



# Practical Year Logbook Internal Medicine

Surname, name			
Term number	Start of term	End of term	

# Internal Medicine at the University Hospital Munich (LMU Klinikum)

 Medizinische Klinik und Poliklinik I Cardiology

Director: Prof. Dr. med. Steffen Massberg

- Medizinische Klinik und Poliklinik II Gastroenterology and Hepatology Director: Prof. Dr. med. Julia Mayerle
- Medizinische Klinik und Poliklinik III Haematology and Oncology Director: Prof. Dr. Dr. Michael von Bergwelt
- Medizinische Klinik und Poliklinik IV Endocrinology, Nephrology, Infectiology, Rheumatology, and Geriatrics Director: Prof. Dr. med. Martin Reincke
- Medizinische Klinik und Poliklinik V Pneumology Director: Prof. Dr. med. Jürgen Behr

#### Addresses

Campus Großhadern	Campus Innenstadt
Marchioninistraße 15	Ziemssenstraße 5
81377 München	80336 München

# Teaching Hospitals for Internal Medicine of the LMU

- Asklepios Fachkliniken München-Gauting
- Asklepios Stadtklinik Bad Tölz
- Helios Amper-Klinikum Dachau
- Helios Klinikum München West
- InnKlinikum Altötting und Burghausen
- Klinik Augustinum München
- Klinik Füssen (Kliniken Ostallgäu-Kaufbeuren)
- Klinikum Augsburg
- Klinikum Dritter Orden München-Nymphenburg
- Klinikum Fürstenfeldbruck
- Klinikum Garmisch-Partenkirchen
- Klinikum Ingolstadt
- Klinikum Kaufbeuren (Kliniken Ostallgäu-Kaufbeuren)
- Klinikum Landshut
- Klinikum Memmingen
- Klinikum Starnberg
- Klinikum Traunstein (Kliniken Südostbayern)
- Klinikverbund Allgäu Klinik Mindelheim
- Krankenhaus Agatharied, Hausham
- Krankenhaus Neuwittelsbach
- Kreisklinik Bad Reichenhall (Kliniken Südostbayern)
- Kreisklinik Wolfratshausen
- München Klinik Harlaching
- München Klinik Neuperlach
- München Klinik Schwabing
- RoMed Klinik Prien am Chiemsee
- RoMed Klinikum Rosenheim

# Practical Year Logbook for Students in the Term Internal Medicine

Surname, Name			
Data of Dirth			
Date of Birth_			
Matriculation Number_			
Home University	O University of Munic	ch (LMU)	
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Address			
Address_			
-			
Phone Number_			
Freed			
Email			
Current Term	Start	End	
Term Number	O 1	O 2	O 3
Hospital Name			
Completed Terms	O Surgery		O Elective
	ding half of my term abr g my complete term abr		O No O No
Cou	ntry		

### Abbreviations

PJ... Praktisches Jahr (Practical Year, final year of undergraduate medical studies in Germany) LMU... Ludwig-Maximilians-Universität München (University of Munich)

# Dear Students in the Practical Year,

We are happy to present to you this logbook for internal medicine. It describes all the competences and practical skills you should acquire during this term. The purpose is to ensure an ideal preparation for your upcoming responsibilities as a medical professional and to close any gaps in your theoretical and practical knowledge. Ideally, this should prepare you for the Third Part of the Medical Licensing Examination at the end of your PJ.

You should use this logbook to document your learning progress and get regular feedback from your responsible supervisor. You must take the initiative and request assistance with learning from the on-call doctors if you need additional support.

A mentor will be there for any questions and problems you may encounter during this term and will also be responsible for supervising your learning progress.

Please make sure to complete this logbook thoroughly and to have the competences you acquire verified, as this logbook will be collected, checked, and evaluated by us. The certificate for the term you completed, which you need for the registration for the Medical Licensing Examination, will only be issued in exchange for this logbook.

We are always grateful for constructive feedback. To improve the logbooks and education, you will receive a link to an evaluation upon term completion. We appreciate you taking the time to thoroughly fill it out. Thank you in advance for your help.

We wish you an enjoyable and successful term!

Prof. Dr. med. Martin Fischer Dean of Studies of *Medicine (Clinical Portion)* of the LMU

PD Dr. med. Matthias Angstwurm Representative for the PJ of the LMU

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# **General Information about the Practical Year**

# **Contacts and Where to Find Information**

Important information about the organization and the structure of the PJ can be found on the website of the Dean's Office of the Faculty of Medicine.

www.mecum.med.uni-muenchen.de

Information concerning the registration for and taking the Third Part of the Medical Licensing Examination are available at the Examination Office

Prüfungsamt zur Durchführung der Prüfungen nach der Approbationsordnung für Ärzte im Auftrag der Regierung von Oberbayern (Examination Office for the Execution of the Examination in Accordance with Licensing Regulations for Physicians commissioned by the Government of Upper Bavaria) Postal address: Geschwister-Scholl-Platz 1, 80539 München, GERMANY Office: Amalienstraße 52, 80799 München www.lmu.de/de/studium/wichtige-kontakte/pruefungsaemter/pruefungsamt-medizin/ Humanmedizin.pa@verwaltung.uni-muenchen.de

For questions about organization, please contact the PJ Office of the Dean of Faculty of Medicine.

PJ-Büro des Dekanats der Medizinischen Fakultät der LMU (PJ Office of the Dean of the Faculty of Medicine of the LMU) Bavariaring 19, 80336 München, GERMANY *pj-buero@med.uni-muenchen.de* 

For questions regarding the logbooks or education, contact the education director of your respective hospital or the Central PJ Coordination.

Zentrale PJ-Koordination (Central PJ Coordination) Raum D0.48 im ZeUS, Pettenkoferstraße 8a, 80336 München, GERMANY PJ\_Koordination@med.uni-muenchen.de

# Maintaining the Logbook

You are obligated to maintain this logbook conscientiously. Your mentor will review and verify your learning objectives. In case you do not achieve the minimum number of points required, the term will have to be repeated.

To receive the certification of completion of the PJ, you must submit the logbook to the Central PJ Coordination.

# **Continuing Education**

Please inform yourself at your clinic about the educational offers. According to the principle *learning through teaching*, you will have the possibility to make your own contributions, e.g. by presenting your own patients or preparing a seminar. You will find a list of possible topics in the section *Educational Objectives and Competences*. Register your contributions in the section Additional Contributions.

# Voluntary Mock Exam During the PJ

If possible, every clinic should offer voluntary assessments, including a mock exam for practical year students. In the mock exam, similar to the Third Part of the Medical Licensing Examination, your mentor will assign you a patient for whom you will have a defined time period to take a medical history, perform a physical examination, and write an epicrisis. Your mentor will subsequently review your report and simulate an oral-practical exam. There is no danger of failing the term due to an insufficient performance in the mock exam. Ask your clinic if such an exam is offered. The Central PJ Coordination provides different formats for exam preparation. More information about this can be found on the homepage.

# **Occupational Health Office**

According to section 4 and annex part 2 paragraph 1 of the Ordinance on Preventive Occupational Health Care (Verordnung zur arbeitsmedizinischen Vorsorge, ArbMedVV), the LMU requires an occupational health examination performed by the LMU's Occupational Medical Office prior to the start of the practical training components. The scope of the examination is based on the type and extent of your potential risk.

You can make an appointment with

Betriebsärztlicher Dienst der LMU (Occupational Health Office of the LMU) Goethestraße 31, 80336 München, GERMANY Tel: +49 89 2180-73904 oder -73906 Betriebsarzt@lmu.de

If you do not want to use the offered service of the Occupational Health Office of the LMU, you can complete the examination with and receive valid certification from a physician authorized by the ArbMedVV

However, the LMU will not cover the expense. In this case, the student is responsible for any costs. Priorly issued valid certificates (in accordance with section 6 paragraph 3 no. 3 ArbMedVV) are generally accepted.

# Vaccinations

According to the EU Directive on the protection of workers from risks related to exposure to biological agents at work, students at the LMU have the opportunity of receiving occupation-related vaccinations free of charge if their vaccination status is unclear or incomplete. To do this, please make an appointment with the LMU Occupational Medicine Office.

Please note that according to section 2 paragraph 9 of the *Law of the Prevention of Infection (Infektionsschutzgesetz, IfSG)* you are obligated to have a sufficient measles vaccination status or immunity against measles. For the protection of patients, as well as yourself, you should have immunization against COVID-19, mumps, rubella, diphtheria, varicella, pertussis, hepatitis B, influenza, and in areas of risk, additionally against hepatitis A. Please inform yourself in your clinic which vaccines are required.

# **Professional Liability Insurance**

Damage caused to third parties by students during their PJ is usually covered by the professional liability insurance of the university hospital or the teaching hospital. Students of the LMU who spend their term abroad are not covered by the university or the teaching hospital. We therefore explicitly recommend that you insure yourself additionally against the risk of personnel injury and property damage caused by you.

# Stay Abroad

Even if you are spending the term abroad, you are required to maintain the LMU logbook. Please document a term abroad in the correspondent pages. In case you are completing the whole term or the last part of your term abroad, we ask you to hand in your logbook at the Central PJ Coordination after your return. If a certificate of equivalence is required for the term abroad, the logbook must be shown to the PJ Representative before it is handed in. In any case, we recommend you consult the Examinations Office before starting a term abroad to ensure that it will be recognized.

# Logbook as a Basis for a Reference

If you wish to receive a reference from your term, please communicate this to the administration of the respective clinic. In case you voluntarily complete on-call duties, shadowing, etc., note this in the section *Additional Materials*, including the date and signature so that it can be considered in the reference.

# Learning Objectives and Competences

The German National Competence-based Catalog of Learning Objectives in Medicine (Nationaler Kompetenzorientierter Lernzielkatalog Medizin, NKLM) in version 2.0 of 2021 defines your future occupation as a doctor in various roles. The internal medicine term should develop skills in professional behavior and mannerisms. Communication and consultation as a qualified expert are essential for teamwork.

# **General Objectives**

At the end of the internal medicine term, you should have acquired the following skills:

- independent care for patients under the supervision of medical teaching staff
- responsibility towards the patient and your colleagues
- application of practical skills and connection with theoretical knowledge
- use of a differential diagnosis approach
- development of problem-oriented thinking
- formulation of preliminary diagnoses
- independent conception of an appropriate treatment plan
- research, application, and communication of current scientific findings.

# Personal Objectives

Please define your personal learning objectives for this term in the following chart. In which areas do you see the need for improvement?

At the beginning of your term, determine how and when you will achieve your goals. Reevaluate these objectives in fixed intervals to see how far you have progressed.

Personal objectives	Done √

# **Specific Objectives**

Many of the 167 reasons for a consultation of the NKLM (Chapter V, Version 2.0 of 2021) are relevant to internal medicine.

At the end of the internal medicine term, PJ students should be able to:

- develop
- independently initiate
- share with the patient

a preventative, diagnostic, and therapeutic plan for the reasons listed below.

Ethical, legal, and professional rules should be observed and implemented in the best sense for the benefit of the individual patient.

# Reasons for a consultation in internal medicine

- Atopy, allergies, food sensitivities and intolerances
- Suspicious body odor or breath
- Palliation, care dependency, frailty and bed confinement, rehabilitation
- Pallor
- Bleeding diathesis of skin, mucous membranes, hematochezia and melena, hematuria
- Dyspnea, cyanosis
- Fever
- Walking disability and tendency to fall
- Change in weight, anorexia, and eating disturbances
- Heart murmurs
- Heart palpitations
- Cough
- Stroke
- Fatigue, exhaustion, general weakness, and decline in performance
- Multimorbidity
- Edema: periorbital, spinal, abdominal, joint, extremity, generalized
- Sleep disorders
- Dysphagia, nausea, and emesis
- Pain: head, thorax, abdomen, back, flank, extremities, muscles, joints, generalized
- Paresthesia
- Voice, speech, and language disorders
- Death and declaration of legal death
- Transplantation
- Adverse drug effects: intoxications, substance-abuse behavior, addiction
- Change in the skin, hair and nails, stool, urine, perspiration, icterus
- Disorders of consciousness: loss of consciousness, disorientation, collapse/syncope/dizziness

### Rotations in the Mandatory Term of Internal Medicine

During your mandatory term of internal medicine, you should gain an overview of the subspecialties.

### During the internal medicine term, you must rotate at least once and a maximum of three

**times**; the combination of specialties is your choice. **A rotation in a department must last at least 4 weeks.** If a rotation does not take place, the certificate cannot be issued and your work during this term cannot be recognized.

### **Possible subspecialties**

- Angiology (max. 4 weeks)
- Endocrinology and diabetology
- Gastroenterology
- Geriatrics
- Hematology and oncology
- Infectiology

- Cardiology
- Nephrology
- Pneumology
- Rheumatology
- Internal intensive care medicine (max. 4 weeks)

_	Department	From	То	Signature (doctor)
1				
2				
3				
4				

#### Absences

Please document your absences in the table below and have them verified by signature. This is important for the department that will issue your certificate upon completion of the term.

Date	From	То	Department	Signature (doctor)

# Minimum Number of Certain Skills

During your term, it is expected that you **independently complete** the following skills.

# Completion of privacy protection training

# Completion of hygiene training

Date	Signature

Date	Signature

# Write one discharge note per week

	Diseases	Date	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

	Diseases	Date	Signature
1			
2			
3			
4			
5			

# Interpretation of at least one pulmonary function test and/or blood gas analysis per month

# Interpretation of at least one ECG per week

	Diseases	Date	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

### Interpretation of at least one chest X-ray per month

	Diseases	Date	Signature
1			
2			
3			
4			
5			

### **Practical Competences**

At the beginning of the term, please assess your **own competences** (see below *Definition of competency levels*) and record the corresponding scores in the column *Start of term*.

During the course of your term, e.g., at the end of each rotation (approx. after 4 to 8 weeks) and at the end of the term, **your mentor or the responsible attending is required** to assess your competences. In your presence, they record the competences you achieved in the other two columns (midterm and end of term) and confirm this with a signature/stamp. This allows you to identify corresponding deficits and, if necessary, specifically improve them in the next rotation.

### Definition of competency levels

The different competency levels based on the NKLM are defined as follows:

Level 1: factual knowledge (1 point)

The student has **theoretical knowledge** about a medical skill (facts, data).

- Level 2: practical knowledge (2 points)
  The student has seen the medical skill implemented on a patient or in a demonstration.
  They should be able to explain the facts and place them in a clinical-scientific context.
- Level 3: implementation under supervision (3 points)
  The student has implemented the medical skill on a patient under supervision or demonstrated it in a simulation.
- Level 4: independent implementation (4 points)
  The student, knowing the consequences, has implemented the medical skill independently and appropriately to the situation and is experienced in its application.

General medical skills	Start of term	Mid- term	End of term	Goal
Appropriate doctor-patient communication and communication with patients' relatives				4
Structured patient interview				4
Structured physical examination (incl. neurological examination)				4
Care of patients in isolation (hygiene)				4

Presentation of patients, including differential diagnoses and treatment proposals		4
Perform medical rounds on own patients		3
Conduct informed-consent discussions about procedures, therapy, and diagnoses		2
Write discharge notes/epicrises		4

Working in a team	Start of term	Mid- term	End of term	Goals
Participation in team meetings between different profession groups				2
Participation in rounds with different profession groups				2
Care of patients in a team of different profession groups				4
Work in a team with different professional groups				4
Participation in an interdisciplinary case discussion				2
Cooperation with different medical disciplines, obtain consultations				3

Practical skills and emergency management	Start of term	Mid- term	End of term	Goal
Drawing of venous blood and establishment of peripheral venous access				4
Arterial puncture				3
Working with central venous catheters				3
Operation of infusion pumps				3
Measurement of blood sugar levels				3
Blood transfusion, bedside test				2
Basic principles of emergency treatment (CPR)				2
Thoracentesis / paracentesis				2
Declaration of death, autopsies, death certificates				1

Diagnostics	Start of term	Mid- term	End of term	Goal
Conduction and interpretation of an ECG				4
Interpretation of a pulmonary function test and blood gas analysis				4
Interpretation of a chest X-ray				3
Rational request of lab work and interpretation of the results				3
Endoscopic diagnostics: Bronchoscopy, gastroscopy, colonoscopy				2
Ultrasound, incl. Doppler sonography				2
Echocardiography / cardiac catheterization / cardiac stress test				2
Organ biopsies: Liver biopsy, kidney biopsy, bone marrow puncture				2

Ward management	Start of term	Mid- term	End of term	Goal
Ward management/DRG				2
Discharge management				2

	Start of term	Mid- term	End of term	Goal
Sum				95

Minimum number of points: 67

Sum at midterm

Date and signature (doctor)

Sum at the end of the term

Date and signature (doctor)

The targeted competency level in the column on the right can be exceeded depending on available opportunities and your instructor's willingness to teach. Therefore, your overall score can be above 100 %.

# Caring for Your Own Patients

An essential part of the PJ is the independent care of patients under the supervision of a specialist who will be at your side if you have any questions or problems. After an onboarding phase and proof of sufficient knowledge, you will take over the care of the patients. You should admit the patients yourself, initiate a diagnostic and treatment plan, discuss the results with the patients, and write the discharge note. You should also round on your patients daily.

	Diseases	Date	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

# Patients Evaluation of the PJ Student

To achieve the best possible development of your medical competences, feedback is important, especially from your patients. Have the patient fill out the form alone and discuss it with you afterwards. This is compulsory for at least one patient. Ideally, this should happen every four weeks. To do this, you can cut out and copy the attached form *Evaluation of the PJ Student*, which you may find in the section *Additional materials*.

	Disease	Date
1		
2		
3		
4		
5		

# **Mentor Meetings**

At the beginning of every term, a doctor should be assigned as your mentor. If this does not happen, actively ask one of the doctors on your service to be your mentor. Your mentor is there to support you in your training during the PJ. They should help you achieve the learning objectives set at the beginning of term, answer questions, and help solve problems that may arise while you are on their service. Once a month, you should meet with your mentor to track your progress and ensure you are able to meet all the goals you set for yourself in this term.

# My mentors

	Date	Signature (mentor)
Kick-off meeting		
Intermediate meeting 1		
Intermediate meeting 2		
Final meeting / evaluation		

# Mock Final Exam (optional)

Evaluation

Date and signature (examiner)

# **PJ Seminar Topics**

During your term, you should continue your education in the following areas and, if necessary, attend seminars.

Cardiology I	Coronary artery disease, coronary syndrome, cardiac arrhythmia
Cardiology II	Congenital and acquired heart diseases, congestive heart failure
Cardiology III	Hypertension and associated diseases
Angiology	Acute arterial occlusion, embolism, venous thrombosis, aneurysm, dissection, venous ulcer, varicoses
Gastroenterology	Hernias, diverticulosis, gastritis, acute gastrointestinal bleeding and ulcers, acute pancreatitis, colon carcinoma, achalasia, steatosis, hepatitis, diet, celiac disease
Endocrinology	Metabolic syndrome, obesity, diabetes mellitus, hyperaldosteronism, Cushing's disease, Addison's disease, thyroid diseases, functional diagnostics, diabetes insipidus
Nephrology	Kidney failure (acute and chronic), dialysis, amyloidosis, glomerulonephritis, cold agglutinins, Goodpasture- Syndrome
Hepatology	Diagnostics of acute and chronic diseases
Pneumology I	Pneumonia, tuberculosis, pulmonary function test, obstructive pulmonary diseases, sleep apnea, bronchitis, bronchiectasis
Pneumology II	ARDS, pulmonary fibrosis, pulmonary heart disease, bronchiolitis
Hematology I	Diagnostics and therapy of leukemia
Hematology II	Hemostasis, HIT, anticoagulation, fibrinolysis, anemia
Rheumatology	Connective tissue disease, systemic diseases, antiphospholipid syndrome
Immunology/Infectiology I	Antimicrobial therapies
Immunology/Infectiology II	Sepsis, HIV
Emergencies in internal medicine	Resuscitation, intoxication, shock, respiratory failure, ARDS, acidosis, alkalosis, hypertensive crisis
Infectiology	HIV, Lyme disease, chlamydia, endocarditis, gonorrhea, syphilis, influenza

# Additional Materials

# **Optional Additional Achievements**

Here you can register your additional achievements and courses during the PJ, e.g.\_

- own presentations
- case presentations as part of a PJ seminar
- courses in ultrasound, suturing, ECG, CPR, etc.

Type of additional achievement	Date	Signature

PJ Logbook | Internal Medicine

Term number

Surname, name of

# **Evaluation of the PJ Student**

Dear Patient,

Your care was supervised by a medical student in the last year of their studies. To further promote and improve the development of the student, we kindly ask you to assess their current communication skills.

Please mark the appropriate answer.	Strongly agree	Agree	Neutral	Disagree	Strongly disagree
The student showed interest and empathy.	0	0	0	0	0
I felt mutual respect and appreciation.	0	0	0	0	0
The student took enough time for me.	0	0	0	0	0
I felt like I was being taken seriously.	0	0	0	0	0
The information given to me was conveyed to me in an understandable way.	()	0	0	0	0
I felt like I had the chance to speak.	0	0	0	0	0
Verbal and non-verbal communication and the behavior of the student were consistent.	0	0	0	0	0
I had the feeling that the student was competent and was able to answer my questions adequately.	0	0	0	0	0
I would have preferred <b>not</b> to have been supervised by any student.	0	0	0	0	0
The student was available to me if I had any questions/problems.	0	0	0	0	0
I could see the student becoming my doctor.	0	0	0	0	0
Please describe the student's working methods and your impression of the	m ir	۱ yo	ur o	wn	

words. (Use the back if necessary.)

Which aspects could the student still improve upon? What would you wish for the future? (Use the back if necessary.)

#### Postal address for returning the logbook LMU Klinikum Zentrale PJ-Koordination Raum D0.48 im ZeUS Pettenkoferstraße 8a 80336 München GERMANY

### Imprint

#### Editor

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The teaching content in the logbooks does not claim to be complete.