

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS  
Educational Institution  
BELARUSIAN STATE MEDICAL UNIVERSITY

APPROVED

by Rector of the Educational Institution  
«Belarusian State Medical University»

S.P. Rubnikovich



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Контрольный  
экземпляр

PROGRAM  
OF WORK EXPERIENCE PRACTICAL TRAINING

IN OUTPATIENT PRACTICE

for the specialty  
1-79 01 01 «General Medicine»

The program of the practice is based on the educational standard of higher education in the specialty 1-79 01 01 «General Medicine», approved and enforced by the resolution of the Ministry of Education of the Republic of Belarus of 26.01. 2022 No. 14; and on the curriculum of the institution of higher education in the specialty 1-79 01 01 «General Medicine», approved by 19.05 2021, registration No. L 79-1-1/2122 mf

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**RECOMMENDED FOR APPROVAL BY:**

By the Department of Outpatient Therapy of the Educational Institution «Belarusian State Medical University»  
(protocol No.16 of 10.05.2022,);

By the Council of the Medical Faculty for International Students of the of the Educational Institution «Belarusian State Medical University»  
(protocol No.8 of 31.05.2022)

## EXPLANATORY NOTE

The purpose of work experience training in outpatient practice is mastering practical skills and abilities by students and to prepare them for independent professional activity in their specialty.

Tasks of work experience training in outpatient practice of students:

gaining professional skills in the specialty by students, consolidation, expansion and systematization of knowledge gained while studying the academic discipline «Outpatient Therapy»;

gaining experience in public, organizational and educational activity in the health care system.

After completion of work experience training in outpatient practice the student must **know**:

- goals, objectives, structure and principles of organization of primary therapeutic care in outpatient practice in the Republic of Belarus;
- essential decrees, instructions regulating sanitary and anti-epidemiological regime in a healthcare facility;
- clinical protocols (standards) of investigation and treatment of patients with therapeutic diseases on different stages of care; methods of treatment and rehabilitation in outpatient practice;
- principles of work organization of a city outpatient clinic and of a general practitioner, scope of work, rights and responsibilities of a general practitioner;
- principles of interaction and cooperation, teamwork in the work of a general practitioner, other specialists and healthcare organizations;
- outpatient methods of diagnosis and treatment of major therapeutic diseases;
- major principles of treatment of therapeutic diseases and their complications in outpatient practice; exacerbation, recovery and remission criteria;
- concept of prevention, types and methods of prevention;
- main directions of preventive work of a general practitioner in outpatient practice, concept of dispensarization, methods of dispensarization of patients, groups of dispensary surveillance;
- methods of active detection of tuberculosis (TB) and cancer of various localizations;
- types of temporary disability, rules and regulations for putting patients on a sick leave (later on referred to as sick leave and temporary disability certificate) and its prolongation in case of illness and of other types of temporary disability;
- structure and functions of Medical Consulting Commission (MCC);
- structure and functions of Medical and Rehabilitation Expert Panel (MREP); criteria for determining patient's disability group;
- general indications and contraindications for patient referral for sanatorium and resort treatment, filling in documentation for sanatorium and resort treatment;
- rules of filling in medical records and documentation in outpatient practice;
- diagnosis, management and emergency outpatient medical care at preadmission stage in case of: fever, asthma attack, pulmonary edema, angina and acute



coronary syndrome, arrhythmias (paroxysmal supraventricular and ventricular tachycardia, paroxysmal atrial fibrillation, Morgagni-Adams-Stokes attacks), hypertensive emergency, cardiogenic shock, "acute" abdomen, gastrointestinal bleeding, renal colic, biliary «colic»;

- emergency care in sudden death.

**be able to:**

- take medical history, perform physical examination and detect objective signs and symptoms of diseases, make a plan of patient diagnostic workup in outpatient practice;
- interpret results of laboratory and diagnostic tests and procedures, formulate a diagnosis of internal organs disease;
- compose individual plan of treatment and prevention of major therapeutic diseases;
- fill in medical records and documentation:
  - form No. 025/y-07 – outpatient medical record (outpatient's card);
  - form No. 025-3/y-07 – registration sheet of patient visits, diseases and patients treated by physician in outpatient clinics;
  - form No. 131/y-ДБ – card of dispensarization of a patient of 18 years of age or older;
  - form No. 058/y – emergency notification of infectious diseases, occupational or food poisoning, unusual vaccination reaction;
  - form No. 2-мсэ/y-09 – referral for medical and social expertise;
  - form No. 1 мед/y-10 – extract from medical records;
  - form No. 1 здп/y-10 – medical certificate of health;
  - form No. 106/y-10 – physician-issued death (stillbirth) certificate;
  - sick leave (strict accountability form);
  - temporary disability certificate;
- prescribe physician's prescriptions for essential medicines;
- define types and causes of temporary disability of therapeutic patients and employability restoration criteria;
- carry out dispensarization of population and define groups of dispensary surveillance;
- evaluate efficiency and quality of dispensarization;
- define patients with indications for sanatorium and resort treatment and for rehabilitation, compose a rehabilitation plan;
- take nasal and throat swabs for bacteriological exam;
- carry out anti-epidemic and preventive measures in infection outbreak location;
- carry out health education of the population;
- provide emergency outpatient medical care at preadmission stage in outpatient settings in case of: fever, asthma attack, pulmonary edema, angina and acute coronary syndrome, arrhythmias (paroxysmal supraventricular and ventricular tachycardia, paroxysmal atrial fibrillation, Morgagni-Adams-Stokes attacks), hypertensive emergency, cardiogenic shock, "acute" abdomen, gastrointestinal



bleeding, renal colic, biliary «colic»;

- provide emergency care in sudden death.

**possess:**

- taking medical history, performing physical examination of a patient;
- making a plan of diagnostic workup of a patient with various therapeutic pathology in outpatient practice;
- interpreting results of laboratory and diagnostic tests and procedures, differential diagnosis, formulating diagnosis in case of major therapeutic pathology;
- determining tactics of patient management, making individual plan of treatment and prevention of major therapeutic pathology;
- filling in medical records and documentation:
  - form # 025/y-07 – outpatient medical record (outpatient's card);
  - form # № 025-3/y-07 – registration sheet of patient visits, diseases and patients treated by physician in outpatient clinics;
  - form # 131/y-ДБ – card of dispensarization of a patient of 18 years of age or older;
  - form # 058/y – emergency notification of infectious diseases, occupational or food poisoning, unusual vaccination reaction;
  - form # 2-мса/y-09 – referral for medical and social expertise;
  - form # 1 мед/y-10 – extract from medical records;
  - form # 1 здп/y-10 – medical certificate of health;
  - form # 106/y-10 – physician-issued death (stillbirth) certificate;
  - sick leave (strict accountability form);
  - temporary disability certificate;
- writing out physician's prescriptions for essential medicines used by the general practitioner in outpatient practice;
- taking nasal and throat swabs for bacteriological exam;
- carrying out dispensarization of population and define groups of dispensary surveillance, which includes composing a plan of diagnostic tests and treatment of dispensary patients with major therapeutic diseases and health promotion, evaluation of efficiency and quality of dispensarization, filling in relevant medical documentation;
- defining patients with indications for sanatorium and resort treatment and for rehabilitation and filling in relevant medical documentation;
- methodic of carrying out various types of health education of the population;
- techniques of providing emergency outpatient care.

**In total**, 216 academic hours during 4 weeks are allocated for work experience training in outpatient practice after the 8<sup>th</sup> semester.

This includes 144 in-class hours and 72 hours for self-study.

Assessment is carried out on the last day of the work experience training in the form of a graded credit after the student submits work experience training diary, work experience training report and a student's performance review.

Work experience training is done in healthcare institutions of the Ministry of Healthcare of the Republic of Belarus which serve as work experience training bases for the students of the university.



In healthcare institutions general and direct supervision of the training is carried out.

General supervision of work experience training in the healthcare institution is carried out by the head of the healthcare institution or his deputy.

Direct supervision of work experience training in the healthcare institution is carried out by an employee of the healthcare institution from among the most qualified specialists appointed by the order of the head of the healthcare institution.

General supervision of work experience training is carried out by the head of the training of the university, scientific and methodological guidance — by the head of work experience training of the Department of Outpatient Therapy.

## **CONTENT OF WORK EXPERIENCE TRAINING**

During the period of work experience training, the student performs 50% of the workload of the qualification requirements for the position of a physician who does not have a qualification category.

1.1. Familiarization with the structure and work organization of the outpatient clinic.

1.2. Familiarization with work organization, rights, scope of work, medical records and documentation of a general practitioner.

1.3. Familiarization with the organization of a workplace of a general practitioner, occupational safety rules, fire safety rules, occupational hygiene rules.

1.4. Familiarization with the work of other specialists (cardiologist, rheumatologist, endocrinologist, neurologist, infectious diseases specialist, surgeon, ophthalmologist and others), departments (rooms) of functional diagnostics, medical rehabilitation, day care unit and other diagnostic services of an outpatient clinic.

1.5. Participation in consulting patients at outpatient clinic (at least 150 patients) together with a general practitioner during the training. During the training the students have to consolidate the skills of history taking, physical examination, diagnosis, treatment prescription, filling in medical records, providing emergency care.

1.6. Taking part in dispensarization of the population.

1.7. Familiarization with temporary disability expertise, taking part in MCC sessions.

1.8. Delivering lectures and conversations with patients with the aim of sanitary education, health promotion and prevention of therapeutic diseases.

## **FORMS OF WORK EXPERIENCE TRAINING**

Work experience training is carried out in the following forms:

— observation of emergency outpatient medical care at preadmission stage in case of: fever, asthma attack, pulmonary edema, angina and acute coronary syndrome, arrhythmias (paroxysmal supraventricular and ventricular tachycardia, paroxysmal atrial fibrillation, Morgagni-Adams-Stokes attacks), hypertensive emergency, cardiogenic shock, «acute» abdomen, gastrointestinal bleeding, renal colic, biliary «colic»;



– independently take medical history, perform physical examination; detect objective signs and symptoms of diseases; make a plan of patient diagnostic workup in outpatient practice, compose individual plan of treatment and prevention of major therapeutic diseases; interpret results of laboratory and diagnostic tests and procedures; formulate a diagnosis of internal organs disease; fill in physician's prescriptions for essential medicines; define types and causes of temporary disability of therapeutic patients and employability restoration criteria; carry out dispensarization of population and define groups of dispensary surveillance; evaluate efficiency and quality of dispensarization; define patients with indications for sanatorium and resort treatment and for rehabilitation; compose a rehabilitation plan; take nasal and throat swabs for bacteriological exam; carry out anti-epidemic and preventive measures in infection outbreak location; fill in medical records and documentation:

form No. 025/y-07 – outpatient medical record (outpatient's card);

form No. 025-3/y-07 – registration sheet of patient visits, diseases and patients treated by physician in outpatient clinics;

form No. 131/y-ДВ – card of dispensarization of a patient of 18 years of age or older;

form No. 058/y – emergency notification of infectious diseases, occupational or food poisoning, unusual vaccination reaction;

form No. 2-мсэ/y-09 – referral for medical and social expertise;

form No. 1 мед/y-10 – extract from medical records;

form No. 1 здп/y-10 – medical certificate of health;

form No. 106/y-10 – physician-issued death (stillbirth) certificate;

sick leave (strict accountability form);

temporary disability certificate;

– carry out health promotion activities and health education of the population;

## **REGULATORY FRAMEWORK**

### **ACTIVITIES OF A HEALTHCARE INSTITUTION**

1. О здравоохранении: Закон Республики Беларусь от 18.06.1993 г. (в редакции от 21.10.2016 г. №433-3, от 11.12.2020 г. № 94-3);

2. Об утверждении примерных штатных нормативов медицинских и других работников поликлиник и детских поликлиник (поликлинических отделений): постановление Министерства здравоохранения Республики Беларусь от 03.12.2012 г. № 185 (в ред. постановления Министерства здравоохранения Республики Беларусь от 20.01.2018 г. № 10);

3. Об утверждении Инструкции о порядке выписки рецепта врача: постановление Министерства здравоохранения Республики Беларусь от 31.10.2007 г. N 99 (в ред. постановлений Министерства здравоохранения Республики Беларусь от 31.10.2008 г. № 181, от 09.09.2014 г. № 66, от 16.01.2016г. № 1, от 17.06.2019 г. № 60);

4. Об утверждении Инструкции о порядке проведения экспертизы временной нетрудоспособности: постановление Министерства здравоохранения Республики Беларусь от 24.12.2014 г. №104;



5. Об утверждении Инструкции о порядке выдачи и оформления листов нетрудоспособности и справок о временной нетрудоспособности»: постановление Министерства здравоохранения Республики Беларусь и Министерства труда и социальной защиты Республики Беларусь от 04.01.2018г. № 1/1 (в ред. постановлений Министерства здравоохранения Республики Беларусь и Министерства труда и социальной защиты Республики Беларусь от 09.04.2020 N 33/33, от 30.04.2020 N 45/41, от 07.05.2021 N 47/33);
6. Об утверждении инструкции о порядке проведения диспансеризации: постановление Министерства здравоохранения Республики Беларусь от 12.08.2016 г. № 96;
7. Об утверждении некоторых клинических протоколов диагностики и лечения заболеваний системы кровообращения: постановление Министерства здравоохранения Республики Беларусь от 06.06.2017 г. №59;
8. Об организации работы врача общей практики: положение о враче общей практики организации здравоохранения: приказ Министерства здравоохранения Республики Беларусь от 27.02.2018 г. № 177;
9. О Правилах медицинской этики и деонтологии: постановление Министерства здравоохранения Республики Беларусь от 07.08.2018 г. № 64;
10. Об утверждении должностных инструкций: постановление Министерства здравоохранения Республики Беларусь от 22.08.2018 г. № 842;
11. Об утверждении клинического протокола оказания скорой (неотложной) медицинской помощи взрослому населению: приказ Министерства здравоохранения Республики Беларусь от 30.09.2010г. № 1030;
12. Об утверждении штатных нормативов медицинских работников амбулаторий общей практики и амбулаторий: приказ Министерства здравоохранения Республики Беларусь от 30.03.2005 г. № 95 (в ред. приказа Министерства здравоохранения Республики Беларусь от 20.01.2018г. № 40);
13. Об установлении форм «Медицинская справка о состоянии здоровья», «Выписка из медицинских документов» и утверждение Инструкции о порядке их заполнения: постановление Министерства здравоохранения Республики Беларусь от 09.07.2010г. № 92 (в ред. постановление Министерства здравоохранения Республики Беларусь от 29.03.2021г. № 22);
14. О вопросах проведения медико-социальной экспертизы: постановление Министерства здравоохранения Республики Беларусь от 09.06.2021г. №77;
15. О государственных социальных льготах, правах и гарантиях для отдельных категорий граждан: Закон Республики Беларусь от 14.06.2007г., №239-3;
16. Постановление Министерства здравоохранения Республики Беларусь от 07.06.2021г. № 75 «Об утверждении Инструкции о структуре и порядке формирования электронной медицинской карты пациента, личного электронного кабинета пациента».



## LIST OF PRACTICAL SKILLS TO BE CONSOLIDATED DURING PRACTICAL TRAINING AND THE LEVELS OF THEIR DEVELOPMENT

Levels of mastering practical skills (can be supplemented):

1 – to know the theory, to be professionally oriented, to know the indications for conducting;

2 – to know the theory, to evaluate, to take part in the work of medical personnel;

3 – to know the theory, to carry out without assistance.

A practical skill can be assigned several levels (for example: 1, 2, 3, or 1, 2). If there are no conditions in the healthcare organization for mastering the skill at levels 2, 3, the student should master practical skills according to level 1.

No.	Practical skills	Recommended	
		number	mastering level
1.	Taking medical history, physical examination of a patient	170	3
2.	Making a plan of diagnostic workup of a patient in outpatient practice	170	3
3.	Interpretation of results of laboratory and diagnostic tests and procedures	170	3
4.	Formulation of clinical diagnosis	170	3
5.	Compiling an individual plan of treatment and prevention	170	3
6.	Compiling dispensarization plan	20	3
7.	Filling in form No. 025/y-07 – outpatient medical record (outpatient's card)	10	3
8.	Filling in form No. 025-3/y-07 – registration sheet of patient visits, diseases and patients treated by physician in outpatient clinics	20	3
9.	Filling in form No. 131/y-ДВ – card of dispensarization of a patient of 18 years of age or older	20	3
10.	Filling in form No. 058/y – emergency notification of infectious diseases, occupational or food poisoning, unusual vaccination reaction	10	3
11.	Filling in form No. 2-мсэ/y-09 – referral for medical and social expertise	3	3
12.	Filling in form No. 1 мед/y-10 – extract from medical records	10	3
13.	Filling in form No. 1 здр/y-10 – medical certificate of health	10	3
14.	Filling in form No. 106/y-10 – physician-issued death (stillbirth) certificate	2	1, 2, 3
15.	Filling in a sick leave (strict accountability form)	20	3
16.	Filling in a temporary disability certificate	20	3
17.	Prescribing physician's prescriptions for essential medicines	40	3
18.	Taking nasal and throat swabs for bacteriological exam	10	3
19.	Taking and interpretation of an ECG, pulmonary function tests	10	2, 3

20.	Emergency outpatient management of fever and hyperthermia	2	1, 2
21.	Emergency outpatient management of acute asthma attack	2	1, 2
22.	Emergency outpatient management of pulmonary edema and cardiac asthma	2	1, 2
23.	Emergency outpatient management of acute coronary syndrome	2	1, 2
24.	Emergency outpatient management of paroxysmal supraventricular tachycardia	2	1, 2
25.	Emergency outpatient management of paroxysmal ventricular tachycardia	2	1, 2
26.	Emergency outpatient management of paroxysmal atrial fibrillation	2	1, 2
27.	Emergency outpatient management of Morgagni-Adams-Stokes attacks	2	1, 2
28.	Emergency outpatient management of hypertensive emergency (hypertensive crisis).	5	1, 2
29.	Emergency outpatient management of "acute abdomen"	2	1, 2
30.	Emergency outpatient management of gastrointestinal bleeding	2	1, 2
31.	Emergency outpatient management of renal colic, biliary "colic"	2	1, 2
32.	Emergency care in sudden death	1	1, 2

### THEMES AND FORMS OF SANITARY AND EDUCATIONAL WORK

1. Hypertension risk factors (lecture, conversation).
2. Chronic obstructive pulmonary disease risk factors (lecture, conversation).
3. Methods and means of prevention of coronary heart disease (lecture, conversation).
4. Methods and means of prevention of acute respiratory infections (lecture, conversation).
5. Prevention and treatment of functional dyspepsia and irritable bowel syndrome (lecture, conversation).
6. Phytotherapy in outpatient practice (lecture, conversation).
7. Physiotherapeutic treatment methods, physical therapy in outpatient practice (lecture, conversation).
8. Health effects of alcohol (health bulletin).
9. Drugs and drug addiction (health bulletin).
10. Healthy living - the way to health, success and longevity (health bulletin).
11. Smoking and health (health bulletin).
12. Healthy diet (lecture, conversation).



## INFORMATION AND METHODOLOGICAL PART

### CALENDAR AND THEMATIC PLAN FOR PRACTICAL TRAINING

Type of work/activity	Number of		
	Weeks/days	in-class hours	total
Participation in consulting outpatients together with general practitioner.	3,2/16	110	168
Familiarization with the work of diagnostic services of the outpatient clinic (functional diagnosis department, radiation diagnostics (medical imaging) department, laboratory, procedure room)	0,2/1	10	14
Working in the day care unit	0,2/1	10	14
Familiarization with the work of the department rehabilitation and the department of prevention	0,2/1	4	6
Familiarization with the work of other specialists	0,2/1	10	14
<b>Total:</b>	4/20	144	216

### REQUIREMENTS FOR THE CONTENT, DESIGN OF THE DIARY, TRAINING REPORT AND STUDENT'S PERFORMANCE REVIEW

During work experience training, the student, under the supervision of the direct supervisor of the training from the healthcare institution, completes the training curriculum, fills in the following documents:

- work experience training diary (appendix 1),
- work experience training report (appendix 2)

Receives student's performance review (appendix 3).

The title page of the diary is signed by the general supervisor of the training from the healthcare institution, training supervisor from the department, approved by the head doctor and is certified by the seal of the healthcare institution. The report and student's performance review are signed by the direct supervisor of the training from the healthcare institution, approved by the head doctor and certified by the seal of the healthcare institution.

The diary is the document that confirms compliance with the work experience training curriculum. In the diary the students reflects mastered practical skills, number of the skills and level of mastering the skills daily.

Every day, the student must describe one patient case in detail according to the scheme: encrypted patient's full name (for example, patient X), age, sex, complaints, brief case history, physical examination, a complete clinical diagnosis, management plan of a patient including regimen, diet, medications dosages and forms and other methods of treatment, information on temporary disability expertise (if necessary).

This type of work is recorded in the "Additional work" section of the diary.

Every day, the diary is endorsed and signed (with a transcript of the signature) by the direct supervisor of the training from the healthcare institution and by the student. Corrections, additions after the direct supervisor has signed the diary are not allowed.

During the last week of the training the student compiles work experience training report. The report should contain the list of practical skills acquired during the training. The report should summarize the number of skills practiced during entire period of the training based on the data from the diary. The report should indicate level of mastering of the skills (for example 1, 2 or 3). The report should be signed by the student and by the direct supervisor of the training from the healthcare institution.

The student's performance review is issued by the direct training supervisor from the healthcare institution and is approved by the head of the healthcare institution and is certified by the seal of the healthcare institution. The performance review includes:

- a) business qualities of a student-trainee, his ability to acquire professional skills;
- b) the presence and results of the development of personal qualities (communicative, moral, volitional) necessary for the profession;
- c) compliance with labor discipline, occupational safety requirements, sanitary norms and rules;
- d) general assessment of the results of the fulfillment of the training curriculum and the level of practical training achieved;
- e) interpersonal relations with colleagues and other members of healthcare team, knowledge and compliance with the rules of medical ethics and deontology

The execution of the of the work experience training diary, report, and review should be carried out on A4 paper using the MS Word application.

### **QUESTIONS TO PREPARE FOR THE GRADED CREDIT**

1. Goals, objectives, structure and principles of organization of primary therapeutic (general practice) medical care service in outpatient settings in the Republic of Belarus.
2. Methods of outpatient treatment and rehabilitation in day-care unit settings.
3. Principles of organization of the work of an outpatient clinic and the work of a district therapist (general practitioner).
4. Scope of work, rights and responsibilities of a district therapist (general practitioner).
5. Teamwork in healthcare, principles of interaction and cooperation, teamwork in healthcare in the work of a district therapist (general practitioner), other specialists and healthcare organizations and institutions.
6. Indications for referral.
7. Regulations and indications for hospital referral of therapeutic patients.
8. Indications for Day Care Unit (DCU) referral.
9. Types of temporary disability.



10. Rules and regulations for putting patients on a sick leave and temporary disability certificate and its prolongation in case of illness and other types of temporary disability.
11. Functions of a sick leave.
12. Structure and functions of Medical Consulting Commission (MCC).
13. Structure, types and main functions of Medical and Rehabilitation Expert Commission (MREC).
14. Criteria for defining disability groups.
15. Indications for referral of patients for medical and social expertise, periods of re-evaluation.
16. Types of medical rehabilitation.
17. Principles of rehabilitation in outpatient settings.
18. Main directions of preventive activities in the work of a district therapist (general practitioner).
19. Concept of dispensarization.
20. Stages of dispensarization.
21. Types of preventive examinations.
22. Groups of dispensary surveillance.
23. Criteria for assessing the quality and effectiveness of dispensarization.
24. General indications and contraindications for patient referral to sanatorium and resort treatment.
25. Sanatoriums and resorts of the Republic of Belarus.
26. Sanatorium and resort treatment referral regulations.
27. Peculiarities of patient treatment in ambulatory care.
28. Methods of active detection of tuberculosis (TB) and cancer of various localizations.
29. Patient management and mandatory minimum of laboratory and diagnostic tests in certain therapeutic disease in outpatient settings.
30. Major principles of treatment of therapeutic diseases with and without complications and comorbidities in outpatient settings.
31. Exacerbation, recovery and remission criteria in common therapeutic diseases.
32. Diagnosis, management and emergency medical care at preadmission stage in the following conditions:
  - fever and hyperthermia,
  - asthma attack,
  - pulmonary oedema,
  - angina attack and acute coronary syndrome,
  - paroxysmal arrhythmias (narrow and wide QRS paroxysmal tachycardia, atrial fibrillation, Morgagni-Adams-Stokes attacks),
  - «acute» abdomen,
  - gastrointestinal bleeding,
  - renal colic,
  - biliary «colic».
33. Emergency care in sudden death.

## METHODOLOGICAL INSTRUCTIONS FOR PRACTICE SUPERVISORS AND STUDENTS

### **Head of healthcare institution:**

signs agreements with the university on organizing work experience training of students, issues an order on the enrollment of students for work experience training in accordance with the agreements, on the appointment of general and direct supervisors of the work experience training at the institution and sends it to the Rector of the University (an electronic version is acceptable);

approves work experience training reporting documents (work experience training diary, student's training report and student's performance review).

### **General supervisor of the training in the healthcare institution:**

assigns students to subdivisions of the healthcare institution;  
organizes the instruction of students on occupational health and safety and occupational hygiene;

interacts with the training supervisors from the department on the completion of the curriculum by students;

involves students in the work stipulated by the curriculum of work experience training;

ensures the necessary conditions for the students to complete the curriculum of work experience training;

controls occupational discipline of students;

endorses and signs the work experience training diary (title page).

### **Direct supervisor of the training in the healthcare institution:**

together with the group monitor, draws up a schedule of students' work experience training and submits it for approval to the head of the healthcare institution;

assigns students to workplaces in accordance with the schedule of work experience training;

instructs students on safety rules and workplace safety, industrial hygiene rules, fire safety rules in healthcare institution and at the workplace;

introduces students to the organization of work at the workplace, provides students with assistance in mastering practical skills, in consolidating theoretical knowledge, professional skills at each stage of work experience training;

identifies and promptly eliminates flaws and shortcomings during work experience training, and, if necessary, reports them to the training supervisor from the university and to the administration of the healthcare institution;

daily signs work experience training diary;

upon the completion of the training, endorses and signs student's report and prepares the student's performance review.

### **Direct supervisor of the training from the department:**

interacts with the general training supervisor in the healthcare institution on the completion of the curriculum by students;



provides students with organizational and methodological support during work experience training;

controls occupational discipline of students;

endorses and signs the work experience training diary (title page).

**The group monitor:**

participates in the preparation of the schedule of work experience training in the healthcare institution and brings it to students' notice;

monitors the occupational discipline in the group, promptly informs the supervisors of work experience training from the department about violations of the work regulations of the healthcare institution by students;

upon completion of work experience training, arranges students' reporting documents (work experience training diary, student's training report and student's performance review) for signing by the head of the healthcare institution and certifying them with the seal of the institution.

**During the practical training the student must:**

read the work experience training in outpatient practice curriculum (available from the site of the university)

attend a meeting on organizational and methodological issues, on occupational health and safety and occupational hygiene;

comply with the internal rules and regulations of the healthcare institution  
comply with the principles of deontology;

receive instructions on occupational health and safety and occupational hygiene in healthcare institution and comply;

record the main points of familiarization and practical activities in various departments of the healthcare institution, indicate which procedures, diagnostic tests or other manipulations were observed, which were performed independently under the guidance of healthcare professionals;

fulfill the curriculum of work experience training, prepare the standard documents (work experience training diary, student's training report) receive the student's performance review.

Appendix 1  
to the work experience training  
curriculum

**MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS**

Educational Institution

«BELARUSIAN STATE MEDICAL UNIVERSITY»

Healthcare Institution

TITLE

APPROVED by

Head Doctor

Full name

\_\_\_\_\_ 202 \_\_\_\_\_

STAMP

**DIARY**

of the work experience training in outpatient practice

\_\_\_\_\_  
(Name, Second Name, Last Name)

Faculty

Year

Student group No.

Healthcare

institution

(practice base)

\_\_\_\_\_  
(Name of the Healthcare Institution)

Head of Practical Training from  
the healthcare institution \_\_\_\_\_

(signature) (Full name)

Head of Practical Training from the  
department of Outpatient Therapy

\_\_\_\_\_  
(signature) (name)



Day 1. Date \_\_\_\_\_ Time \_\_\_\_\_

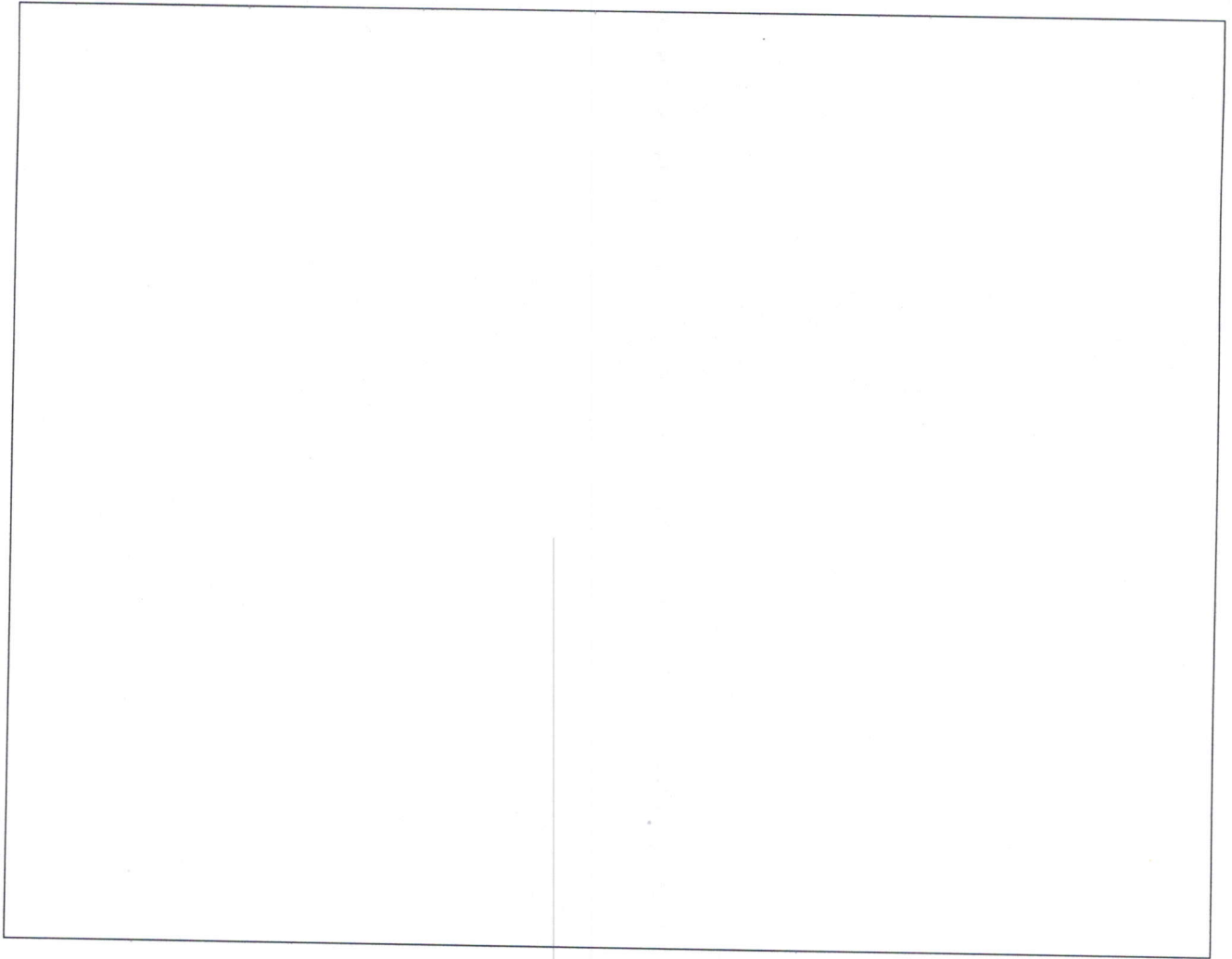
No.	Practical skills	number (a day)	mastering level
1.	Taking medical history, physical examination of a patient		
2.	Making a plan of diagnostic workup of a patient in outpatient practice		
3.	Interpretation of results of laboratory and diagnostic tests and procedures		
4.	Formulation of clinical diagnosis		
5.	Compiling an individual plan of treatment and prevention		
6.	Compiling dispensarization plan		
7.	Filling in form No. 025/y-07 – outpatient medical record (outpatient's card)		
8.	Filling in form No. 025-3/y-07 – registration sheet of patient visits, diseases and patients treated by physician in outpatient clinics		
9.	Filling in form No. 131/y-ДБ – card of dispensarization of a patient of 18 years of age or older		
10.	Filling in form No. 058/y – emergency notification of infectious diseases, occupational or food poisoning, unusual vaccination reaction		
11.	Filling in form No. 2-мцэ/y-09 – referral for medical and social expertise		
12.	Filling in form No. 1 мед/y-10 – extract from medical records		
13.	Filling in form No. 1 здп/y-10 – medical certificate of health		
14.	Filling in form No. 106/y-10 – physician-issued death (stillbirth) certificate		
15.	Filling in a sick leave (strict accountability form)		
16.	Filling in a temporary disability certificate		
17.	Prescribing physician's prescriptions for essential medicines		
18.	Taking nasal and throat swabs for bacteriological exam		
19.	Taking and interpretation of an ECG, pulmonary function tests		
20.	Emergency outpatient management of fever and hyperthermia		
21.	Emergency outpatient management of acute asthma attack		
22.	Emergency outpatient management of pulmonary edema and cardiac asthma		
23.	Emergency outpatient management of acute coronary syndrome		
24.	Emergency outpatient management of paroxysmal supraventricular tachycardia		
25.	Emergency outpatient management of paroxysmal ventricular tachycardia		

26.	Emergency outpatient management of paroxysmal atrial fibrillation		
27.	Emergency outpatient management of Morgagni-Adams-Stokes attacks		
28.	Emergency outpatient management of hypertensive emergency (hypertensive crisis).		
29.	Emergency outpatient management of "acute abdomen"		
30.	Emergency outpatient management of gastrointestinal bleeding		
31.	Emergency outpatient management of renal colic, biliary "colic"		
32.	Emergency care in sudden death		

**Additional work:**

Every day, the student must describe one patient case in detail according to the scheme: encrypted patient's full name (for example, patient X), age, sex, complaints, brief case history, physical examination, a complete clinical diagnosis, management plan of a patient including regimen, diet, medications dosages and forms and other methods of treatment, information on temporary disability expertise (if necessary).





Student \_\_\_\_\_  
(signature)

Direct supervisor from the healthcare  
institution \_\_\_\_\_  
(signature)

Appendix 2  
to the work experience training  
curriculum

**MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS**

Healthcare Institution

“TITLE”

APPROVED BY  
Head Doctor

Name

202  
STAMP

Student Report of \_\_\_\_\_  
(FULL NAME)

Work experience training in outpatient practice in the healthcare institution

(Name of the Healthcare Institution in accordance with the State Register)

for the period from \_\_\_\_ 20\_\_ to \_\_\_\_ 20\_\_

No.	Practical skills	Recommended		Done	
		number	mastering level	number (total)	mastering level
1.	Taking medical history, physical examination of a patient	170	3		
2.	Making a plan of diagnostic workup of a patient in outpatient practice	170	3		
3.	Interpretation of results of laboratory and diagnostic tests and procedures	170	3		
4.	Formulation of clinical diagnosis	170	3		
5.	Compiling an individual plan of treatment and prevention	170	3		
6.	Compiling dispensarization plan	20	3		
7.	Filling in form No. 025/y-07 – outpatient medical record (outpatient's card)	10	3		
8.	Filling in form No. 025-3/y-07 – registration sheet of patient visits, diseases and patients treated by physician in outpatient clinics	20	3		
9.	Filling in form No. 131/y-ДБ – card of dispensarization of a patient of 18 years of age or older	20	3		
10.	Filling in form No. 058/y – emergency notification of infectious diseases, occupational or food poisoning, unusual vaccination reaction	10	3		



11.	Filling in form No. 2-мсэ/y-09 – referral for medical and social expertise	3	3		
12.	Filling in form No. 1 мед/y-10 – extract from medical records	10	3		
13.	Filling in form No. 1 здп/y-10 – medical certificate of health	10	3		
14.	Filling in form No. 106/y-10 – physician-issued death (stillbirth) certificate	2	1, 2, 3		
15.	Filling in a sick leave (strict accountability form)	20	3		
16.	Filling in a temporary disability certificate	20	3		
17.	Prescribing physician's prescriptions for essential medicines	40	3		
18.	Taking nasal and throat swabs for bacteriological exam	10	3		
19.	Taking and interpretation of an ECG, pulmonary function tests	10	2, 3		
20.	Emergency outpatient management of fever and hyperthermia	2	1, 2		
21.	Emergency outpatient management of acute asthma attack	2	1, 2		
22.	Emergency outpatient management of pulmonary edema and cardiac asthma	2	1, 2		
23.	Emergency outpatient management of acute coronary syndrome	2	1, 2		
24.	Emergency outpatient management of paroxysmal supraventricular tachycardia	2	1, 2		
25.	Emergency outpatient management of paroxysmal ventricular tachycardia	2	1, 2		
26.	Emergency outpatient management of paroxysmal atrial fibrillation	2	1, 2		
27.	Emergency outpatient management of Morgagni-Adams-Stokes attacks	2	1, 2		
28.	Emergency outpatient management of hypertensive emergency (hypertensive crisis).	5	1, 2		
29.	Emergency outpatient management of "acute abdomen"	2	1, 2		
30.	Emergency outpatient management of gastrointestinal bleeding	2	1, 2		
31.	Emergency outpatient management of renal colic, biliary "colic"	2	1, 2		
32.	Emergency care in sudden death	1	1, 2		

Student

\_\_\_\_\_  
(signature) Full name

General

Practice Supervisor from the Healthcare  
Institution\_\_\_\_\_  
(signature) Full name

Appendix 3  
to the work experience practical  
training program

**MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS**  
Healthcare Institution  
TITLE

APPROVED BY  
Head Doctor  
Full name

\_\_\_\_\_ 202\_\_\_\_\_  
STAMP

**PERFORMANCE REPORT**

of the student \_\_\_\_\_  
(*Last name, first name, patronymic*)

The report should reflect the professional qualities of the student-trainee as well as the ability to acquire professional skills. Indicate the presence and results of the development of personal qualities necessary for the profession. Give a general assessment of the results of the completion of the practical training program and the achieved level of practical training. Characterize the relationships with the team, knowledge and compliance with the norms of medical ethics and deontology. In conclusion, recommendations should be given on the eligibility of the student for the interim assessment in work experience practice, and proposals to University should be made as to the improvement of the quality of theoretical training preceding the student's referral to practice.

Direct Practice Supervisor from the Healthcare  
Institution  
Full name

\_\_\_\_\_ 202\_\_\_\_

I am familiar with the report

\_\_\_\_\_ Full name  
\_\_\_\_\_ 202\_\_\_\_



**COMPILERS:**

Head of the Department of  
Outpatient Therapy, Ph. D.,  
Associate Professor



A.V. Yakauleva

подпись

Associate Professor, Ph. D.,  
Associate Professor



Y.S. Miksha

подпись

Lecturer



V.V. Droshchanka

подпись

Lecturer



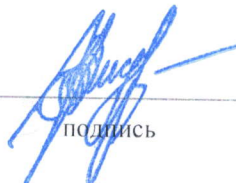
A.S. Aliakseyeva

подпись

The design of the work experience practice program and accompanying documents meet the established requirements

Dean of the Medical Faculty for  
International Students of the Educational  
Institution «Belarusian State Medical  
University», Associate Professor

31 05 2022



O.S. Ishutin

подпись

Head of Practical Training  
of the educational institution  
«Belarusian State Medical University»

31 05 2022



N.A. Medved

подпись

Methodologist of the educational  
institution «Belarusian State  
Medical University»


31 05 2022





O.R. Romanovskaya


подпись

### About the authors (compilers) of the curriculum

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