection requirements, sanitary and epidemiological regulations; c) characteristics of personal qualities (communicative, moral, volitional).

PRECONDITION FOR ADMITTANCE FOR THE DIFFERENTIATED CREDIT TEST

1. A student who has completed the internship program in full and has received a positive review from the practice supervisor from the medical institution is allowed to take differentiated credit.
2. The student submits to the head of practice from the department a signed practice diary, an approved summary report and a signed review, materials of sanitary educational work (text of the conversation, sanitary bulletin or memo, etc.) and UIRS.
3. Students who do not provide reporting documents are not allowed to take a differentiated test.

DAILY RECORDS AND PROGRESS REPORTS

1. Work as a general practice assistant

Date/ Time	The content of the work	Notes. Signature supervisor

Progress report (daily)

Name of type of work	<i>Amount of work completed</i>
Conducted outpatient appointments and examined patients	
Home visits carried out	
Prescriptions issued	
Blood pressure measured	

Head of the Department

(signature) Surname, Name, Patronymic

DAILY RECORDS AND PROGRESS REPORTS

2. *Work in the prevention department* (1 day 6 hours)

Date/ Time	The content of the work	Notes. Signature supervisor

Head of the Department

(signature) Surname, Name, Patronymic

DAILY RECORDS AND PROGRESS REPORTS*3. Work in the rehabilitation department*
(1 day 6 hours)

Date/ Time	The content of the work	Notes. Signature supervisor

Head of the Department

(signature) Surname, Name, Patronymic

DAILY RECORDS AND PROGRESS REPORTS*4. Working in the day care department
(1 day 6 hours)*

Date/ Time	The content of the work	Notes. Signature supervisor

Head of the Department

(signature) Surname, Name, Patronymic

EDUCATIONAL RESEARCH WORK
Report form on educational and research work:

Name of the theme of the work

Short abstract (scope of work, main conclusions, practical importance)

The results of the work are reported (to doctors of the department, outpatient clinic, hospital, at the student conference, etc.)

Student's signature _____

Mark _____

Signature of the head of the practice _____

Note:

Students receive an assignment for educational and research work before the beginning of the practical training from the teacher of the supervising department, responsible for its implementation.

The report on the work is submitted in the form of an abstract and handed over to the teacher of the department 5 days before the date assigned by the university differential credit for industrial practice.

Recommended topics of the UIRC
(see the practice program)

SANITARY AND EDUCATIONAL WORK

Date of event	Title of the lecture, talk	Number of people present	A brief review of direct supervisor practice	Signature

Note:

- 1 Students receive an assignment to conduct health education work from the responsible faculty member in the department before the start of the internship.
- 2 During the practice, the student must give at least two lectures or talks.
- 3 Texts of lectures and talks must be reviewed by the supervising teacher of the department.
4. The texts of lectures and talks must be submitted to the department a few days before the date of the differential credit for the internship.

**Recommended topics of sanitary and educational work
(see the practice program)**

APPROVED
Head Physician

(signature)

(Full Name)

(place of printing)

« ____ » _____ 20__ г.

MEDICAL POLYCLINIC INTERNSHIP REPORT STUDENT

Name of types of work	Norms	Done		The amount of work performed
		Total	Self	
Name of types of work	150	150	75	
Conducted home visits	30	30	15	
Completed medical records for outpatients	100	100	75	
Filled out lists and certificates of temporary disability	20	20	15	
Prescriptions written	100	100	70	
Measured BP	100	100	100	
Recorded ECG	10	10	10	
ECG transcribed	10	10	5	
Referrals to inpatient care, diagnostic rooms, and related specialists	10	10	5	
Referrals for sanatorium treatment, sanatorium treatment cards issued	6	6	4	
Conducted emergency room duty	1	1	1	
Individual rehabilitation programs have been drawn up and documented	1	1	1	
Conducted preventive examinations, examined people	15	15	10	
Preventive work: -conducted conversations -lectures -Published a health bulletin	4/2	4/2	4/2	

Student

(signature)

(Full name)

Supervisor
internship from the organization

(signature)

(Full name)

« ____ » _____ 20__ year.

FEEDBACK ABOUT THE STUDENT'S INTERNSHIP

Student _____ had an industrial practice
 “Medical polyclinic” on the basis of the health care institution

During the internship he/she has recommended himself/herself

(discipline, compliance with the rules of internal labor regulations, sanitary and epidemiological regime, safety, etc.).

Mastered medical documentation (list): _____

Knowledge of regulatory documentation and theoretical training

Attitude towards fulfillment of their duties _____

Interaction with patients _____

Interaction with colleagues

Participation in the social life of the health care institution team

Performing tasks required by the internship program and the needs of practical healthcare _____

Other personal qualities and characteristics of the student

Remarks

Supervisor internship from the organization _____

(signature)

(full name)

« _____ » _____ 20__ year