IFMSA-Poland		IFMSA-Poland
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Student's Handbook

Professional Exchange Program – IFMSA

Name of the Student:
Nationality:
Hospital:
Department:
Supervising doctor:
Start date:
End date:

Dear Student and Doctor,

Logbook is part of IFMSA official documentation system.

Please fill it in during your clerkship.



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Student's Notes:

1- Letter to the Tutor

Dear Doctor;

We would like to thank you for participating in the largest student-run exchange program in the world.

The exchange program of IFMSA is a non-profit and volunteer project run by students and for students. With over 8300 students traveling on exchanges per year, the SCOPE program represents a great opportunity for foreign and local students, as well as our faculties and health care institutions, to share medical knowledge in a professional context.

It has always been one of the priorities of SCOPE to insure Academic Quality to its students, and your cooperation is key to our success. While growing to cover even more faculties and countries around the world we kept improving our program. Most medical faculties nowadays give their outgoing exchange students academic credit after participating in SCOPE program but we are now working hard on having all faculties doing this. In order to receive academic credit for the Professional Exchanges we must secure the quality of the clerkships. Under that theme. SCOPE has introduced assessment tools for the clerkships that the student carries with him during his rotation. These include a detailed logbook, as well as a checklist and an evaluation to be filled by the supervising tutor. These were developed and are still being updated in close collaboration with many International healthcare professional's associations (i.e. FIGO...).

This logbook, although far from being the perfect solution, is the first step towards a serious and responsible exchange from the student.

We kindly ask that you:

- Meet with the student at the beginning of the clerkship to discuss expectations and goals of the clerkship
- Add to the logbook any tasks that you feel are important for the student to fulfil during their placement.
- Meet with the student half way through the clerkship and at the end. Fill out the appraisal in the logbook
- Sign the certificate of clerkship providing student has met with your expectations.

We hope that this clerkship will be a memorable experience for you as much as for our students.

Thank you for your cooperation, and we hope we will be up to your expectations.

2- Letter to the student

Dear medical student.

You are about to start your exchange through the International Federation of Medical Students' Associations (IFMSA). This experience will enrich your medical education and will surely be a great opportunity to make new friends from around the world, as well as to practice medicine in a different cultural setting.

Our program aims above all to offer clerkships of the highest quality. The Student Handbook you are holding is an important tool to track the competencies and skills learned during your time in this program. It offers a variety of checklists which have been approved by recognized International Associations depending on the department in which you are completing your rotation.

The clinical exchange program has been in existence since IFMSA establishment in 1951, and throughout this 60 year history more than 265,000 medical student have completed an exchange trough the Standing Committee on Professional Exchange (SCOPE), with an annual average of 8,200 students doing clinical rotations worldwide, making SCOPE the largest student-run exchange program in world.

During your stay abroad you will be treated by your tutors as an equal to local medical students, remember to share with them any questions you may have and try to take advantage of this immense learning opportunity.

Now is time to start enjoying your exchange: have fun, and seize every day of this 4 weeks experience. You are sure to make memories to last a lifetime.

Best regards,

Pablo Vega

Director on Professional Exchange 2010/2011



Student's Notes:

Additional Requirements:

Tick as per needed	Requirement	Comments
	Hours attended per day	
	Documentation for skills learned (more detailed than the provided checklist)	
	Would you want to review the entire log book or just end of clerkship sign off sheet	
	Other? (please specify and provide):	

3- Academic Quality and the Student's handbook.

The Standing Committee on Professional Exchange has decided to make Academic Quality (AQ) one of our top priorities and hence ensure that the academic aspect of SCOPE exchanges is recognised by and satisfactory to all medical schools around the world. Ensuring Academic Quality of the SCOPE exchanges is a continuing and dynamic process to review, critique and change in order to make medical education better. We feel that taking a logbook on exchange will help the hospital and the student ensure that the exchange meets a defined academic standard. The logbook that SCOPE has now devised, therefore, needs to be approved by all Faculties of Medicine who are involved in the exchange program. Before approval, however, we ask that this logbook is first adapted and edited by the Dean or Director of Medical Education in order for it to fulfill the specific expectations of the medical school. This is so that medical students going on exchange will have a clear guide from their own Faculty of what is expected of them. In addition to this, on the first day of exchange, the logbook will be reviewed by the student's supervising doctor. Therefore, the supervisor of the recipient country can make further recommendations on what the student should aim to achieve by the end of his/her clerkship. Furthermore, SCOPE is currently seeking further advice and approval of this logbook by the WHO.

This Student's handbook is the first step in improving the Academic Quality of our exchanges.

It contains:

- a- Logbook of the clerkship
- b- Mid-clerkship appraisal
- c- General Checklist (Including one for Internal Medicine, Surgery and OBGYN rotations)
- d- Student's Reflection
- e- End of clerkship appraisal
- f- Additional Documents as requested by the student's faculty.

These are to be filled as requested by the home faculty of the student going on exchange with the minimum of the logbook and end of clerkship appraisal to be filled.

For the purposes of these guidelines a clinical attachment is defined as a period of time when a student is attached to a clinical unit, with a named supervisor, with the broad aims of gaining an appreciation of the nature of clinical practice in the hosting country and of observing the role of doctors and other health care professionals. This includes learning about the legal, ethical and cultural context of medical practice of the hosting country.

In a secondary care setting, shadow junior doctors and other clinicians in the team, such as nurses and therapists, to see how the health system works and how patients are managed.

Participate in ward rounds, outpatient clinics, teaching sessions and surgeries. Present cases in different settings to enable them to demonstrate clinical knowledge.

Observe consultations and participate in patient clerking, history taking and physical examinations (where appropriate and under supervision).

Attend clinical meetings.

Develop knowledge of patient safety issues.

Gain experience in clinical governance and the legal aspects of health care, by attending relevant meetings.

Become aware of the expectations of the patient, to enhance their clinical communication skills and learn as much as possible about the doctor-patient partnership.

Appreciate the roles of teams, management and leadership in health care. Perhaps through attending wider trust meetings to better understand working as part of a team.

Academic Quality Kit:

Please tick the ones needed by your home Faculty:

- € Logbook of the clerkship*
- € Mid-clerkship appraisal
- € General Checklist
- € Student's Reflection
- € End of Clerkship Appraisal*
- € Tutor's Evaluation
- € Additional Documents (should be provided by student)
 - * Required to receive the SCOPE Exchange Certificate

have read through the suggested SCOPE logbool (Name of Head of Faculty)
document and have edited it according to our Medical School's requirements. I, am
satisfied that this document is sufficient enough to meet the standards required of
(Name of Medical School, Country)
Certified by:
(Name and Title)
Signature:
Stamp:

Doctor's Evaluation of Student's Performance

	Tick if needed
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	Excellent	Good	Pass	Fail	Does not Apply
History taking					
Physical examination					
Assessment of findings					
Plan of management					
Presentation and discussion of cases					
Adequacy of progress notes					
Acquisition of technical skills					
Fund of knowledge					
Use of medical literature					
Command of language					
Curiosity & motivation for learning					
Responsibility & dedication to patients					
Professional attitude & behavior					
Relation with colleagues & supervisors					
Ethical principles					
Potential for professional & academic growth					

Areas of special weakness	:
Comments	:
Name of evaluator	:
Signature	:
Date	:

End of clerkship appraisal:

Instructions to supervising doctor:

- Please read through the logbook to assess whether the student has fulfilled expectations.
- Discuss with the student certain cases or learning experiences that you feel are particularly interesting or important.
- In order for the student to receive a certificate of clerkship, he/she must have at least "met expectations." If the student has done so, please also sign the additional Certificate of Clerkship in order for the clerkship to be recognised. Please circle as appropriate.

Poor	Sub-Standard	Met Expectations	Exceeded Expectations	Excellent
Superviso	r's comments			
Superviso	rs signature at end	l of clerkship		

First Two weeks of attachment:

Date	Learning Experience/Skill	Signature or Initials of Doctor – Whichever is required by home faculty
		faculty

Mid Clerkship Appraisal

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Instructions to supervising doctor:

- Please read through the logbook to assess what the student has achieved so far.
- Discuss with the student certain cases or learning experiences that you feel are particularly interesting or important.
- Give guidance on what you would like to see the student achieve over the 2nd half of exchange. If necessary, suggest a course of action or additional activities that you would like the student to achieve.

Supervisor's comments	
Supervisor's signature after 2 weeks	

Checklist for Obstetrics and Gynecology Rotations*

ltem			Performance						
		Observers	Assists	Does Under Supervision	Does Individually	Comments			
Taking Anamne	esis								
Physical	gynaecological								
examination	mid pregnancy								
- abdominal	late pregnancy								
- pelvic	gynaecological								
(vaginal ± rectal)	in labour								
Diagnosis/DD									
Treatment and	operation plan								
Commenting	-gynaecological								
on lab results	-antenatal								
Informed conse	nt								
Surgical handw	ashing								
and sterile cloth	ning								
Use of	-laparoscopy								
endoscopy	-hysteroscopy								
Interpretation	sonography (gynae)								
	sonography (pregnancy)								
	other imaging								
	cardiotography								
Antenatal care									
Management of	labour and delivery								
Caesarean sec									
Post partum care									
Breast feeding									
Contraception									

Tick if needed

*Developed specifically by F.I.G.O. (Fédération Internationale de Gynécologie et d'Obstétriques – International Federation of Gynaecology and Obstetrics) for IFMSA's Student's Handbook and Exchange Program. Special thanks to Professor Ian Fraser, FIGO President 2008-2009

Checklist for Surgical Rotations

	Tick if	needed
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		Performance					
Item		Observes	Assists	Does under supervision	Does individually	Comments	
Taking Anamne							
Physical examination	head & neck Chest Abdomen extremities						
Diagnosis/DD	CAUCITICS						
Treatment and o	peration plan						
Commenting on	lab results						
Informed conser							
Surgical hand washing and wearing sterile clothing Removing drainages							
Wound manage	ment						
Hygienic protoco	ols						
Stitches/	Making						
Staples	Removing						
Interpretation	X-rays						
	СТ						
	MRI						
	Sonography						
Basics on using local anesthesia							
Bladder catheterization							
Operations							

Second Two weeks of attachment:

Date	Learning Experience/Skill	Signature or Initials of Doctor – Whichever is required by home faculty
		lacuity

Student's Reflection

Tick if needed	Record details of a case or experience that made an impact on you. Reflect on what you experienced and what you have learned from it all.
	Student's reflection

Checklist for Internal Medicine



			Performance					
ltem		Observes	Assists	Does under supervision	Does individually	Comments		
Taking Anamnes	sis							
Physical	head & neck							
examination	Chest							
	Abdomen							
	Extremities							
Diagnosis/DD								
Treatment plan								
Commenting on								
Taking blood pre	ssure							
Taking blood sar	nples							
Perform & interp	ret ECG							
Prepare and	i.v.							
give injections	i.m.							
	S.C.							
Interpretation	X-rays							
	СТ							
	MRI							
	Sonography							