



Medizinische Universität Graz

KAGes



**Medical University of Graz
Department of Orthopaedic Surgery**

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Informations for Visiting Doctors

at the Department of Orthopaedic Surgery

Preface

Dear colleagues!

A warm welcome to the Department of Orthopaedic Surgery, Medical University of Graz. Thank you for choosing our department, we very appreciate your clerkship with our department!

On the following pages, we would like to give you the most important key facts that will help you through “every-day-business” during your stay:

Contents:

- Important information about our department,
- Various fact sheets concerning clinical routine

Above all, the chapter “clinical examination” will surely give you a helping hand, for instance, during your work in our ambulance.

Since you are here to improve your German skills as well, these documents are held in German. If you need assistance, please feel free to ask.

A main emphasis of our department is surgical treatment of bone and soft tissue tumours. During your internship you surely will deal with cancer patients.

The weekly tumour conference is held on Tuesdays, at 1:30 o’ clock pm in the library of our department (room nr. 104).

This compendium does not replace your work on a textbook; it is thought to be a first-aid-kit out of pocket!

If you discover any errors or if you would like to improve things, please do not hesitate to talk to your supervisor or the head of the department (Secretary: +43/(0)316 385-14807)

With kind regards

team of the Department of Orthopaedic Surgery

General Information

	Ambulance	AS 5	AS 6	AS 7	NM	TKL-OP	EGR
Monday	- General - Spine - Foot	Tumour	Septic				all
Tuesday	- General - Rheumatism , Hand and Infection -Manual Therapy	Sports	Spine		Knee		
Wednesday	- General - Knee - Sports - Shoulder	Hip	Tumour		Hüfte		
Thursday	- Tumour	Septic	Knee			Foot	
Friday	-General -Hip -Geriatric -Joint-Progress (10 Pat)	Spine	Tumour	Sports			

AS 5	Non-septic OP 5, OP-Centre B
AS 6	Non-septic OP 6, OP-Centre B
AS 7	Non-septic OP 6, OP-Centre A
NM	Afternoon-OP until 7pm
AS 11 TKL	Day-clinic OP 11, on Thursday
EGR	Minor Surgery Room, on Monday

Each team is headed by a senior physician; assistant physicians rotate from team to team every six months. Thus, a handy training is reached.

Each team has its operation- as well as ambulance-day(s).

Patients are “separated” on the ward according to the responsible team, as well (= each team has its “area” on the ward).

For the latest information concerning our staff as well as our team division, please take a look at the notice board put up in our bibliotheca or in the social room.

Rooms 139-141: Rheumatism, Hand, Infection

Rooms 142-143: Hip, Shoulder, Knee

Rooms 145-147: Spine, Foot, Tumour

Rooms 148-156: Cartilage, Sport, privat class

Further Information:

All PCs in the social room are free for access and thus, offer a place to work. On drive “F“ you will find the file “OrthoGast“ where you can save data of your own.

Please, visit our homepage <http://orthopaedie.uniklinikumgraz.at> , as well.

Daily Routine (informs for studies)**7.00am: Taking of blood samples:**

After you are filled in on the handling of taking blood samples, please be a helping hand!

- Blood tubes are positioned on the yellow and blue “lorry” on the ward.
- Important: **check ID of every patient before taking blood samples** (compare ID to the sticker on the blood sample tubes).
- You are **not** allowed to take blood samples for blood conserves (red ones with black elastic).
- You are **not** allowed to take blood samples from central venous catheters.
- **If** you are allowed to place venous catheters, please write down the date on the patch.

7.15am: morning meeting (in the bibliotheca)/ exception: on Wednesdays 7.00am:

Here, operations from the day before as well as planned ones for the day are presented and discussed. Please, take advantage of the every day handing over!

8.00am: OP or Ambulance:

After the morning meeting, please ask the assistant physicians of the respective OP-team if you are assigned to assist. If you are not assigned, please return to the ward to end up blood takings. Afterwards, take a look at the ambulance.

2.00pm: visit to the ward (second one):

Try to join visits to the ward as often as possible. Do not hesitate to ask questions!
Weekly tumour conference is held on Tuesdays, at 1:30pm in the bibliotheca of our department.

2.45pm: final meeting (in the bibliotheca):

Here, operations of the day as well as planned ones for the next day are presented and discussed.

3.00pm: closing time

Further Information:

Our weekly training is on Wednesdays at 7.15am in the bibliotheca just after the morning meeting (on Wednesdays 7.00am). Duration: max. 45min.

With oral presentations dealing with the whole field of orthopaedic interest we are bringing updates to our knowledge. These “lectures“are mandatory!

!!Important in the OP!!

Due to bone involvement and endoprosthetic surgery you strictly have to comply with our hygienic regularities!

Please take note of these precautions! You will find them in the locker room!

In case you are uncertain concerning proper handling, do not hesitate to ask a resident.

If this is your first clerkship with a surgical department/ first time in operation theatre please let you fill in on the correct handling.

Don` t forget to wear your dosimeter while working in our department!

We very appreciate your clerkship and wish you all the best for your stay with our department!