

LMU

LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

MEDIZINISCHE FAKULTÄT



PRACTICAL YEAR LOGBOOK FOR STUDENTS IN THE TERM

GENERAL MEDICINE

Bereich Allgemeinmedizin der LMU
Campus Innenstadt

089-4400-53388
Allgemeinmedizin@med.uni-muenchen.de

Practical Year Logbook for the term in General Medicine

Name _____

Matriculation number _____

Date of birth _____

Phone _____

E-mail _____

Actual term: from _____ to _____

Term number: 1 2 3

Name of the doctor's practice: _____

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 are happy to present you this logbook for general medicine. It 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 to 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 to get feedback from your responsible supervisor in your facility on a regular basis. It is important that you take the initiative and request assistance in learning from the doctors of your facility if you have found gaps in your knowledge.

Please make sure to complete this logbook as requested and to have a doctors' sign for the skills you have acquired as this logbook will be collected, checked and evaluated by us.

We are always grateful for constructive feedback to help us improving 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 to improve the organization of the practical year for future generations of students.

We wish you an enjoyable and productive term in general medicine!

Prof. Dr. med. Jochen Gensichen

Director of the Institute for General Medicine at
LMU



Prof. Dr. med. Martin Fischer

Dean of Clinical Medicine at LMU

Dr. med. Lina Lauffer

Teaching Coordinator in General Medicine at
LMU



PD Dr. med. Matthias Angstwurm

Course Instructor of the Practical Year at
LMU

INHALT

Part 1: General information	- 6 -
Contacts/ information.....	- 6 -
Vaccines	- 6 -
Stays abroad	- 6 -
Logbook as a foundation of a letter of references	- 6 -
“Testing” in your practical year	- 7 -
Instruction manual for this logbook.....	- 7 -
Professional liability insurance.....	- 8 -
Part 2: Educational objectives.....	- 9 -
General objectives	- 9 -
Personal objectives.....	- 9 -
Defining the levels of competence	- 10 -
Practical skills.....	- 10 -
Taking care of your own patients.....	- 13 -
Evaluation of the practical year student by a patient (optional).....	- 14 -
Communication between facilities and hospitals (optional)	- 15 -
Part 3: Additional	- 16 -
Additional learning experiences.....	- 16 -
Evaluation	- 17 -
Annotation / improvement suggestions	- 17 -

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

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.

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 OF A LETTER OF REFERENCES

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 in part 3 of your logbook under "Optional learning experiences" with date and signature of your supervisor so that these experiences can be included in your letter of reference.

“TESTING” IN YOUR PRACTICAL YEAR

Every facility 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. Ideally you should have the possibility of taking a trial examination. In this trial examination one of the doctors of your teaching facility 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 mP³-exam. Further information can be found on the Mecum homepage.

INSTRUCTION MANUAL FOR THIS LOGBOOK

Ideally you should 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 (therefore see: part 2). After you have completed half of your term (approximately 8 weeks) 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.

We would like to point out, that the levels of competence on the right side of the column should be read as goals to work towards. Unfortunately, we cannot guarantee that you will be able to reach the goal for each skill (due to different places you are going to work at). For this reason a total score of more than $\geq 70\%$ of the credits are sufficient for passing the term and gaining a certificate.

At the end of your term you need to achieve 70% of the total score or else you will have to do the term again. 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%.

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.

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.

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.

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:

Personal objectives	Fulfilled ✓

DEFINING THE LEVELS OF COMPETENCE

Level 1: Factual knowledge (1 point)

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

Level 2: Practical knowledge (2 points)

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 points)

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

Level 4: Competence to act autonomously (4 points)

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

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 responsible doctor of your facility.</i>	Beginning of term	Half term	End of term	Goal
<u>Examination</u>				
Structured anamnesis				4
Structured physical examination				4
GP neurological basic examination: head, extremities				4
GP orthopaedic basic examination: back, neck, large joints				4
Screening tests: Check Up 35, Cancer Screening				3
Examination of babies, infants and children				3
Anaesthesia- and pre-operational examination/preparation				2
<u>Consultation/Communication</u>				
Communication skills: conversation, empathy, compliance				4
Dealing with compliance issues				3
Conducting informed consent discussion				3

	Beginning of term	Half term	End of term	Goal
Social medical assistance: working disability, occupational disability, rehabilitation				2
Psychosocial consultation				2
Dietary consulting				2
Travel medical consulting				2
Telephone consultancy				2
Risk management and consultation taking family medical history into account				2
Practical Skills				
Writing epicrisis				4
Drawing venous blood				4
Blood pressure measurement				4
Implementing and analyzing ECG				4
Documentation: Index card and IT-system				4
Blood sugar measurement (with self-monitoring instruments)				4
Peak flow measurement				4
Adequate changing of sterile dressings				4
Urine dipstick test: Implementing and analyzing				4
Application of infusions (intravenous) and injections (intravenous, intramuscular)				3
Geriatric assessment				3
Vaccination status, vaccination consultation, vaccinations				3
Providing a medical certificate				3
Issuing prescriptions, and prescriptions for narcotics				3
Issuing a certificate of disability				3
Issuing referrals				3
Issuing a hospital admission				3
Issuing a care ordinance				3
Wound care				3
Haemocult test				3
Implementing and analyzing ergometry				3

	Beginning of term	Half term	End of term	Goal
Implementing and analyzing spirometry				3
Implementing and analyzing ultrasound				3
Implementing and analyzing Doppler sonography				3
Caring for chronically ill patients, care and support concepts				2
Home visits				2
Home visits in homes for aged people, nursing homes and in hospices				2
<u>Other</u>				
Search of critical literature				4
Investigation of the individual risk profile of a patient				3
Stepwise diagnosis on the basis of leading symptoms				3
Knowledge of the "DMP"-programs (disease management)				2
Pain management				2
End-of-life care				2
<u>Sum of each column</u>				<u>149</u>

Total score	149
Number of points at half term <u>Date/Signature:</u> <hr/>	
Number of points at the end of term <u>Date/Signature:</u> <hr/>	

TAKING CARE OF YOUR OWN PATIENTS

One of the main learning aspects during your practical year should be the care of your own patients after you have a sufficient knowledge base to do so. This must be done under the supervision of a doctor who will be your contact concerning questions and problems you might have with this patient. You should take the patient history, conduct a physical examination, make an appropriate diagnosis, recommend therapeutic options and write an epicrisis.

Survey of your patients:

Patients initials	Diagnosis	Doctor's signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

EVALUATION OF THE PRACTICAL YEAR STUDENT BY A PATIENT (OPTIONAL)

Dear patients,

You have been taking care of by a medical student in his last year of education. Therefore we would like you to evaluate the communicative skills of our students to further optimise and improve their education.

Please tick as appropriate:

	Fully applies	Largely applies	Partly applies	Does rather not apply	Does not apply at all
The student showed interest and sympathy.					
I felt there was mutual respect and regard for each other.					
The student did not take enough time for me.					
I felt taken seriously.					
The student was authentic.					
The information given was consistent and easily understandable.					
I have been informed well enough about my illness and the treatment.					
I felt well advised by the student.					
I felt like I didn't get the chance to speak.					
Verbal and nonverbal messages as well as the student's behaviour were consistent.					
I felt as though the student was competent and could answer my questions adequately.					
I would rather not have been treated by a student.					
I could always talk to the student about problems/questions.					
I can imagine the student becoming a suitable doctor for me.					

Please describe your relationship in your own words:

At which points could the student work on him or herself? Is there something you would wish for in the future?

Name patient: _____

Date/Signature: _____

COMMUNICATION BETWEEN FACILITIES AND HOSPITALS (OPTIONAL)

When hospitalising or discharging a patient from the clinic miscommunication between the GPs and the doctors working at the hospital is a common problem.

Sometimes patients are sent to the clinic without sufficient information (e.g. on the referral sign). The hospital doctor might then lack essential information for the treatment of the patient.

After discharging a patient from the hospital organisational problems as well as insufficient information transfer can occur.

Please add a description of such a situation (if you experienced one):

How could this situation have been prevented?

PART 3: ADDITIONAL

ADDITIONAL LEARNING EXPERIENCES

Date/Signature	Optional learning experience

Other:

--



EVALUATION

In 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!

ANNOTATION / IMPROVEMENT SUGGESTIONS

Name of the teaching facility: _____

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"/>
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"/>					
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"/>					
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"/>					
Mein Logbuch habe ich gewissenhaft geführt.						<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"/>					
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"/>					
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"/>					
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"/>					
Die Kompetenzen haben mich überfordert.						<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"/>					
Ich habe meine persönlichen Lernziele erreicht.						<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"/>					
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"/>					
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"/>					
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"/>					
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"/>					
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"/>					
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"/>					
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"/>					
PJ-Unterricht fand regelmäßig statt.						<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"/>					
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"/>					
						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:

Prof. Dr. Martin Fischer

Prof. Dr. med. Jörg Schelling

PD Dr. med. M. Angstwurm

Dr. rer. nat. Linda Sanftenberg

Dr. med. Miriam Gisi

3. edition in English, 2018

Translation: Hanna Kübler

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.