

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	<input type="radio"/>
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)	<input type="radio"/>
3. Noting and reacting to non-verbal cues	<input type="radio"/>
4. Identifying hazardous behaviour and dangerous lifestyles	<input type="radio"/>
5. Taking history from third parties	<input type="radio"/>
6. Taking history in patients with special communication needs, e.g. partial hearing, deafness, language or speech problems	<input type="radio"/>
7. Taking occupational and workplace history	<input type="radio"/>
8. Taking history in severely ill patients (tumour patients)	<input type="radio"/>
Performance of examination techniques	
9. Assessment of patients with medical emergencies and after trauma	<input type="radio"/>
10. Assessment of general condition (habitus and posture, symmetry and mobility of body) and nutritional state	<input type="radio"/>
11. Description of nails, scalp and visible mucous membranes	<input type="radio"/>
12. Inspection and palpation of nose and face	<input type="radio"/>
13. ENT status (indirect mirror method)	<input type="radio"/>
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)	<input type="radio"/>
15. Inspection, palpation and auscultation of neck (larynx, thyroid, carotid arteries and lymph nodes)	<input type="radio"/>
16. Palpation of head and cervical spine	<input type="radio"/>
17. Palpation of floor of the mouth, cheeks, tonsils and base of tongue	<input type="radio"/>
18. Inspection and (bimanual) palpation of parotid and submandibular glands	<input type="radio"/>
19. Assessment of voice and speech including recognition of aphasia	<input type="radio"/>
20. Testing for mobility, tenderness and neck stiffness	<input type="radio"/>
21. Assessment of function of cranial nerves (apart from ocular cranial nerves)	<input type="radio"/>

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

Competence

Objectives completed

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