



Clinical Traineeship Bulletin

1. Trainee info-mail, traineeship-script prior to start of traineeship.
2. Introduction and welcoming of trainee at department in course of morning meeting and by photo display. Assignment of trainee to advisor in course of morning meeting and notification of Ms. Rohrer.
3. Introductory conversation (15 – 30 minutes), information of the departmental procedures, briefing on the OSCE script (days 1-2) by advisor.
4. Instruction in type of jobs and procedures of ward by Dr. Wagner (ward physician) and intern.
5. Advisor is main contact person for trainee in all questions and reclamations and can be reached on free set at any time. In case of absence trainee has to inform both advisor and Ms. Rohrer.
6. Routine of the clinical traineeship day: participation in morning ward routine (taking blood, etc.), afterwards ward round with advisor. Then assistance in the operating room and/or outpatient clinic with advisor. Advisor introduces trainee to operation procedures and surgical hand disinfection, presents selected ambulant patients and explains basic orthopedic measures and examination techniques. Especially past medical history, examination of knee and hip and adequate behavior in the operating room (hand disinfection, sterile working) will be trained and exercised during traineeship. Responsible therefore are both advisor and trainee himself/herself; the latter is supposed to study his/her scripts thoroughly and to show high personal commitment (in the clinical routine).
7. In case of complaints about trainee, advisor and Ms. Rohrer have to be informed immediately. The first step will be a consensual conversation and only in a second step sanction measures will be taken. If all fails, the head of the department (Prof. Leithner/Dr. Kastner) will be addressed and then the respective person of the Medical University (Ms. Stradner, Ms. Theiss) and finally the rectorate. In the course of the introductory conversation, trainee will be informed about this procedure and the respective contact persons.
8. Daily, after the end of the shift at 14:55, there is a 5-10 minutes discussion with a summing up of the day focusing on clinically relevant issues (e.g.

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Head: Univ. Prof. Dr. A. Leithner

operating room/outpatient clinic), answering of questions and mutual feedback.

9. Once a week 15 minutes team discussion of one patient (stationary or ambulant). Trainee prepares himself/herself with the help of existing documents, collects the patient's past medical history data and carries out the clinical examination. Afterwards, trainee discusses the case with advisor. In the course of this discussion advisor gives trainee a feedback on positive and negative aspects of patient presentation and answers his/her questions.
10. At the end of traineeship final conversation of 15-30 minutes with advisor (mutual feedback on traineeship and mutual evaluation).
11. Interview with head of department during traineeship (approx. 5 minutes) for questions, proposals and mutual feedback.
12. Proof of compliance with all the items with the help of checklist handed over to trainee during introductory conversation. This list will be signed by both trainee and advisor and submitted to Ms. Rohrer (Student Office) at the end of traineeship. Receipt of traineeship certificate requires completely filled out list and completely filled out evaluation form.

13. Important telephone numbers:

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| <i>Ms. Rohrer (Student Office):</i> | <i>0316/385-12595</i> |
| <i>Ms. Kesinovic (Department Head's Office):</i> | <i>0316/385-14807</i> |
| <i>PD DDr. L. Holzer (Student Contact):</i> | <i>0316/385-87436</i> |
| <i>(fill out individually): Advisor:</i> | <i>0316/385-</i> |