



**Training Programme (essential elements)**  
**Clinical Practical Year (CPY)**  
**at Medical University of Vienna, Austria**

CPY-Tertial C

**Otorhinolaryngology**

Valid from academic year 2015/16

Responsible for the content

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This training programme applies to the subject of "Otorhinolaryngology" within CPY tertial C "Electives". The training programmes for the elective subjects in CPY tertial C are each designed for a duration of 8 weeks. If the subject in CPY tertial C is being completed over a period of 16 weeks, the specified content shall be treated in greater depth.

### 3. Learning objectives (competences)

The following skills must be acquired or deepened in the subject of Otorhinolaryngology during the CPY.

#### 3.1 Competences to be achieved (mandatory)

##### A) History taking

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)

##### B) 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)
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)

C) Performance of routine skills and procedures

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

D) Therapeutic measures

37. Earwax removal

E) 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)
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

## F) 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

## 4. Information on verification of performance, on-going assessments

### 4.1 The following aspects can be assessed in the Mini-CEX:

1. Taking a medical history
2. ENT status (inspection): mouth, oral pharynx, nose, nasal pharynx, ear, larynx, laryngopharynx, including
3. Palpation of the neck
4. Palpation of the floor of the mouth
5. Palpation of the parotid gland and submandibular gland
6. Clinical hearing test
7. Balance test
8. Assessment of function of cranial nerves (apart from ocular cranial nerves)
9. Checking for neck stiffness

This list can be expanded accordingly.

### 4.2 The following skills can be assessed in the DOPS

1. Taking a throat swab
2. Application of ear drops
3. Insertion of a medicated wick of cotton or narrow gauze into the ear canal
4. Earwax removal
5. Applying a watch glass bandage in facial paresis
6. Wound cleaning
7. Preparation to watch/to assist in operating theatre (scrub-up, gown up, put on sterile gloves, etc.)
8. Pre-operative preparation of operative field for minor surgery
9. Venepuncture / drawing blood
10. Intravenous injection and cannulation
11. Preparation of an infusion

This list can be expanded accordingly.