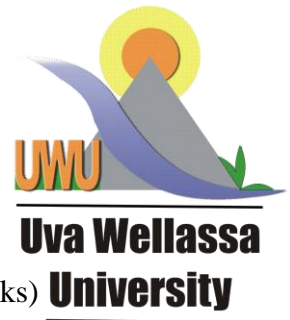


Date:  
Name of the Consultant:  
Consultant General Surgeon  
Teaching Hospital Badulla



### Posting Students for Clinical Appointments

**Batch** :  
**Group** :  
**Appointment** : Long Clinical Appointment - Surgery (4 weeks)  
**Date of Commencement** :  
**Duration** : 04 weeks  
**Date of completion** :

#### Note:

- 1) The student's names are printed at the bottom of this letter.
- 2) The Clinical Portfolio 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)
  3. **On casualty days** : **6.30 pm to 9.00 pm** only
- 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 (long) Surgery.**
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](mailto:dean.fomed@uwu.ac.lk)

## Surgery Portfolio

### Surgery Long Appointment - 1

#### (3.1) Objectives

- (01) **History taking** - obtain a comprehensive history of a surgical patient.
- (02) **Examination** - elicit and interpret physical signs of a surgical patient.
- (03) **Pre & post-operative care** - institute appropriate pre & post-operative care.
- (04) **Surgical emergencies** – expected to observe the initial management of surgical emergencies in PCU
- (05) **Trauma resuscitation** - expected to observe the initial management of resuscitation
- (06) **Forms & charts** – should familiar with various type of charts and forms routinely used
- (07) **Communication** - have acquired communication skills and be able to explain in simple lay terms the intended surgical procedures.
- (08) **Ethical aspect** - emphasize the important ethical, moral and social issues involved in surgical practice and to induce discussion on cost benefit analysis.
- (09) **Hygiene** - appreciate the sterile techniques employed in the operation theatres and the appearance of normal and abnormal tissues.
- (10) **Skills development** - acquire skills in performing simple surgical procedures.
- (11) **Professionalism** - refine professional behavior and develop strong interpersonal relationships with patients, their families and members of the surgical team.
- (12) **Caring doctor** - learn to develop a kind and caring attitude towards patient care.

**(3.2) Record of 1<sup>st</sup> Surgery long appointment**

Duration: ..... From: ..... To .....

Ward and Hospital: .....

Name of the Consultant .....

**(1) Histories Taken**

<b>Name</b>	<b>Date of admission</b>	<b>BHT No</b>	<b>Diagnosis</b>

**(2) Cases Presented**

<b>Date</b>	<b>Name &amp; BHT</b>	<b>Diagnosis</b>	<b>Remark</b>	<b>Signature (VS/SR/Reg/SHO)</b>

### (3) Examination

(Minimum 03)

Topic	Comment	Signature of VS/SR/Reg/SHO

### (4) Procedures

The students are expected to perform these procedures under the supervision of surgical team. The students should be aware of the principles of the indications, preparation, procedure, the correct techniques, important aspects of obtaining consent from the patients and the possible complications. Students are expected to assist/ perform at least **25%** of those tasks during the 1<sup>st</sup> appointment.

Skill Level: A – Can perform independently; B – Can perform under supervision; C – Has seen the procedures

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

Topic	Skill level	Date & sign	Date & sign	Date & sign	Date & sign	Date & sign
Venipuncture	B/A					
Venous cannulation	B/A					
Temperature chart	B/A					
HIOC (Head impact observation chart)	C					
Surgical check list (WHO checklist)	C					
IM/SC/ID	B/A					

Scrubbing	B/A					
Wearing gloves	B/A					
Bladder catheterization	C					
Insert NG tube	C					
Setting up IV infusion	C					
Setting up blood transfusion	C					
Removal of sutures	C					
Dressing wounds	C					
Bandaging	C					
ATLS/PLC	C					
Apply splint, POP & Traction	C					
Dressing of burn patient	C					
Proctoscopy	C					
Tracheal intubation	C					
Lumbar puncture/spinal anesthesia	C					
Central venous cannulation	C					

**(5) Surgeries observed**

(Minimum of 01 major surgery and 02 minor surgeries)

<b>Name</b>	<b>BHT</b>	<b>Surgery</b>	<b>Date &amp; sign (VS/SR/Reg/SHO)</b>

**(6) Surgeries assisted**

(Minimum of 01 major surgery and 02 minor surgeries)

<b>Name</b>	<b>BHT</b>	<b>Surgery</b>	<b>Date &amp; sign (VS/SR/Reg/SHO)</b>



**(10) Clinic Attendance**

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

<b>Date</b>	<b>Signature</b>	<b>Date</b>	<b>Signature</b>

**(11) Interesting Patients Seen**

<b>Date</b>	<b>Name/BHT</b>	<b>Diagnosis</b>

**(12) Seminars, Meetings, and Presentations**

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

<b>Date</b>	<b>Seminars/Meetings/Presentations</b>	<b>Signature</b>

**(3.3) Assessment by Consultant**

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

**Surgery Long - I** From ..... to .....

Name of the Consultant:

Grade

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

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

# Student Record Book

## CLINICAL APPOINTMENTS (LONG)

### SURGERY

	<b>Duration</b>	<b>Attendance</b>	<b>Comments</b>	<b>Signature of Consultant</b>
<b>Surgery 01</b>	<b>04 weeks</b> <b>From</b>  <b>To</b>			
<b>Surgery 02</b>	<b>04 weeks</b> <b>From</b>  <b>To</b>			
<b>Surgery 03</b>	<b>04 weeks</b> <b>From</b>  <b>To</b>			
<b>Professorial appointment (SEMESTER 9-10)</b>	<b>08 weeks</b> <b>From</b>  <b>To</b>			