

2016

Logbook of the Internal Medicine Interns for Recording Their Clinical Activities

Tehran University of Medical Sciences
International Campus

1/31/2016



Intern's personal information form

Full Name:

Physician's membership No. :

Date of birth:

University:

Start date of the professional training:

Date of completion of the professional training (write after graduation):

Name of the head or heads of the department:

Hospital:

Hospital department:

Name and signature of the head of the hospital department:

Address and telephone number of the intern:



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Introduction

During your internship you will achieve various experiences in different practical, research and educational fields. During your medical education you will gain new experiences sometimes independent of others and other times under the supervision of the professors. Analysis of this information by the professors will be a great guidance in finding of the deficiencies and the ways to correct them.

It is expected of you to record the information and be diligent in keeping them so that they can be used as a tool in your scientific and practical evaluation.

General regulations of department

1. All the students are supposed to be present at the hospital ato'clock and remain in the department tillo'clock in the afternoon.
2. All the students are supposed to be present in the morning report ato'clock.
3. At the beginning of each course the students will be divided to different sections and each section has special training for the purpose of education. Therefore the student is supposed to get attuned to the programs of that section.
4. All the patients must have a specific intern, student and assistant.
5. The learner other than knowing his/her patients very well must know the other patients of that department.
6. Unjustified absence (without the knowledge of the senior resident and the professor concerned) is equal to expulsion from the department.
7. Discipline, decorum and having a behavior appropriate for a doctor is the most important rule of the department.
8. During the night shift the senior resident is in charge of the department and it is mandatory to abide by his/her rules.
9. Since the intern has a direct role in the treatment of the patient, he/she is responsible for tracking the patient's matters that are related to the patient's treatment.
10. Examination at the end of the course is under the department's regard.

Regulations regarding filling the logbook

1. The intern is supposed to record his/her practical experiences, scientific activities and training daily based on the tables provided in the logbook and get the signature of the senior resident or the professor concerned.
 2. Filling the logbook must begin at the beginning of the internship.
 3. The department can have the logbook anytime if necessary.
 4. The intern is supposed to submit his/her logbook to the department's person in charge at the end of the training.
 5. Points allocated to the clinical activities:
 6. The total point for the activities inside the department is as explained below:
 - *discipline
 - *night shift
 - *practical activities
 - *patient's information and your knowledge about them
 - *morning report
- It is necessary to mention that ...points is allocated to the final examinations of the course.

Table 1: Final evaluation of each department

Report on the presentation of each lesson plan in thedepartment				
	Clinical Training	Classroom	Training in the clinic on outpatients	
H1				
H2				
H3				
H4				
H5				
H6				
H7				

Title of each lesson plan is stated by an H in the table.

Table 2: Recording the information regarding the morning report

Date	Patient's name	The way of presenting the patient's case	Diagnosis and differential diagnosis	Diagnosis and treatment process	Summary	Attendance's signature

Note 1: bad fair good

Note 2: Presenting the summary of the case has maximum one point.

Table 3: recording the information regarding your presence at the clinic.

Date	Patient's name	The way of presenting the patient's case	Careful physical examination	Accurate and correct insertion of the information	Appropriate behavior toward the patient	Attendance's signature

Note 1: bad fair good

Table 4: recording the information regarding the night shift

Patient's name	Date	Point			Resident's signature
		Bad	fair	good	

Table 5: recording the information regarding the patients visited by the intern at the department.

Date	Patient's name	Evaluating the patients' description written in their case	Progress note	On service note	Off service note	Discharge note	Participating in morning rounds	Participating in the ground round	Conference presentation in the department	Writing prescriptions	Writing the medical orders in the file

Note:

Table 6: Recording the information regarding the conferences in the department of.....

Date	topic	point			Attendance's signature
		bad	fair	good	
Date	topic	point			Attendance's signature
		bad	fair	good	
Date	topic	point			Attendance's signature
		bad	fair	good	
Date	topic	point			Attendance's signature
		bad	fair	good	
Date	topic	point			Attendance's signature
		bad	fair	good	

Table 7: Recording the practical proceedings that must be done at the presence of the assistant.

Practical activities	Date	Signature	Date	Signature	Date	Signature
Doing LP						
Endotracheal tube						
Supra pubic urine aspiration						
Plural liquid effusion						
Bone marrow aspiration and biopsy						
Joint aspiration						
Writing the medical orders in the patient's file						
Other activities						
Other activities						

Note: the above procedures must be done under supervision of the resident or the professor.

Note: Each procedure has half a point.

Table 8: Recording information regarding the practical activities, doing the following is the responsibility of the assistant

Clinical Skills	date	signature	date	signature	date	signature	date	signature
Nasogastric tube insertion								
Aspiration of ascites (diognostic and therapeutic)								
Observing stool sample								
Urinary catheterization								
Observing urinary sediments								
Preparation of peripheral bood smear								
Anterior nasal tampon								
sampling of wounds								
Gram stain								

Table 8: recording information regarding the practical activities, doing the following is the responsibility of the assistant

Clinical Skills	date	signature	date	signature	date	signature
Taking and entrepreting ECG						
Cardiac and pulmonary rehabilitation						
Respiratory physiotherapy						
Preparation and studying sputum sample						
Pharyngeal and tracheal suctioning						
Taking IV						
doing VBG,ABG						

Note 1: each procedure has one point.

Note 2:the asistant must do at leas half of the above procedures in Firouzgar hospital during his/her assistancy.

Table1: Final evaluation of department of.....

Report on the presentation of each lesson plan in the department					
Clinical Training	Classroom	Training in the clinic on outpatients	Clinical Training	Classroom	Training in the clinic on outpatients

Title of each lesson plan is stated by an R in the table

Final evaluation of the course

Fillin Table 1 is necessary when submitting the logbook otherwise you will not get a complete score for the logbook.

Name of the department	Final score* of the department	Attendance's seal of approval and signature	Name of the department	Final score of the department	professor's seal of approval and signature

***Final Score: 1- Examination in every department**

2- Evaluation of the logbook

3- Responsibility behavior and decipline

Total score:

signature and date