

UNIVERSITY OF TRADITIONAL MEDICINE



INTERNSHIP PORTFOLIO

Faculty Dentistry Group Number _____

Profession Dentist

Student's Name, Surname _____

Student's phone number/email: _____

Practice 1	Nurse's assistant	3 credits	II year	4th semester
Practice 2	Assistant to dentist-therapist	3 credits	III year	6th semester
Practice 3	Assistant to dentist-surgeon	3 credits	IV year	8th semester
Practice 4	Assistant to dentist-orthopedist	3 credits	IV year	8th semester
Practice 5	Pediatric dentist's Assistant	3 credits	V year	9th semester
		Total 15 credits		

Dear student,

An internship portfolio is a document that allows you to record the progress, successes and achievements of your internship. It will be used as an information tool to evaluate the effectiveness of the practice.

The internship portfolio will be used throughout your university studies, so it is advisable to fill it in with accurate records and keep it with care.

It has the same content for internships in different courses. You will first fill in the lines "Information about the place of internship", then, in a free composition, present your thoughts on the choice of specialty, the possibilities of improvement during the internship in the section "My Education Vision". The achievement of the final results of each of the three levels provided by the internship program presented in the section "Individual work diary" will be confirmed by the intern with the signature of the internship supervisor.

The folder also has sections for records of internship shifts, other internships, opinions, comments, and self-analysis. At the end of the folder is given the intern's profile and the assessment by the internship supervisor.

Any documents that You find appropriate to attach to the folder (for example, photos of practical activities, assignment plan, patient consultation protocols, etc.) should include at least one brief explanation or comment as to why you attach it to your folder.

If you have any questions about the Internship and Folder, you can contact the Department of Education, the Faculty Officer or the Head of the Department.

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PRACTICE 1 - NURSE ASSISTANT

1. Information about the place of internship

Name of the place of practice _____

Address, telephone numbers, website _____

Internship Supervisor _____

(name, surname, position, academic title)

The vision of my education

In this section, please indicate the current state of your professional training and opportunities for improvement during the internship. Submit your thoughts on the following questions in the form of a free essay.

a/ Why have I chosen this profession?

b/ What are my goal and problems as a specialist during this practice?

c/ What do I expect from my upcoming internship?

d/ How am I going to apply my knowledge during practice?

2. Individual work diary

Levels of expected results

I - Knowledge of the theoretical part of the topic.

II - Participation, assistance in the skill development process.

III – Self- mastery of the skill.

Date	Expected knowledge, abilities and skills	Recommended level	Attendance	Signature of internship supervisor (IS)
	I. Organization of the work of a medical institution			
	1. Causes of patient complaints, methods of diagnosing diseases, clinical manifestations, possible complications, and principles of organizing nursing care.	I		
	2. Principles of drug treatment application.	I		
	3. Rules for the use of dental instruments, equipment and other accessories.	I		
	4. The sanitary-epidemiological regime of the dental clinic.	I		
	5. Prepare the patient for diagnostic and therapeutic interventions.	II		
	6. Provide nursing care for patients with dental nosologies.	II		
	7. Introduce the patient and his/her relatives to the rules of using the medicine prescribed by the doctor.	II		
	8. Medication administration as prescribed by the doctor.	II		
	9. Keep approved medical records.	II		
	10. Rules for disinfection and safe use of tools.	III		
	Number of absent hours			

Comments on some of the above works you have done.

4. Shift notes

Date	Content of the work done	Signature

3. Other activities performed during the internship

Date	Content of the work done	Signature

6. Summary and self-analysis of the Internship

Taking advantage of the above questions, please present your achievements, difficulties and expectations. When writing a review, you can provide specific facts by linking to the relevant folder or other materials of your choice that you can attach to the folder.

a/ My expectations before and after the practice.

b/ What significant experience did I gain during the internship?

c/ What difficulties did I encounter during the practice?

d/ What suggestions do I have?

6.1. SWOT analysis of Practice 1

Conduct a SWOT analysis of your strengths, weaknesses, opportunities and risks during your internship. The analysis will be considered more "strength" if it reflects the knowledge, approaches, theories and methods acquired from the theoretical courses. Strengths and weaknesses are the internal resources that contribute to or hinder the successful implementation of the activity, and the opportunities and risks are the relevant external factors.

Strengths	Weaknesses
Opportunities	Threats

7. Internship assessment by the internship supervisor

Student's Profile

Please briefly describe the student by analyzing his /her strengths and weaknesses during the internship. Describe in particular where and how the relevant capability was demonstrated, with reference to the relevant folder where possible.

surname, first name, patronymic of the student

During the internship s/he showed himself/herself.

Strengths

Weaknesses

Suggestions for internship capacity building.

8. ASSESSMENT OF THE EDUCATIONAL INTERNSHIP

COMPONENTS OF ASSESSMENT	Points	Signature of IS
ATTENDANCE (max 16 points)		
ONGOING TESTING (max 20 points)		
SHIFTS (max 14 points)		
FINAL TESTING (max 50 points)		
SUM OF POINTS (max 100)		

Signature of Supervisor of Internship _____

« » _____ 20 _____

STAMP OF THE MEDICAL INSTITUTION

ASSESSMENT SYSTEM OF UTM

1. ATTENDANCE SCALE

Allocated points	Number of absent hours
16	0-2 hours
14	3-5 hours
12	6-9 hours
10	10-13 hours
8	14-17 hours
0	18 hours and more

2. SCALE OF ONGOING TESTING (CURRENT VERIFICATION) EVALUATION

During the internship, the student must have at least 2 current marks

Mark		Point 20
"Excellent"	10	20
	9	
"Good"	8	15
	7	
"Satisfactory"	6	10
	5	
"Unsatisfactory"	4	0

4. ASSESSMENT SCALE OF FINAL TESTING

The final test (on the last day of the internship) can be oral, written or combined

Mark		Point 50
Excellent	10	50
	9	46
Good	8	40
	7	36
Satisfactory	6	30
	5	26
Unsatisfactory	4	0
Unpresent		0

4. SHIFTS

Independent Individual Work	Points 14
Excellent	7
Good	6
Satisfactory	5
Unsatisfactory	0

5. Scale of final scores

The final score gained by the student during the internship is summarized by a test, according to this table

Marks	Score of assessment		Assessment's letter mark
Excellent	10	96-100	S
	9	90-95	
Good	8	80-89	S
	7	70-79	
Satisfactory	6	60-69	S
	5	51-59	
Unsatisfactory	4	50 and low	U