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Postgraduate Institute of Medicine – University of Colombo

**POSTGRADUATE INSTITUTE OF MEDICINE
UNIVERSITY OF COLOMBO**



PROSPECTUS

**POSTGRADUATE DIPLOMA
IN
FAMILY MEDICINE
(FULL TIME – FACE TO FACE)**

2013

BOARD OF STUDY IN FAMILY MEDICINE

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PROSPECTUS-POSTGRADUATE DIPLOMA IN FAMILY MEDICINE

1. Name of the degree programme:

Postgraduate Diploma in Family Medicine

2. Full title:

Postgraduate Diploma in Family Medicine

3. Abbreviated title:

PgD-FM.

4. Background to the programme:

The Board of Study in Family Medicine (BOS) conducts the training programmes and the examinations in family medicine. There are large numbers of patients in Sri Lanka who seek advice and care for different ailments and problems from general practitioners. The main purpose of the programme is to produce a diplomat to improve the quality and standard of such expected care.

The Postgraduate Diploma is also one of the requirements to register in the MD training programme in Family Medicine to proceed to higher levels of training in the discipline. The Ministry of Health recognises the Postgraduate Diploma for promotion of medical officers of the ministry to Grade 1.

5. Justification:

The University Grants Commission (UGC) has introduced new circulars and guidelines to improve the quality of all training programmes in the University System to keep in line with the developments and changes in the Postgraduate Education in the world. Another reason to do so is to maintain uniformity in all training programmes. The instructions in circulars and guidelines will assist the trainers and trainees to participate in activities in the training programmes fully when they are informed in detail regarding different components in the programmes in the prospectus.

6. Programme Aims

To offer opportunities for postgraduate training in General/Family practice to the doctors already working in primary care situations and to create a pathway to acquire the higher qualification of MD in family Medicine

6.1 Learning Outcomes

The training provided to the candidates will enable them to provide a higher level of comprehensive and continuous health care in the family practice setting. At the completion

of the training programme the trainees are expected to be competent in;

1. Providing personalized, comprehensive care, with continuity and coordination of care at primary care level.
2. Effective management of common health problems in the locality of the family practice.
3. Dealing with emergencies, giving proper initial management, with appropriate coordination of further care
4. Applying knowledge of clinical, behavioural & social sciences in patient management.
5. Effective communication with patients, family, colleagues & other health care workers and community.
6. Promoting health, providing preventive care and supporting the national health programmes.
7. Practicing cost-effective management with knowledge in health economics.
8. Skills for good practice management.
9. Medical record keeping, clinical audit, and recognizing the importance of quality assurance.
10. Critical appraisal of medical information presented in the literature and by pharmaceutical firms.
11. Undertaking needs-based research in the community.
12. Handling medico-legal issues and maintain professional ethical standards.
13. In respecting the autonomy, dignity and rights of the patient and family.
14. Self directed lifelong learning and continuous professional development.

7. Eligibility requirements for application:

- (a) A medical degree registered with the Sri Lanka Medical Council^{1*}
- (b) Satisfactory completion of internship acceptable to the Sri Lanka Medical Council
- (c) In the case of an applicant from the Ministry of Health satisfactory completion of five years of post-internship service in a university/public sector/private sector institution in Sri Lanka acceptable to the PGIM

OR

In the case of a full time **general practitioner** or a permanent **academic staff member** from a medical faculty satisfactory completion of **one year** of post-internship service in a university/public sector/private sector institution in Sri Lanka acceptable to the PGIM

¹ * Sri Lankans in the non-state sector will be selected based on “guidelines for enrolment of non-state sector candidates for training programmes - 2011. The decision of the Board of Management will be final in all such applications. The quota for the non-state sector is determined for each year by the BOS and same will be included in the advertisement. Foreign nationals who seek to apply to register for the selection examination should possess a medical degree registrable with the Sri Lanka Medical Council. They will be selected based on “guidelines for enrolment of non-state sector candidates for training programmes - 2011. The decision of the Board of Management will be final in all such applications.

- (d) The criteria prescribed in paragraph (a) to (c) must have been satisfied by the applicant at the date of closure of applications for the selection examination in family medicine.
- (e) Where a shortfall has occurred due to any reason including sick, maternity or other leave, the applicant should complete such shortfall to be eligible to apply for the selection examination.

8. Selection Examination:

8.1 Process:

- (a) The PGIM will issue a circular/an advertisement to select a pre-determined number of candidates each year. The number shall be decided by the BOS and the Ministry of Health (MOH) and indicated in the circular/advertisement.
- (b) Applicants who qualify the selection examination shall be enrolled based on merit to fill the pre-determined number of vacancies.

8.2 Format of the Selection Examination – 40 MCQ questions – 2 hours duration – 200 marks

There shall be a Multiple Choice Question Paper of true/false type. There shall be negative marking within the question only. The MCQ paper will include questions on medicine, surgery, paediatrics, gynaecology & obstetrics, psychiatry and basic sciences.

8.3 Pass mark: A candidate must obtain 100 or more out of 200 (**50% or more**) to qualify for selection.

9. Course content

The Postgraduate Diploma in Family Medicine (DFM) course will consist of:

- 1. Taught programme**
- 2. Clinical and practical training programme**
- 3. Skills training programme**

10. Details of the training programme

10.1 Duration: 12 months (full-time face to face)

10.2 Format and Teaching / learning activities:

The training programme will consist of 6 components. These shall include Lectures, Clinical / practical training in 24 specialties, Skills training, Tutorials (There shall be 6 tutorials during the course. The 6 topics will be given in advance. The entire batch will be divided into 4 groups and the same tutorial will be conducted separately on the same day), Seminars/Workshops (There shall be 8 during the training programme. This will be scheduled during the lecture hours. Trainees will be given the Topics in advance to prepare and do the presentations), and a portfolio.

Details of teaching learning activities are given in **Annex 1**

10.3 Clinical rotations, Practical and Skills training

- During the clinical rotation each trainee shall maintain an appointment diary and a portfolio. (Details are given in **Annex 2 and 3**)
- The clinical training shall be conducted by approved trainers in hospitals and other training units and GP training units and trainers and hospitals approved by the BOM on the recommendation of the BOS.
- To facilitate clinical training, objectives for clinical training in General Practice and objectives for clinical attachments and practical sessions of will be made available to the trainers.
- The practical training shall be conducted by approved trainers.

10.4 Lectures

The lectures shall be conducted by approved lecturers appointed by the BOS/FM.

10.5 Calculation of Credit hours for the training programme is given in the table below

Calculation of Credit hours

Training component	Credits
A. Taught component (235 lectures)	15.7
B. Clinical training sessions of (798 hours)	17.7
C. Practical training (50 hours)	1.6
D. Skills training (40 hours)	1.3
E. Tutorials (6 x 2 hrs = 12 hrs), Seminars/ workshops (8 x 4 hours = 24 hrs)	2.4
F. Portfolio	5
Total	43.7

11. Identification of trainers

A trainer in the specialty of Family Medicine shall be a general practitioner/academic in a university family practice centre having three years experience after obtaining the Postgraduate Diploma in Family Medicine or MD in Family Medicine or equivalent postgraduate qualification in the relevant speciality approved by the BOM and who is also Board Certified in the respective speciality.

Assessment of trainees will include in-course assessment and end-of-course final examination.

12. Format of assessments

A. In-course assessments

- In-course assessment will be based on the portfolio compiled as stipulated by the Board of Study. This portfolio must be submitted to the PGIM at the end of the 8 months of in-service training as a pre-requisite to sit for the final examination. The portfolio will be assessed at the Portfolio Viva (marking grid in **Annex 3**)

Portfolio viva: The portfolio viva will be conducted two months before the final examination. The candidates will have to obtain a minimum of 50% to sit the final examination,

Duration each 20 minutes

Examiners 2 GP trainers

Candidates who fail to obtain a minimum of 50% should resubmit the portfolio with corrections /amendments one month before the postgraduate diploma examination.

Candidates will be given only two attempts to submit the portfolio before the final examination. Those who fail to obtain a minimum of 50% on the second attempt at the portfolio viva will have to resubmit the corrected portfolio before the next scheduled postgraduate diploma examination.

- Trainers will be requested to sign the appointment diary of trainees to confirm attendance (80%) and satisfactory completion of each clinical training component. Unsatisfactory reports will result in candidates being **requested to extend the training period or to discontinue the training programme.**
- Satisfactory participation at lectures / demonstrations, tutorials and workshops/seminars- 80% attendance is mandatory

13. Eligibility to sit the Postgraduate Diploma Examination

In order to be eligible to sit the postgraduate diploma examination trainees must fulfil criteria I – V below:

- I. Satisfactory completion of the course
- II. Obtain a minimum mark of 50% the Portfolio Viva
- III. Minimum 80% attendance for lectures
- IV. Attendance of 80% or more for clinical and practical training, tutorials and seminars/workshops.
- V. Competence in cardiopulmonary resuscitation and other skills certified by the respective trainers

The eligibility is to be certified by the Chairperson/Board of Study

14. Postgraduate Diploma Examination Format

This will be conducted at the end of the training period in two stages. (Stage 1 and stage 2). The candidates who obtain 40% for stage 1 will be eligible to proceed to stage 2. Stage 1 shall consist of one component (C1) and stage 2 will consist of two components (C2 and C3).

Stage 1

C1. The Multiple Choice Question paper – 3 hours – 260 marks

60 MCQ type questions.

This will consist of 40 true / false type and 20 single best answer type (SBA), to be answered in a total of 3 hours.

The range of marking for MCQ will be 0-5 and there shall be negative marking within the question and not carried forward.

Correct answer in SBA will carry 3 marks and there shall be no negative marking.

Those who obtain 40% or more will be eligible to proceed to stage 2.

Stage 2

C2. Written Paper (MEQ/SEQ) – 1 hour and 30 minutes– 300 Marks

* **Two** problem solving MEQ exercises (100 marks for each question)

* **One** SEQ on the principles and practice of Family Medicine (100 Marks)

Each of the above questions will be marked independently by two examiners and the average of the two marks shall be the final mark for the question

C3. Clinical examination -900 marks

This will include 2 components: OSCE and OSPE

OSCE - 800 marks

There will be 8 stations (*10 minutes at each station*).

Details of examiners at one station-2 examiners-1 GP trainer, 1 Hospital Consultant

OSPE – 100 marks – 10% of the total

There will be 10 stations (*3 minutes at each station*).

15. Requirements to Pass the Postgraduate Diploma Examination

50% or more of the total aggregate

AND

40% or more for all of the following

a) MCQ

b) MEQ/SEQ.

c) Clinical Examination (OSCE+OSPE)

16. Un-successful candidate

A candidate who obtains the 50% of the total aggregate but fails the examination as a result of not obtaining the minimum 40% for one component in either C2 or C3 should sit only the failed component at the next attempt.

If a candidate fails to obtain the minimum 50% of the total aggregate should re-sit the whole examination.

17. Course fee:

This will be according to the regulations in relation to course and examination fees which is available in the PGIM

18. Further reading (Annex 4)

ANNEX 1

CURRICULUM – POSTGRADUATE DIPLOMA IN FAMILY MEDICINE

The teaching/learning activities shall include

- A. Taught programme**
- B. Clinical and practical training programme**
- C. Skills training programme**

A. TAUGHT PROGRAMME: LECTURES/TUTORIALS/WORKSHOPS

Each lecture session has two lectures. Each lecture is 90 minutes. There will be three lecture sessions of (6 lectures) per week. Content areas covered by the lectures/lecture demonstrations are given below.

1. FAMILY PRACTICE

1. Introduction to the DFM course
2. History and Principles of Family Medicine
3. The consultation and the doctor / patient relationship
4. The diagnostic process
5. Learning / teaching methods
6. The concepts of health and illness
7. The Family in family practice
8. Medical Record – (POMR) (2 Sessions)
9. Classification of Health Problems in Primary Care – (ICHPPC)
10. Family Practice organization
11. Counselling
12. Domestic violence
13. Alcohol and the family
14. Patient management-Patient education
15. Palliative care
16. Self-care in chronic illness
17. Family counselling
18. Patient management -Compliance
19. Wellness screening
20. Therapeutic life style changes-Maintaining positive health and exercise
21. Rational use of drugs in general practice

22. Medical examination for physical fitness
23. Sports medicine in family practice
24. Rational use of medical resources, utilizing community resources, and relationships with other health professionals
25. Practice management and personnel management
26. Patient referral
27. Clinical audit
28. Medical ethics and human values
29. Quality Assurance in family practice
30. Research in family practice (**2 teaching sessions**)
31. Taxation in family practice, Accounts in family practice and Investments in family practice
32. Legal aspects of family practice
33. Continuing professional development for the family physician
34. Medical informatics in family practice (**2 Sessions**)

Group work – Doctor patient relationship, medical ethics and human values

2. COMMUNITY HEALTH

1. Health care system
2. Primary health care concept and health sector reforms
3. Mortality and morbidity patterns
4. Epidemiology and its use in family practice
5. Immunization
6. Environmental protection and health education
7. Occupational health
8. Essential drugs concept
9. Alternate systems of medicine

Evaluation - Community Medicine teaching / learning

3. WOMEN'S HEALTH

1. Physiological changes and diagnostic features of early pregnancy
2. Antenatal care and recognition of the high risk pregnancy (including Rh. Incompatibility)
3. Psychosocial problems of pregnancy:

- i. effect on woman and family
- ii. Unwanted pregnancy
- iii. Termination of pregnancy
4. Early detection and referral in
 - i. multiple pregnancy
 - ii. fetal malpositions
 - iii. hydramnios
5. Management in pregnancy:
 - i. hyperemesis
 - ii. Leg swelling/Pain
 - iii. Proteinuria
 - iv. Abdominal pain
 - v. SOB
6. Haemorrhages in pregnancy (**2 teaching sessions**):
 - i. haemorrhages
 - ii. Abortions
 - iii. Ectopic gestation
7. Evaluation and appropriate referral of medical / surgical conditions coincidental to pregnancy (**2 teaching sessions**):
 - i. essential hypertension
 - ii. Heart disease
 - iii. Respiratory tract infections
 - iv. Urinary tract infections
 - v. diabetes mellitus and other endocrine dysfunctions
 - vi. Anaemia
 - vii. jaundice
 - viii. Surgical problems during pregnancy and lactation
8. Prescribing in pregnancy and lactation
9. Post natal care :
 - i. the puerperium – routine care of mother and baby
 - ii. recognition and management of psychological changes in the puerperium
10. Menstruation:

- i. Puberty, menarche and the normal variations of menstruation
 - ii. abnormalities of menstruation and associated disease
 - iii. Dysmenorrhoea
11. The problems of the climacteric and menopause
12. Problems of the female genito-urinary tract (**2 teaching sessions**):
- i. urinary tract infection
 - ii. vaginal discharge
 - iii. urinary problems in gynaecology
 - iv. genital prolapse
 - v. senile problems of the genital tract
13. Neoplasms of the female genital tract and screening for malignancy
14. Management of the sub-fertile couple
15. Family planning and contraception

4. CHILD CARE

1. Examination of the newborn and routine care of the newborn
2. Evaluation of symptoms/signs of the new born (**2 sessions**)
 - i. refusal of feeds
 - ii. fever
 - iii. jaundice
 - iv. respiratory distress
 - v. irritability
 - vi. fits
 - vii. vomiting and or diarrhoea
 - viii. sick child
 - ix. skin rashes
 - x. abdominal distension
 - xi. musculo-skeletal defects
3. Infant feeding
4. Assessment of growth and development and recognition and management of Deviations
5. Management of the ‘floppy’ child
6. Genetic problems of childhood and counselling
7. Abnormal behaviour and emotional disorders in childhood
8. Child with developmental problems
9. Ear/nose/throat problems in childhood

10. Evaluation and management of a child with cold / cough :
11. Childhood asthma
12. Evaluation and management of fevers in children
13. Management of Dengue fever and Dengue haemorrhagic fever in children
14. Management of the child with convulsions (**2 sessions**)
15. The child with a heart murmur
16. Management of diarrhoea in infancy and childhood
17. The child with abdominal pain
18. The child with urinary/genital problems:
 - i. vaginal discharge
 - ii. urinary tract infections
 - iii. anomalies of the genito-urinary tract in childhood
19. Evaluation and management of a child with generalized swelling
20. Evaluation of a child with hepatosplenomegaly/lymphadenopathy
21. Management of the pale/anaemic child
22. Conditions causing abnormal bleeding in childhood
23. Conditions causing pain and swelling of bones and joints (**2 teaching sessions**)
 - Rheumatic fever
 - Arthritis
 - osteitis
 - Fractures
 - Non accidental injuries
24. Modes of presentation of endocrine disorders in infancy and childhood
25. Surgical problems needing early attention in childhood
26. Eye problems in childhood
27. Skin problems in childhood
28. The care of the disable child
29. Adolescent Health

5. MEDICINE

1. Care of the elderly in general practice (**2 teaching sessions**)
2. Medical nutrition therapy-(**4 teaching sessions**)
3. Immunological basis of common diseases
4. Evaluation and management of the patient presenting with fever in general practice
5. Evaluation and management of headache in general practice
6. Evaluation and management of cough (**2 sessions**)
7. Evaluation and management of a patient with dyspnoea/wheeze
8. Evaluation and management of an anaemic patient
9. Recognition, assessment and management of acute liver disease
10. Evaluation and management of a patient with abdominal pain
11. Assessment and management of a patient presenting with dyspepsia
12. Assessment and management of a patient with constipation in general practice
13. Management of an adult presenting with chronic diarrhoea
14. Assessment and management of a patient presenting with dizziness
15. Evaluation and management of a patient presenting with elevated blood pressure in general practice (**2 teaching sessions**)
16. Assessment and management of overweight/ obese patient in general practice
17. Investigation and management of a patient with loss of weight in general practice
18. Diagnosis and care of the diabetic patient in general practice (**2 teaching sessions**)
19. Urinary tract infections in adults
20. Evaluation and management of chest pain in general practice-(**2 teaching sessions**)
21. Interpretation of the ECG
22. Recognition and management of heart murmurs
23. Role of the primary care physician in the management of stable angina, heart failure and arrhythmias
24. Role of the primary care physician in the management of a ‘stroke’ / TIA
25. Evaluation and management of fits
26. Assessment and management of a patient presenting with abnormal movements
27. Evaluation and management of paraesthesia
28. Management of acute regional and generalised pain (**2 sessions**)
29. Management of chronic recurrent pain

30. Management of osteoarthritis in general practice
31. Evaluation and management of polyarthritis (**2 sessions**)
32. Recognition, evaluation and management of disorders of the thyroid disorders
33. Genetics for the family physician (**2 teaching sessions**)
34. Recognition and management of lymph oedema
35. Clinical presentations and management of malaria
36. Common presentation and management of tuberculosis
37. Evaluation and management of a patient with genital ulcer
38. Evaluation, investigations and treatment of a male presenting with genital discharge
39. Early detection and investigation of HIV/AIDS in general practice
40. Management of a patient presenting with dog/cat bite
41. Recognition and management of poisoning
42. Rational use of antibiotics
43. Drug and alcohol dependence
44. Evidence based medicine
45. Clinical trials

6. SURGERY

ENT Surgery

1. Evaluation and management of epistaxis in general practice
2. Evaluation and management of nasal symptoms
3. Evaluation and management earache and discharge
4. Detection and management of deafness
5. Evaluation and management foreign bodies ENT

Ophthalmology

1. Evaluation and management of a patient with refractive errors
2. Evaluation and management of a patient with visual problems
3. Management of a patient with a red eye (**2 teaching sessions**)
4. Early detection of glaucoma and cataract
5. Early management of eye trauma
6. Childhood ophthalmic problems

Oral Health Care

1. Preventive dental care in general practice
2. The causes of oral ulceration and their management

General Surgery

1. Management of chronic wounds, abscesses, burns and ulcers
2. Minor surgical procedures and sterility of the dressing room and equipment in general practice
3. Varicose veins and their management
4. Evaluation and management of the breast lumps
5. Detection and management of the different types of hernia
6. Scrotal swellings: how to differentiate and manage
7. Management of ano-rectal conditions:
 - Haemorrhoids; prolapse of rectum
 - Anal fissures
 - Fistulae
 - Abscesses
8. The patient with lower urinary
9. Evaluation and management of dysphagia
10. Initial evaluation of an acute abdomen
11. Evaluation and management of lumps in the neck
12. First aid
13. Evaluation and management head injury

Clinical Lecture Demonstrations (CLDs)-Practical Sessions of

1. Examination of the ear/nose/throat
2. Examination of the eye, to make an ophthalmic assessment

7. PSYCHIATRY

1. Presentation of emotional disorders in primary care
2. Signs of emotional disorders in primary care
3. Evaluation and management of somatic anxiety syndrome
4. Evaluation and management of somatic depression syndrome

5. Evaluation and management of somatization
6. DSM or ICD diagnostic criteria of common psychiatric diseases
7. Management of emotional disorders in primary care - psychotherapy
8. Management of emotional disorders in primary care - psychoactive drugs

8. DERMATOLOGY

1. Principles of diagnosis and management of skin problems
2. Evaluation and management of dermatitis
3. Fungal infections of skin
6. Bacterial infections of skin
7. Leprosy
8. Parasitic infections of skin
9. Viral infections of skin
10. Hair and nail disorders
11. Acne
12. Vascular disorders of skin:
 - urticarica
 - purpura
 - vasculitis
13. Systemic manifestations of skin disease and skin eruptions due to drugs
14. Bullous eruptions
15. Psoriasis: diagnosis and management of the uncomplicated case
16. Lichen planus
17. Pityriasis roseacea
18. Pigmentary disorders of skin
19. Tumours of skin and naevi
20. Skin diseases due to emotional disorders and psychosocial effects of skin disorders
21. Dermatology in relation to AIDS
22. Lecture / discussion using slides (**2 teaching sessions of**)

9. DIAGNOSTIC SERVICES

1. Laboratory tests carried out in family practice and laboratory services available in Sri Lanka
2. Practical demonstration of tests done in a family physician's laboratory
 - i. Laboratory techniques:
 - WBC/DC
 - ESR
 - Hb%
 - Bleeding time
 - Clotting time
 - Blood for malarial parasite,
 - Blood for microfilariae
 - Blood sugar estimation
 - ii. Urine analysis and microscopy
 - iii. Examination of a stool smear
3. Interpretation of reports on tests commonly requested by a family physician :
 - WBC/DC; FBC
 - ESR
 - Hb%
 - Blood picture
 - Bleeding time
 - Clotting time
 - Urine analysis
 - Stool smear
 - Blood sugar estimation
4. Practical demonstration of methods of collection and transport of specimens to the laboratory for bacteriological / fungal / virological examination
5. Practical demonstration of methods of collection and transport of specimens to the laboratory with regard to parasitic infections
6. Identification of snakes commonly found in Sri Lanka
7. Basics of radiology, its limitations and hazards
8. Radiological investigations and the preparation of patients for radiological investigations
9. Interpretation of x-ray films
10. New techniques in imaging

B. CLINICAL AND PRACTICAL TRAINING PROGRAMME

B.1 OBJECTIVES FOR CLINICAL ATTACHMENTS AND PRACTICAL SESSIONS OF IN HOSPITALS

The trainees are expected to acquire knowledge and skills in history taking and physical examination.

1. Observing and discussing the ward activities administration etc.
2. Case presentation and discussing during ward rounds (In brief)
3. Identification and demonstration of physical signs
4. In ward management and basic investigations of common problems
5. Follow up plan at the Clinic or by the family doctor once the patient is discharged
6. Procedural skills – to give opportunities to the trainees to draw blood,
7. Discussion of relevant topics during ward classes

A trainee should have acquired the knowledge and skills stated for each discipline.

The teaching / learning in respect of the objectives stated should focus on assessment in the wards / speciality clinics, with particular emphasis on follow up.

1. General Medicine

Knowledge

1. History taking, general examination and systemic examination
2. Detection of common physical signs and their clinical significance
3. Management of patients presenting with
 - (a) Continued fever-PUO
 - (b) Chronic and recurrent wheeze
 - (c) Dyspnoea –Sudden onset and life threatening
 - (d) Upper GIT symptoms-haematemesis, recurrent vomiting etc.
 - (e) Poisoning
 - (f) Generalized skin rash
 - (g) Chest pain due to cardiac origin
 - (h) Jaundice
4. In ward management of the following
 - (a) Anaemia
 - (b) Diabetes / complications
 - (c) Hypertension / complications
 - (d) CVA
 - (e) Hepato-splenomegaly
 - (f) Bronchial asthma
 - (g) IHD

Procedural skills

Cardio pulmonary resuscitation

1. Peritoneal aspiration
2. Injections. IV, IM, ID, SC
3. IV cannulation
4. Drawing blood
5. Drainage of tension pneumothorax
6. Nasogastric intubation and lavage
7. Nebulization with oxygen therapy

2. General surgery

Knowledge

1. Diagnosis and management of a breast lump
2. Management of common ano – rectal conditions
3. Management of a patient presenting with a scrotal lump
4. Varicose veins and its management
5. Detection of different types of hernias
6. Evaluation, detection and referral of surgical acute abdomen
7. Management of thyroid lumps.

Skills

1. Assessment and closure of traumatic wounds.
2. Incision and drainage of an abscess
3. Excision and biopsy of superficial swellings
4. Venesection.
5. Urinary catheterization.
6. supra pubic cystostomy.
7. Tracheostomy.
8. Intercostal tube drainage.
9. Injection of varicose veins.

3. Paediatrics

Knowledge

1. Regarding the new born
 - A. Examination
 - B. Minor problems – advice and explanation
 - C. Conditions needing early detection and referral
2. Failure to thrive in infancy and childhood

3. child with a cough / wheeze / dyspnoea – causes and management
4. Child presenting with jaundice ± anaemia – causes and management
5. Child with hepato – splenomegaly- evaluation
6. Cerebral palsy – role of the family physician
7. Child with muscular dystrophies – detection and the role of the family physician
8. child with a heart murmur – evaluation
9. UTI – management
10. Nephritic and nephrotic syndrome - management
11. Recognition of neurological disorders

Skills

1. Parenteral therapy
2. IV drips
3. Venepuncture
4. Intubation
5. Oro-pharyngeal suction
6. Nebulization

4. Obstetrics / Gynaecology

Obstetrics

Knowledge

1. Detection and in ward management of the following
 - (a) Multiple Pregnancy
 - (b) Fetal malpositions
 - (c) Hyperemesis
 - (d) Pregnancy induced hypertension
 - (e) Diminished fetal movements
2. Management of medical conditions coincidental to pregnancy- detection, management and follow up
 - (a) Pregnancy induced hypertension
 - (b) Heart disease
 - (c) UTI
 - (d) Diabetes mellitus
 - (e) Anaemia
3. Antenatal care and high – risk pregnancy- role of the family Physician in the management-
4. Early detection, treatment before referral and in ward management of abortions, ectopic gestation, antepartum haemorrhage

Skills

1. How to conduct a normal labour and recognition of deviations
2. Fetal monitoring using a fetal doppler

Gynaecology

Knowledge

Management of the following – in the clinic, indications for admission and investigations

1. Menstrual disorders
2. Menopause
3. sub fertile couple
4. uterine tumours
5. Ovarian tumours
6. Endometriosis
7. PID
8. UV prolapsed

Skills

1. Vaginal examination including speculum examination
2. Taking a high vaginal swab, cervical smear
3. Insertion of an IUCD
4. Performing a LRT
5. Inserting a vaginal pessary

5. Clinical Pathology

Trainees should know how to perform and interpret abnormalities in reports of the following investigations.

1. Hb level
2. ESR
3. WBC/DC
4. Blood picture – anaemia, abnormal cells
5. Blood film- malaria, filarial
6. UFR
7. Microscopic examination of urethral smear, vaginal smear
8. Blood glucose using glucometer
9. Skin scraping
10. Stools saline smear

6. Radiology

1. Basics of radiology, its limitations and hazards
2. The correct use of radiological investigations by the family physician and the preparation of patients for radiological investigations
3. Interpretation of films
4. New techniques in imaging-USS, CT, MRI, PET scan, Doppler

7. Objectives – ENT Surgery

Knowledge

1. Management of acute and chronic infections of ear, nose, throat and sinuses.
2. Detection of deafness – Interpretation of tympanogram / audiogram
 - Prescribing a hearing aid

Skills

1. Auroscopic examination.
2. Removal of foreign bodies in the ear.
3. Ear syringing.
4. Nasal packing

8. Ophthalmology

Knowledge

1. Causes, detection and treatment of a patient presenting with a red eye
2. Early detection of ophthalmic conditions needing referral
3. Detection of cataract and management after surgery
4. Management of glaucoma

Skills

1. Fundoscopic examination detection and referral (diabetic retinopathy hypertensive retinopathy)
2. Removal of foreign bodies – corneal and scleral

9. Dermatology

Knowledge

- 1 Practical approach to skin diseases. (History, examination investigations whenever necessary)
2. Management of common skin infections.
(Bacterial, viral, Parasitic, fungal)

3. Diagnosis and management of eczemas. (Steroid preparations- their potency, indications, side effects)
4. Diagnosis and management of Acne Vulgaris. (Physical, psychological and social approach)
5. Management of Psoriasis.
6. Other common skin conditions. E.g. Lichen planus.

Skills

1. skin scraping and examining under microscope
2. perform a skin biopsy
3. Cauterisation of skin tags, warts.

10. Orthopaedics

Knowledge

1. Examination of a patient presenting with an orthopaedic problem
e.g. Fracture
2. Detection of fractures and dislocations
 - a. History
 - b. Examination
 - c. X – ray findings
3. Management of patients presenting with prolapsed inter-vertebral disks

Skills

1. Reduction of simple fractures and splinting
2. Reduction of dislocations
 - a. Shoulder
 - b. Temporo-mandibular joint
 - c. Other joints

11. Accident surgery

1. List the common injuries following road traffic accidents (RTA)
2. Recognize injuries needing early treatment following RAT and immediate management
3. Management of common fractures and dislocations including P.O.P
4. Recognizing stab injury and immediate treatment
5. Recognizing head injuries and assessment of the patient during the period of observation.
6. Methods used to stop bleeding during injuries, including suturing

12. Emergency medicine

1. List the common medical emergencies you see
2. Recognize and immediate management of the following conditions E.g. myocardial infarction, severe bronchial asthma, LVF, epilepsy.
3. Management of acute poisoning
4. Recognize and management of cardiovascular emergencies

13. Psychiatry

1. Mental health services available in Sri Lanka and referral
2. History taking in a patient with a psychiatric problem.
3. Common psychiatric problems seen in a psychiatric clinic and management of these disorders.
4. Common childhood psychiatric problems and management.
5. Common psychiatric problems in the elderly.
6. Psychiatric emergencies.
7. Counselling and psychotherapy

14. Community Health

During this appointment the trainees will visit the epidemiology unit and the Family Health bureau.

Epidemiology unit

Knowledge

1. Vaccines available in Sri Lanka
2. National immunization schedule of Sri Lanka
3. Vaccines outside National immunization schedule Sri Lanka
4. Indications and contraindications for immunization
5. Side effects following vaccinations and how to manage them
6. Storage and transport of vaccines

Skills

1. Recognize the potency of vaccines
2. Prepare an emergency tray and manage an anaphylactic reaction following immunization
3. Reporting the adverse effects following immunization (AEFI)
4. Completing CHDR

Family Health Bureau

Knowledge

1. Family planning and contraceptive methods
 - Hormonal
 - Barrier
 - Natural
 - Surgical

Skills

1. Injectable contraceptives-DMPA
2. Implants
3. IUCD
4. Male and female sterilization

15. Legal Medicine

Knowledge

1. Manner of death-Homicide, accident, suicide, natural, undetermined
2. Requesting an inquest and autopsy
3. Collect and dispatch material for toxicological analysis

Skills

1. Examine and document wounds and injuries
2. To give evidence and expert witness in legal court
3. Formulating a medico-legal report
4. Issuing of medical certificates for medico-legal purposes
5. Issuing of a death certificate

16. Rheumatology

Knowledge

1. Examination of a patient presenting at the rheumatology clinic
2. Management of rheumatoid arthritis and osteoarthritis
3. Management of osteomyelitis
4. Intra articular steroid injections – indications and contraindications.
5. Management of a patient with cervical spondylosis

Skills

1. Intra articular steroid injections
2. Joint aspiration
3. physiotherapy in common rheumatological conditions
4. exercise therapy individual musculo-skeletal diseases

17. Rehabilitation

The trainees will be attached to the rheumatology and rehabilitation hospital at Ragama. They are exposed to a multidisciplinary team including physiotherapist, occupational therapist and speech therapist.

Knowledge

1. Cerebral palsy
2. Spina bifida
3. Muscular dystrophy
4. Strokes
5. Chronic rheumatologic conditions

Skills

1. Communication with patients with disability and handicap
2. Assessing activities of daily living
3. Physiotherapy

18. Sexually Transmitted Diseases

Knowledge

1. Bacterial vaginosis
2. Chlamydia
3. Gonorrhoea
4. Viral Hepatitis
5. Genital Herpes
6. Human Papilloma virus
7. Pelvic Inflammatory disease
8. Syphilis
9. Trichomoniasis

Skills

1. Behavioural intervention
2. Counselling

3. Practical skills
4. Making an urethral smear
5. Blood drawing
6. Interpreting lab investigations-VDRL, HIV/AIDS etc.

19. Neurology

Knowledge

1. History and neurological examination
2. Management of the following conditions
 - a. Uncontrolled fits in an adult
 - b. Cerebro vascular accident
 - c. Paraplegia
 - d. Parkinsonism
 - e. Myopathies
 - f. Unconscious patient
3. Assessment of a patient presenting with peripheral nerve lesion's
4. Early detection of conditions needing referral (cerebro – emerging headaches)
 - a. Head injury
 - b. Space occupying lesions – tumours, SAH ,SDH
 - c. Cerebral infection

Skills

Relevant history and a focused examination in a patient with a neurological problem.

Assessment of a patient with dementia

Assessment of a patient with sleep disorders

20. Cardiology

Knowledge

1. Early clinical diagnosis and management of myocardial Infarction (MI)
2. Interpretation of ECGs, recognition of abnormalities needing referral to a cardiologist
3. Recognition and management of cardiac murmurs
4. Following up of patients after discharge from the hospital
 - a. Following MI
 - b. Following LVF
 - c. After cardiac surgery
 - I. Valve replacements
 - II. Congenital heart disease
 - III. CABG

Skills

1. Interpreting an exercise ECG
2. Auscultation
3. Inform choice with regard to interventional cardiac procedures.

21. Chest Medicine

Knowledge

1. History and examination of a patient presenting with chronic Cough (Cough with purulent expectoration and / or) and haemoptysis
2. Diagnosis and treatment of pulmonary TB
3. Management of bronchial asthma
4. Management of COPD

Skills

4. interpretation of chest X- rays
5. Inhaler techniques
6. Nebulization
7. Interpretation of a spirometry tracing
8. Reading Mantoux test

22. Endocrinology

The trainees will visit the endocrinology clinic at NHSL

Knowledge

Managing common endocrine disorders

1. Diabetes
2. Hyperthyroidism
3. Hypothyroid disease
4. Osteoporosis
5. Obesity

Skills

1. Performing capillary blood glucose using a glucometer
2. Injecting insulin
3. Interpreting Dexa scan report
4. Interpreting thyroid function test reports

23. Oncology

Knowledge

1. Diagnosis of cancer patient
2. Therapeutic involvement-surgery, chemotherapy, radiotherapy and other modalities
3. Palliative care of patients with terminal illness
4. Ethical questions surrounding cancer care
5. Screening efforts-population and relatives of patients

Skills

1. Taking a biopsy and transporting to the lab
2. Interpretation of endoscopy reports
3. Interpretation of Imaging reports-X-rays, CT scan, MRI scan, US scan, PET scan, and other radiological procedures
4. Blood tests-tumour markers and interpreting the results
5. Palliative and terminal care including counselling the relatives
6. Pain management

B.2. OBJECTIVES FOR CLINICAL TRAINING IN GENERAL PRACTICE

At the end of the clinical training, you will be able to:

1. Demonstrate an understanding of common clinical problems seen in family medicine.
2. Construct evidence-based strategies to diagnose and treat common conditions in practice.
3. Prepare plans to address emerging public health issue

The goal of this appointment is to provide trainees with the experiences and teaching required to develop specific competencies for the practice of ambulatory medicine and to know the domain of general practice within our health care system. By the end of the appointment, all students are expected to achieve ten specific learning objectives.

- I. Given a patient, an examination room, and ten minutes, obtain an accurate focused medical history.
The chief complaint is accurately identified.
 1. The history is obtained in a logical, organized, and thorough manner.
 2. The trainee demonstrates effective verbal skills, including appropriate use of open- and closed-ended questions, repetition, facilitation, explanation, summation, and interpretation.
 3. The trainee seeks the patient's point of view.
- II. Given a patient, an examination room and ten minutes, complete an accurate focused physical examination.

The physical examination is appropriately focused without incorporation of unnecessary manoeuvres or omission of essential manoeuvres.

1. The trainee's findings are accurate.
 2. The trainee demonstrates appropriate technique for eliciting all pertinent signs.
- III. Given history and physical findings of a patient, formulate (describe) the differential diagnosis and a diagnostic plan.
1. The differential usually includes the correct diagnosis plus other plausible diagnoses.
 2. The trainee identifies key economic, clinimetric, and risk features among test options.
 3. The trainee elicits and accounts for the patient's perspective in diagnostic decision making.
- IV. Having interviewed and examined a patient make an oral presentation and write a note.
1. Completes the oral presentation in three minutes.
 2. Includes a chronologically-developed present illness, medication list, past history, and pertinent positives and negatives from the family history, social history, and physical examination. Describe the differential diagnosis.
 3. Writes the note in SOAPE format according to examples in the course prospectus.
- V. For patients you have interviewed, ascertain and interpret the results of common tests.
1. Describes the results of common tests in terms of related pathophysiology.
 2. Describes the meaning of sensitivity, specificity, pre-test probability, and predictive value.
 3. States the post-test probability based on test results.
 4. Anticipates (describes) the implications of test results before ordering tests.
- VI. For patients you care for, develop (describe) and implement appropriate therapeutic plans.
1. Describe key factors to consider in choosing among treatment options, including risks, cost, and efficacy.
 2. Formulate (describe) an initial therapeutic plan.
 3. Write prescriptions accurately.
 4. Monitor response to therapy.
 5. Involve the patient in therapeutic decision making, explaining the risks and benefits of treatment. Demonstrate respect for patients and a commitment to involve him/her as an actual participant in his/her health care.
- VII. For patients you have cared for, demonstrate the learning skills and ability to identify and meet emerging information needs for diagnosis, prognosis and treatment.

1. Acquire, interpret, and apply information from a diverse array of sources to optimize diagnosis and management of individual patients.
 2. Classify information sources according to broad scientific categories: original research, meta-analysis, structured reviews, narrative reviews.
- VIII. In all patient encounters, demonstrate behaviours consistent with the highest standards of professionalism and medical ethics.
1. Describe and implement basic elements of informed consent.
 2. Demonstrate considerations of patients differing perceptions of health and illness as they relate to patient care.
 3. Demonstrate a commitment to caring for all patients regardless of gender, race, socioeconomic status, intellect, sexual orientation, or ability to pay.
- IX. Demonstrate skills for coordination of care and communication with colleagues.
1. Participate in requesting a consultation and identifying the specific questions to be addressed.
 2. Participate in coordinating care outside the hospital.
 3. Demonstrate an attitude of teamwork and respect towards all members of the health care team as manifested by reliability, responsibility, and honesty.
 4. Demonstrate that various physician styles may each be appropriate and different valid approaches to patient care may coexist.
 5. Work as an effective member of the patient care team.
- X. Demonstrate the knowledge required in providing care for adult patients presenting with the most important and common needs in the three domains of ambulatory care internal medicine: evaluation of symptoms, preventative health, and chronic disease management.
- XI Understanding components of patient encounter satisfaction

B.2.1 Family Medicine Trainers (Pg.DFM)

A trainer in the specialty of Family Medicine shall be a “general practitioner as defined below having three years experience after obtaining Diploma in Family Medicine or equivalent Postgraduate qualification in the relevant field approved by the PGIM.

Definition of a General Practitioner

A General practitioner (GP) is defined as;

- 1) A Medical officer registered with the Sri Lanka Medical Council who is practicing person centered medicine to provide comprehensive and continuing care for a minimum of 30 hours

per week in a private Institution or a clinic registered with the Private Health Regulatory Council under the Private Medical Institutions Act No. 21 of 2006

Or

- 2) A Medical officer registered with the Sri Lanka Medical Council who is an academic staff member attached to a Family Medicine Department (or Unit) in a Faculty of Medicine (or Medical Sciences) in a university established under the Universities Act of Sri Lanka.

B.2.2 Family Medicine Training Centres

A training centre for training programme of Diploma in Family Medicine shall be a “Private Institution or Clinic registered in the Private Health Services Regulatory Council or a Family Practice centre of a University with a minimum number of student contact hours, registered patients, support staff, laboratory facilities, facilities for patients, record keeping and other requirements determined and approved by the Board of Management on the recommendation of the Board of Study in Family Medicine”

At the commencement of the programme the trainers and the training units will be confirmed by the Board of Management. List of trainers and training units will be submitted before the commencement of the programme to be approved by the Board of Management.

B.3. SUMMARY OF CLINICAL AND PRACTICAL TRAINING

Summary of clinical and practical training is given in the table below

Summary of clinical and practical training (Total 798 hours, Nos.15 and 16 are practical sessions)

	<u>Discipline</u>	<u>Duration</u>	<u>Setting</u>
1	Family Practice	30 sessions of 4 hours duration each. Maximum 6 sessions of with one Practitioner. 120 hours	GP /Family Practice and clinics in University units
2	General Medicine	12 sessions of 4 hours duration each 48 hours	TH,BH,DGH Wards
3	General Surgery	6 sessions of 4 hours duration each 24 Hours	TH,BH,DGH, Ward and Clinic
4	Paediatrics	12 sessions of 4 hours duration each 48 Hours	LRH,TH,BH,DGH Ward and Clinic
5	Gynaecology and Obstetrics	12 sessions of 4 hours duration each 48 Hours	DMH,CSHW,TH, Mahamodara, Kethumathi Hospital, GH, BH, DGH Ward and clinic

6	Clinical Pathology	6 sessions of 4 hours duration each 24 Hours	NHSL,TH,BH,DGH Path Lab,
7	Radiology	6 sessions of 4 hours duration each 24 Hours	TH,BH,DGH, Dept. of radiology
8	Otorhinolaryngology	6 sessions of 4 hours duration each 24 Hours	TH,BH,DGH Clinic
9	Ophthalmology	6 sessions of 4 hours duration each 24 Hours	Eye Hospital, Colombo, TH,BH,DGH, Clinic
10	Dermatology	12 sessions of 4 hours duration each 48 Hours	TH,BH,DGH Clinic
11	Orthopaedics	6 sessions of 4 hours duration each 24 Hours	TH,BH,DGH, Ward and Clinic
12	Accident Service	6 sessions of 4 hours duration each 24 Hours	TH,BH,DGH Accident service outpatients
13	Emergency Medicine	6 sessions of 4 hours duration each 24 Hours	TH,BH,DGH, ETU
14	Psychiatry	12 sessions of 4 hours duration each 48 Hours	NHSL,TH,BH,DGH, Ward and clinic
15	Community Medicine Practical Session	Family Health Bureau (9a.m.-4.00p.m.) 2 days 6x2=12 hours Epidemiology Unit (9a.m.-4.00p.m.) 3 days each 6x3=18 hours Total 30 Hours	Family Health Bureau Epidemiology Unit
16	Legal Medicine Practical Session	Forensic Medicine AND Legal Medicine 5 days – 8.30 am to 12.30 pm 20 Hours	Forensic Medicine Lectures AND practical sessions of Depts. of forensic Medicine
17	Rheumatology	6 sessions of 4 hours duration each 24 Hours	Rheumatology Clinic
18	Rehabilitation	6 sessions of 4 hours duration each 24 Hours	Rehabilitation Hospital, TH,BH,DGH Unit/Ward

19	Sexually Transmitted Infections	6 sessions of 4 hours duration each 24 Hours	STD Clinics in TH,BH,DGH, Clinic
20	Neurology	12 sessions of 4 hours duration each 48 Hours	Ward and Clinic
21	Cardiology	12 sessions of 4 hours duration each 48 Hours	NHSL,TH,BH, DGH Ward and clinic
22	Chest Medicine	6 sessions of 4 hours duration each 24 Hours	Chest Hospital, Welisara /Chest Clinic, MRI Ward and clinic
23	Endocrinology	5 sessions of 4 hours duration each 20 Hours	NHSL,TH,DGH Diabetic Clinic
24	Oncology (Palliative Care)	6 sessions of 4 hours duration each 24 hours	Cancer Institute, Maharagama/ Kandy/Private Hospitals Ward, palliative care clinic and general clinic

C. SKILLS TRAINING PROGRAMME

In addition to clinical and practical skills described in B above trainee shall acquire the skills described in the table below

Skills training programme

Setting	Session	Duration
Dept. of Anaesthesiology	Cardiopulmonary resuscitation	4 hours
MLT training school	Performance of basic laboratory tests	4 hours
Microbiology unit Faculty of medicine	Demonstration of tests performed	4 hours
PGIM computer lab	Accessing medical literature Computer based practical 2 sessions of 4 hours each	8 hours
PGIM	Counselling skills 2 sessions of 4 hours each	8 hours
University Family Practice Centres	Clinical skills training -3 sessions of 4 hours each	12 hours

**ANNEX 2
APPOINTMENT DIARY**

The trainee is required to develop a page numbered computer generated appointment diary prepared following the format given here and use it to document training activities and obtain signatures from trainers

Identification details, Summary of clinical appointments, details and certification of individual training sessions of/clinical appointments by trainers must be included in the appointment diary.

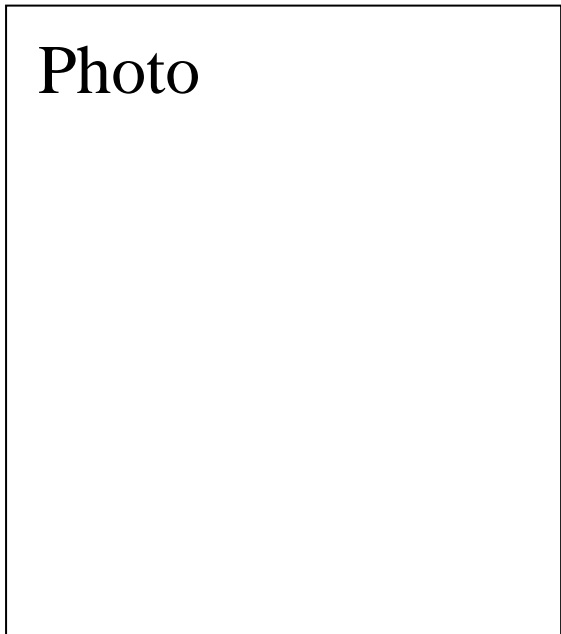
A sample format is given below.

**Identification details
POSTGRADUATE INSTITUTE OF MEDICINE
POSTGRADUATE DIPLOMA IN FAMILY MEDICINE
CLINICAL APPOINTMENTS**

Name:

Duration each:

Signature:



Summary of Hospital and other training appointments

- i. Accident Services 6 sessions of 4 hours duration each
- ii. Cardiology 12 sessions of 4 hours duration each
- iii. Chest Medicine 6 sessions of 4 hours duration each
- iv. Clinical Pathology 6 sessions of 4 hours duration each
- v. Community Medicine
Epidemiology Unit practical sessions of -3 days -Total 18 hours
Family Health Bureau (9a.m.-4.00p.m.) 2 days - Total 12 hours
- vi. Dermatology 12 sessions of 4 hours duration each
- vii. Emergency Medicine 6 sessions of 4 hours duration each
- viii. Endocrinology 2 sessions of 4 hour duration each
- ix. General Medicine 12 sessions of 4 hours duration each
- x. General Practice training 30 sessions
- xi. General Surgery 12 sessions of 4 hours duration each
- xii. Gynaecology and Obstetrics 12 sessions of 4 hours duration each
- xiii. Legal Medicine Forensic Medicine Lectures AND practical sessions of. 5 days 20 hours
- xiv. Neurology 12 sessions of 4 hours duration each
- xv. Oncology 6 sessions of 4 hrs duration each
- xvi. Ophthalmology 6 sessions of 4 hours duration each
- xvii. Orthopaedics 6 sessions of 4 hours duration each
- xviii. Otorhinolaryngology 6 sessions of 4 hours duration each
- xix. Paediatrics 12 sessions of 4 hours duration each
- xx. Psychiatry 12 sessions of 4 hours duration each
- xxi. Radiology 6 sessions of 4 hours duration each
- xxii. Rehabilitation 6 sessions of 4 hour duration each
- xxiii. Rheumatology Clinic 6 sessions of 4 hours duration each
- xxiv. STD 6 sessions of 4 hours duration each

The trainee is required to prepare a page numbered computer generated appointment diary prepared using the following format and use it to document and obtain signatures from the trainers certifying successful completion of each and every session/appointment listed above

Include a table with details and certifications of satisfactory completion and attendance at each session of individual appointments by trainers. Include a separate row for each session as given in the example below.

Subject	Session	Date	Time	Consultant	Remarks	Signature of Consultant
Accident Service	1.					
Accident Service	2.					
Accident Service	3.					
Accident Service	4.					
Accident Service	5.					
Accident Service	6.					
Cardiology	1.					
Cardiology	2.					
Cardiology	3.					
Cardiology	4.					
Cardiology	5.					
Cardiology	6.					
Cardiology	7.					
Cardiology	8.					
Cardiology	9.					
Cardiology	10.					
Cardiology	11.					
Cardiology	12.					

ANNEX 3

PORTFOLIO ASSESSMENT OF SKILLS POSTGRADUATE DIPLOMA IN FAMILY MEDICINE

Introduction

Assessment of trainee's performance during the clinical attachments is an important aspect in primary care training programmes. Portfolio assessment is a useful tool for student assessment. It provides a powerful approach to assessing a range of learning outcomes not easily assessed by other methods. It provides a basis for self-judgment of the trainee's professional fitness to carry out practical and clinical skills. This will provide, an opportunity to identify trainee's weaknesses and strengths in order to rectify the mistakes and to perform well, at the final examination and as a family doctor.

Objectives

- To identify the skills /competence during the clinical attachments
- To identify the strength and weaknesses during their performance
- To identify a plan of action to remedy weaknesses and improve strengths
- To provide evidence that the trainee has performed satisfactorily

Method

Trainees are requested to maintain a file in the form of a ring binder with A 4 size pages. The portfolio should contain a collection of papers and other forms of evidence that learning has taken place. It is a record of trainee's activities that exhibit their efforts, progress and achievements. Any material that provides evidence for above mentioned work related criteria could be included in the portfolio. This could be in the form of;

- Essays
- Brief descriptions
- Reflective notes
- Reports, Case notes
- Research presentations
- Reports from Clinical teachers
- Videotapes of practical procedures undertaken

All entries and comments must be certified by the specialist/ Teacher concerned. The relevant skills are given below.

Chapter 1 – Generic skills and competencies

1. Communication Skills

1.1 Perform

a. Establishing rapport with the patients b. Establishing good doctor-patient relationship

1.2 Observe and write a case report on Breaking bad news

2. Examination Skills- Basic Physical Examinations

Perform the following tasks during GP attachments.

2.1 General Examination

2.2 Systemic Examination

2.2.1 Respiratory System

2.2.2 Cardiovascular System

2.2.3 Abdomen

2.2.4 Central Nervous system

2.3 Examination of a specific anatomical area

2.3.1 Face

2.3.2 Neck

2.3.3 Shoulder

2.3.4 Hands

2.3.5 Knee

2.3.6 Feet

2.3.7 Breasts

2.4 Other specific examinations

2.4.1 Rectal examination

2.4.2 Proctoscopy

2.4.3 Vaginal examination

2.4.4 Speculum examination

2.4.5 Use of monofilament tester

2.4.6 Ophthalmoscope

2.4.7 Otoscopy

3. Investigation Skills

3.1 Candidate should carry out these tasks

Venepuncture

Finger pricks for blood sugar measurement

Rapid dip sticks method

Urine albumin

Urine sugar

Urine hCG

3.2 Observe and describe briefly

Rectal swab for cholera

Skin biopsy specimen

Cervical smear

High vaginal swabs

4. Procedural and Managerial Skills

4.1 These tasks should be performed during the attachments

- Writing prescriptions
- Writing referral letters
- Medical certification
- Death certification
- peak expiratory flowmetry
- parenteral drug therapy
- nebulization
- immunization
- Wound dressing
- removal of sutures

Chapter 2 - General Medical Ward/Clinic

1. To carry out during the attachment
 - Diagnosis and certification of Death
 - Nebulization
 - Managing a unconscious patient
2. Observing during the attachment
 - Emergency Management of Shock

Chapter 3 - General Surgical Clinic

Perform during the attachment and write a brief accounts with a photographs on

- 1 Digital examination of the rectum
- 2 Proctoscopic examination
- 3 Taking biopsy specimen
- 4 Removal of a cyst
- 5 Management of in-growing toe nail
- 6 Infiltrating with a local anaesthetic
- 7 Catheterization of a male
- 8 Occlusive (Strapping) Dressing
- 9 Removal of sutures
- 10 Removal of FB from Skin and tissue

Chapter 4 - Obstetric Ward/ Clinic

Observe and write a short essay on each of the following

- 1 Fetal assessment
- 2 Normal vaginal delivery
- 3 Episiotomy and repair

Chapter 5 - Gynaecological Ward/Clinic

1.1 Perform

Vaginal examination

Speculum examination of vagina

1.2 Observe

Collection and dispatch of cervical smears

Collection and dispatch of high vaginal smears

Female catheterization

Chapter 6 - Paediatric Ward/Clinic

1.1 Observe and describe briefly

Growth Monitoring

Venepuncture in infants

Management of febrile convulsions

Nebulization

Chapter 7 - Rheumatology Clinic

1.1 Observe/perform

Joint aspiration and sending of specimens for synovial fluid examination

Soft tissue corticosteroid injections

Chapter 8 - Neurology Ward/Clinic

1.1 Perform and certify full neurological examination

1.2 Do a home visit and write a short essay on Home management of a stroke patient

1.3 Observe management of status epilepticus

1.4 Perform Use of monofilament tester

Chapter 9 - Venereal Disease Clinic (STD)

1.1 Perform and write a short essay on Taking a urethral smear

Chapter 10 - Ophthalmology Ward/Clinic

- 1.1 Observe Removal of FB from eye
- 1.2 Perform Ophthalmoscope
- 1.3 Perform Testing for visual acuity

Chapter 11 - Cardiology Ward/Clinic

1. attach an ECG - Reading and interpreting ECG
2. Observing 2D ECHO cardiogram

Chapter 12 - Dermatology Clinic

- 1 Observe or perform and write a short description on the method and indication for Collection of epidermal scales
- 2 Observe Skin testing

Chapter 13 - Family Planning Clinic

1. Observe or perform Inserting and removing IUD
2. Observe or perform smears from the cervical canal

Chapter 14 - ENT Ward/Clinic

1. Observe Removal of FB from nose and ear
2. Observe Syringing of ear
3. Observe and write a short essay on Control of epistaxis
4. Perform Otosopic examination
5. Perform Collecting Throat swabs
6. Observe Collecting post nasal swabs
7. Observe Removal of Bone stuck in the throat

Chapter 15 - Accident Service

1. Perform Suturing
2. Perform Setting an IV drip
3. Observe and write a short essay on Transport of an injured person eg with spinal injury

Chapter 16 - Orthopaedic Ward/ Clinic

1. Observe and write a short essay on Reduction of dislocation
2. Observe and write a short essay on Splinting

Chapter 17 - Radiology Clinic

- 1 Write a short essay Preparation of patient for radiological examination
- 2 Write a brief description Preparation of patient for ultrasonic examination
- 3 Write a case report Interpretation of x-ray films

Chapter 18 - Pathological Laboratory

Observe and write a short description on

1. Collection of specimens
2. Transport of specimens
3. Transporting dog's head
4. Interpreting reports

Chapter 19 - Cardio-Pulmonary Resuscitation (CPR)

Observe, perform and Certified by the teacher

Chapter 20 - Rehabilitation Clinic

Observe and write a short essay on

1. Rehabilitation exercises after surgery
2. Rehabilitation exercises after child birth
3. Rehabilitation exercises after injuries
4. Postural drainage of lungs

Chapter 21 - Judicial Medical Clinic

Write short notes on

1. Recognizing criminally caused injuries
2. Handling domestic violence
3. Recognizing child abuse

PORTFOLIO MARKING SCHEME

Student Index No.:

Batch No:

Date:

	Category	Marks				
		1	2	3	4	5
Structure & style:						
1	Maintaining confidentiality					
2	Organization of material					
3	Clarity of written expression (correct grammar etc)					
4	Use of appropriate language					
5	Style of referencing					
Content						
6	Accurate description of cases					
	Accurate interpretation of,					
7	Communication Skills					
8	Data gathering Skills					
9	Examination Skills					
10	Diagnostic Skills					
11	Procedural Skills					
12	Management Skills					
13	Follow-up Care					
Reflection and Discussion:						
16	Critical evaluation of the management					
17	Citing evidence from literature					
18	Discussing the optimal management					
19	Challenges in achieving the optimal management					
20	Reflection of the learning experiences					
Total marks						
Final result						

ANNEX 4

FURTHER READING

1. Lecture notes in family medicine
Nandani De Silva
ISBN 955-599-469-2
Second edition
2. Essentials of family practice
Antoinette Perera, John Murtagh
ISBN 955-99958-0-4
First edition
3. A guide to family medicine
A.L.P de S. Seneviratne
ISBN 978-955-989633-1-9
First edition
4. Management of common skin conditions in general practice
Antoinette Perera
First edition
5. Kumar and Clark's Clinical Medicine
Parveen Kumar
ISBN 978-0-7020-2993-6
Seventh edition
6. Davidson's Principles and Practice of Medicine
Nicki R. Colledge
ISBN 978-0-7020-3085-7
Twenty first edition
7. Symptom Sorter
K. Hopcroft and V Forte
ISBN 9781846194535
Fourth edition
8. ABC of Palliative care
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