

Learning objectives – mandatory

The fulfilled and assessed learning objectives must be marked by the student with an x.

The assessment can be performed by the mentor in three ways: direct observation of the student during performance of a clinical activity (see page ii), CPY task (see page P4-P6), Mini-CEX/DOPS (see page vii-viii). At the end of completion of the CPY tertial in the respective department, fulfilment of the learning objectives must be signed off by the mentor.

Competence	Objectives completed
Taking a medical history	
1. Clarifying the patient's expectations and requests for the consultation	☐
2. Taking a systematic history (symptoms, current complaints, the patient's life situation, his/her understanding of the illness and concerns, social and cultural background and illness experience)	☐
3. Noting and reacting to non-verbal cues	☐
4. Identifying hazardous behaviour and dangerous lifestyles	☐
5. Taking history from third parties	☐
6. Taking history in patients with special communication needs, e.g. partial hearing, deafness, language or speech problems	☐
7. Taking occupational and workplace history	☐
8. Taking history in severely ill patients (tumour patients)	☐
Performance of examination techniques	
9. Assessment of patients with medical emergencies and after trauma	☐
10. Assessment of general condition (habitus and posture, symmetry and mobility of body) and nutritional state	☐
11. Description of nails, scalp and visible mucous membranes	☐
12. Inspection and palpation of nose and face	☐
13. ENT status (indirect mirror method)	☐
14. Inspection of lips, oral cavity and oral pharynx including teeth, tongue, base of tongue, pharyngeal arches, tonsils, and inspection of excretory ducts of parotid glands (Stenson's duct) and submandibular gland (Wharton's duct)	☐
15. Inspection, palpation and auscultation of neck (larynx, thyroid, carotid arteries and lymph nodes)	☐
16. Palpation of head and cervical spine	☐
17. Palpation of floor of the mouth, cheeks, tonsils and base of tongue	☐
18. Inspection and (bimanual) palpation of parotid and submandibular glands	☐
19. Assessment of voice and speech including recognition of aphasia	☐
20. Testing for mobility, tenderness and neck stiffness	☐
21. Assessment of function of cranial nerves (apart from ocular cranial nerves)	☐

Competence

Objectives completed

22. Clinical hearing test (tuning fork, hearing distance test: whispering, conversation-level speech)	☐
23. Testing of coordination (finger-to-nose, heel-to-shin, heel-to-toe, diadochokinesis)	☐
24. Romberg's test, Unterberger's test	☐
25. Balance test (Frenzel goggles)	☐
Performance of routine skills	
26. Assessment and initial care of external injuries (wounds, bleeding, burns, sprains, dislocations, fractures)	☐
27. Pre-operative preparation of operative field for minor surgery, asepsis and antisepsis	☐
28. Taking a throat swab	☐
29. Application of ear drops	☐
30. Insertion of a medicated wick of cotton or narrow gauze into the ear canal	☐
31. Applying a watch glass bandage in facial paresis	☐
32. Preparation to watch / to assist in operating theatre (scrub-up, gown up, put on sterile gloves, etc.)	☐
33. Venepuncture / drawing blood	☐
34. Intravenous injection and cannulation	☐
35. Preparation of an infusion	☐
36. Intravenous injection	☐
Therapeutic measures	
37. Earwax removal	☐
Communication with patient/team	
38. Communicating in a multi-disciplinary team	☐
39. Communicating with severely ill patients	☐
40. Elaborating a clinical question and searching for its solution in the literature	☐
41. Informing colleagues and other professionals on findings and checking understanding	☐
42. Providing information to patients and relatives in an ethically correct and professional manner in compliance with legal requirements and ensuring that the patient has understood the information	☐
43. Checking compliance	☐
44. Telephoning patients and third parties in an ethically correct and professional manner (in accordance with legal requirements)	☐
45. Giving main information elements necessary to get informed consent	☐
46. Breaking bad news to patients and family (simulated situation)	☐

Competence

Objectives completed

47. Summarizing the main points of diagnoses, active problems and management plans of a patient	☐
48. Identifying ethically problematic situations	☐
49. Communicating and dealing professionally with geriatric patients	☐
50. Communicating and dealing professionally with children and young people and their relatives with and without mental disabilities	☐
51. Advising and supporting patients (empowerment)	☐
52. Discussing diagnoses/prognoses with patients	☐
Documentation	
53. Filling out a requisition for instrumental investigations (lab tests, imaging)	☐
54. Filling in prescription forms	☐
55. Documentation in patient files	☐
56. Retrieving patient-specific information from clinical data system	☐
57. Writing letters for transfer or discharge of patient	☐
Verified by mentor	

Learning objectives – optional

In addition to the competences that are mandatory to achieve, optional competences from the training programmes may also be acquired.

Competence as per training programme	Objectives completed
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Verified by mentor	