



Medical Council
Comhairle na nDoctúirí Leighis

INTERN HANDBOOK

Information and Logbook for Interns

2009

Table of Content

Introduction.....	5
1. The Intern Year.....	6
2. The duties of an intern.....	7
3. Details of your internship.....	9
4. Agreed Educational Plans.....	10
5. Basic Clinical Skills.....	12
6. Clinical Management.....	15
7. Procedures.....	19
8. Communication.....	21
9. Teamwork.....	23
10. Ethical / Medico-Legal Issues.....	25
11. Learning environment.....	26
12. Assessing the outcome of your Educational Plan.....	28
13. Hours worked.....	30
14. Contract.....	32
15. Courses Attended.....	33
16. Audit / Project work.....	34
17. Record Keeping, including IT.....	35
18. Key incidents / events / milestones.....	36
19. Career Guidance and development.....	37
20. Feedback Session.....	38
Key contacts.....	40

Dear Doctor

The intern year is a crucial period of transition from medical student to full registration as a doctor. The professional and personal skills that you develop during the intern year will provide a platform for the rest of your career. This handbook provides information to guide you through this exciting and demanding period.

It is also a logbook. At the end of your internship, you will need to obtain a Certificate of Experience from the Dean of your Medical School. This Certificate is an essential requirement for full registration with the Medical Council. The Council's first duty is to protect patients, and to do this it must ensure the integrity of its registers. The logbook is vital evidence in determining your suitability and eligibility for full registration.

It is therefore important that you refer to it on a regular basis, and fill it in. You will need to complete some parts of it as you go through the year and other sections after a period of experience or reflection. You have a duty of confidentiality to your patients, and patient identifiers should never be used in the log book. You may wish to photocopy the log book, or sections of it; but please return the original to your intern co-ordinator at the end of the year.

The Medical Council wishes you a purposeful and fulfilling year and a rewarding career in medicine.



Professor Kieran Murphy
President



Professor Bill Powderly
Chair of Professional Development Committee

It is intended to revise the logbook in the near future. Feedback as to how it could be improved would be very welcome. Please e-mail any comments on content / format to: educationandtraining@mcirl.ie.

1. The Intern Year

1. Aim of the year

The aim of the intern year is to provide you with an educationally sound experience that equips you with appropriate knowledge, skills and attitudes.

2. Objectives of the year

- To provide an appropriate educational programme
- To experience supervised service commitment
- To ensure a good balance of education and service
- To ensure that the content of each post is monitored and evaluated

3. Intern tutors and co-ordinators

Your **intern tutor** is responsible for your supervision, and available for discussion, guidance and counselling. The intern tutor will interview each intern in the first four weeks of their post to determine educational objectives and learning needs. The intern tutor will arrange:

- Access to educational packages
- Exposure to accident and emergency, intensive care, coronary care and general practice
- Discussion and tuition on medico-legal aspects of medicine.

There will be ongoing *informal* appraisal and communication, and *formal* assessment towards the end of each six month attachment. This aims to identify strengths; address weaknesses; assist with

career counselling; and provide research and audit advice.

Each medical school has appointed an **intern co-ordinator** to liaise with the interns and the intern tutors in each hospital. The intern co-ordinator will advise the Dean of your Medical School on your eligibility for a Certificate of Experience.

4. The Working Week

The working week for an intern will normally be determined by the employing authorities in agreement with the professional organisations representing Irish doctors.

The intern will function as part of a team comprising typically a consultant, registrar, SHO and nursing staff. The intern can expect to make clinical decisions in consultation with colleagues who should be available for advice and support. The intern tutor may, on occasion, be the supervising consultant.

5. The logbook

The logbook will provide evidence of varied and balanced clinical and educational activities. It will provide information on the intern's experience and performance, and will contain entries by the intern tutor and supervising consultant. The intern co-ordinator's recommendation on the Certificate of Experience will be partly based on the log book's content.

2. The duties of an intern

N.B. The following is not intended to be an exhaustive list

1. Clinical

You are expected to:

- Maintain proper legible case notes at all times
- Treat patients and their relatives in a courteous, timely, safe and competent manner at all times
- Carefully monitor drug and other treatments
- Keep up-to-date on the status of designated patients under your care
- Work as part of a team with medical, nursing and other colleagues
- Attend supervised consultant-led out patient clinics
- Examine and present selected cases to senior colleagues
- Arrange appropriate investigations, be aware of the results, and act upon them appropriately
- Write prompt discharge letters and maintain high levels of verbal communication with colleagues
- Respond to emergency calls when rostered

- Obtain informed patient consent for procedures where you have knowledge and competence
- Carry out bedside procedures under supervision
- Attend service conferences as required

2. Educational

You are expected to:

- Attend clinical conferences
- Participate in the monitoring and the assessment of your duties
- Identify and address personal learning needs
- Attend regular morbidity/mortality meetings
- Develop an understanding of audit and research
- Maintain a personal logbook detailing procedures and cases presented, conferences, education activities and special courses
- Participate in structured clinical and other learning opportunities

3. Professional

You are expected to:

- Adhere to high ethical standards
- Develop an informed career plan, with guidance from appropriate clinicians
- Ensure appropriate registration with the Medical Council
- Ensure appropriate professional indemnity
- Maintain / enhance time management skills
- Maintain / enhance communication skills

4. Personal

You are expected to:

- Recognise your limitations
- Take responsibility for your personal development
- Manage stress
- Maintain your physical and psychological health
- Seek medical or other advice or treatment if you require it

3. Details of your internship

Name and address of hospital, first six months														
Name, Intern tutor														
Telephone														

Name and address of hospital, second six months														
Name, Intern tutor														
Telephone														
Name, Intern Co-ordinator														
Telephone														

4. Agreed Educational Plans

1. Plan for *first* six months of internship

These plans must be shared and agreed between the intern, the consultant, and the intern tutor. If the internship is spread over two or more specialties, it should be shared and agreed within each specialty. It should reflect the aim of the intern year (see section 1.1).

Date agreed	Plan

2. Plan for *second* 6 months of internship

Date agreed	Plan

5. Basic Clinical Skills

The intern should gain experience of:

1. Being the first to interview new patients
2. Keep emergencies admission notes and devise an action plan
3. Review with nominated senior

Date	Case Outline	OPD / Emergency	Method (of 1-3)

Date	Case Outline	OPD / Emergency	Method (of 1-3)

Date	Case Outline	OPD / Emergency	Method (of 1-3)

6. Clinical Management

The intern should plan and carry out clinical management both in terms of planning investigations and making therapeutic decisions, by the following methods:

1. Formal case presentations
2. Problem solving exercise approach

Grade your involvement in decision making from 0 (none) to 5 (full)

Date	Case Outline	Method (1 or 2) & Grade (0-5)

Date	Case Outline	Method (1 or 2) & Grade (0-5)

Date	Case Outline	Method (1 or 2) & Grade (0-5)

Date	Case Outline	Method (1 or 2) & Grade (0-5)

7. Procedures

Date	Name of procedure taught	Date Performed	Level of Confidence Nil (0) – full (5)

Date	Name of procedure taught	Date Performed	Level of Confidence Nil (0) – full (5)

8. Communication

Communications skills develop through a combination of experience and tuition (formal and informal). Critical incidents, often unexpected, provide valuable learning opportunities; examples could include breaking bad news, or alleviating a patient's confusion about a prescribed treatment. Methods can be:

1. Experiential; including sitting in with senior staff, and family discussions
2. Unexpected
3. Informal guidance from senior staff
4. Formal learning
5. Course attended
6. Debriefing

Date	Critical learning incident	Method (1- 6)

Date	Critical learning incident	Method (1-6)

Good doctors learn to work as a member of a team, which may include colleagues from many disciplines and professions. Methods can be summarised as follows:

1. Gaining understanding (using examples)
2. Observing multidisciplinary care benefiting patients (describing the situation)
3. Seeing leadership in clinical medicine/surgery (describing the situation)

1. First six months

Date	Example / situation	Method (1-3)

2. Second six months

Date	Example / situation	Method (1-3)

10. Ethical / Medico-Legal Issues

The Medical Council has produced *A Guide to Ethical Conduct and Behaviour* (sixth edition 2004), and you should be familiar with it. Please list any ethical / medico- legal issues you identified / discussed during your internship, and the action taken.

Date	Ethical / Medico-Legal Issue	Dealt with by / how

11. Learning environment

Effective supervision and support, protected time, access to good quality evidence, good working relationships, and the facilities available all contribute to the learning environment. Please comment on your learning environment, in terms of both structured teaching and clinical work.

1. First six months

Commendable aspects of learning environment:

--

Aspects that could be improved and any suggestions for improvement:

--

2. Second six months

Commendable aspects of learning environment:

Aspects that could be improved and any suggestions for improvement:

12. Assessing the outcome of your Educational Plan

Refer to the plan in section 4 before completing this section

1. Progress made in Plan for first six months

Consultant:

--

Objectives achieved (wholly or in part):

--

Objectives not yet achieved, with reasons:

--

2. Progress made in Plan for second six months

Consultant:
Objectives achieved (wholly or in part):
Objectives not yet achieved, with reasons:

13. Hours worked

1. First six months

Hospital:

	Rostered	Worked	On call rota
Month 1			
Month 2			
Month 3			
Month 4			
Month 5			
Month 6			

Number of days:

Sick leave	
Holidays	
Study Days	

2. Second six months

Hospital:

	Rostered	Worked	On call rota
Month 1			
Month 2			
Month 3			
Month 4			
Month 5			
Month 6			

Number of days:

Sick leave	
Holidays	
Study Days	

14. Contract

Your contract must include the following categories of information.

Please indicate - Yes or No - whether it did, adding any comments you want to make.

1. First six months contract included	Yes	No	Comments
1. Job description	<input type="checkbox"/>	<input type="checkbox"/>	
2. Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
3. Entitlements	<input type="checkbox"/>	<input type="checkbox"/>	
4. Contract of employment	<input type="checkbox"/>	<input type="checkbox"/>	
5. Medical Indemnity for NCHDs	<input type="checkbox"/>	<input type="checkbox"/>	
6. Details of remuneration	<input type="checkbox"/>	<input type="checkbox"/>	
7. Occupational health materials & service	<input type="checkbox"/>	<input type="checkbox"/>	
8. Personnel department contact person	<input type="checkbox"/>	<input type="checkbox"/>	

2. Second six months contract included	Yes	No	Comments
1. Job description	<input type="checkbox"/>	<input type="checkbox"/>	
2. Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
3. Entitlements	<input type="checkbox"/>	<input type="checkbox"/>	
4. Contract of employment	<input type="checkbox"/>	<input type="checkbox"/>	
5. Medical Indemnity for NCHDs	<input type="checkbox"/>	<input type="checkbox"/>	
6. Details of remuneration	<input type="checkbox"/>	<input type="checkbox"/>	
7. Occupational health materials & service	<input type="checkbox"/>	<input type="checkbox"/>	
8. Personnel department contact person	<input type="checkbox"/>	<input type="checkbox"/>	

15. Courses Attended

1. First six months

Date	Course	Usefulness (0 = not at all, 5 = extremely)

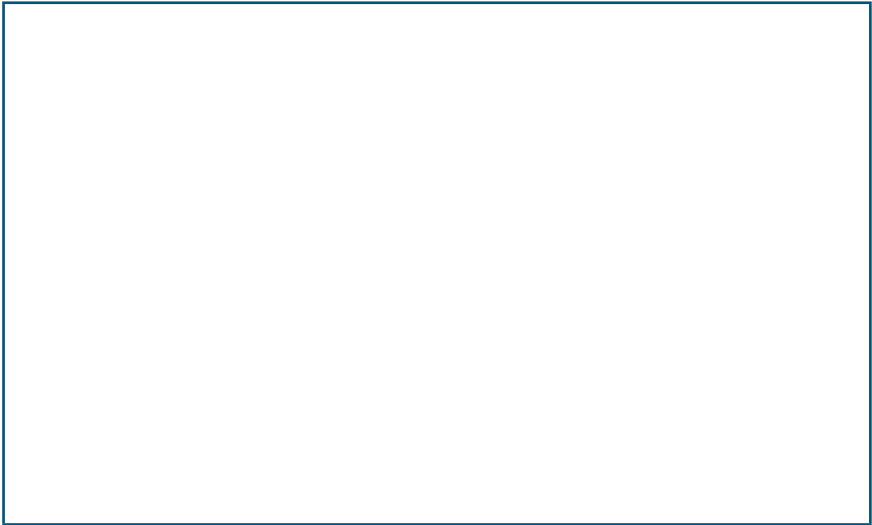
2. Second six months

Date	Course	Usefulness (0 = not at all, 5 = extremely)

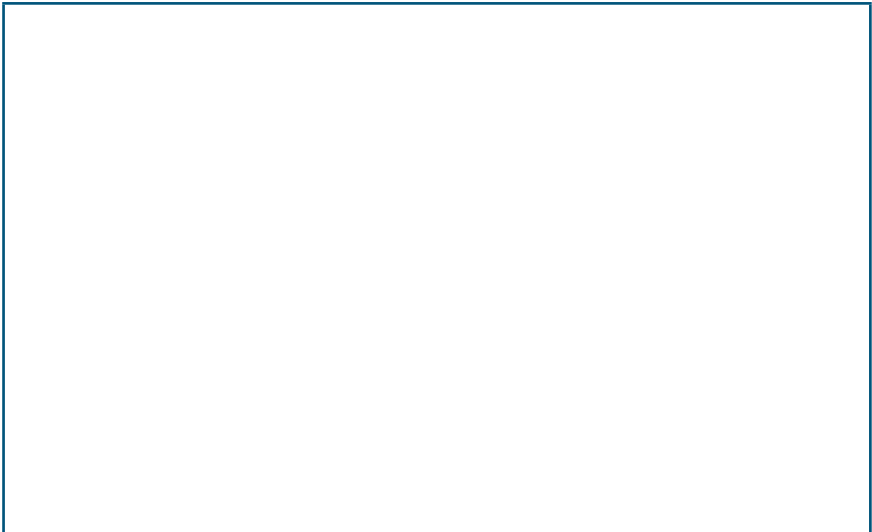
16. Audit / Project work

Please describe an audit / project that you have been involved in. If possible, please include the findings and how they have been acted on by the hospital.

1. First six months



2. Second six months



17. Record Keeping, including IT

Please describe the hospital's / team's policy on record keeping / information technology; any difficulties you encountered; and whether these affected (a) the practice of safe competent medicine, or (b) your learning opportunities (please provide details and specify).

1. First six months

Policy
Difficulties, and impact (see a & b above)

2. Second six months

Policy
Difficulties, and impact (see a & b above)

18. Key incidents / events / milestones

Please describe, informally, any key incidents / events / milestones that caused you to reflect on your personal / professional development.

19. Career Guidance and development

Do you have a mentor?
Have you sought career guidance?
Has the guidance been helpful? Any suggestions for improvement?
If you plan to get additional speciality exposure to inform your career choice, please give details:

20. Feedback Session

Please address this jointly with your consultant.

1. First six months:

1. Overall impression			
2. Development of professionalism			
3. Key skills / knowledge / attitudes / behaviours transferable to next post?			
4. Balance of learning and service			
Signature of Consultant		Date	
Signature of Intern		Date	

2. Second six months:

1. Overall impression			
2. Development of professionalism			
3. Key skills / knowledge / attitudes / behaviours transferable to next post?			
4. Balance of learning and service			
Signature of Consultant		Date	
Signature of Intern		Date	

We hope that your intern year has been a rewarding one. Please return this logbook to your intern co-ordinator so that your Dean will be able to sign your Certificate of Experience.



Notes



