**Nanjing Medical University**

**Master of Clinical Medicine**

**A Handbook of Clinical Skills Training and Assessment Records**

**(Clinical Disciplines)**

|  |  |
| --- | --- |
| 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, have to be handed in to the department of graduate students after the completion of training and before graduation and 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 a course, the handbook should be checked 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. The tables are provided for clinical professional graduate students to record their rotation training in relevant departments and disciplines. Please according to the requirements of “Training program of clinical master of medicine”, download and complete the tables in “A Handbook of Clinical Skills Training and Assessment Records”. If necessary, a copy of the handbook can be made.

**Records of department rotation for graduate students of master of clinical medicine**

Table 1. Ward rotation registration form

Specialty: \_\_\_\_\_\_\_Ward: \_\_\_\_In-charge bed number: \_\_\_ Beginning & Ending Date: \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Disease | Chart No. | Medical Record  (History taking, P.E, & Recording) | | | | Diagnosis | | | Treatment | | | Supervisor Signature |
| Objectivity | Integrity | Systemic | Scoring | On time/  Accurate | Missed Diagnosis | Misdiagnosis | Promptly/ Correctly | Missing＊ | Mistake＊ |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Above 3 columns filled by students | | | The above 11 columns filled by the senior physicians in charge of guidance. | | | | | | | | | | |

State the missing or a mistake is common or serious or principled.

Table 2. Records of 5 key cases (including major rescue cases)

|  |
| --- |
| Records include the name of the disease, the patient number, the date of admission, the course of diagnosis and treatment, the rescue measures, the analyses of the cause of the death and the signature of the instructor (Additional pages can be attached if needed). |

Note: Add pages if necessary.

Table 3. Records for Operation of Diagnosis and Treatment

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Chart No. | Operation | Number | Clinical Skills, Effects | Supervisor Signature |
|  |  |  |  |  |  |
| Above 4 columns filled by students | | | | The above 2 columns filled by the senior physician in charge of guidance | |

Table 4. Registration Form for Surgical Training

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Chart No. | Pre-, Post-operative diagnosis | Operative Procedure | Operative Process | Duty in Operation | Understanding / Performance | Supervisor Signature |
|  |  |  |  |  |  |  |  |
| Above 6 columns filled by students | | | | | | Above 2 columns filled by supervisors | |

Table 5. Registration Form for Training in OPD and Emergency Room

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dept. | OPD | | Emergency Room | | | | Diagnostic and treatment level | Supervisor Signature |
| Disease | Total number | Disease | | Total number | Time of Rescue |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |
| Above 7 columns filled by students | | | | | | | Above 2 column filled by supervisors | |

Table 6. Participation in Clinical Case Discussion, Academic Conference

|  |  |  |  |
| --- | --- | --- | --- |
| Clinical Case Discussion | | Date/Time |  |
| Location |  |
| Attendee |  |
| Case |  |
| Speech Content |  |
| Academic Conference | Date/Time | |  |
| Location | |  |
| Attendee | |  |
| Name of Conference | |  |
| Content of Conference | |  |

Note: Additional pages can be attached if needed.

Table 7.Self-Summary

|  |  |
| --- | --- |
| **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 8. Discipline’s Comments

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

Table 9. Assessment after the completion of clinical rotation

1. Quality of Medical Records (30%): Randomly select 3 cases

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| In-patient | Writing | Diagnosis | Score | Examiner |
| Case 1 |  |  |  |  |
| Case 2 |  |  |  |  |
| Case 3 |  |  |  |  |
| Average quality of medical records (Full score is30) |  | | | |

Table 9. Assessment after the completion of clinical rotation

1. Situation of Mastery of the “3-Basics” (70%)

|  |  |  |  |
| --- | --- | --- | --- |
| Basic Theory (20 scores) | History, P.E., Supplementary Exam., Diagnosis, D/D, Treatment Principle, etc. | Score | Examiner |
|  |  |  |
| Basic Skills(20 scores) |  |  |  |
| Basic Operations(30 scores) |  |  |  |
| “3-Basics” Total scores  (Full score is 70) |  | | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department (Assessment after the completion of rotation)

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

Examiner’s Signature:

Date of Examination:

Clinical practice records for graduate students of Master of Clinical Medicine

Clinical Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Table 1. Ward rotation registration form

Specialty: \_\_\_\_\_\_\_Ward: \_\_\_\_In-charge bed number: \_\_\_ Beginning & Ending Date: \_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Disease | Chart No. | Medical Record  (History taking, P.E, &Writing) | | | | Diagnosis | | | Treatment | | | Supervisor Signature |
| Objectivity | Integrity | Systemic | Scoring | On time/  Accurate | Missed Diagnosis | Misdiagnosis | Promptly/ Correctly | Missing＊ | Mistake＊ |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Above 3 columns filled by students | | | The above 11 columns filled by the senior physician in charge of guidance. | | | | | | | | | | |

State the missing or a mistake is common or serious or principled.

Table 2. Records of 10 key cases (including major rescue cases)

|  |
| --- |
| Records include the name of the disease, the medical record number, the date of admission, the course of diagnosis and treatment, the rescue measures, the analyses of the cause of the death and the signature of the instructor (Additional pages can be attached if needed). |

Table 3. Records of Operation for diagnosis and treatment

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Chart No. | Operation | Number | Clinical Skills, Results | Supervisor Signature |
|  |  |  |  |  |  |
| Above 4 columns filled by students | | | | The above 2 columns filled by the senior physician in charge of guidance | |

Table 4. Registration Form for Surgical Training

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Chart No. | Pre-, Post-operative diagnosis | Surgical Procedure | Surgical Process | Duty in Operation | Understanding / Performance | | Supervisor Signature |
|  |  |  |  |  |  |  | |  |
| Above 6 columns filled by students | | | | | | | Above 3 columns filled by supervisors | |

Table 5. Registration Form for Training in OPD and Emergency Room

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dept. | OPD | | Emergency Room | | | | | Diagnostic and treatment level | Supervisor Signature |
| Disease | Total number | Disease | | Total number | Times of Rescue | |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
|  |  |  | |  |  | |  |  |  |
| Above 7 columns filled by students | | | | | | | | Above 2 column filled by supervisors | |

Table 6. Records of 10 key operations or surgeries (Detailed records of operation or surgical procedures)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Chart No. | Pre and Post-operative diagnosis | Operation | Duty in operation | Understanding / Performance | Supervisor Signature |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Table 7. Situation of theoretic learning and teaching

1. **Records of Theoretic Learning**

|  |  |  |
| --- | --- | --- |
| Records of theoretic learning (Journal reading, academic report, etc.) | | |
| Date | Content | Topic |
|  |  |  |

**2. Teaching Records**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Content | Attendees | Teaching Methods | | |
| Theory teaching | Clerkship | Internship |
|  |  |  |  |  |  |

Table 8. Records of organization of clinical case discussions

|  |  |  |
| --- | --- | --- |
| 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 | |  |
| Note: | 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 whom are 2 of the high-level staff (including the tutor), 2 of the mid-level staff and one resident must give key speeches. Smaller disciplines can combine with other related disciplines to have this kind of discussions. 2. The source of cases 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 9. Records of reading reports**

(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 contents of the report (literature review volume, scientific, innovative, logical, and applicable) | | | | | | | | | |
| Score (100 scale) | |  | | | Signature of the Experts:  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 10. Self-summary

|  |  |
| --- | --- |
| **Items and Standard Score** | **Self-rating** |
| Rule-abiding（20 scores） |  |
| Organizationaldiscipline（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 11. Discipline’s Comments

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