

LMU

LUDWIG-
MAXIMILIANS-
UNIVERSITÄT
MÜNCHEN

MEDICAL FACULTY



Name:

PRACTICAL YEAR LOGBOOK FOR STUDENTS IN THE TERM

SURGERY

**Klinik für Allgemeine, Viszeral-,
Transplantations-, Gefäß- und Thoraxchirurgie**

Campus Großhadern/Campus Innenstadt

**Klinik für Allgemeine, Unfall-, Hand- und
Plastische Chirurgie**

Campus Großhadern/Campus Innenstadt

Practical Year Logbook for the term in Surgery

Surname, Name _____

Matriculation number _____

Date of birth _____

Phone

Email _____

Current term _____ from _____ to _____

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:

Dear students,

We are happy to present you with this logbook for Surgery. 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 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.

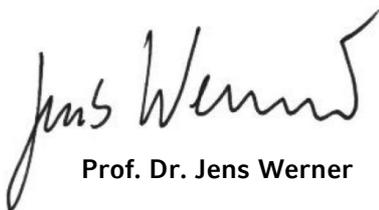
You should use this logbook to document your personal learning progress, and get feedback from your responsible supervisor on a regular basis. It is important that you take the initiative and request assistance in learning from the on-call doctors if you have found gaps in your knowledge.

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.

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 improve the organization of the practical year for future generations of students.

We wish you an enjoyable and productive term in Surgery!



Prof. Dr. Jens Werner

Direktor Klinik für Allgemeine, Viszeral-,
Transplantations-, Gefäß- und Thoraxchirurgie



Prof. Dr. Wolfgang Böcker

Direktor Klinik für Allgemeine, Unfall-, Hand-
und Plastische Chirurgie



Prof. Dr. med. Martin Fischer

Dean of Clinical Medicine at LMU



PD Dr. med. Matthias Angstwurm

Course Instructor of the Practical
Year at LMU



Dr. med. Miriam Gisi

Practical Year
Coordinator 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

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 or Dr. Gisi or PD Dr. Angstwurm:

Dr. med. Miriam Gisi
PJ-Koordinatorin der LMU
PJ_Koordination@med.uni-muenchen.de
Tel: 004989/4400-52415

PD Dr. med. Matthias Angstwurm
PJ-Beauftragter der 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 und pertussis. For your own protection you should be vaccinated against Hepatitis B and if possible Hepatitis A.

Please make sure you fulfill 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 in internal medicine 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.

EDUCATIONAL ACTIVITIES

Depending on where you are completing your term you may find various possibilities to further your medical education. At least once a week there should be a specific lecture or seminar for students. Please make sure you inform yourself in advance via the internet or in the hospital about the available programs.

It may also be possible for you to make your own contribution to these educational activities and benefit from "learning by teaching". For example you might be able to present your own patient or research your own topic. Student presentations will be followed by a discussion led by the responsible lecturer. A list of suggested topics may be found in part 2 of this logbook.

„TESTING“ IN YOUR PRACTICAL YEAR

Every clinic should, if possible, offer voluntary oral assessment 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.

You might like to use the last appointment with your mentor for such a trial examination, make sure to ask him or her about this in advance. It is also possible for you to participate at the Mp³ training. Further information you find at 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 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%.

At the end of your term you need to achieve 70% of the total score. Otherwise you must 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 at the 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!

PROFESSIONAL INDEMNITY INSURANCE

Resulting damage, caused by students in their practical year, is covered through the hospitals' employer's liability insurance. Students who are spending their term abroad are excluded of this settlement.

Despite your coverage through the hospital, there is no exemption from liability in some cases, especially when the hospital itself is harmed. We are advising you to insure yourself additionally against property damage and bodily injury.

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 fulfill all the goals you have set for yourself in this term.

My mentor:	
-------------------	--

First talk:

Date and signature of your mentor

Second talk:

Date and signature of your mentor

Final talk (and possibly trial examination):

Date and signature of your mentor

Formative Abschlussprüfung / Probeexamen	
Bewertung der Leistung:	
Datum / Unterschrift Prüfer:	

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 the patient and your the 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 objective	fulfilled ✓

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 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 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.

ROTATION AT THE TERM IN SURGERY

To fulfill your educational objectives you must rotate after 8 weeks at the term in surgery, otherwise you won't obtain a certification in „General Surgery“.

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
General medical skills				
Structured patient history and documentation				4
Structured physical examination (incl. neurological examination)				4
Adequate doctor-patient-communication and usage of appropriate language				4
Presenting patients				4
Various microbiological methods and their usage in identifying pathogens (e.g. swabs, blood cultures)				4
Drawing venous blood and peripheral venous access				4
Hygienic and surgical disinfection of hands				4
Skin and mucosa disinfection of patients				4
Adequately and safely scrubbing in, putting on sterile clothing and working sterilely				4
Removal of drains (Robinson, Redon, chest drain)				4
Adequate changing of sterile dressings				4
Appropriate removal of sutures and stitches				4
Writing doctor's letters				4
Writing and reading EKGs				4
Rounding on your own patients				3
Requesting a consult for a patient				3
Providing adequate prophylaxis against thrombosis				3
Indicate emergency standard laboratory investigation				3
Basic principles of emergency treatment (CPR in simulation)				3
Monitoring of vital parameters and Glasgow Coma Scale				3
Indication and interpretation of x-ray				3
Conducting informed-consent-discussions about procedures, therapy and diagnosis				3
Writing prescriptions and incapacity certifications				3
Specific medical skills				
Check the function of major joints and the spine. Describing				4

axial deformities and gait disorders				
Application of the neutral-0-method				4
Surgical wound care: preparation and execution, incl. skin sutures				3
Performing sonography, Doppler examination				3
Arterial puncture and interpretation of a blood gas analysis				3
Local anaesthesia and conductive anaesthesia by colonel				3
Guidelines for tetanus prophylaxis and perform vaccination correctly				3
Applying a Gilchrist's bandage and figure-of-eight splint				3
Applying a spica bandage or compression bandage				3
Performing skin suture in the OR				3
Stapling an tying knots in the OR				3
Fixating drains in the OR				3
Sterile bandaging in the OR				3
Guiding the camera scope in a laparo- or arthroscopy				3
Bloodtyping and bedside test				3
Giving a blood transfusion (technique, materials, procedure)				2
Emergency examinations (ATLS®-scheme)				2
Punction of a retention or an articular effusion				2
Placement of a gastric tube				2
Placement of chest tube and its collecting container				2
Placement of a transurethral Foley catheter				2
Placement of an arterial access				2
Placement of a central venous catheter				2
Reposition of a dislocated joint				2
Placement of a cast and immobilisation techniques, taping bandages				2
Participation in a trauma room care				2
Accident insurance procedure				2
Operations				
Appendectomy				2

Cholecystectomy				2
Colon resection				2
Herniotomy				2
Thyroid surgery				2
Osteosynthesis				2
Endoprosthesis implantation				2
Arthroscopy				2
Metal removal				2
Amputation				2
Bypass-/Stent surgery				2
Varicose vein surgery				2
Implantation of a catheter (Port, Hickmann, Demers,...) or a shunt				2
Sum of each column				180

Total score:	180
Number of points at half term: <u>Date / signature:</u> <hr/>	
Number of points at the end of term: <u>Date / signature:</u> <hr/>	

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 the discharge letter. Furthermore you should round on your patient daily and monitor his or her course of illness.

Survey of your patients:

Patient 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.		

PRACTICAL YEAR SEMINAR TOPICS

Suggestions:

Basics of surgical therapy	
Traumatology I	Primary care of patients with polytrauma
Traumatology II	Treatment of fractures
Traumatology III	Joint injuries, rehabilitation
Wounds and their treatment	
Visceral surgery I	„acute abdomen“
Visceral surgery II	Colon surgery, inflammatory intestinal disease
Visceral surgery III	Stomach, oesophagus, GI-bleed
Visceral surgery IV	Pancreas, spleen
Visceral surgery V	Liver, gallbladder
Mamma surgery	
Hernia	
Thyroid surgery	
Cardiac surgery	
Septic surgery	
Craniocerebral trauma	
Accident insurance procedure	

If needed other topics may be added to this list.

Your presentations concerning the practical year seminars (optional):

Date	Topic	Lecturer`s signature

PART 3: ADDITIONAL

OPTIONAL LEARNING EXPERIENCES

Date /Signature	Additional achievement

Other:

--



EVALUATION FORMS

In the following pages you will find a form for comments as well as a structured evaluation form for you to fill out. Please be honest when describing your knowledge and competence. This evaluation does not impact your grade or completion of the term. Please don't forget to note the hospital you worked in.

Please separate the evaluation form and submit completed forms to Dr. med. vet. Yvonne Kosanke in the Poliklinik (Pettenkoferstraße 8a) in ZeUS (Room D0.48). There is a drop box for submitting the forms.

Thank you!

IDEA FOR IMPROVEMENT

Hospital name:

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"/>	
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"/>							

Mailing address for reshipment of the Logbook:

Klinikum der Universität München, Med. Poliklinik

PJ-Koordination (Raum D0.48 im ZeUS)

Pettenkoferstraße 8a

80336 München

Impressum:

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Kordula Sickinger

3. Edition, 2017

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