

## **USER GUIDE FOR PRACTICAL SKILLS WORKBOOK**

### **What is the practical skills workbook?**

The practical skills workbook is a study guide and a register of hospital and laboratory activities.

Travel guides are popular and extremely useful for those who intend to visit on their own unknown countries or regions. Usually the journey is limited, and the user guide provides valuable information on the most exciting tourist attractions so that the journey must be as interesting, useful and enjoyable, as possible.

In addition, one can find in the travel guide, useful data about the preparations to be made for travel, means of transport, accommodation, costs and so on.

By analogy, practical skills workbook is a guide for the activity from the hospital and laboratory, whereby we make educational recommendations on activities to be deployed in order to have a solid professional training.

### **Which is the use of practical skills workbook?**

Through the study guide, the teacher orientates the students, leaving them a significant degree of freedom in making decisions about the concrete ways in which they will assimilate knowledge.

Practical skills workbook gives you the foundation and structure on which you will build individual learning during six years of faculty, in an active and independent way. Thus, the responsibility of professional training is transferred partially to you.

Following practical skills registrations, you will supervise activities' achievement or the deviations from the standard activities recommended by your teachers and you can focus on areas where you have poor performance or on areas that you want to develop.

Practical skills workbook is, on the other hand, a register in which you will record the individual activity for personal use and for further documentation.

### **How to use the practical skills workbook?**

First, you should browse the practical skills workbook, from beginning to end, to familiarize yourself with its content. Identify then, with your teachers and fellows, those topics that can be covered in each of preclinical and clinical disciplines or during summer internships.

You must record each activity in the appropriate box.

Each activity's record from practical skills workbook will be described and detailed in a document that will be added to your activity portfolio, with the same number as the record from the practical skills workbook.

## **What is the activity portfolio?**

The activity portfolio is a collection of educational materials developed by a professional, reflecting the most important events in his career, materials collected to be evaluated by others.

The portfolio has several purposes, to keep track of professional achievements and progress, to fulfil the standard grid for professional recognition and also to gather his / hers main personal achievements.

For example, a painter would include in his portfolio of activity the most representative paintings.

In terms of personal development, activity portfolio is a way of planning and structuring the professional activity and also a way to analyze the accomplishments, how they were made and a way to establish further development directions.

## **What data can be included in the portfolio?**

- Notes and records about the patients
- Solved exercises and problems
- Protocols of manoeuvres or operations; laboratory activities' protocols
- Description of performed manoeuvres and their rating scales
- Notes, lecture notes, charts, graphs, explanations
- The correspondence with the patient or with the general practitioner
- Scientific papers
- Other records (original documents or photocopies) and so on.

We suggest you to use binder folders organized by dividers (coloured tabs) according to practical skills workbook's model.

## **Few examples:**

During the practical activity from semiotics, you should check the medical history of a patient with mitral stenosis. In practical skills workbook, you will record the activity on the appropriate page – under registration number 1.1.1., and the group assistant will sign and stamp it. The A3 sheet, in which you recorded medical history data, would be numbered 1.1.1., as the recording from the workbook, and you would add it in your activity portfolio. On this page, you can add personal comments regarding the way you interacted with the patient, his attitude, the comfort that you had, the reactions of group assistant and colleagues, the feedback, and so on.

During summer practice under nurse's supervision, you should make an intramuscular injection to a patient admitted to the surgery department. You will record the activity in the practical skills workbook under the number 2.1.K.1, and the nurse will sign in the appropriate box. When you get home, think about the practical activity and write the way in which you made the practical skill, the way in which the patient responded, the feedback from the tutor, the propositions to improve the activity, and so on. You will give number 2.1.K.1 to the document and you will add it to the portfolio. If you have other documents relating to the practical skill, such as - diagrams, descriptions, assessment scales, and so on., attach them to the portfolio with the same registration number.

In the practical activity of infectious diseases you have to make a case presentation. You should record the activity in the practical skills workbook with number 4.1.G.1, countersigned by the group assistant and you should attach the presentation (draft or copy of the original, so on.) with the same number 4.1.G.1. in the activity portfolio.

In the practical activity from surgery, you should do a "role play" exercise with the topic "communicating bad news". You have to communicate to a patient who is in your care (role played by a colleague) the critical situation in which he is, as a result of acute pancreatitis complications in evolution. You should record the activity in the practical skills workbook under the number 4.2.AE1. At home, think about it and write your opinions about the exercise. You have to number the page with 4.2.A.E.1. and add it to the portfolio of activity.

During summer practice in general practitioner's office, you should make a prescription for a patient with angina of effort. You have to record the activity in practical skills workbook at the number 7.2.A.1., countersigned by the general practitioner, and you should add a prescription copy with the same number to the portfolio.

A friend speaks about his father who consumes excessively alcohol and after a three-week spent in a hospital, he is in deadlock both at home and at work. You know there is a support group "Alcoholics Anonymous" whom you contact and establish a meeting for your friend's father. You must record the activity in practical skills workbook at number 8.7.1. The column "Signature and stamp" remains empty. At home, think and write about the experience and add it to the portfolio under the number 8.7.1.

### **All the entries in practical skills workbook must be filled in?**

There is no need to fill in all the entries from the practical skills workbook, their number is not the final one! If you have multiple entries for a specific topic, you can add additional pages in the workbook.

### **From what moment the student must complete the practical skills workbook? What type of activities should be included in the practical skills workbook?**

You must start to fill in the workbook from the first week of school, starting with the first year of study. Carry it with you everywhere, at practical activities, at labs, at clinical internships, at summer practice, at workshops and also at voluntary activities, and so on.

You have to build your activity portfolio from the beginning. You must speak periodically with your mentor about the achievements, the failures and the directions of professional development.

### **How important is the practical skills workbook for the Faculty of Medicine?**

The Faculty of Medicine considers practical skills workbook a tool of main importance in the training of future physicians. As activity portfolios and practical skills workbooks were included in university's culture (represented by students and teachers), they become also the student's assessment tools during six years of study and also during graduation examination. Forward, the practical skills workbook and the portfolio may be used in the process of admission to residency programs.