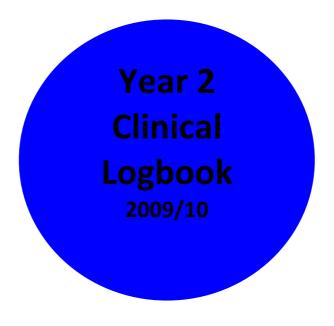


# School of Medical Education



Name

**Contact Number** 

(If found please return to School of Medical Education, University of Liverpool, Cedar House, Ashton Street, Liverpool L69 3GE)

# **Contents**

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# **Clerking deadlines**

Students must log the following on to SPIDER:

- o **7** patient clerkings by the 18<sup>th</sup> December 2009;
- o A further **8** by 18<sup>th</sup> February 2010 (i.e. 15 in all).
- All 30 patient clerkings must be complete prior to the summative assessment by 10<sup>th</sup> June 2010.

# TO BE ALLOWED TO SIT THE SUMMATIVE ASSESSMENTS YOU MUST HAVE ALL **30** CLERKINGS LOGGED ON SPIDER BY 10<sup>th</sup> JUNE 2010.

The number of clerkings logged on SPIDER will be monitored. Students who have not recorded the indicative minimum number of patient clerkings by the deadlines above may be asked to provide an explanation of this to the year director. Continued noncompliance will be considered a "fitness to practice" issue.

If this book is lost please inform the year clerical officer immediately to arrange collection of a new book. Periodic photocopies should be kept of completed sections of this book in case of loss. Please ensure that the student ID number is completed on any pages prior to photocopying.

Student ID					

#### **Student Instructions**

#### Introduction

This book provides a summary of what a student is required to do during clinical placements and when completed, provides evidence that a student has satisfactorily fulfilled these requirements. It has two components: this book and the electronic clinical log (available through SPIDER). It is the **student's** responsibility to ensure the completion of this book and to log the entries onto SPIDER as they are signed off.

### **Patient Clerking**

Over the course of the year students are required to write up 30 cases, **2** each of 15 patient clerkings using the provided proforma (downloadable from VITAL). Each of the 2 clerkings must have a different diagnosis. Each must be neatly written or typed up, reviewed by a clinical teacher and signed off as at least 'acceptable' in this book<sup>1</sup>, **AND** a summary logged electronically on SPIDER. **Please note**: Students will not be permitted to sit summative exams if they have not completed the clerkings.

A full clerking involves not only taking a satisfactory and relevant history but also examining the patient, reviewing and recording the relevant investigations, listing the differential diagnoses and identifying the most likely cause, outlining a management plan, summarising the case and outlining the pathophysiology. Feedback on Clerking will be given using the scale:

(A) Acceptable)	Patient clerking written to a level appropriate for a year 2 medical student. If the student does not reach this standard they are required to revise or rewrite their clerking.
(G) Good	A well written patient clerking, not requiring any revision
(E) Excellent	Patient clerking well above standard and approaching the standard of an F1 doctor.

#### **Patient Clerking Presentations**

Students are required to verbally present **SIX** of their patient clerkings to a clinical teacher. These must also be signed off as at least 'acceptable' in this book.

#### **Clinical examination**

Students are expected to be proficient at examining all five systems acceptably by the end of their second year. Students should have their proficiency witnessed by a clinical teacher (at 'acceptable' level or above) and ensure that the clinical teacher signs the relevant entry.

#### **Practical skills**

It is required that all students demonstrate competence (to 'A', 'G' or 'E' level) in each of the practical skills listed in this book. Students should ensure that the clinical teacher who supervises these sessions signs the relevant entry. Students who do not reach 'acceptable' level will be required to repeat the skill until proficient.

<sup>1</sup> Both clerkings and presentation	s may need to be repeated until	they are at an appropriate standard.

#### **Key Clinical Experiences**

Students are expected to record their attendance and involvement (as determined by the clinical teacher) in key clinical experiences, and ask the clinician to sign and date the entry. Participation in clinical experiences not listed should also be recorded in the clinical portfolio on the page provided. The scale OGCU will be used:

(O) Outstanding	Evidence of preparation for session, fully involved, asks sensible questions
(G) Good	Involved in session but not obviously prepared for session
(C) Cause for concern	Attends but not properly involved. No preparation
(U) Unacceptable	Uninterested in session, does not become involved, no preparation

#### **Feedback**

At about 8 weeks into the course students will be expected to attend a meeting with a nominated consultant, (the local subdean's office will organise this). At this meeting the student will be expected to present and discuss to 2 cases and reflect on KCE experiences and examination skills. The feedback will be recorded in this book.

On completion of hospital and CCT/GP placement, **student ensure that their** lead consultant / GP / CCT or a nominated senior clinician complete the end of placement feedback form in this book.

#### **Progression Review**

This book will be collected for review twice during the year as part of the progression review. The first deadline is **18**<sup>th</sup> **February 2010** and the second is **10**<sup>th</sup> **June 2010**. By these dates it should be handed in to the Undergraduate Office on the ground floor of Cedar House. Failure to maintain an up to date book or failure to submit it will give cause for concern.

#### **Absence Log**

All absences from clinical placements **MUST** be recorded with the reason for the absence by the student in the absence log.

#### **OSCE Remedial Books**

Any remedial OSCE books must be submitted with this book at both progression review deadlines and the box at the bottom of **page 20** must also be ticked.

#### **GMC** student fitness to practise

Professional Values and Fitness to Practise:

http://www.gmc-uk.org/education/documents/GMC\_Medical Students.pdf

Professional Behaviour and Fitness to Practise:

 $http://www.gmc-uk.org/education/documents/medical\_students\_professional\_behaviour\_and\_ftp.pdf$ 

Student ID					

#### **Notes for Clinical teachers**

## **Patient Clerkings**

Each student is expected to write up 30 cases, 2 each of 15 patient clerkings. This should include a detailed history, examination of all systems, a review of the relevant investigations and a summary of the pathophysiology of the condition. When you are satisfied that the patient clerking has been written to a competent standard, you should complete the relevant entry in the clinical portfolio. Please ensure that the student has completed their student ID number at the foot of the page prior to signing. Please score these patient clerkings as on the following scale:

(A) Acceptable)	Patient clerking written to a level appropriate for a year 2 medical student. Students may be required to revise or rewrite their clerking in order to reach this standard.
(G) Good	A well written patient clerking, not requiring any revision
(E) Excellent	Patient clerking well above standard and approaching the standard of an F1 doctor.

Although students are encouraged to use the proforma supplied by the university, a well handwritten clerking is acceptable. Whenever possible, you should also discuss the case with the student.

### Verbal presentations, clinical examinations and practical skills

Each student should also be assessed on their oral presentation of **SIX** of their patient clerkings. This is to demonstrate that the student can present succinctly the salient features of the case. These verbal presentations take place 2 at the 8 week feedback, 2 within hospital and 2 within GP / CCT placement. Students are expected to be able to examine each of the systems and perform simple practical skills. Feedback should be given using the A-G-E scale.

#### **Key Clinical Experiences**

Please assess the involvement of the student in this session using the OGCU feedback score.

(O) Outstanding	Evidence of preparation for session, fully involved, asks sensible questions
(G) Good	Involved in session but not obviously prepared for session
(C) Cause for concern	Attends but not properly involved. No preparation
(U) Unacceptable	Uninterested in session, does not become involved, no preparation

#### **Completion of Clinical Rotation**

Please complete the end of placement feedback report in this clinical portfolio. The first page of this feedback should ideally be with the consultant responsible for the firm but it may be delegated to a senior clinician e.g. senior SpR. The second and third pages should be completed by either the subdean team or member of firm including senior nurses.

# **Patient Clerkings**

(This includes history, examination & review of appropriate investigations)

	Date	Assessment (A-G-E*)	Signature	Name (Block capitals)
2				
2				
1				
2				
2				
	1 2 1 2 1 2 1 2 1 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 1 2 2 2 1 2	1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 1 2 1 1 2 1 1 2 1	1	1

* (A) Acceptable)	Patient clerking written to a level appropriate for a year 2 medical student.  Students may be required to revise or rewrite their clerking in order to reach this standard.
(G) Good	A well written patient clerking, not requiring any revision
(E) Excellent	Patient clerking well above standard and approaching the standard of an F1 doctor.

Patient Clerkings must	logged	on SP	IDER
------------------------	--------	-------	------

Student ID					

		Date	A-G-E	Signature	Name (block capitals)
Tired all the time	1				
	2				
Going off legs, weakness	1				
	2				
Swollen legs	1				
1 1 1 10	2				
Difficulty passing urine	1				
a missing passing sinner	2				
Jaundice	1				
	2				
Joint pains	1				
	2				

# Patient Clerkings verbally presented to a consultant

At the 8 week meeting, the consultant should choose the two of the clerkings to discuss verbally. The two presented clerkings must be from two different symptoms. The other verbal presentations may be presented at the other feedback sessions

	Date	A-G-E	Signature	Name (block capitals)
1. (8 week meeting)				
2. (8 week meeting)				
3. (hospital feedback)				
4. (hospital feedback)				
5. (GP / CCT feedback)				
6. (GP / CCT feedback)				

Student ID					

# **Examination**

	Date	A-G-E*	Signature	Name (block capitals)
Cardiac				
Respiratory				
Abdomen				
Neurology				
Joints				

*(A) Acceptable	Completes examination but requires prompting
(G) Good	As 'A' and does not need prompting
(E) Excellent	As 'G' and undertakes to an excellent standard

# **Practical Skills**

	Date	A-G-E*	Signature	Name (block capitals)
Venepuncture				
BP recording				
ECG placement				
Urinalysis				
Presentation of a challenging communication issue				
Ophthalmoscopy				

*(A)Acceptable	Completes the task with verbal support from supervisor
(G) Good	As 'A' and does not need extra support
(E) Excellent	As 'G' and is able to reassure and explain practical skill to the patient

# Skills & examinations must be logged on SPIDER

Student ID					

# **Key Clinical Experiences (KCE)**

	Date	*OGCU	Signature	Name (block capitals)
Breast care				
Breast care clinic				
Mammography				
Cardiology				
Cardiology clinic				
Exercise testing				
**Angiography				
Diabetes & endocrinology				
Diabetes clinic				
Specialist nurse clinic				
Gastroenterology				
GI endoscopy				
Gastroenterology clinic				
Renal Medicine				
**Haemodialysis				
**Peritoneal dialysis				
Respiratory				
Lung function testing				
Bronchoscopy				
Respiratory clinic				
Rheumatology				
GALS examination				
Physiotherapy session				
Rheumatology clinic				
Orthopaedics				
Fracture clinic				
Theatre session				
Urology				
**Urodynamics				

<sup>\*\* =</sup> not mandatory to be seen in Y2

*(O) Outstanding	Evidence of preparation for session, fully involved, asks sensible questions
(G) Good	Involved in session but not obviously prepared for session
(C) Cause for concern	Attends but not properly involved. No preparation
(U) Unacceptable	Uninterested in session, does not become involved, no preparation

# KCEs must be logged on SPIDER

Student ID					

# **Additional Key Clinical Experiences (KCE)**

Experience	Date	*0000	Signature	Name (block capitals)

*(O) Outstanding	Evidence of preparation for session, fully involved, asks sensible questions
(G) Good	Involved in session but not obviously prepared for session
(C) Cause for concern	Attends but not properly involved. No preparation
(U) Unacceptable	Uninterested in session, does not become involved, no preparation

# Feedback

# 8-week assessment

Review of Clerking (2 cases should be verbally presented and discussed)  Examination complete  Investigations reviewed  Case discussion   KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills  Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date  Signed (student)	Domain		Comment / action
verbally presented and discussed)  Examination complete  Investigations reviewed  Case discussion   KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date	<b>Review of Clerking</b>	History appropriate	
and discussed)  Examination complete  Investigations reviewed  Case discussion   KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills  Students self-assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
complete  Investigations reviewed  Case discussion  KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills  Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Investigations reviewed  Case discussion  KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills  Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date	and discussed)		
reviewed  Case discussion  KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date		complete	
reviewed  Case discussion  KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Case discussion  KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills  Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date		reviewed	
KCEs (student should have logged 5-10)  Reflection on KCEs  Examination skills Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date		Case discussion	
Should have logged 5-10)  Reflection on KCEs  Examination skills  Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Should have logged 5-10)  Reflection on KCEs  Reflection on KCEs  Examination skills  Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Reflection on KCEs  Examination skills  Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date	KCEs (student	Portfolio up to date	
Reflection on KCEs  Examination skills Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Examination skills  Students self - assessment of ability  Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date	5-10)	- 6	
Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date		Reflection on KCEs	
Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date	Examination skills	Students self -	
Areas of good practice  Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date		ability	
Areas where improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
improvement required  Any Agreed Action  Signed (consultant)  Name & Designation  Date	practice		
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required  Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Any Agreed Action  Signed (consultant)  Name & Designation  Date			
Signed (consultant)  Name & Designation  Date	•		
Name & Designation Date	Any Agreed Action		
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Name & Designation Date			
Name & Designation Date			
Name & Designation Date	Signed (consultant)		
Designation  Date	J.B. Ga (actionity)		
Date	Name &		
	Designation		
Signed (student)	Date		
	Signed (student)		

Student ID					

# **Feedback form – end of hospital programme**

**Consultant or senior clinician to complete** – please ask the student to present 2 cases and review the clerking; use the following table to give feedback

D			
Review of Clerking	Comme	nts	
Verbal Presentation	1.		
(2 cases to be			
presented)			
	2.		
	2.		
History appropriate			
Examination			
complete			
Complete			
Investigations			
reviewed			
Consultant or ser	nior clir	nici	<b>an to complete.</b> Please give the student feedback about
			sing the form below
Clinical Participation		<del>/</del>	Comment / Action
Outstanding			,
Always participates w	ithout		
prompting. Well prepa			
for session(s)			
Good			
Usually participates w	rithout		
prompting. Prepared f			
majority of programm			
Cause for Concern			
Needs prompting to			
participate; expects to	be		
taught			
Unacceptable			
Reluctant to become			
involved, disruptive n	0		
evidence of preparation	on		
Signed (consultant)			
Name &			
Designation			
Pesignation			
Date			

Student ID					

Professionalism

May be completed by subdean team or member of firm including senior nurses

Attendance and Punctuality	<b>√</b>	Comment / Action
Outstanding		
100% attendance, always punctual		
Good		
Usually attends & punctual		
Cause for Concern		
Usually attends, sometimes		
punctual. The student shows		
no sign of concern if late		
Unacceptable		
Rarely punctual or		
unacceptable attendance		

Appearance incl. dress code	✓	Appropriate	Inappropriate
Involvement with patients	✓	Comment	
Outstanding			
Proactively discusses patient			
with nurses, reports back			
relevant information			
Good			
Asks nurses for suitable			
patient, may report back to			
nurses relevant information			
Cause for Concern			
Attends wards but doesn't			
seek advice or report back to			
nursing staff			
Unacceptable			
Finds patients without			
discussion with nurses and			
does not report back			
information			

Involvement with stat	ff	<b>✓</b>
Outstanding		
Proactively seeks advic	e from	
ward team, polite and		
respectful of team mem	ıbers	
Good		
Sometime seeks advice	from	
ward staff but does not	relate	
to ward team on regula	ır basis	
Cause for Concern		
Will often not seek adv	ice or	
information from ward	team	
Unacceptable		
Disregards advice from	ward	
team and will be dismis		
advice		
Signed		
Name &		
Designation		
Designation		
Date		
Signed (student)		

Feedback form – end of GP / CCT programme
GP to complete – please ask the student to present 2 cases and review the clerking; use the following table to give feedback

Review of Clerking	Commen	its	
Verbal Presentation	1.		
(2 cases to be			
presented)			
	2.		
History appropriate			
motory appropriate			
Examination			
complete			
T			
Investigations			
reviewed			
CD / CCT to com	mloto T	1222	airea tha atradant faadhaala ah aret thain aliniaal
			give the student feedback about their clinical
participation, using			
Clinical Participation	1	<b>√</b>	Comment / Action
Outstanding			
Always participates w	ithout		
prompting. Well prepa	ared for		
session(s)			
Good			
Usually participates w	rithout		
prompting. Prepared f	for		
majority of programm	ie		
Cause for Concern			
Needs prompting to			
participate; expects to	be		
taught			
Unacceptable			
Reluctant to become in			
disruptive no evidence	e of		
preparation			
Signed (consultant)			
Name & Designation			
Date			

Student ID					

# To be completed by a member of PCHT team

# **Professionalism**

Attendance and Punctuality	✓	Comment / Action
Outstanding		
100% attendance, always		
punctual		
Good		
Usually attends & punctual		
Cause for Concern		
Usually attends, sometimes		
punctual. The Student shows		
no sign of concern if late		
Unacceptable		
Rarely punctual or		
unacceptable attendance		

Appearance incl. dress code	$\checkmark$	Appropriate	Inappropriate	
Involvement with patients	✓	Comment		
Outstanding				
Actively discusses patient				
with nurses, reports back				
relevant information				
Good				
Asks nurses for suitable				
patient, may report back to				
nurses relevant information				
Cause for Concern				
Attends wards but doesn't				
seek advice or report back to				
nursing staff				
Unacceptable				
Finds patients without				
discussion with nurses and				
does not report back				
information				

Student ID					

Involvement with staff	$\checkmark$	Comment
Outstanding		
Actively seeks advice from		
staff, polite and respectful of		
team members		
Good		
Sometime seeks advice from		
staff but does not relate to		
ward team on regular basis		
Cause for Concern		
Will often not seek advice or		
information from team		
Unacceptable		
Disregards advice from team		
and will be dismissive of		
advice		

Reflection or any actions to take

Signed	
Name &	
Designation	
Date	
Signed (student)	

# **End of Community Placement Feedback**

Placement A	Agency:	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • •	
	<b>9</b>				

Attendance	Description	✓	Comment/Action
and			
Punctuality			
Outstanding	100% attendance, always punctual		
Good	Usually attends, always punctual or Always attends, usually punctual		
Cause for concern	Usually attends, sometimes punctual. No sign of concern if late; no call if unwell.		
Unacceptable	Rarely punctual or Unacceptable attendance (< 75%)		
Dates Attende	ed		

Date	Signature	Name (Block Capitals)

<b>Contribution</b>			
Outstanding	Always participates without prompting		
	Volunteers ideas, suggestions and relevant questions.		
Good	Usually participates without prompting but may be reluctant to be first		
Cause for	Some reluctance to participate Usually participates		_
concern	with prompting		
Unacceptable	Reluctant to take part even after prompting.		
Prepared for	community sessions	✓	Comment/Action
Outstanding	Always prepared.		
Good	Prepared for majority of sessions		
Cause for	Not usually prepared; expects to be directed		_
concern			
** 11	N-441-441		
Unacceptable	Not thought through point of session(s), demonstrates little or no interest.		

Student ID					

# Professionalism

Appearance incl. dres	s code.	✓				✓
Appropriate			Inappropriate			
<b>Involvement with serv</b>	rice users			✓	Comments	
Outstanding	Initiates interaction confidently and communicates effectively and appropriately, demonstrating excellent listening and empathy skills. Seeks advice when necessary.					
Good	Sometimes hesitant at initiating service user interaction, but communicates well. Good listening and empathy.					
Cause for concern	Awkward and sometimes uncomfortable around service users. Difficulty sustaining interaction over time. Struggles to empathise.					
Unacceptable	Fails to communicate effectively. Inappropriate attitudes or behaviour. Use of discriminatory or judgmental language.					
Communication with	staff			✓		
Outstanding	Proactively seeks a supervisor and team respectful of team r	n, po nem	lite and bers			
Good	Sometimes seeks advice from supervisor and/or team					
Cause for concern	Will often not seek information from su					
Unacceptable	Disregards advice f team and may be di advice		-			

Reflection or any actions to take:

Signed	
(Supervisor /	
Community Resources	
Co-ordinator)	
Name & Designation	
Date	
Signed (student)	

# **Absence Log**

Date of return	Reason
	Date of return

# **OSCE Remedial Book**

# **Useful Contact Details**

Michelle McNally m.mcnally@liverpool.ac.uk 0151-795-4365

(Year Clerical Officer)
Dr Marina Anderson Marina.anderson@liverpool.ac.uk

(Year Director)

Dr Laszlo Pazmany L.Pazmany@liverpool.ac.uk

(Year Director)
Clinical Subdean's Office
(To be completed by student)

# **Progression Review**

(to be completed by School of Medical Education)

# Semester 1 - Deadline for submission 18<sup>th</sup> February 2010

Date	
Name (Block capitals)	
Signature	
Feedback	
Semester 2 - Deadli	ne for submission 10 <sup>th</sup> June 2010
	le for submission to sume 2010
Date	Te for Submission 10 June 2010
Date Name	