

Date:
Name of the Consultant
Consultant ENT Surgeon
Teaching Hospital Badulla



Posting Students for Clinical Appointments

Batch :
Group :
Appointment : Short Clinical Appointment- Surgery-
ENT (2 weeks)
Date of Commencement :
Duration : 2 Weeks
Date of completion :

Note:

- 1) The student's names are printed at the bottom of this letter.
- 2) The Student Handbook gives all the details of the appointment.

3) **Attendance**

1. **100% attendance** and **acceptable attitudes and behaviour** during the clinical appointment are expected (By-Law 41 (viii)).
2. The consultant is responsible to decide on the satisfactory completion of the appointment of the students.
3. If the consultant orders any student to **extend the period of appointment**, it will be the responsibility of the student to find the extra time needed.
4. No student will be allowed to commence the professorial appointment without completing all other appointments and getting the signatures.

4) **Duration of the training**

1. **Monday to Saturday** : **08.00 am to 12 noon**
2. **Sunday** : **Off** (Except weekend casualties)

5) **Attendance Register:**

1. The group monitor is responsible to collect the attendance register from the Clinical coordinator, get it **marked and signed by the teacher** on each working day.
2. Please verify the **attendance** in the register daily.
3. Please **sign** the **Attendance Register** at the **end of the appointment** by senior most consultant and instruct the group monitor to return it to the Clinical Coordinator.
4. Satisfactory attendance is essential irrespective of students attaining sufficient standard in the appointment.
5. If there is any extension of the appointment for one or more students, a separate register will be issued on request.
6. The **Attendance Register** must be returned at the end of the appointment, along with the letters of excuse with or without the medical certificates for verification and documentation purposes.

6) At the end of the appointment, fill the Student Record Book & Clinical Portfolio

1. Please **fill the page – Clinical Appointment (Short) Surgery.- ENT**
2. Ensure to document the **attendance**.
3. Ensure to comment on the **behaviour and attitudes** of the student.
4. Finally, place your **signature** and your **official seal**.
5. Consultant’s signature in the **Student Record Book** will confirm the attainment of sufficient competencies in the appointment.

Group A/B/C/D

	Name of the Student	Registration Number
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Thanking you

Sincerely Yours,

.....
Snr. Prof. Muditha Vidanapathirana
Dean,
Faculty of Medicine,

+552051233, +94772988227, dean.fomed@uwu.ac.lk

Surgery Portfolio

(6.2) ENT Surgery Short Appointment

(6.2.1) Objectives

On completion of clinical training in ENT, students should be able to,

1. **History & examination** - Obtain a clinical history and examination of ear, nose and throat using the auroscope, tongue spatula and tuning fork.
2. **Management** - Assess and manage common ENT problems. (earache, ear discharge, headache & nasal discharge, hoarseness, sore throat, hearing loss, vertigo, trauma, acute & chronic otitis externa, otitis media, rhinosinosis, laryngitis, tonsillitis, pharyngitis, wax, conductive/sensorineural deaf ness, fracture of facial bones)
3. **Emergencies** - Identify conditions that need urgent referral/admissions- eg. Epistaxis, stridor, foreign bodies in the tracheobronchial tree, nose, ear and throat.

Signature should be obtained from SHO/Registrar/SR/consultant

Procedures	BHT/Clinic no	Diagnosis	Date & signature
Indirect Laryngoscopy (O)			
Audiometry (O)			
Cleaning & syringing the ear (O)			
Foreign body removal of nose ear (O)			
Nasal packing-for epistaxis (O)			

O – Observe; P - Perform

(6.2.2) Assessment by Consultant

I certify that the student has satisfactorily / unsatisfactorily completed his/her appointment in ENT surgery under me. I have given a grade based on his/her performance of the appointment.

ENT Surgery From to

Name of the Consultant:

Grade

.....
Consultant's signature
[with rubber stamp]

Grade –
A – Excellent, B – Good, C- Poor

Student Record Book

SHORT CLINICAL APPOINTMENTS SURGERY

	Duration	Attendance	Comments	Signature of Consultant
Orthopedics	02 weeks From To			
ENT	02 weeks From To			
Urology	02 weeks From To			
Anesthesia/ Critical Care	01 weeks From To			
Vascular Surgery	01 week From To			
Radiology	01 weeks From To			
Ophthalmology	01 week From To			
Oncological surgery	01 week From To			
Neuro Surgery	01 week From To			