Subject: Practical training of 4th year students

Dear Director,

on behalf of the Third Faculty of Medicine, Charles University, I would like to ask you for your approval of the practical training of a 4th year student of our faculty at your hospital.

The practical training shall comprise 2 weeks at Department of Internal Medicine. We would like to ask you to kindly ensure specialized supervision for our student in accordance with the syllabi attached.

Dates:

- **Practical training at Department of Internal Medicine:** At the time of the summer holidays or during the examination period, before and after the summer holidays

If you agree that the practical training of the student:

**Name SURNAME (dd. mm. yyyy)**

may be completed at your hospital, please kindly provide the confirmations included in this letter.

If you need any more detailed information, please contact Jolana Rambousková, M.D. charged with the practical training management (tel.: +420 267 102 622) or our Study Department (Daniela Lvová; tel.: +420 267 102 206).

Thank you for your understanding, and we shall look forward to our future cooperation,

David Marx, M.D., Ph.D.

Vice-Dean for Undergraduate Education and Student Affairs

To be cut here.................................................................................................................................

**Confirmation of 4th year practical training**

I agree to practical training of the student:

**Name SURNAME (dd. mm. yyyy)**

At internal department at our hospital, within the dates below:

From ........................................ To ........................................

In ........................................ date: ........................................

........................................

Signature & stamp
4th YEAR - STUDENT PRACTICAL TRAINING
SYLLABUS FOR INTERNAL MEDICINE

This syllabus is an integral part of the “Student Evaluation“

Practical training duration: 2 weeks
Scope of practical training:

The purpose of the practical training is to make the student familiar with operation of the bed ward of the hospital and with the duties of a secondary doctor at the given department.

Another purpose of the practical training is to acquire or deepen some clinical skills, examination and therapeutic techniques.

All tasks and procedures shall be performed by the students under medical supervision.

1. Bedside: physical examination, medical history completion, keeping the medical record, epicrisis, discharge report, rounds.
2. Mastering the blood collection technique and collections of other biological materials. Mastering all kinds of injections and infusions.
3. ECG assessment including ECG curve description.
5. Gastric tube insertion technique, gastric lavage technique; assistance in thoracic puncture, ascites, etc.
6. Assistance in catheterization procedures, central venous cannulation and other special assessment methods, both invasive and non-invasive (gastroscopy, rectoscopy, sonography, echocardiography, ergometry, biopsy).
7. Radiography seminars and specialized seminars; reporting at seminars and rounds.
8. Stay (several days) at intensive care units and becoming acquainted with their operation.
9. At least 2 emergency duties at a bed ward under the supervision of an experienced doctor.

Signature, stamp and date:
# 4th YEAR – EVALUATION REPORT OF THE STUDENT PRACTICAL TRAINING FROM INTERNAL MEDICINE

**Student name:**  
**Practical training site:**  
**Practical training dates:**

<table>
<thead>
<tr>
<th>TYPE OF EVALUATION</th>
<th>EVALUATION SCORE +)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Evaluation</strong></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Responsibility</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Independence</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Ability of team work</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Theoretical knowledge</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Clinical Skills</strong></td>
<td></td>
</tr>
<tr>
<td>Medical history</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Physical examination</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Skillfulness (technical skills)</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Determining the diagnosis</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Determining the treatment programme and therapy</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Oral presentation (e.g. during the major ward round)</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Professional Qualification</strong></td>
<td></td>
</tr>
<tr>
<td>Professional conduct</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Is familiar with his/her limits and knows when to seek advice of a senior colleague</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Respects human dignity of the patient</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Keeps medical secret</td>
<td>3 2 1 0</td>
</tr>
</tbody>
</table>

**FINAL EVALUATION OF THE STUDENT**

- **Excellent**
- **Very Good**
- **Good**
- **Passed**
- **Failed**

+ Score:  **3 points** – excellent;  **2 points** – good (average);  
**1 point** – Satisfactory (Below average),  **0 points** – Not evaluable

**Signature, stamp and date:**
Subject: Practical training of 4th year students

Dear Director,

on behalf of the Third Faculty of Medicine, Charles University, I would like to ask you for your approval of the practical training of a 4th year student of our faculty at your hospital. The practical training shall comprise 2 weeks at clinical department. We would like to ask you to kindly ensure specialized supervision for our student in accordance with the syllabi attached.

Dates:
- Practical training in elective field: At the time of the summer holidays or during the examination period, before and after the summer holidays

If you agree that the practical training of the student:

**Name SURNAME (dd. mm. yyyy)**

may be completed at your hospital, please kindly provide the confirmations included in this letter.

If you need any more detailed information, please contact Jolana Rambousková, M.D. charged with the practical training management (tel.: +420 267 102 622) or our Study Department (Daniela Lvová; tel.: +420 267 102 206).

Thank you for your understanding, and we shall look forward to our future cooperation,

David Marx, M.D., Ph.D.
Vice-Dean for Undergraduate Education and Student Affairs

To be cut here……………………………………………………………………………………

Confirmation of 4th year practical training

I agree to practical training of the student:

**Name SURNAME (dd. mm. yyyy)**

At clinical department at our hospital, within the dates below:

From ......................... To .........................

In ................................. date: .................................

.................................................................
Signature & stamp
4th YEAR - STUDENT PRACTICAL TRAINING
SYLLABUS FOR SURGERY

This syllabus is an integral part of the “Student Evaluation”

Practical training duration: 2 weeks

Scope of practical training:

The purpose of the practical training is to make the student familiar with operation of the bed ward of surgery of the hospital and with the duties of a secondary doctor at the given department.

Another purpose of the practical training is to acquire or deepen some clinical skills, examination and therapeutic techniques.

All tasks and procedures shall be performed by the students under medical supervision.

1. Outpatient surgery (Week 1)
   - Examination and determining the diagnosis of patients with:
     - Injuries – outpatient treatment:
       - Wounds
       - Fractures
     - Sudden abdominal events
       - Indications for surgery
     - Other sudden events
       - Indications for hospitalization and/or surgery

2. Bed wards and operating theatres (Week 2)
   - Participation at daily rounds
   - Participation at the major round
   - Observing changes in patients’ conditions:
     - Clinical
     - Laboratory
     - Using other assessment methods
   - Preoperative preparation for various surgeries
   - Assistance at operating theatres (3rd and/or 2nd assistant)
   - Postoperative care:
     - Prevention of infectious complications
     - Prevention of pulmonary complications
     - Prevention of thromboembolic complications
     - Prevention of decubitus

Signature, stamp and date:
4th YEAR - STUDENT PRACTICAL TRAINING
SYLLABUS for …………………………….

This syllabus is an integral part of the “Student Evaluation“

Practical training duration: 2 weeks

Scope of practical training:

The purpose of the practical training is to make the student familiar with operation of the bed ward of the hospital and with the duties of a secondary doctor at the given department.

Another purpose of the practical training is to acquire or deepen some clinical skills, examination and therapeutic techniques.

All tasks and procedures shall be performed by the students under medical supervision.

- Participation at outpatient offices (general, specialized)
- Participation at emergency duties based on local possibilities
- Participation at daily rounds
- Participation at the major / senior consultant’s round
- Observing changes in patients’ conditions: - Clinical
  - Laboratory
  - Using other assessment methods
- Participation at diagnostic and therapeutic procedures
- For surgery specializations: preoperational preparation for various surgeries and assistance at operating theatres or outpatient procedures
- Keeping medical documentation

Signature, stamp and date:
4th YEAR - STUDENT PRACTICAL TRAINING
SYLLABUS for General Physician

This syllabus is an integral part of the “Student Evaluation“

Practical training duration: 2 weeks
Scope of practical training:

The purpose of the practical training is to acquire the relationship to a patient and a complex attitude to their health problems

- Participation at diagnostic and therapeutic procedures, but also in preventive health care of patients.
  (social, psychosocial, economic, educational and ecological aspects)
- Keeping medical documentation

During the practical training students should work by themselves under the supervision of General Practitioner.

In the examined patients student should focus on family and personal anamnesis to reveal risk factors in living and work environment.

Besides diagnostical and therapeutical procedures student should suggest also interventional measures to eliminate risk factors and to acquire correct way of life of patients.

Student should participate in doctor’s visit in patients homes and at least, in one night emergency duty (if it is possible).

Another purpose of the practical training is to acquire or deepen some clinical skills, examination and therapeutic techniques.

All tasks and procedures shall be performed by the students under medical supervision.

Signature, stamp and date:
### 4th YEAR – EVALUATION REPORT OF THE STUDENT PRACTICAL TRAINING

From ........................................

<table>
<thead>
<tr>
<th>Student name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical training site:</td>
<td></td>
</tr>
<tr>
<td>Practical training dates:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF EVALUATION</th>
<th>EVALUATION SCORE +</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Evaluation</strong></td>
<td></td>
</tr>
<tr>
<td>Initiative</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Responsibility</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Independence</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Ability of team work</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Theoretical knowledge</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Clinical Skills</strong></td>
<td></td>
</tr>
<tr>
<td>Medical history</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Physical examination</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Skillfulness (technical skills)</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Determining the diagnosis</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Determining the treatment programme and therapy</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Oral presentation (e.g. during the major ward round)</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td><strong>Professional Qualifications</strong></td>
<td></td>
</tr>
<tr>
<td>Professional conduct</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Is familiar with his/her limits and knows when to seek advice of a senior colleague</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Respects human dignity of the patient</td>
<td>3 2 1 0</td>
</tr>
<tr>
<td>Keeps medical secret</td>
<td>3 2 1 0</td>
</tr>
</tbody>
</table>

### FINAL EVALUATION OF THE STUDENT

| Excellent                       |                    |
| Very Good                      |                     |
| Good                           |                     |
| Satisfactory                   |                     |
| Unsatisfactory                 |                     |

+ Score: 3 points – excellent; 2 points – good (average); 1 point – Satisfactory (Below average), 0 points – Not evaluable

Signature, stamp and date: