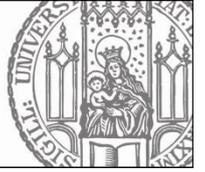


**LMU**

LUDWIG-  
MAXIMILIANS-  
UNIVERSITÄT  
MÜNCHEN

MEDICAL FACULTY



# PRACTICAL YEAR LOGBOOK FOR STUDENTS IN THE TERM IN

## ENT

**Klinik und Poliklinik für Hals-, Nasen- und  
Ohrenheilkunde**

**Klinikum der Universität München**

Campus Großhadern

# Practical Year Logbook for the term in ENT

Name \_\_\_\_\_

Matriculation number \_\_\_\_\_

Date of birth \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Current term: from \_\_\_\_\_ until \_\_\_\_\_

Term number:                      1                       2                       3

Name of the hospital: \_\_\_\_\_

Terms already completed:  
\_\_\_\_\_

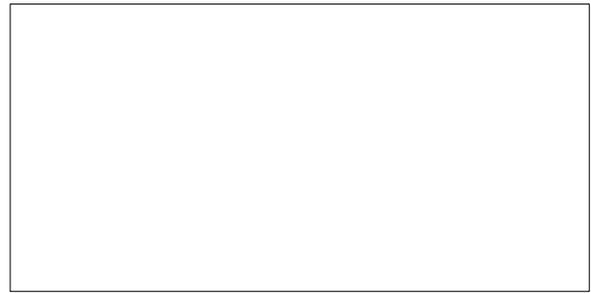
I am spending half of my term abroad:                      yes                       no

I am spending the entire term abroad:                      yes                       no

Country:  
\_\_\_\_\_

Only necessary for **PJ-Mobility**:

Official seal of LMU, for the recognition of the term completed by the home university



**Dear students,**

We would like to welcome you in the name of the colleagues at the ENT clinics.

The logbook describes all the practical experiences you should complete and all the skills you should acquire during this term. This is to ensure that you are ideally prepared for the third part of your Medical Licensing examination at the end of your Practical Year and to help you identify and close any gaps in your theoretical and practical knowledge base. We are also trying to prepare you for the responsibilities you will be carrying in your later professional life early on.

You should use this logbook to document your personal learning progress, and get feedback from your responsible supervisor on a regular basis. It is important that you take the initiative and request assistance in learning from the on-call doctors if you have found gaps in your knowledge.

A mentor will be there for all the questions and problems you might encounter during this term. He or she will also be responsible for supervising your learning progress.

Please make sure to complete this logbook as requested and to have doctors sign for the skills you have acquired, as this logbook will be collected, checked and evaluated by us. The certificate for the term you have completed, and which you need for the registration for the medical licensing examination, will only be given out in exchange to this logbook.

We are always grateful for constructive feedback to help us improve these logbooks and our teaching goals and would therefore be grateful if you could complete the evaluation at the end. Thank you in advance for helping us.

We wish you an interesting and instructive term in ENT!



**Prof. Dr. med. Alexander Berghaus**

Head of ENT at LMU



**PD Dr. med. Christian Betz**

Course Instructor of the Practical  
Year for ENT at LMU



**Dr. med. Florian Schrötzlmair**

Course Instructor of the  
Practical Year for ENT at LMU



**Prof. Dr. med. Martin Fischer**

Dean of Clinical Medicine at LMU



**PD Dr. med. Matthias Angstwurm**

Course Instructor of the Practical Year at LMU

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## PART 1: GENERAL INFORMATION

### CONTACTS / INFORMATION

Important information concerning the organization and procedures during your practical year can be found on the website of the Dean of the Medical Faculty:

[www.mecum.med.uni-muenchen.de](http://www.mecum.med.uni-muenchen.de)

We have consciously decided against listing all the rules and regulations, as this information is always available in its most recent form online and we wanted to place the emphasis on the more substantial details.

If you have any questions regarding the organization of your practical year, please contact the dean's office, they will gladly help you. If you have any questions concerning the contents, please contact either your term supervisor, the Practical Year Coordinator or PD Dr. Angstwurm:

Central PJ-Coordination  
Practical Year Coordinator at LMU  
PJ\_Koordination@med.uni-muenchen.de  
Tel: 004989/4400-52415

PD Dr. med. Matthias Angstwurm  
Course Instructor of the Practical Year at LMU  
Matthias.Angstwurm@med.uni-muenchen.de  
Tel: 004989/4400-52207

### VACCINES

For the protection of you and your patients you should have sufficient immunity against mumps, measles, rubella, diphtheria, chicken pox and pertussis. For your own protection you should be vaccinated against Hepatitis B and if possible Hepatitis A.

Please make sure you fulfil the requirements of the foreign medical faculty concerning health certificates.

### STAYS ABROAD

You are required to complete this logbook even if you are out of Germany. Please note exactly where you are completing your term on the corresponding pages in this logbook. If you are completing your entire term or the last part of your term outside of Germany, then you will need to turn this logbook to Practical Year Coordinator at LMU, Pettenkoferstraße 8a (Room D0.48) personally after completing and receiving all the required paperwork.

### LOGBOOK AS A FOUNDATION FOR LETTERS OF REFERENCE

If you are planning to ask for letters of reference at the end of your term please inform the department secretary before handing in your logbook. This will allow the department to make a copy of your logbook to serve as a basis for the letter of recommendation. If you have completed additional optional learning experiences such as night or weekend call duty please note this section 3 of your logbook under "Optional learning experiences" with the date and signature of your supervisor so that these experiences can be included in your letter of reference.

## “TESTING” IN YOUR PRACTICAL YEAR

Every clinic should, if possible, offer voluntary oral assessments for students, in order to prepare you for the oral-practical examination at the end of your practical year. There is no danger of failing such a voluntary oral assessment. Please make sure to inform yourself of the possibilities available at your clinic. Ideally you should have the possibility of taking a trial examination. In this trial examination a lecturer will assign you a patient and ask you to perform a history and physical examination. You will then be asked to write a short summary of the case. At the end of the allotted time the examiner will provide feedback on your case report and ask you a series of questions about the case to simulate an oral examination.

We recommend you to use the last appointment with your mentor for such a trial examination, make sure to ask him or her about this in advance. Additionally, the central PJ-coordination offers the possibility to take the mP<sup>3</sup>-exam. Further information can be found on the Mecum homepage.

## INSTRUCTION MANUAL FOR THIS LOGBOOK

Ideally you would carry your logbook with you and continuously document your progress (print-out in DIN A5!). Please evaluate your skills at the beginning of the term and fill in the corresponding column. After you have completed approximately half of your term and at the end of your term you will need your mentor or an attending physician to document your progress and then sign and stamp appropriately.

The levels of competence in the right side of the table may be surpassed depending on the possibilities and the willingness to teach of the responsible doctors. Theoretically your total score may therefore be above 100%.

You are obliged to fill in your logbooks carefully. At the end of your term you need to achieve 70% of the total score. Otherwise you need to repeat the term.

**At all university and teaching hospitals the completion of this logbook is a requirement for obtaining the certificate for this term. Please make sure to tear out, complete and hand in the evaluation at the end of this logbook. It can be handed in together with the logbook to Practical Year Coordination of the LMU, Poliklinik (Pettenkoferstr. 8a) in room D0.48. There is a mailbox into which you can simply drop off the evaluation. Thank you for your help with this!**

### **PJ-Mobility:**

If you are completing your term at the LMU in the context of PJ-mobility, you are obligated to use this LMU logbook. The term will be only acknowledged by your home university, in presence of the official seal of the LMU (pg. 3) along with the certificate for the term.

The seal can be obtained at the dean's office, located at the following address:

**Bavariaring 19  
80336 München**

The opening hours can be found at [www.mecum.med.uni-muenchen.de/sprechzeiten/studiendekanat](http://www.mecum.med.uni-muenchen.de/sprechzeiten/studiendekanat).

## PROFESSIONAL LIABILITY INSURANCE

Liability on the part of the students resulting in harm or damage to a third party, in context of the practical year, is covered by the professional liability insurance of the university/teaching hospital. Both, the students of the LMU and external mobility students are insured. However, this does not apply to terms completed abroad, even if you are a student of the LMU.

The insurance does not guarantee full coverage, especially if the damage has been caused directly to the hospital. Therefore, we explicitly recommend you to insure yourself additionally, in case of body injury and property damage you may cause.

## MENTORING TALKS

One of the doctors should become your individual mentor for questions and problems which may arise during your term at the hospital. Please make sure to contact your mentor personally to ensure that he or she is able to mentor you during the term. Your mentor's main responsibility will be to support your education and to help you find opportunities complete all of the skills requested in this logbook. Once a month you should have a "Mentoring talk" to track your progress and to make sure it is possible for you to fulfil all the goals you have set for yourself in this term.

<b>My mentor:</b>	
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### First talk:

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*Date and signature of your mentor*

### Second talk:

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*Date and signature of your mentor*

### Final talk (and possibly trial examination):

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*Date and signature of your mentor*

<b>Trial Exam (optional)</b>	
<b>Assessment of achievements:</b>	
<b>Date / signature of your mentor</b>	

## PART 2: EDUCATIONAL OBJECTIVES

### GENERAL OBJECTIVES

- To develop the ability to independently care for individual patients under the supervision of medical teaching staff
- To show accountability to patients and colleagues
- To develop practical skills in the context of the relevant theoretical knowledge
- To further develop communicative, social and emotional skills
- To integrate relevant differential diagnoses in your daily routine
- To develop problem-oriented approaches
- To learn to establish a clinically founded working diagnosis
- To independently establish an appropriate treatment plan

### PERSONAL OBJECTIVES

Please define your personal educational objectives for this term in the following table:

<b>Personal objective</b>	<b>fulfilled ✓</b>


## DEFINING THE LEVELS OF COMPETENCE

The varying levels of competence are defined as follows:

### **Level 1: Factual knowledge (1 point)**

The student has **theoretical knowledge** relevant to the medical procedure.

### **Level 2: Practical knowledge (2 point)**

The student **has seen** the medical procedure being done, either on a patient or during a demonstration. He or she should be able to elaborate on some facts concerning this procedure and be able to place it into its clinical and/or scientific context.

### **Level 3: Competence to act under supervision (3 point)**

The student has **completed the procedure him/herself under supervision**, either on a patient or in a simulation on a model.

### **Level 4: Competence to act autonomously (4 point)**

The student has **completed the medical procedure independently** and in an appropriate situation, with appropriate knowledge of the indication(s) and possible complications/consequences.

We would like to point out that the levels of competence can be understood as goals but there is no guarantee for you to reach your goal setting. Due to that, you already pass the term after reaching  $\geq 70\%$  of your goal setting (see part 1: Instruction manual for this logbook).

## PRACTICAL SKILLS

<i>The column "beginning of term" is to be completed by yourself, try and judge your skills before starting this term. The other columns have to be signed by either your mentor or an attending physician.</i>	Beginning of term	Half term	End of term	Goal
<b><u>General medical skills and ENT basics</u></b>				
Collect a systematic patient history incl. documentation				4
Systematic examination of the patient incl. documentation				4
Patient presentation during ward round / meeting				4
Hygienic and surgical hand disinfection				4
Put on sterile clothes in a correct way and work sterilely				4
Conduct professional bandage shifts				4
Professionally remove suture material				4
Round on your "own" patients				3
Acquire a council				3
Apply basic principles of emergency treatment (CPR in simulation)				3
Behaviour in demanding situations (e.g. deliver a cancer diagnosis)				2
Interdisciplinary treatment (e.g. psychosomatic and palliative aspects, multimodal cancer treatment)				2
<b><u>Examination</u></b>				
ENT speculum examination (incl. magnifying endoscopy)				4
ENT-specific examination (esp. palpation) and cranial nerve status				4
Non-instrument-based subjective audiometric tests (esp. tuning fork tests)				4
Clinical function test of the vestibular system (incl. position testing)				4
Analysis of laboratory results from ENT patients				4
Basic ultrasound diagnostics in ENT				4
Instrument-based subjective audiometric tests (esp. pure tone, behavioural and speech audiometry)				3
Objective audiometric tests (esp. tympanometry, OAE, BERA)				2

	Beginning of term	Half term	End of term	Goal
Allergological diagnostics (e.g. Prick test, challenge test)				2
Rhinological function tests (incl. rhinomanometry und olfactometry)				2
Gustatory tests				2
Advanced ultrasound diagnostics in ENT (e.g. Doppler and contrast-enhanced US)				2
Radiologic diagnostics in ENT (e.g. CT, MRT, PET, angiography incl. indications and analysis)				2
<b><u>Conservative therapy</u></b>				
Treatment of positional vertigo				3
Care of patients with tracheotomy (incl. change of tracheal cannula)				3
Basic treatment of epistaxis (incl. knowledge about tamponade techniques)				3
Extra-corporal shockwave lithotripsy				3
Symptomatic treatment in ENT (incl. pain treatment and vertigo training)				2
Antibiotic, antiviral and antifungal therapy in ENT				2
First measures in emergencies (e.g. sudden dyspnoea, bleedings)				2
Basics of hearing aid device supply				1
Basics of paedaudiological therapy				1
Allergological therapy (incl. specific immunotherapy and emergency treatment)				1
<b><u>Surgical treatment</u></b>				
Basics of surgical suture techniques (esp. simple interrupted, back-and-forth, continuous and subcuticular incl. basic knowledge of suture material)				4
Punctures				3
Place drains				3
Vacuum pump supply				2
Small general surgical interventions (e.g. sample excision, skin samples)				2
Standard interventions in ENT (e.g. AT, TE, PC, PR, conchotomy, nasal pyramid straightening, tracheotomy, panendoscopy, septal surgery)				2

	<b>Beginning of term</b>	<b>Half term</b>	<b>End of term</b>	<b>Goal</b>
Advanced ear interventions (e.g. tympanoplastic, stapesplastic, cochlea implantation, mastoidectomy, auricle reconstruction)				2
Advanced nose and face interventions (e.g. rhinoplastic, endonasal and transfacial paranasal sinus surgery, treatment of midfacial fractures)				2
Advanced mouth and throat interventions (e.g. neck dissection, transoral and transcervical tumour resections, defect cover with sliding flap and free tissue transfer)				2
Advanced interventions on salivary glands and facial nerve (e.g. parotidectomy, submandibulectomy)				2
<b><u>Sum of every column</u></b>				<b><u>125</u></b>

<b>Total score:</b>	<b>125</b>
<b>Number of points at half term:</b> <b><u>Date and signature:</u></b> _____	
<b>Number of points at the end of term:</b> <b><u>Date and signature:</u></b> _____	

## PRACTICAL YEAR SEMINAR TOPICS

### Topic suggestions:

Emergencies in ENT (dyspnoea, tracheotomy/coniotomy, epistaxis)
Otology I (audiometry, sudden hearing loss / tinnitus, indications for hearing aid / CI)
Otology II (OEA, OMA, OMC, otogenic complications, ear surgery)
Vertigo (Vestibular nerve malfunction, BPPV, Menière's disease, diagnostics)
Rhinology (acute/chronic sinusitis, sinogenic complications, allergology, Wegener's disease)
Traumatology (otobasis, rhinobasis, midface) and facial nerve
Pharynx disorders (pharyngitis, tonsillitis, pharyngeal abscess, OSAS, AT/TT/TE)
Salivary gland disorders (stones, inflammation, tumours, Sjögren's syndrom)
Cervical masses (lymphadenopathy, lymphoma, metastases, cysts, abscesses)
Oncology I (face, mouth, tongue, neck dissection)
Oncology II (naso-, oro-, hypopharynx, larynx, voice rehabilitation)
Dysphagia, laryngopharyngeal reflux, voice and speech disorders

If needed other topics may be added to this list.

### **Own presentations / case presentations during a seminar (optional):**

<b>Date</b>	<b>Topic</b>	<b>Lecturer's signature</b>

**PART 3: ADDITIONAL**

**OPTIONAL LEARNING EXPERIENCES**

<b>Date and signature</b>	<b>Task</b>

**Others:**

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## EVALUATION FORMS

On the following pages you will find a form for comments as well as a structured evaluation form for you to fill out. Please write down the name of the hospital, because this is the only way to acquire information about the quality of teaching in the different hospitals. This evaluation does not impact your grade or completion of the term. The evaluation is anonymous and treated as confidential.

Please separate the evaluation form and submit the completed forms along with your logbook in your clinic. In return, you will receive your certificate for the term. If you do not wish to assess, please note so in the form, yet still submit the page as well.

Thank you!

## COMMENTS

Name of the hospital:

Ich möchte mein Tertial evaluieren.													
<input type="radio"/> Ja <input type="radio"/> Nein (Bitte geben Sie in diesem Fall trotzdem die Evaluation zusammen mit dem Logbuch in der Klinik ab!)													
Geschlecht:			<input type="radio"/> weiblich		<input type="radio"/> männlich								
Alter: (Bitte eine Zahl zwischen 0 und 99 markieren.)				0	1	2	3	4	5	6	7	8	9
			10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Name der Klinik:													
Tertial im Fach:			<input type="radio"/> Innere		<input type="radio"/> Chirurgie		<input type="radio"/> Wahlf.						
Tertial-Nr.:			<input type="radio"/> 1.		<input type="radio"/> 2.		<input type="radio"/> 3.						
Ableistung im Ausland?			<input type="radio"/> Nein		<input type="radio"/> Teilw.		<input type="radio"/> Komplet						
			Trifft zu	Trifft überw. zu	Trifft etwas zu	Trifft weniger zu	Trifft kaum zu	Trifft nicht zu					
Das Logbuch ist gut strukturiert und verständlich formuliert.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Das Führen eines Logbuchs ist für meine Ausbildung sinnvoll.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Das Führen eines Logbuchs ist für mich eine zeitraubende Beschäftigung.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Mein Logbuch habe ich gewissenhaft geführt.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Meine Kompetenzen habe ich regelmäßig selbst überprüft.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Ich bin selbst auf Ärzte / Dozenten zugegangen, damit mir fehlende Kompetenzen beigebracht werden konnten.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Ich hatte mein Logbuch in der Kitteltasche dabei.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Das Logbuch hat für meine Ausbildung im Ausland einen guten Rahmen vorgegeben (nur ausfüllen bei Auslandsaufenthalt).			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Die Kompetenzen haben mich überfordert.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Das Tertial war eine gute Vorbereitung auf meine Zukunft als Arzt.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Ich habe meine persönlichen Lernziele erreicht.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Im Vergleich zu meinem vorangegangenen Tertial (beim ersten Tertial im Vergleich zur letzten Famulatur) haben sich meine Fertigkeiten verbessert.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Meinen Gesamt-Lernerfolg im PJ würde ich als gut bezeichnen.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Die strukturellen Rahmenbedingungen für meine PJ-Ausbildung (Räumlichkeiten, Arbeitsplatz, Internetzugang, Literaturzugang) waren vorhanden.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Ich wurde gut in die Klinik eingeführt und gut eingearbeitet.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Es wurde mir ermöglicht, mir selbst einen Mentor zu suchen.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Es fanden regelmäßig Gespräche mit meinem Mentor statt.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Rotationen waren in meinem Tertial ausreichend vorgesehen.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Ca. 20% meiner Arbeitszeit durfte ich zur "strukturierten Weiterbildung" (Unterricht, Lehrvisiten, Eigenstudium...) verwenden.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
PJ-Unterricht fand regelmäßig statt.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Ich musste hauptsächlich nicht-ärztliche Tätigkeiten (z.B. Botengänge) durchführen.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
Das Ausbildungs Krankenhaus hat sich bei der Umsetzung der geforderten Lernziele / Veranstaltungen engagiert.			<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				
			Trifft zu		Trifft nicht zu								
Ich durfte selbständig Patienten unter Supervision betreuen.			<input type="radio"/>		<input type="radio"/>								
Es wurden freiwillige mündlich-praktische Prüfungen angeboten.			<input type="radio"/>		<input type="radio"/>								
Ich habe das Angebot freiwilliger Prüfungen wahrgenommen.			<input type="radio"/>		<input type="radio"/>								

**Postal address for turning in logbooks:**

**Klinikum der Universität München, Med. Poliklinik**

**PJ-Koordination (Raum D0.48 im ZeUS)**

**Pettenkoferstraße 8a**

**80336 München**

**Imprint:**

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Prof. Dr. med. Alexander Berghaus

PD Dr. med. Matthias Angstwurm

PD Dr. med. Christian Betz

Dr. med. Miriam Gisi

Dr. med Florian Schrözlmaier

Translation: Stephanie Zühlke

3. Edition in English, 2018

We would like to thank the persons responsible, from different specialities, for the support in designing this logbook.

Due to reasons of readability, the masculine form is used most often. This does not have any implications on the composition of student body or staff, neither should it reduce the set of recipients.

The educational contents of this logbook are without any claim to completeness.