



# Student's Handbook

## Professional Exchange Program – IFMSA

Name of the Student:

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Nationality:

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Hospital:

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Department:

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Supervising doctor:

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Start date:

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End date:

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Dear Student and Doctor,

Student Handbook is part of IFMSA official documentation system.

Please fill it in during the clerkship.

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# Introduction to IFMSA - SCOPE

The International Federation of Medical Students' Associations (IFMSA) is an independent, non-governmental and non-political federation of medical students gathering more than 1.5 million medical students from over 116 countries.

The IFMSA was founded in May 1951, Copenhagen-Denmark and it is officially recognized as a Non Governmental Organization (NGO) within the United Nations' and recognized by the World Health Organization as the International Forum for medical students.

The **Standing Committee On Professional Exchange (SCOPE)** was at the core IFMSA's foundation with the mission to: *"Promote cultural understanding and co-operation among medical students and all health professionals, through the facilitation of international students' exchanges"*.

Today 10.400 exchanges are being done by IFMSA-SCOPE every year. **These combined make SCOPE the largest students-run exchange program in the world, having "exchanged" more than 232.000 medical students throughout its history.**

For more information, visit the IFMSA website: [www.ifmsa.org](http://www.ifmsa.org)

# Letter to the Supervising Doctor

Dear Doctor,

We would like to thank you for participating in the largest student-run exchange program in the world.

The exchange program of the IFMSA (International Federation of Medical Students' Associations) is a non-profit and volunteer project run by students, for students. With over 10.000 students travelling on exchanges per year, it represents a great opportunity for foreign and local students, as well as our faculties and health care institutions, to share medical knowledge in a professional context. As a tutor, you are invited to participate in this unique experience sharing knowledge and contrasting cultural differences by guiding the foreign student during its practice in order to make the exchange a high quality and unforgettable experience.

In order to ensure that our student gets the best out of their clerkship with your department and to provide feedback about the placement, we kindly ask that you:

- Meet with the student at the beginning of the clerkship to discuss expectations and goals of the clerkship.
- Together with the student, fill out all the parts of this handbook.
- Sign the certificate of clerkship if the student has met with your expectations.

We hope that this clerkship will be a memorable experience for you as much as for our students. Thank you for your cooperation.

# Letter to the Student

Dear Student,

Thank you for choosing IFMSA and SCOPE for your clerkship.

You are participating in the largest student run exchange program. As such, most of the work done for your exchange is by colleagues of you, who have volunteered time out of their medical curriculum to help you have a memorable exchange opportunity. You will experience a great hospitality, an excellent chance to discover a new health care system and have wonderful opportunity to meet new friends from around the world. However, we would like to draw your attention to the fact that this exchange is first and foremost an educational opportunity. As such, we urge you to act in consequence. You are requested to attend actively 80% of your rotation, have an active participation in the plan of care of patients, and fill out this student's handbook seriously in order to get your Exchange Certificate.

You will be requested to:

- Arrange to meet your supervising doctor on your first day to discuss expectations and goals of the clerkship.
- Fill out the handbook according to the expectations of your home faculty and your supervising doctor.
- Ensure that you “meet expectations” of the supervising doctor in order to get the certificate of your clerkship signed by the supervisor.
- Fill out the electronic Evaluation Form (EF) available at the IFMSA database ([ifmsa.org](http://ifmsa.org)) at the end of the exchange.
- Present the signed handbook, certificate and the report of you internship to your local exchange officer when you return from you exchange.

Enjoy your exchange!

# Global Health Learning Objectives

Within SCOPE, we think the idea of Global Health Education is very important. We recommend that you take a bit of time to consider the objectives below and research some of the health issues that your host country faces and how this contrasts with your own country.

1. To know the **primary health concerns** and **basic epidemiology** of the host country and how it differs from the home country.
2. To understand the **structure of the healthcare system** in the host country and how it is funded.
3. To have a knowledge of the **medical education system** in the host country.
4. To observe **professional** and doctor-patient **relationships** in the host country and compare them to the home country.
5. Identify any **differences in public health regionally and nationally** in the host country.

# Academic Quality Kit

I, \_\_\_\_\_ have read through the suggested

*(Name of Head of Faculty)*

SCOPE handbook 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 by

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*(Name of Medical School, Country)*

Certified by: \_\_\_\_\_

*(Name and Title)*

Signature:

Stamp:

# First Two weeks of attachment

Date	Learning Experience/Skill	Hours attended	Signature or Initials of Tutor (Whichever is required by home faculty)



# Second Two weeks of attachment

Date	Learning Experience/Skill	Hours attended	Signature or Initials of Tutor (Whichever is required by home faculty)

# Checklist for Clinical Rotations

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					

# Checklist for Surgical Rotations

Item		Performance				Comments
		Observes	Assists	Does under supervision	Does individually	
Taking Anamnesis						
Physical examination	Head & neck					
	Chest					
	Abdomen					
	Extremities					
Diagnosis/DD						
Treatment and operation plan						
Commenting on lab results						
Informed consent						
Surgical hand washing and wearing sterile clothing						
Removing drainages						
Wound management						
Hygienic protocols						
Stitches/ Staples	Making					
	Removing					
Interpretation	X-rays					
	CT					
	MRI					
	Sonography					
Basics on using local anaesthesia						
Bladder catheterization						
Operations						

# Tutor's Evaluation of Student's Performance

## Instructions to supervising doctor:

- Please read through the handbook to assess whether the student has fulfilled the expectations.
- In order for the student to receive a certificate of their clerkship, he/she must have at least "met expectations." If the student has done so, please also sign the additional Certificate of Clerkship in order for the clerkship to be recognized. Please circle as appropriate.

**Poor                      Sub-Standard                      Met Expectations                      Exceeded Expectations                      Excellent**

	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: \_\_\_\_\_

## Doctor's comments and suggestions

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## Student's comments and suggestions

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# Additional Requirements

# Acknowledgments

This Student's Handbook was first assembled in May 2009, with the great efforts of SCOPE's Academic Quality Coordinators:

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