**Nanjing Medical University**

**Master of Clinical Medicine**

**ＡHandbook of Clinical Skills Training and Assessment Records**

**(Medical Imaging & Nuclear Medicine)**

|  |  |
| --- | --- |
| Student’s Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Grade: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Specialty: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Tutor’s Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Faculty: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Nanjing Medical University

Date:

Introduction

1. The handbook, providing personal records for graduate students of master of clinical medicine, has to be handed in to the department of graduate students after the completion of training and before graduation, which will be kept in the students’ personal files.
2. Graduate students of master of clinical medicine should rotate in related departments according to the training schedules and the rotation should be truthfully recorded in the handbook. The records about clinical cases should be signed by the instructor and the examiner.
3. After the completion of each course, the handbook should be checked, commented and signed by the assessment team.
4. The handbook must be filled with pen with clear readable writing. It cannot be torn, altered or lost. The records in the handbook are the basis of assessment.
5. Table 1-7 are provided for graduate students of medical imaging and nuclear medicine or students who rotate in this discipline. Table 8-12 are provided for graduate students of medical imaging and nuclear medicine when they receive training in the discipline. The appendices1-5 are for graduate students of medical imaging and nuclear medicine when they rotate in other related departments. Please according to the requirements of “Training program of clinical master of medicine”, download and complete the tables in the “A Handbook of Clinical Skills Training and Assessment Records”. If necessary, a copy of the handbook can be made.

**Table 1. Registration Form for Department Rotation**

(For graduate students of medical imaging and nuclear medicine or students who rotate in this discipline)

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Content | Number of reports /standardized or not? | Situation of instrument operation | Abilities of analyses of diagnostic results | Supervisor Signature |
|  |  |  |  |  |  |
| Above 2 columns filled by students | | Above 4 columns filled by supervisors | | | |

Table 2. Registration Form for Difficult Cases

(For graduate students of medical imaging and nuclear medicine or students who rotate in this discipline)

Name of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Chart number | Tentative Diagnosis | Pathology | Analytic abilities of diagnosis and D/D | | Supervisor Signature |
|  |  |  |  |  | |  |
| Above 4 columns filledby students | | | | | Above 2 columns filled by supervisors | |

Table 3. Registration Form for Participation in Consultation

(For graduate students of medical imaging and nuclear medicine or students who rotate in this discipline)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | InvitingDepartment | Consultation Content | Experience of diagnosis and treatment during consultation | Supervisor Signature |
|  |  |  |  |  |
| Above 4 columns filledby students | | | | Filled by supervisors |

Table 4. Records of clinical case discussion & academic conference in rotation departments

(For graduate students of medical imaging and nuclear medicine or students who rotate in this discipline)

|  |  |  |  |
| --- | --- | --- | --- |
| Clinical Case Discussion | | Date/Time |  |
| Place |  |
| Attendees |  |
| Case |  |
| Content of speech |  |
| Academic Conference | Date/Time | |  |
| Place | |  |
| Attendees | |  |
| Conference Name | |  |
| Content of Conference | |  |

Table 5. Self-Summary

(For graduate students of medical imaging and nuclear medicine or students who rotate in this discipline)

|  |  |
| --- | --- |
| **Items and Standard Score** | **Self-rating** |
| Rule-abiding（20 scores） |  |
| Organizational discipline（10 scores） |  |
| Unity and cooperation（7 scores） |  |
| Social activities（8 scores） |  |
| Responsibility and attendance （20 scores） |  |
| Professional ethics and service attitude（20 scores） |  |
| Regulation for technical operations （10 scores） |  |
| Business activities and learning（5 scores） |  |
| **Total（100 scores）** |  |

Table 6. Discipline’s Comments

(For graduate students of medical imaging and nuclear medicine or students who rotate in this discipline)

|  |
| --- |
| Comments: (including the abilities of clinical operations, the level of theoretic knowledge, the level of Chinese language, the services attitude, the working attitude, and the evaluation of what the student has filled in this handbook, any medical accident, medical error, and work error)  Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_  Signature of director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |

Table 7. Records of Assessments after the completion of clinical rotation

(For graduate students of medical imaging and nuclear medicine or students who rotate in this discipline)

Date/Time: \_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_ Attendee: \_\_\_\_\_\_\_\_\_\_\_ Recorder: \_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Content and Results of Clinical Skills Assessments (Evaluation of the key clinical skills in this discipline)  Content and Results of Related Theoretic Knowledge Assessments  Total Score (100 scaling, Theory 40%, Skills 30%, Medical ethics 30%) | |
| Signature of Examiner:  Date: | Signature of Director:  Date: |

Table 8. Records of Theoretic Learning and Teaching Participation

(For graduate students of medical imaging and nuclear medicine training in their disciplines)

**1. Theoretic Learning**

|  |  |  |
| --- | --- | --- |
| Records of Theoretic Learning (Journal Reading, Academic Report, etc.) | | |
| Date | Content | Topics |
|  |  |  |

**2. Teaching Participation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Content | Attendee | Teaching Method | | |
| Theory | Clerkship | Internship |
|  |  |  |  |  |  |

Table 9. Records of Organization of Clinical Case Discussions

(For graduate students of medical imaging and nuclear medicine training in their disciplines)

|  |  |  |
| --- | --- | --- |
| Date/Time | |  |
| Place | |  |
| Attendees | |  |
| Diagnosis of the case | |  |
| Source of the case | |  |
| Attendees’key speech records  (The speaker’s signature is needed.) | | 1.  Signature: \_\_\_\_\_\_\_\_\_ |
| 2.  Signature: \_\_\_\_\_\_\_\_\_ |
| 3.  Signature: \_\_\_\_\_\_\_\_\_ |
| 4.  Signature: \_\_\_\_\_\_\_\_\_ |
| 5.  Signature: \_\_\_\_\_\_\_\_\_ |
| 6.  Signature: \_\_\_\_\_\_\_\_\_ |
| Other speeches | | 1  Signature: \_\_\_\_\_\_\_\_\_ |
| 2.  Signature: \_\_\_\_\_\_\_\_\_ |
| 3.  Signature: \_\_\_\_\_\_\_\_\_ |
| Analyses and Summary of the case | |  |
| Notice: | 1. The attendees must include more than 2 high-level staff (including the tutor), more than 3 mid-level staff and at least 5 residents, among whom2 of the high-level staff (including the tutor), 2 of the mid-level staff and one resident must have key speeches. Smaller disciplines can combine with other related disciplines to have this kind of discussions. 2. The source of the case can be patients treated in our hospital, or cases reported in specialized journals, but it must have a definite diagnosis. 3. This form should be copied and collected by the faculty within one week after the discussion, then be handed in to the Academic Affairs Office of the School of International Education. | |
|  |  | |

Table 10. Records of Book Reading in this Discipline

(For graduate students of medical imaging and nuclear medicine training in their disciplines)

(with assessment form of reading reports of graduate students in Nanjing Medical University)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Reported Topic | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date | \_\_\_\_\_\_\_\_ | Place | \_\_\_\_\_\_ | Recorder | \_\_\_\_\_\_ |
| List of rating experts: | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
|  | |  | | | | | | |

Assessment form of reading reports

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID |  | | Name |  | | Specialty |  | Tutor |  |
| Reported Topic |  | | | | | | | | |
| Abstract of the Report |  | | | | | | | | |
| Experts’ evaluation on the content of the report (literature review volume, scientific, innovative, logical, and applicable) | | | | | | | | | |
| Score (100 scale) | |  | | | Signature of Expert:  Date: | | | | |

Note:

1. This form should be copied and collected by the faculty within one week after the report, then be handed in to the Academic Affairs Office of the School of International Education.

2. Every graduate student’s report should be evaluated by at least 3 experts.

Table 11. Self-Summary

(For graduate students of medical imaging and nuclear medicine training in their disciplines)

|  |  |
| --- | --- |
| **Items and Standard Score** | **Self-rating** |
| Rule-abiding（20 scores） |  |
| Organizational discipline（10 scores） |  |
| Unity and cooperation（7 scores） |  |
| Social activities（8 scores） |  |
| Responsibility and attendance （20 scores） |  |
| Professional ethics and service attitude（20 scores） |  |
| Regulation for technical operations （10 scores） |  |
| Business activities and learning（5 scores） |  |
| **Total（100 scores）** |  |

Table 12. Discipline’s Comment

(For graduate students of medical imaging and nuclear medicine training in their disciplines)

|  |
| --- |
| Comments: (including the abilities of clinical operations, the level of theoretic knowledge, the level of Chinese language, the service attitude,the working attitude, and the evaluation of what the student has filled in this handbook, any medical accident, medical error, and work error)  Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_  Signature of director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |

Appendix 1. Registration Form for Ward Rotation

(For graduate students of medical imaging and nuclear medicine who rotate in other departments)

Specialty: \_\_\_\_\_\_\_\_ Ward: \_\_\_\_\_ No. of bed in charge: \_\_\_ Beginning& Ending Date: \_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Main Diagnosis and number of cases | Chart No. | Medical Record  (History taking, P.E, & Writing) | | | | Diagnosis | | | Treatment | | | Supervisor Signature |
| Objectivity (Excellent, Good, Fair) | Integrity (Excellent, Good, Fair) | Systemic(Excellent, Good, Fair) | Scoring (100 scaling) | On time/  Accurate | Missed Diagnosis | Mis-diagnosis | Promptly/ Correctly | Missing＊ | Mistake＊ |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Above 3 columns filledby students | | | The above 11 columns filled by the senior physician in charge of guidance. | | | | | | | | | | |

＊Stated the Missing or Mistake is generally, Important or Principal.

Appendix 2. Records of Operation for Diagnosis and Treatment

(For graduate students of medical imaging and nuclear medicine who rotate in other departments)

Specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ward: \_\_\_\_\_\_\_ Beginning& Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Operation | Number | Clinical Skills, Results | Supervisor Signature |
|  |  |  |  |
| The above 2 columns filled by graduate students | | The above 2 columns filled by the senior physician in charge of guidance | |

Appendix 3. Records for participationin case discussion, academic conference and consultation

(For graduate students of medical imaging and nuclear medicine who rotate in other departments)

|  |  |  |  |
| --- | --- | --- | --- |
| Case Discussion | Date | |  |
| Place | |  |
| Attendees | |  |
| Case | |  |
| Speech Content | |  |
| Academic Conference | Date | |  |
| Place | |  |
| Attendees | |  |
| Name of Conference | |  |
| Content of Conference | |  |
| Discussion of Consultation | Date |  | |
| Place |  | |
| Attendees |  | |
| Case Profile |  | |
| Content of speech |  | |

Note: Add pages if necessary.

Appendix 4. Self-summary

(For graduate students of medical imaging and nuclear medicine who rotatein other departments)

|  |  |
| --- | --- |
| **Items and Standard Score** | **Self-rating** |
| Rule-abiding（20 scores） |  |
| Organizational Discipline（10 scores） |  |
| Unity and cooperation（7 scores） |  |
| Social activities（8 scores） |  |
| Responsibility and attendance （20 scores） |  |
| Professional ethics and service attitude（20 scores） |  |
| Regulation for technical operations （10 scores） |  |
| Business activities and learning（5 scores） |  |
| **Total（100 scores）** |  |

Appendix 5. Assessment afterthecompletion of clinical rotation

(For graduate studentsof medical imaging and nuclear medicine who rotate in other departments)

Mastery of the “3-Basics”

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Score | Examiner |
| Basic Theory (40 scores) |  |  |  |
| Basic Skills  (30 scores) |  |  |  |
| Basic Operations(30 scores) |  |  |  |
| “3-Basics” Total scores  (Full score is 100) |  | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department (Assessment after thecompletion of rotation)

Total Score: \_\_\_\_\_\_\_\_\_

Examiner Signature:

Date of Assessment:

Appendix 6. Discipline’s Comments

(For graduate students of medical imaging and nuclear medicine who rotatein other departments)

|  |
| --- |
| Comments: (including the abilities of clinical operations, the level of theoretic knowledge, the level of Chinese language, the service attitude, the working attitude, and the evaluation of what the student hasfilled in this handbook, any medical accident, medical error, and work error)  Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_  Signature of director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ |