GRADE BOOK OF CLINICAL SKILLS

University of Pécs – Faculty of Medicine

Name of student: ____________________________________

EHA Code: ________________________________________ O. PTE
Grade Book of Clinical Skills

Students of the medical faculty are issued the Grade Book of Clinical Skills at the beginning of the preclinical module. The completion of the filled in Grade Book is the prerequisite for the student’s permission to take the final state exam. The fulfilment of the tasks included in the Grade Book and the acquisition of skills are verified by both the signature and the number of the medical seal of the authorized lecturer.

Next to the names of the skills, the required level (Level) is indicated, the number of specified occasions (at which times) the student is expected to acquire the given skill (Number), and the names of those departments are also indicated whose appointed lecturers are authorised to verify the given skills. The allocated space (number of lines) used for signatures depends on the number of occasions necessary for the acquisition of the given skill.

Levels of skills:
1. Task to be accomplished by the student.
2. Intervention, procedure (by the use of patients, phantoms, diagrams, video, etc.) to be presented for the student.

Codes of departments verifying the completion of skills:

- AIT : Department of Anaesthesia and Intensive Therapy
- Int. Med. : Departments of Internal Medicine
  1. Int. Med. : 1st Department of Internal Medicine
  2. Int. Med. : 2nd Department of Internal Medicine
  3. Int. Med. : 3rd Department of Internal Medicine
- Derm. : Department of Dermatology
- Fam. Med. : Family Medicine Institute
- Dent. : Department of Dentistry, Oral and Maxillofacial Surgery
- ENT: Department of Oto-Rhino-Laryngology
- Genet.: Institute of Genetics and Developmental Neurology
- Paed.: Department of Paediatrics
- Neurosurg.: Department of Neurosurgery
- Clinic.: any department
- Lab. Med.: Department of Laboratory Medicine
- Neur.: Department of Neurology
- Oncol.: Department of Oncology
- Orthop.: Department of Orthopaedics
- Psych.: Department of Psychiatry
- Pulm.: Department of Pulmonology
- Radiol.: Department of Radiology
- Rheuma.: Department of Rheumatology
- Surg. RT: Department of Surgical Research and Techniques
- Surg. : Department of Surgery
- Ophthalm.: Department of Ophthalmology
- H. I.: Heart Institute
- Obstr.: Department of Obstetrics and Gynaecology
- Traum.: Department of Traumatology
- Urol.: Department of Urology

'The individually acquired skills’ include the total of 15 interventions and procedures. These are selected by students based on the suggestions of their lecturers. The following may be selected: tasks to be completed (minimum 5) or interventions to be observed (e.g. neurosurgical operations, neonatal patient transport). The completion of a given skill here can be accepted no more than on three occasions.
<table>
<thead>
<tr>
<th>Intervention or skill to be acquired</th>
<th>Level</th>
<th>Number</th>
<th>Institution authorised to certify the skill</th>
<th>Time of accomplishment, signature and the number of the medical seal of the instructor certifying the accomplishment</th>
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<tbody>
<tr>
<td>INTERNAL PHYSICAL EXAMINATION</td>
<td>1</td>
<td>1</td>
<td>Int. Med. Fam. Med.</td>
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<td>(history taking in internal medicine, inspection of the patient, inspection and palpation of the skin, inspection of turgor, thorax, examination of apex beat, percussion of cardiac boundaries, heart sounds, murmurs, palpation, percussion, auscultation of the abdomen, elicitation of fluctuation in the abdomen, palpation of the liver and the spleen inspection of mucous membranes, palpation of salivary glands, palpation of lymph nodes, examination of oedema, palpation of thyroid gland, pectoral fremitus, examination of pulse rate, respiratory boundaries, diaphragmatic movement, auscultation, percussion of the lungs, measurement of blood pressure, ballottement of the kidneys, measurement of somatometric data, genital developmental condition, examination of the nose, pharynx, mouth)</td>
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<tr>
<td>ABPM (ambulatory blood pressure monitoring) examination</td>
<td>2</td>
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<td>Int. Med. HI</td>
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<td>Making an ECG</td>
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<td>1</td>
<td>Int. Med., Fam. Med. HI</td>
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<td>Holter monitoring</td>
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<td>1.Int. Med., HI</td>
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<tr>
<td>Application of Insulin dosing device</td>
<td>2</td>
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<td>Int. Med., Paed.</td>
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<tr>
<td>Inhalation therapies. Ways of administering inhalative medication</td>
<td>2</td>
<td>1</td>
<td>Pulm., Paed.</td>
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<tr>
<td>Bone marrow biopsy and aspiration</td>
<td>2</td>
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<td>1.2.3.Int. Med., Paed.</td>
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<td>Intervention or skill to be acquired</td>
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<td>Observation of bone marrow smear</td>
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<td>Transplantation of bone marrow</td>
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<td>Monitoring stomach pH</td>
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<td>Exhalation test of hydrogen</td>
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<td>Test-plethysmography</td>
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<td>Pulm.</td>
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<td>Echocardiography</td>
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<td>1.2.3.Int. Med.</td>
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<td>Carotis massage and atropin test</td>
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<td>1.Int. Med. Heart I.</td>
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<td>Home care of patient</td>
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<td>2</td>
<td>Fam. Med.</td>
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<td>Demonstration of gastroenterological endoscopic examination</td>
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<td>1.2.3.Int. Med. Paed.</td>
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<td>Peritoneal dialysis</td>
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<td>Haemodialysis</td>
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<td>Bronchoscopy</td>
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<td>Pulm.</td>
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<td>Spirometry</td>
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<td>Ergometry, Spiroergometry</td>
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<td>Int.Med, Pulm HI</td>
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<td>Assembling infusion</td>
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<td>Int.Med, Surg, Paed., AIT</td>
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<td>Therapeutic plasmapheresis</td>
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<td>Renal biopsy</td>
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<td>Gastric lavage</td>
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<tr>
<td>Examination of a surgical patient</td>
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<td>Surg., Paed.</td>
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<td>Examination of a surgical patient</td>
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<td>Examination of a traumatic patient</td>
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<td>Traum., Paed.</td>
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<tr>
<td>Wound evaluation, care and dressing of a wound</td>
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<td>Surg., Traum., Paed.</td>
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<tr>
<td>Stabilization of broken extremities</td>
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<tr>
<td>Reposition of a closed fracture</td>
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<tr>
<td>Presurgical preparation, scrub disinfection, preparation of operative field, dressing for operation, assisting</td>
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<td>1</td>
<td>Surg., Traum., Paed., Urol., Orthop., HI</td>
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<td>Diagnosis of an acute abdomen</td>
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<td>Surg., Paed.</td>
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<td>Thoracic and abdominal surgical interventions</td>
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<td>Anal operation</td>
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<tr>
<td>Laparoscopic operation</td>
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<td>1</td>
<td>Surg., Surg., RT Paed.</td>
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<td>Coronary angiography and interventions of coronary catheter</td>
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<td>HI</td>
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<td>Pacemaker implantation</td>
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<td>Surg.</td>
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<td>Vascular operation</td>
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<td>Surg.</td>
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<td>Transthoracic needle biopsy</td>
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<td>Pulm., Surg.</td>
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<td>Infiltrational anaesthesia</td>
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<td>Surg., Taum.</td>
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<td>Stoma care</td>
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<td>Surg., Paed.</td>
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<td>History taking in neurology</td>
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<td>2</td>
<td>Neurol.</td>
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<tr>
<td>Physical examination in neurology</td>
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<tr>
<td>Physical examination in neurology</td>
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<td>Neurol.</td>
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<td>Establishing a psychiatric pathography</td>
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<td>Psych.</td>
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<td>Typical neurosurgical operations</td>
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<tr>
<td>Polysomnography</td>
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<td>Neurol.</td>
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<td>Electromyography (EMG) examination</td>
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<td>Evoked response examination</td>
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<td>Neurol.</td>
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<td>EEG examination</td>
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<td>Neurol., Paed.</td>
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<tr>
<td>Attending antenatal counselling</td>
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<td>Genetical interventions in gynaecology</td>
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<td>Gynaecol.</td>
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<td>3rd trimester pregnancy examination</td>
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<td>Pregnancy US examination</td>
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<tr>
<td>Observation of foetal heart</td>
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<td>Observation of foetal heart</td>
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<td>Ward observation of a labouring woman</td>
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<tr>
<td>Delivery</td>
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<td>Observation of the placenta expulsion stage</td>
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<td>Caesarian section</td>
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<td>Puerperal care</td>
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<td>Standard examination in gynaecology</td>
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<td>US examination in gynaecology</td>
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<td>Laparoscopy in gynaecology</td>
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<td>Abdominal operation in gynaecology</td>
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<td>Vaginal operation in gynaecology</td>
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<td>Minor surgery in gynaecology</td>
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<td>Hysteroscopy</td>
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<td>IUD insertion and removal</td>
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<tr>
<td>Physical examination of the urogenital tract</td>
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<thead>
<tr>
<th>Institution authorised to certify the skill</th>
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<tbody>
<tr>
<td>Gynaecol.</td>
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<td>Urol.</td>
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<tr>
<td>Physical examination of the urogenital tract</td>
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<td>Practising typical prostate palpation findings on a phantom</td>
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<td>Macroscopic and microscopic examination of the urine from urological aspect</td>
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<tr>
<td>Presentation of typical urology related instrumental examinations and operations</td>
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<td>US examination in urology</td>
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<tr>
<td>Catheterization of the male urethra</td>
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<td>Insertion, replacement and cleansing of transrenal drain</td>
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<td>Uroflowmetric examination</td>
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<td>Closed circuit venous blood sampling</td>
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<td>Blood sampling from the finger pad</td>
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<td>Smear preparation, examination</td>
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<td>Capillary blood sampling for blood gas analysis</td>
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<td>Blood glucose determination</td>
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<td>Routine urinalysis (rapid test, protein, bilirubin, ubg, specific gravity, pH, sediment)</td>
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<td>Faecal occult blood test</td>
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<td>Evaluation and interpretation of lab findings</td>
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<td>Blood typing, crossmatching</td>
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<tr>
<td>Blood typing, crossmatching</td>
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<td>Sampling for microbiological examination</td>
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<td>(urine, pharynx mucus, sputum, sanies, stool, etc.)</td>
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<tr>
<td>Evaluation of typical X-ray pictures</td>
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<td>(thoracic, abdominal, osteal, etc.)</td>
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<tr>
<td>Typical CT, MRI pictures</td>
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<td>Typical radiologic examinations (diagnostic X-ray, MRI, CT, Mammography)</td>
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<tr>
<td>Implementation of typical ultrasound examinations abdominal, cranial,</td>
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<td>vascular/doppler, etc.)</td>
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<td>Examination of radioreaction (skin, mucous membrane)</td>
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<td>Light sensitivity test</td>
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<td>Photo therapy</td>
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<td>Physical examination of infants, children, new-born babies.</td>
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<td>(General condition, development, state of nourishment, the measurement of somatometric data. Observation of the skin, Examination of turgor, oedema. Examination of the mucous membranes. Examination of the nose, pharynx, and ear. Examination of the tongue (humidity, furring). Examination of the oral cavity. Chest examination. Auscultatory percussion of the lungs. Heart sounds, heart murmur, pulse, capillary saturation, palpation of the a. femoralis. Palpation of the abdomen, auscultation of intestinal sounds. Examination of the navel. Palpation of the liver and spleen. Examination of the urogenital organs. Examination of meningeal signs. Examination of focal symptoms. Examination of reflexes)</td>
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<td>The application and assessment of the Glasgow Coma Scale (GCS) in childhood</td>
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<td>The application and assessment of the Glasgow Coma Scale (GCS) in childhood</td>
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<td>Administration of injections: im., sc., iv. Injections in infants and children</td>
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<td>Intravenous cannulation in infants and children</td>
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<td>Development-neurological examination</td>
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<td>Taking blood pressure in new-born babies, infants and children</td>
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<td>ENT examination using typical instruments</td>
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<td>Physical examination of patients with chronic locomotor diseases</td>
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<td>Complex cardiopulmonary resuscitation on a phantom</td>
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<td>Demonstration of the cannulation of the central vein</td>
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<td>Demonstration of measurement of pressure in the central vein</td>
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<td>Physical examination of an ophthalmologic patient</td>
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<td>Emergency ophthalmological treatment</td>
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<td>Communication concerning patient attendance (verbal, non-verbal</td>
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<td>communication doctor-patient’s relative doctor-doctor</td>
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<td>doctor-medical personnel)</td>
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<td>Post-mortem examination</td>
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<td>Documentation on patient attendance (discharge paper,</td>
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<td>pathography, conducting a post-mortem examination the patient’s</td>
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<td>complete medical documentation)</td>
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Skills acquired individually

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<th>Level</th>
<th>Number</th>
<th>Institution authorised to certify the skill</th>
<th>Time of accomplishment, signature and the number of the medical seal of the instructor certifying the accomplishment</th>
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</table>

I the undersigned being fully aware of my legal liability do declare that the entries of the gradebook are true, I have acquired the skills certified with the signatures on the required level.

Date: ………………………..

...........................................
student’s signature

Countersigned and closed:

Date: ………………………..

...........................................
(Registrar’s Office)
Dear Student,

Our intention is to achieve a significant improvement in the standard of practical education carried out at clinical departments through the introduction of a Grade Book of Clinical Skills. There is a great variety of practical knowledge and skills essential for every medical doctor. Such knowledge and skills cannot be acquired during the students' clinical practice within the given timetable in due course and in an appropriate amount owing to fluctuations in the number of patients available or the narrow capacity of chances. The Grade Book of Clinical Skills includes the corpus of the above mentioned skills to be acquired as well as the corpus of the diagnostic and therapeutic procedures the students should become acquainted with. These were thoroughly selected by our leading clinicians.

The students should acquire the knowledge and skills included in the Grade Book at an individual pace. Of course, if there is chance, it may also be accomplished during the practicals which are included in the timetable, but mainly these will be acquired outside the formal time considerations, such as when being on duty, during summer practice or in the final academic year. You are welcomed to participate in these by the lecturers.

Privileged specialists are entitled to verify in writing the fulfillment of the stated requirements. University lecturers (professors, assistant lecturers, senior lecturers, junior lecturers) of the given field may automatically provide such written verification. In addition, a number of leading specialists working at the university or at hospitals belonging to the university - not holding a position of a university lecturer - are also entitled to present - in one given field - the skills included in the Grade Book, make the students acquire these and sign the Grade Book. They are accredited by the faculty based on the recommendation of the head of the given field of medicine. A continuously revised list of accredited specialists who are entitled to sign the Grade Book can be found on the home page of the faculty (Management- Registrar's Office- Faculty of Medicine- Publications). Our intention is to involve as many competent specialists as possible in the program in order to make it possible for the students to gain easily documented skills even during their summer practice or when they travel home for weekends.

The students should fulfill the tasks included in the Grade Book in the course of 4 years, by the end of the sixth year at the latest. The Grade Book verifying the fulfillment of all the tasks must be submitted to the Registrar’s Office, it is a prerequisite for taking the final state exam. The proper timing of the fulfillment of the tasks is essential, as well as taking advantage of all the opportunities, because there may not be enough chances during the sixth year.

Please, do your best when performing each of your tasks for the sake of your future career and do not try to persuade lecturers to accept and verify not fully accomplished practicals. If it is revealed in any way, e.g. at a practical exam, that there is no real content behind the signature, we shall take disciplinary action against both the lecturer and the student (for falsification of documents), furthermore, earning a degree may become uncertain for the student.

I hope you will be in favour of our intention to improve practical education at clinical departments and will support our efforts.

Yours sincerely,

Valér Csernus M.D.
professor, vice-dean of education