



МЕДИЦИНСКИ УНИВЕРСИТЕТ – ПЛОВДИВ  
MEDICAL UNIVERSITY – PLOVDIV

[www.mu-plovdiv.bg](http://www.mu-plovdiv.bg)

# DIARY

*For Guided Practice  
(clinical training)  
Of medical students  
IV year of study*

*Name:* .....

*Surname:* .....

*Fac. №* .....

### **Distribution of guided practice (summer clinical training):**

A **30 day** summer clinical training is carried out twice after the completion of the III-rd and IV-th year of study, as follows:

- ◆ **15 calendar days in a unit specialized in internal medicine;**
- ◆ **15 calendar days in a unit specialized in surgical diseases.**

#### **Aims of the clinical training:**

- ❖ Acquisition of practical knowledge and skills at a medical specialist level in the overall provision of hospital care to patients;
- ❖ Getting acquainted with the administrative order in clinical units differing in structure and type of activities involving the following processes:
  - Hospitalization and de-hospitalization of patients;
  - Filling-in of medical documentation;
  - Monitoring the patients and carrying out the diagnosis and treatment planning during hospitalization;
  - Handling medications.
- ❖ Acquisition of skills required to carry out basic activities and manual operations at the patient bedside;
- ❖ Command and application of verbal and non-verbal communicative techniques in clinical practice aimed at:
  - Communicating with patients and their relatives;
  - Teamwork: physician and a medical specialist.
- ❖ Getting acquainted with the moral and ethical norms of behaviour in working with patients and medical staff.

#### **Rules of students' work and behavior during the guided practice**

1. Getting acquainted with the normative documents and requirements and adherence to the Regulations on the management of the educational and healthcare institution, the procedure of carrying out working activities and the internal orders of the Heads of the respective clinical units.
2. Adherence to the rules of behaviour in the educational and healthcare institution:
  - ◆ Wearing working clothes;
  - ◆ Adherence to the working hours in accordance with the schedule in the respective unit.
3. Precise, timely and proper execution of the activities and manual operations assigned in conformity with the respective normative documents and the syllabus.
4. Adherence to the existing regulations in order to ensure anti-epidemiological regime/measures.
5. Unconditional adherence to the regulations on labour safety, safety techniques and labour hygiene.
6. Adherence to the regulations on working with medications.
7. Adherence to the regulations on medical ethics and deontology:
  - ◆ Maintaining the security and confidentiality of patient records;
  - ◆ Respect for the patient's rights.

## **Main student tasks in meeting the aims of the guided practice**

1. Filling-in and keeping medical records: case histories, referrals for hospitalization, discharge summaries, referrals for consultations and investigations, temperature charts, medication charts, medical registers.
2. Getting acquainted with the administrative order for the admission, discharge and transfer of patients; approach in cases of a deceased patient and psychological support to relatives.
3. Team work in providing emergency care.
4. Preparing, making and registering rounds, documentation related to going on and coming off duty.
5. Placing the patient in a bed position appropriate for the disease.
6. Monitoring patient appearance and general condition; preparation for and monitoring of repose and sleep.
7. Study and record of anthropometric and somatic indices.
8. Preparing patients to have different organs and systems investigated including instrumental investigations/examinations.
9. Taking, storing, sending and transportation of samples for study.
10. Recording of study results.
11. Monitoring of patients on a screen.
12. Performing an ECG and reading main markers for acute and severe cardiovascular pathology.
13. Theoretical mastering of intubation; monitoring and care for an intubated patient on artificial lung ventilation.
14. Providing care for a patient with tracheostomy.
15. Observation for deviations in urination and defecation; collection and measurement of urinary excretion rate; taking stool samples.
16. Getting acquainted with the procedures in ordering, obtaining, distributing, storing, arranging and dispensing medications.
17. Drug administration – parenteral, peroral, topical, etc.
18. Giving subcutaneous, intramuscular, intravenous injections/infusions.
19. Dosage and administration of specific drugs: antibiotics, insulin, cardiac glycosides, antiarrhythmics; sera and vaccines.
20. Oxygen treatment.
21. Getting acquainted with the procedure of taking and reading samples for the diagnosis of skin diseases.
22. Preparation and study of samples for blood typing.
23. Preparing for and performing a blood transfusion.
24. Assisting in performing different types of punctures.
25. Feeding a severely ill patient; preparing for and performing artificial nutrition: through a feeding tube; parenterally.
26. Performing hygiene procedures and specialized toilette procedures.
27. Prophylaxis of pressure (decubitus) ulcers.
28. Preparation for and performance of enemas and gastric lavage.
29. Theoretical mastering of the procedures and assisting in wound debridement.
30. Theoretical and practical mastering of the technique and assistance in applying bandages/dressings/placing splints.
31. Preparing dressing materials and sets of instruments for sterilization; carrying out and control of sterilization.
32. Preparation and storage of disinfectant solutions; conducting and controlling disinfection.
33. Getting acquainted with the treatment approach and care for special groups of patients: with oncological and disabling diseases, with severe disabilities/impairments, of old age and poor social status; providing emotional support to patients and their relatives.
34. Each student enters a record of the manual operations performed in their Guided Practice Diary.

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**GUIDED PRACTICE SCHEDULE  
(SUMMER CLINICAL TRAINING)  
after the fourth year in Medicine**

**Healthcare institution:** .....

**Clinic of Internal medicine:**.....

**For the period: From** ..... **To** .....

<b>Date</b>								
<b>Shift</b>								

<b>Date</b>								
<b>Shift</b>								

**Mandatory hours:** 75 h. **Hours worked:** .....

- Active participation during the training:** - unsatisfactory  
- satisfactory  
- good  
- very good  
- excellent

Guided practice supervisor .....  
(Signature)

Head of clinic/Head of department: .....  
(Signature and seal)

.....  
(Name and Family name)

.....  
(Name and Family name)

**Control** - Yes / No

Examination Board: .....  
(Name, Family name /Signature)

.....  
(Date)

.....  
(Name, Family name /Signature)

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**MANDATORY ACTIVITIES FOR GUIDED PRACTICE  
(SUMMER CLINICAL TRAINING) AFTER THE IV-TH ACADEMIC YEAR  
FOR PATIENTS WITH INTERNAL DISEASES**

№	Type of the activity/operation performed	Number		Signature
		Minimum	Performed	
1.	Insertion of an intravenous cannula and placing a dressing.	5-10		
2.	Intravenous administration of medications- preparing and performing.	5-10		
3.	Collecting blood for blood culture.	3-5		
4.	Performing ECG with 3 and 12 leads- correct placement and interpretation.	5-8		
5.	Anthropometric indices- measurement.	3-5		
6.	Gastric lavage- preparation and assistance.	1-3		
7.	Contrast radiography- preparation.	3-5		
8.	Another instrumental investigation- preparation.	3-5		
9.	Filling-in, registering and storage of medical documentation. Participation in rounds. Going on and coming off duty.	6-10		
10.	Making a hospital bed. Change of linen; Performing hygiene procedures and specialized toilette procedures; toilette procedures on a severely ill patient. Prophylaxis of pressure/decubitus ulcers.	2		
11.	Patient monitoring - measurement of anthropometric and somatic indices of temperature, breathing frequency, pulse rate, oxygen saturation, arterial blood pressure.	5-10		
12.	Feeding a severely ill patient - orally, by feeding tube; parenterally.	1-3		
13.	Taking, storing and transport of sample materials for laboratory study: - urine, measurement of urine output - blood - stool - puncture samples/fluids - nasal and throat secretions; sputum	3-5 1-2 1-3 1-3 1-2		
14.	Oxygen therapy	3-5		
15.	Prescription of medications. Distribution of drugs .	10-12		

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16.	Preparing and giving a subcutaneous injection.	3-5		
17.	Preparing and giving an intramuscular injection.	5-10		
18.	Dissolution and dosage of antibiotics. Dosage and administration of insulin / cardiac glucosides / antiarrhythmic drugs, etc. specific medications.	5-10		
19.	Skin samples for diagnosis.	2-5		
20.	Preparation and assistance in performing punctures - abdominal, pleural, bone marrow aspiration.	1-3		
21.	Preparation and assistance in performing urethral catheterization.	2-5		
22.	Preparation for blood typing. Preparing and performing blood transfusion.	1-3		
23.	Preparation and storage of disinfectant solutions.	4-5		
24.	Getting acquainted with the procedures in health education activities (training of patients by medical specialists)	1-3		

**Note:**

***Control of the guided practice is carried out on all skills, the first eight as a priority!***

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**GUIDED PRACTICE SCHEDULE  
(SUMMER CLINICAL TRAINING)  
after the fourth year in Medicine**

**Healthcare institution:** .....

**Clinic of Surgery:** .....

**For the period: From** ..... **To** .....

<b>Date</b>							
<b>Shift</b>							

<b>Date</b>							
<b>Shift</b>							

**Mandatory hours:** 75 h. **Hours worked:** .....

**Active participation during the training:** - unsatisfactory  
- satisfactory  
- good  
- very good  
- excellent

Guided practice supervisor: .....  
(Signature)

Head of clinic/Head of department: .....  
(Signature and seal)

.....  
(Name an Family name)

.....  
(Name and Family name)

**Control** - Yes / No

Examination board: .....  
(Name, Family name /Signature)

.....  
(Date)

.....  
(Name, Family name /Signature)

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**MANDATORY ACTIVITIES FOR GUIDED PRACTICE  
(SUMMER CLINICAL TRAINING )  
AFTER THE IV-TH ACADEMIC YEAR FOR PATIENTS WITH  
SURGICAL DISEASES**

№	Type of the activity/operation performed	Number		Signature
		Minimum	Performed	
1.	Intravenous infusion- prescription, administration, equipment.	5-10		
2.	Administration of a local anaesthetic by injection.	2-3		
3.	Blood typing. Blood transfusion – performing, transfusion reactions, approach.	3-4		
4.	Urine test by a test –strip- taking a mid-stream urine sample, examination, pregnancy test.	5-6		
5.	Dressing a surgical or traumatic wound.	6-10		
6.	Prophylaxis of pressure/decubitus ulcers.	3-5		
7.	Preparation and assistance in performing punctures - abdominal, pleural, bone marrow aspiration.	1-3		
8.	Preparation and assistance in performing enemas.	1-3		
9.	Filling-in, registering and storage of medical documentation. Participation in rounds. Going on and coming off duty.	6-10		
10.	Patient monitoring - measurement of anthropometric and somatic indices of temperature, breathing frequency, pulse rate, oxygen saturation, arterial blood pressure.	5-10		
11.	Performing an ECG and reading the main markers for acute and severe cardiovascular pathology.	5-8		
12.	Toilette procedures and feeding a severely ill patient - orally, by feeding tube; parenterally.	3-5		
13.	Taking, storing and transport of sample materials for laboratory study: - urine, measurement of urine output - blood - stool - puncture samples/fluids - nasal and throat secretions; sputum	3-5 3-5 1-2 1-3 1-2		
14.	Prescription of medications. Distribution of drugs .	3-5		
15.	Oxygen therapy.	3-5		
16.	Preparing and giving a subcutaneous injection	3-5		
17.	Preparing and giving an intramuscular injection	5-10		

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18.	Preparing and giving an intravenous injection.	5-10		
19.	Dissolution and dosage of antibiotics. Dosage and administration of insulin / cardiac glucosides / antiarrhythmic drugs, etc. specific medications.	5-10		
20.	Skin samples for diagnosis, sera and vaccines.	2-5		
21.	Observation/assistance in wound debridement.	2-5		
22.	Preparation and assistance in performing urethral catheterization.	1-3		
23.	Preparing a patient for contrast radiography.	3-5		
24.	Preparation and storage of disinfectant solutions.	4-5		
25.	Preparing dressing materials and sets of instruments for sterilization, sterilization control.	3-4		
26.	Getting familiar with the complex approach of a medical specialist in the care of patients with cancer and other severe diseases.	1-2		

**Note:**

***Control of the guided practice is carried out on all skills, the first eight as a priority!***