



# Student's Handbook

## Professional Exchange Program – IFMSA

Name of the Student:

---

Nationality:

---

Hospital:

---

Department:

---

Supervising doctor:

---

Start date:

---

End date:

---

Dear Student and Doctor,

Logbook is part of IFMSA official documentation system.

Please fill it in during your clerkship.



**IFMSA**  
International Federation of  
Medical Students' Associations

## Table of Content

- 1- Letter to the Tutor
- 2- Letter to the Student
- 3- Academic Quality and The Student's Book explained
- 4- Academic Quality Kit
  - a. Logbook
  - b. Mid-Clerkship Appraisal
  - c. Student's Reflection
  - d. Checklists
  - e. End of Clerkship Appraisal
  - f. Tutor's Evaluation
- 5- Final notes and remarks







## Additional Requirements:

Tick as per needed	Requirement	Comments
	Hours attended per day	
	Documentation for skills learned (more detailed than the provided checklist)	
	Would you want to review the entire log book or just end of clerkship sign off sheet	
	Other? (please specify and provide):	

## 3- Academic Quality and the Student's handbook.

The Standing Committee on Professional Exchange has decided to make Academic Quality (AQ) one of our top priorities and hence ensure that the academic aspect of SCOPE exchanges is recognised by and satisfactory to all medical schools around the world. Ensuring Academic Quality of the SCOPE exchanges is a continuing and dynamic process to review, critique and change in order to make medical education better. We feel that taking a logbook on exchange will help the hospital and the student ensure that the exchange meets a defined academic standard. The logbook that SCOPE has now devised, therefore, needs to be approved by all Faculties of Medicine who are involved in the exchange program. Before approval, however, we ask that this logbook is first adapted and edited by the Dean or Director of Medical Education in order for it to fulfill the specific expectations of the medical school. This is so that medical students going on exchange will have a clear guide from their own Faculty of what is expected of them. In addition to this, on the first day of exchange, the logbook will be reviewed by the student's supervising doctor. Therefore, the supervisor of the recipient country can make further recommendations on what the student should aim to achieve by the end of his/her clerkship. Furthermore, SCOPE is currently seeking further advice and approval of this logbook by the WHO.

This Student's handbook is the first step in improving the Academic Quality of our exchanges.

It contains:

- a- Logbook of the clerkship
- b- Mid-clerkship appraisal
- c- General Checklist (Including one for Internal Medicine, Surgery and OBGYN rotations)
- d- Student's Reflection
- e- End of clerkship appraisal
- f- Additional Documents as requested by the student's faculty.

**These are to be filled as requested by the home faculty of the student going on exchange with the minimum of the logbook and end of clerkship appraisal to be filled.**

For the purposes of these guidelines a clinical attachment is defined as a period of time when a student is attached to a clinical unit, with a named supervisor, with the broad aims of gaining an appreciation of the nature of clinical practice in the hosting country and of observing the role of doctors and other health care professionals. This includes learning about the legal, ethical and cultural context of medical practice of the hosting country.

In a secondary care setting, shadow junior doctors and other clinicians in the team, such as nurses and therapists, to see how the health system works and how patients are managed.

Participate in ward rounds, outpatient clinics, teaching sessions and surgeries. Present cases in different settings to enable them to demonstrate clinical knowledge.

Observe consultations and participate in patient clerking, history taking and physical examinations (where appropriate and under supervision).

Attend clinical meetings.

Develop knowledge of patient safety issues.

Gain experience in clinical governance and the legal aspects of health care, by attending relevant meetings.

Become aware of the expectations of the patient, to enhance their clinical communication skills and learn as much as possible about the doctor-patient partnership.

Appreciate the roles of teams, management and leadership in health care. Perhaps through attending wider trust meetings to better understand working as part of a team.

## Academic Quality Kit:

Please tick the ones needed by your home Faculty:

- € Logbook of the clerkship\*
- € Mid-clerkship appraisal
- € General Checklist
- € Student's Reflection
- € End of Clerkship Appraisal\*
- € Tutor's Evaluation
- € Additional Documents (should be provided by student)

\* Required to receive the SCOPE Exchange Certificate

I, \_\_\_\_\_ have read through the suggested SCOPE logbook  
(Name of Head of Faculty)

document and have edited it according to our Medical School's requirements. I, am

satisfied that this document is sufficient enough to meet the standards required of

\_\_\_\_\_  
(Name of Medical School, Country)

Certified by: \_\_\_\_\_  
(Name and Title)

Signature:

Stamp:

## Doctor's Evaluation of Student's Performance

Tick if needed

	Excellent	Good	Pass	Fail	Does not Apply
History taking					
Physical examination					
Assessment of findings					
Plan of management					
Presentation and discussion of cases					
Adequacy of progress notes					
Acquisition of technical skills					
Fund of knowledge					
Use of medical literature					
Command of language					
Curiosity & motivation for learning					
Responsibility & dedication to patients					
Professional attitude & behavior					
Relation with colleagues & supervisors					
Ethical principles					
Potential for professional & academic growth					

Areas of special weakness :

Comments :

Name of evaluator : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_



## Mid Clerkship Appraisal

Tick if needed

Instructions to supervising doctor:

- Please read through the logbook to assess what the student has achieved so far.
- Discuss with the student certain cases or learning experiences that you feel are particularly interesting or important.
- Give guidance on what you would like to see the student achieve over the 2<sup>nd</sup> half of exchange. If necessary, suggest a course of action or additional activities that you would like the student to achieve.

### Supervisor's comments

Supervisor's signature after 2 weeks.....

## Checklist for Obstetrics and Gynecology Rotations\*

Tick if needed

Item	Performance				Comments
	Observers	Assists	Does Under Supervision	Does Individually	
Taking Anamnesis					
Physical examination					
Diagnosis/DD					
Treatment and operation plan					
Commenting on lab results					
Informed consent					
Surgical handwashing and sterile clothing					
Use of endoscopy					
Interpretation					
Antenatal care					
Management of labour and delivery					
Caesarean section					
Post partum care					
Breast feeding					
Contraception					

\*Developed specifically by F.I.G.O. (Fédération Internationale de Gynécologie et d'Obstétriques – International Federation of Gynaecology and Obstetrics) for IFMSA's Student's Handbook and Exchange Program.  
Special thanks to Professor Ian Fraser, FIGO President 2008-2009





## Student's Reflection

Tick if needed

Record details of a case or experience that made an impact on you. Reflect on what you experienced and what you have learned from it all.

Student's reflection	

## Checklist for Internal Medicine

Tick if needed

Item	Performance				Comments
	Observes	Assists	Does under supervision	Does individually	
Taking Anamnesis					
Physical examination	head & neck				
	Chest				
	Abdomen				
	Extremities				
Diagnosis/DD					
Treatment plan					
Commenting on lab results					
Taking blood pressure					
Taking blood samples					
Perform & interpret ECG					
Prepare and give injections	i.v.				
	i.m.				
	s.c.				
Interpretation	X-rays				
	CT				
	MRI				
	Sonography				