

BASIC CLINICAL SKILLS

Module I : Basic Clinical Skills

Learning outcomes:

- To understand and demonstrate the appropriate knowledge, skills and attitudes to perform specialist assessment of patients by means of clinical history taking and physical examination.
- To manage problems effectively and to communicate well with patients, relatives and colleagues in a variety of clinical situations.
- To demonstrate effective time management.

Knowledge criteria	Clinical competency	Professional skills and attitudes	Training support	Evidence/assessment
HISTORY TAKING				
<ul style="list-style-type: none"> ■ Define the patterns of symptoms in women presenting with obstetric and gynaecological problems 	<ul style="list-style-type: none"> ■ Take and analyse an obstetric and gynaecological history in a succinct and logical manner ■ Manage difficulties of language, physical, educational and mental impairment ■ Use interpreters and health advocates appropriately 	<ul style="list-style-type: none"> ■ Show empathy and develop rapport with patients ■ Acknowledge and respect cultural diversity ■ Appreciate the importance of psychological factors for patients and their relatives ■ Demonstrate an awareness of the interaction of social factors with the patient's illness ■ Demonstrate an awareness of the impact of health problems on the ability to function at work and at home 	<ul style="list-style-type: none"> ■ StratOG.net 	<ul style="list-style-type: none"> ■ MRCOG Part 2

Knowledge criteria	Clinical competency	Professional skills and attitudes	Training support	Evidence/assessment
INTERNAL CLINICAL EXAMINATION AND INVESTIGATION:				
<ul style="list-style-type: none"> ■ Understand the pathophysiological basis of physical signs ■ Understand the indications, risks, benefits and effectiveness of investigations 	<ul style="list-style-type: none"> ■ Perform a reliable and appropriate examination, including: <ul style="list-style-type: none"> ■ Breast examination ■ Abdominal examination <ul style="list-style-type: none"> Nonpregnant Pregnant ■ Vaginal examination <ul style="list-style-type: none"> Bimanual Cusco's, Sims' speculum ■ Microbiology swabs <ul style="list-style-type: none"> Throat, vagina, cervix, urethra, rectum, cervical smear ■ Perform investigations competently where relevant ■ Interpret the results of investigations ■ Liaise and discuss investigations with colleagues 	<ul style="list-style-type: none"> ■ Respect patients' dignity and confidentiality ■ Acknowledge and respect cultural diversity ■ Involve relatives appropriately ■ Be aware of Fraser competence issues ■ Appreciate the need for a chaperone ■ Appreciate the need for a patient to seek a female attendant ■ Provide explanations to patients in language they can understand ■ Insight into ones ability and the need to ask for help 	<ul style="list-style-type: none"> ■ GMC Good Medical Practice ■ Maintaining Good Medical Practice in Obstetrics and Gynaecology: the Role of the RCOG (RCOG, February 1999; ISBN 1-900364-22-0) ■ Gynaecological Examinations: Guidelines for Specialist Practice (RCOG, July 2002, 1-900364-77-8) 	<ul style="list-style-type: none"> ■ Logbook
NOTE KEEPING:				
<ul style="list-style-type: none"> ■ Understand the importance and conventions of accurate clinical note keeping ■ Know the relevance of data protection pertaining to patient confidentiality 	<ul style="list-style-type: none"> ■ Record and communicate concisely, accurately, confidentially and legibly the results of the history, examination, investigations, differential diagnosis and management plan ■ Mark each note entry with date, signature, name and status 	<ul style="list-style-type: none"> ■ Appreciate the importance of timely dictation, cost effective use of medical secretaries and increasing use of electronic communication ■ Understand the limitations and problems of electronic communication ■ Communicate promptly and accurately with primary care and other agencies ■ Demonstrate courtesy towards secretaries, clerical and other staff 	<ul style="list-style-type: none"> ■ Caldicott Committee Report on the review of patient identifiable information (DH, 1997) 	

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TIME MANAGEMENT AND DECISION MAKING:				
<ul style="list-style-type: none"> Understand clinical priorities 	<ul style="list-style-type: none"> Prioritise tasks Work with increasing efficiency as clinical skills develop Know when to get help Anticipate future clinical events and plan appropriately 	<ul style="list-style-type: none"> Have realistic expectations of tasks to be completed and timeframe for tasks Have the ability to prioritise workload Appreciate the internal signs of one's own stress and ask for help Be willing to consult and work as part of a team Be receptive to feedback on performance Learn to be flexible and be willing to take advice and change in the light of new information 		<ul style="list-style-type: none"> MRCOG part 2 Supervisors & Trainers Reports
COMMUNICATION:				
<ul style="list-style-type: none"> Understand the components of effective verbal and non-verbal communication 	<ul style="list-style-type: none"> Demonstrate listening skills Use open questions where possible Avoid jargon Communicate clearly both verbally and in writing to patients, including those whose first language may not be English Give clear information and feedback and share communication with patients and relatives Break bad news sensitively 	<ul style="list-style-type: none"> Demonstrate an ability to: <ul style="list-style-type: none"> Involve patients in decision making Offer choices Acknowledge and respect diversity Respect patients' views Use appropriate non-verbal communication 	<ul style="list-style-type: none"> Local and regional courses in 'breaking bad news' RCOG patient information (www.rcog.org.uk) StratOG.net: The Obstetrician and Gynaecologist as a Teacher and Researcher. Communication skills e-tutorial HA communication workshop 	<ul style="list-style-type: none"> MRCOG Part 2

Module I : Basic Clinical Skills

Fill in as a record of experience.

Skills	Competence level					
	<input type="checkbox"/> Basic training		<input type="checkbox"/> Intermediate training		<input type="checkbox"/> Advanced training	<input type="checkbox"/> Not required
	Observation		Direct supervision		Independent practice	
	Date	Signature of trainer	Date	Signature of trainer	Date	Signature of trainer
History taking						
Take and analyse an obstetric history						
Take and analyse a gynaecological history						
Appropriate use of interpreters						
Clinical examination and investigation						
Breast examination						
Abdominal examination:						
Nonpregnant						
Pregnant						
Speculum examination:						
Cusco's						
Sims'						
Take microbiology swabs:						
Vagina						
Cervix						
Urethra						
Perform cervical cytology screening						

Authorisation of signatures (to be completed by the clinical trainers)

Name of clinical trainer (please print)	Signature of clinical trainer

COMPLETION OF MODULE I

I confirm that all components of the module have been successfully completed:

Date	Name of educational supervisor	Signature of educational supervisor