

ESTABLISHMENT OF EDUCATION  
"VITEBSK STATE ORDER OF PEOPLES' FRIENDSHIP  
MEDICAL UNIVERSITY"

"APPROVE"

The vice-rector  
of training and international contacts  
of establishment of education  
«Vitebsk state order of peoples'  
friendship medical university»,  
professor



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NURSING (SISTER) PRACTICE ON THERAPY

1-79 01 01 Medical business

2015

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It was discussed and recommended to approval at the meeting of the department of internal diseases propedeutics of educational establishment "Vitebsk State of the Order of International Friendship Medical University" (Protocol № 17 of 5.03.2015 yr.)


Head of the Department

 / G.I. Yupatau /

It was approved and recommended to affirmance by:

Council of Medical faculty of educational establishment "Vitebsk State of the Order of International Friendship Medical University"  
(Protocol № 3 of 11.03.2015 yr.)

Chairman of the Council, professor

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## EXPLANATORY NOTE

Nursing (sister training) practice in therapy for the 3<sup>th</sup> year students of Overseas Student Training Faculty is compulsory stage of obligatory stage of training a physician in the specialty 1-70 01 01 "Medical business", organized and carried out in close cooperation with the organizations of practical health care.

Practice program is designed in accordance with the Resolution of the Council of Ministers of Republic of Belarus of June 3, 2010 № 860 "On Approval of the practice of students, cadets " with the additions of Council of Ministers on August 22, 2013 № 736, the educational standards of highest education of Republic of Belarus on specialty 1-79 01 01 "Medical business" (OCBO РБ 1-79 01 01 – 2013), approved and put into effect by the decision of the Ministry of Education of Republic of Belarus of 08.30.2013, №88 and the curriculum in the specialty 1-79 01 01 "Medical business".

The purpose of nursing practice - an introduction to the work and structure of health institution (base of practice), acquisition of skills to perform medical procedures included in the responsibilities of ward and procedure nurses, preparing patients for laboratory and instrumental methods.

### **The objectives of nursing practice:**

- acquaintance with the structure and organization of the health institution (base of practices);
- study of the structure and work organization of the admission (reception) and therapeutic departments of a hospital;
- study of sanitary and anti-epidemic and medical protective regimens of therapeutic departments;
- study and practical fixation of the main provisions of regulations to ensure the infectious safety of health care organizations;
- study of the main types of medical records, which is conducted in admission department;
- understanding basic principles of organization of the work of ward and procedure nurses;
- implementation of patient care in various degrees of severity and in different age groups;
- acquisition and fixation of the students practical skills for the preparation of patients for laboratory and instrumental methods of investigation;
- learning use of medical equipment and instruments;
- conduct sanitary health education work.

Nursing practice on therapy is carried out on the III year of education after examinations of VI semester during 72 hours (9 days by 7.2 hours at therapeutic departments of health institutions, two evening duty by 3.6 hours). One working day students have practice in the admission department, four days - at the ward nurse post, and four days - in the procedure room. 36 hours are given for controlled

independent work (preparation of talks for health education, implementation of educational-research work, work with literature and others.).

**Requirements for the content and organization of practice:**

Introduction to the work organization and structure of the health institution (practice base). Acquisition of skills to perform medical procedures included in the duties of ward and procedure nurses. Preparing patients for laboratory and instrumental methods.

As a result of practical training in the admission department the student must **know:**

- organization and features of work of the admission ward;
- sanitary-epidemiological regime of admission department;
- rules of recording medical documentation;
- the sequence of reception and sanitary processing of incoming patients.

**be able to:**

- conduct reception and registration of patients;
- inspect the patient for pediculosis (lice) and scabies;
- perform the treatment of patients in pediculosis (lice);
- perform sanitary cleaning a patient (complete and partial);
- make anthropometric measurements;
- take body temperature, blood pressure;
- take pulse rate, respiration rate;
- record ECG and interpret the results;
- transport the patient to the department correctly (depending on the severity of the condition);
- provide first before-doctor aid in various emergency conditions (bleeding, angina pectoris, hypertensive crisis, bronchial asthma attack, etc.).

at the therapeutic department of the student must

**know:**

- structure, equipment, work regimen of the department;
- duties of the ward and procedure nurses;
- medical documentation (rules and order of its conduction) of sister post and procedure room;
- health-protective regime of the department, the order of visits of patients;
- regulations of prescription and storage of medications, narcotic and potent drugs;

- rules of writing the ration requirements, dietary regimes (tables);
- sanitary-epidemiological regime of the therapeutic department;

**be able to:**

- perform all the activities of patients personal hygiene;
- distribute food to patients, give feeding to serious and debilitated patients;

- perform artificial feeding by tube;
- take the body temperature and perform its registration;
- take blood pressure, pulse rate, respiratory rate;
- perform simple physiotherapy;
- distribute medicines;
- use technique of external (topical) application of medications;
- perform subcutaneous, intradermal, intramuscular and intravenous injections;
- make correctly disinfection and cleaning of medical instruments;
- fill the system and perform intravenous drip infusion;
- take biological material (sputum, urine, feces, etc.) for laboratory tests;
- perform medical prescriptions on the preparation of patients to different research methods (X-ray, endoscopy, ultrasound);
- perform medical prescriptions to implementation of various manipulations (gastric lavage, introducing colonic tube, enema, urinary bladder catheterization by soft catheter, etc.);
- provide emergency aid in various emergency conditions (uncontrollable vomiting bleeding, angina pectoris, hypertensive crisis, bronchial asthma attack, etc.);
- put into practice the principles of medical ethics and deontology.

During practice, students work under the supervision of senior nurse of the department designated by order of the head of the hospital. General management of practice is performed by the chief physician of the health organization. From medical university direct management is performed by the head of the practice of the internal diseases propedeutics department.

## CONTENTS OF THE PRACTICE

### **Section 1. Organization admission department.**

Acquaintance with the structure and work organization of the admission department. Reception and registration of patients. Registration of patient into "Journal of patients reception and refusing hospitalization" (Ф001/у-07). Filling inpatient medical card (case report) (Ф 003/у-07), statistical card of a patient discharged from the hospital (Ф066/у-07), the register of infectious diseases (Ф060/у), emergency notification (Ф058/у). Consolidate of the main provisions of the Order № 792 of the Ministry of Health of the Republic of Belarus of 01.10.2007 "On approval of forms of primary medical documentation at Health Organization, providing inpatient care."

Anthropometric measurements of incoming patients. Measurement of body temperature, blood pressure, pulse rate, respiratory rate, ECG recording and interpretation of the results.

Examination of the patient for pediculosis (lice) and scabies. Sanitary treatment in identifying pediculosis. Consolidation of the basic provisions of Order №477 of the Ministry of Health of the Republic of Belarus of 29.08.2005 "On strengthening of

measures for the prevention of epidemic typhus and combating pediculosis." Taking smears from the pharynx and nose for bacteriological examination.

Sanitary cleaning patients (complete and incomplete). Transportation of patients to medical departments of the hospital. Antiepidemic regime of admission department. Consolidation of the main provisions of the Decree № 107 of the Ministry of Health of the Republic of Belarus of 10.28.2013 - Sanitary regulations "Sanitary-epidemiological requirements to healthcare institutions, providing medical services, including cosmetics, as well as the organization and conduct of sanitary and anti-epidemic measures for the prevention of infectious diseases in health care institutions. "

## **Section 2. Organization of the work at therapeutic department.**

Acquaintance with structure and work organization of the therapeutic department, the internal rules of the medical department. Admission and discharge of patients.

The study regulations governing the requirements for compliance with sanitary and antiepidemic regime of therapeutic department. Control of the sanitary condition of the chambers. Organization of patient visits and transfers. Sanitary and educational work in the department.

Study of regulations governing the requirements for sanitary and anti-epidemic regime of therapeutic department. Control of the sanitary condition of the wards. Organization of patient visits and transfers. Sanitary-educational (health education) work in the department.

Acquaintance with the duties of the therapeutic department nurses. Organization of the work of sister (nurse) post. Introduction to the medical documentation of the sister post, filling medical records. Sampling of the medical prescriptions. Drafting claims for drugs from the pharmacy. Acceptance and delivery of the nurse duties.

Acquaintance with equipment, organization of work, medical records, sanitary-epidemiologic regime of the procedure room. Acquaintance with the duties of procedure nurse. The current and general sanitary cleaning of the procedure room. Preparation of the procedure room to work.

## **Section 3. Application of medications.**

Acquaintance with the rules of storage of list "A" and "B" medications, for external, internal (enteral) and parenteral administration. Maintenance of documentation on the account of narcotic and psychotropic medications. Consolidation of the main provisions of the Decree №51 of the Ministry of Health of the Republic of Belarus of 28 December, 2004 "On approval of Instruction on the procedure of acquisition, storage, sale and use of narcotic drugs and psychotropic substances for medical purposes."

Preparation and distribution of medicinal products for internal administration.

Distribution of tablets, powders, capsules, solutions, mixtures, drops. Reception of medicines by the patient in the presence of a nurse. Application of suppositories.

Instillation of drops and application of ointment in eyes, nose, ears. Application of ointments, solutions, powders, plaster.

Preparation of manipulation table for parenteral administration of medicines. Hygienic hand antisepsis. Consolidation of the main provisions instructions №113-0801 of the Chief State Sanitary Doctor of the Republic of Belarus of 05.09.2001 "Hygienic and surgical antisepsis of medical staff hand skin."

Conducting psychological preparation of the patient for manipulation. Preparation of the skin of the patient to an injection. Taking medicines from vials and ampoules.

Dilution of antibiotics and a set of predetermined dose into the syringe. Performing test for sensitivity to antibiotics. Calculation of the dose of insulin at a set into the syringe. Acquaintance with the features of the introduction of oil solutions, bicillinum, cardiac glycosides, magnesium sulfate.

Tests for drug compatibility. Performing intradermal, subcutaneous and intramuscular injections. Preventing possible complications. First before-doctor aid in anaphylactic shock.

Intravenous bolus injection of medicines. Sampling blood from a vein for the study. Blood sampling by the secure vacuum system. Making appointment card for analysis. Transportation of biological material to a lab.

Filling systems for drip intravenous infusion. Intravenous drip infusion of medicines. Monitoring of patients during transfusion. Possible complications and their prevention.

Disinfection of medical devices, used material. Consolidation of the main provisions of the Order № 165 of the Ministry of Health of the Republic of Belarus of 25.11.02 "On carrying out disinfection and sterilization by health care institutions," Decree №11 of the Ministry of Health of the Republic of Belarus of 06.02.2013 "On approval of sanitary norms and rules" Requirements for the organization and conduction of sanitary and anti-epidemic measures aimed for preventing the emergence and spread of viral hepatitis", Decree №107 of the Ministry of Health of the Republic of Belarus of 10.28.2013 - Sanitary regulations "Sanitary-epidemiological requirements to healthcare institutions providing medical services, including cosmetic, and also to the organization and conduct of sanitary and anti-epidemic measures for the prevention of infectious diseases in health care institutions", the Order № 351 of the Ministry of Health of the Republic of Belarus from 16.12.98 "On the revision of departmental regulations governing the issues of HIV / AIDS".

Utilization of syringes and intravenous systems. Consolidation of the main provisions of the Decree № 147 of the Chief State Sanitary Doctor of the Republic of Belarus of 20.10.05 - Sanitary rules and norms 2.1.7.14-20-2005 "Rules for the handling of medical waste," Decree №207 of the Chief State Sanitary Doctor of the Republic of Belarus 01.12.2008 "On introduction changes and additions to the sanitary rules and norms 2.1.7.14-20-2005 "Handling of medical waste."

#### **Section 4. Implementation of the monitoring and care of patients with deficiency of self-service.**

Assessment of the state of consciousness. Determination of the patient's position in bed. Examination of the skin and visible mucous membranes. Assessment of the general state of the patient.

Moving the patient, taking into account the biomechanics of the body of the patient and the nurse. Giving the patient a comfortable position in bed with the rules of biomechanics. Monitoring implementation of the regime of motor activity.

Preparation of the patient bed. Change of underwear and bed linen. Care of eyes, nose, ears, mouth, face and body of the patient. Prevention of intertrigo. Measures for the prevention of bedsores. Giving bedpan and urinal, intimate washing of patient after physiological functions. Disinfection of care articles.

Care and monitoring patients of elderly and senile age.

#### **Chapter 5. Acquaintance with nutrition of patients.**

Organization of clinical nutrition at the hospital. Billing portion requirements. The procedure of the food distribution. Feeding critically ill patients, debilitated patients, and elderly patients who are on bed regime. Consolidation of the main provisions of the Decree №135 of the Ministry of Health of the Republic of Belarus of 29.08.08 "On approval of the instructions on the organization of dietary nutrition in public health organizations."

#### **Section 6. Supervision and care of patients with respiratory diseases.**

Care for patients with respiratory diseases. Observation of breathing, coughing and character of expectorated sputum. Counting the number of respiratory movements. Measurement of body temperature, filling temperature chart. Disinfection thermometer after use. Storage of thermometers.

Patient education and support for the use of individual inhaler.

Supply of the patient with humidified oxygen through nasal catheter, nasal cannula, mask. Carrying peak-flowmetry. Giving postural drainage position for the patient.

Learning patients by the rules of individual spittoon use. Collection of sputum for bacteriological examination. Disinfection of spittoons.

Patient preparation and application of mustard plasters.

Care for febrile patients. Providing first before-doctor aid in hyperthermia. Application of ice bags, hot compress, hot-water bag. Disinfection of hot-water bag after application.

Preparation of instruments and assistance during pleural puncture.

Providing emergency medical aid in asphyxia, dyspnea, hemoptysis, and pulmonary hemorrhage, bronchial asthma attack.



### **Section 7. Supervision and care of patients with circulatory system diseases.**

Care and monitoring of patients with diseases of circulatory system. Study of pulse, evaluation of its characteristics. Registration of pulse parameters. Measuring blood pressure. Blood pressure profile. Registration of blood pressure. Evaluation of the results. Measurement of daily diuresis and its registration, determining the water balance. ECG recording, interpretation of the results. Preparing patients for laboratory and instrumental methods of examination.

Providing emergency medical aid in hypertensive crisis, angina pectoris, and suspected myocardial infarction.

### **Section 8. Observation and care of patients with digestive system diseases.**

Care and monitoring of patients with diseases of the digestive system. Collection of vomit for laboratory examination. Providing first before-doctor aid in vomiting.

Procedure of duodenal intubation. Gastric lavage with the thick gastric tube, taking lavage fluid for study. Emergency medical aid in gastrointestinal bleeding.

Taking feces for coprology study, bacteriological study, worm (helminthes) eggs. Preparing the patient for taking fecal occult blood.

Introducing colonic (flatus) tube, giving enemas (cleansing, laxative saline [hypertonic] and oil, siphon, medicinal). Disinfection of medical articles, the used material.

Preparation of instruments and assistance during abdominal puncture.

Preparation of the patient to X-ray examination of the esophagus, stomach and duodenum. Preparation of the patient to cholecystography, barium enema (irrigoscopy). Preparation of the patient to fibrogastroduodenoscopy, rectosigmoidoscopy, colonoscopy. Preparation of the patient to the ultrasound of the abdominal cavity.

### **Section 9. Supervision and care of patients with kidney and urinary tract diseases.**

Care of patients with diseases of the kidneys and urinary tract. Measures in acute urinary retention, call of reflex to urinate. Bladder catheterization by soft catheter.

Instructing patients on the rules of preparation for the study of urine: common clinical analysis (urinalysis), urine analysis according to Nechiporenko, urinalysis by Zimnitsky, for bacteriological examination. Marking utensils for taking material for laboratory research. Design of appointment card to urine examination.

Preparation of the patient to X-ray examination of the kidneys and urinary tract. Preparation of the patient to renal ultrasound examination.

Observation and care of patients with urinary incontinence. Emergency medical treatment in renal colic.

## INFORMATION-METHODICAL PART

### Statements of students

During the practice the student under the supervision of the direct supervisor of practice from the health institution runs a program of practice and reflects the progress of its implementation in the diary of practice developed by the Department of Internal Medicine Propedeutics in accordance with the practice program.

The student keeps every day diary, which should fix all the work during working hours with its precise description, the display of personal involvement in the treatment process. Daily diary is signed by the direct supervisor of practice from the health institution and verified by the head of the practice of the department.

At the end of the diary of a student writes a report on the implementation of the program of practice, summarizes the practical skills. The report is signed by student, practice supervisor from the health care organization (the hospital) and approved by the head of the hospital.

The report should be the filled list of mastered skills to their level of development (1, 2 or 3).

### Recommended minimum of practical skills for the period of nursing practice:

№	Practical skills	Recommended	
		number	level of mastering
1.	Anthropometric measurements	6	3
2.	Complete and partial sanitary cleaning a patient	3-5	3
3.	Examination of the patient for pediculosis and scabies. Sanitization in identifying pediculosis.	6	3
4.	Taking smears from the pharynx and nose for bacteriological research, design of the appointment card	4	3
5.	Transportation of a patient	6	3
6.	Moving the patient	6	
7.	Change of bed linen and underwear for serious patients	4	3
8.	Toilet of eyes, nose, external acoustic meatus	4	3
9.	Hygienic care of oral cavity	4	3
10.	Prevention of diaper rash (intertrigo)	3-5	3
11.	Complex prevention of bedsores	6	3
12.	Giving bedpan, urinal	2-3	3
13.	Toilet of external genitalia	4	3
14.	Organization of dietary nutrition of patients, feeding	5-8	3

	patients		
15.	Writing out portioned requirements	5	3
16.	Taking body temperature and registration of obtained data in the temperature chart	10	3
17.	Taking respiration rate, registration of obtained data	10	3
18.	Application of mustard plasters	2	3
19.	Application of the local hot compress	2	3
21.	Preparation and setting of heating pads (heaters)	2	3
22.	Preparation and setting of ice bag	2	3
23.	Humidified oxygen supply	2	3
24.	Use of individual inhaler	2	3
25.	Use of personal spittoon, its subsequent disinfection	3-5	3
26.	Giving the patient drainage position	2	3
27.	Sputum collection for research	3-5	3
28.	Conducting peak-flowmetry	2	3
29.	Preparation of instruments for pleurocentesis	2	3
30.	Taking pulse and defining its characteristics, recording results	20-35	3
31.	Taking blood pressure, recording results	20-35	3
32.	Measurement of daily diuresis and its registration, determining the water balance	6	3
33.	Recording ECG	4	3
34.	Gastric lavage with the thick gastric tube, taking lavage fluid for study	1-2	3
35.	Procedure of duodenal intubation	1-2	3
36.	Introducing colonic (flatus) tube	2-3	3
37.	Giving cleansing enema	2-3	3
38.	Giving siphon enema	2-3	2-3
39.	Giving oil enema	2-3	3
40.	Giving laxative saline (hypertonic) enema	2-3	3
41.	Giving medicinal enema	2-3	3
42.	Taking feces for coprology study	3-5	3
43.	Taking feces for bacteriological study, worm (helminthes) eggs	3-5	3
44.	Taking fecal occult blood and preparation of the patient	3-5	3
45.	Preparation of instruments for abdominal puncture	2-3	3
46.	Preparation of the patient and collecting urine for urinalysis	10-15	3
47.	Preparation of the patient and collecting urine for	8-10	3

	analysis according to Nechiporenko		
48.	Preparation of the patient and collecting urine for analysis according to Zimnitsky	3-5	3
49.	Bladder catheterization by soft catheter	1-2	2
50.	Preparation of working solutions of disinfectants	3-5	3
51.	Current cleaning procedure room	3	3
52.	General cleaning procedure room	2	3
53.	Disinfection of syringes, needles and other medical articles	12	3
54.	Preparation of medical waste for utilization	10	3
55.	Presterilizing cleaning medical devices of multiple use	4	3
56.	Quality control of presterilizing cleaning medical devices of multiple use (azopiram test)	10	3
57.	Prescription, deposition and distribution of medicines	8-10	2
58.	Instillation of drops in eyes	2	3
59.	Application of ointment in eyes	2	3
60.	Instillation of drops in nose	6	3
61.	Instillation of drops in ears	4	3
62.	Hygienic hand antisepsis	10	3
63.	Taking medicines from vials and ampoules	10-15	3
64.	Dilution of antibiotics and a set of predetermined dose into the syringe	10	3
65.	Calculation of the dose of insulin at a set into the syringe	3-5	3
66.	Intradermal injections	2	3
67.	Subcutaneous injections	3-5	3
68.	Intramuscular injections		
69.	Intravenous infusion of medicines	4	3
70.	Sampling blood from a vein for the biochemical study, design of appointment card for analysis	4	3
71.	Transportation of blood and biological fluids to a lab	3-5	2
72.	Filling systems for drip intravenous infusion of medicines	5-8	3
73.	Drip intravenous infusion of medicines	5-8	2-3
74.	Preparation of the patient to X-ray examination of the esophagus, stomach and duodenum	2-3	3
75.	Preparation of the patient to cholecystography	2-3	3
76.	Preparation of the patient to irrigoscopy (barium enema)	2-3	3
77.	Preparation of the patient to fibrogastroduodenoscopy	3-5	3

78.	Preparation of the patient to rectosigmoidoscopy, colonoscopy	2-3	3
79.	Preparation of the patient to the ultrasound of the abdominal cavity organs	3-5	3
80.	Preparation of the patient to X-ray and ultrasound examination of the kidneys and urinary tract	3-5	3
81.	Emergency medical aid in attack of dyspnea (asphyxia)	3-5	2
82.	Emergency medical aid in hemoptysis (blood spitting), and pulmonary hemorrhage	1-2	2
83.	Emergency medical aid in attack of bronchial asthma	3-5	2
84.	Emergency medical aid in hyperthermia	3-5	2-3
85.	Emergency medical aid in angina pectoris	3-5	2-3
86.	Emergency medical aid in suspected myocardial infarction	2-3	2
87.	Emergency medical aid in hypertensive crisis	3-5	2-3
88.	Emergency medical aid in vomiting	2-3	2
89.	Emergency medical aid in gastrointestinal hemorrhage	1-2	2
90.	Emergency medical aid in anaphylactic shock	1-2	2
91.	Emergency medical aid in renal colic	2-3	2

Levels of development of practical skills:

1 – student knows theory, professionally orients, knows indications for medical procedures;

2 – student knows theory, estimates, takes part in the work of medical staff;

3 – student knows theory, performs independently practical skills.

In the absence of conditions for the development of skills at the health care organization, the student should master practical skills according to the level 1.

### **Health education (sanitary-educational work)**

Students receive the task to conduct health education at the beginning of practice. Themes for the preparation of lectures and conversations are offered by supervisor of practice the practice program. During the practical training the student must perform at least one conversation on the topics of health education among patients duration of about 5-10 minutes. The text of the conversation should be submitted for review to the head of practice during the first week of practice. The preparation must be used at least 2-3 literature sources. For differentiated credit-test on the practice the student needs to present the text of the conversation.

### **Educational-research work (ERW) of students**

ERW during practice is an integral part of the educational process at the university, it helps expand horizons of the student, the development of logical thinking, the ability to analyze and summarize the results, to justify conclusions instills skills with scientific literature and medical records, develops the ability to think creatively, introduces students with modern methods of scientific research.

During the course of nursing practice each student performs educational-research work (ERW) in abstract form on a topic of care for patients.

Students receive the task for the ERW at the beginning of the practice from the supervisor of practice. Topics of ERW, providing by students, are of practical importance. The supervisor of the practice assists students in finding the necessary literature.

Results of ERW are summed to the scientific-practical conference with supervisors from the health care institution where students act with reports on the performed work.

Students present materials of ERW to the internal diseases propedeutics department of medical university at the end of practice.

### **Forms of the practice control**

The supervisor of practice from internal diseases propedeutics department conducts interviews with the students, which discusses all the questions that have arisen during the work, estimates correct implementation of practical skills, knowledge of the basic regulations for the medical-protective and of sanitary-antiepidemic regime of hospital therapeutic departments, prevention of nosocomial infections, correctness of medical documentation formulation. The interview should be aimed to checking the degree of development of practical skills and opportunities for their self-fulfillment.

Immediate head of practice from the health care institution attracts students to the works under the program of practice, daily controls and signs the student diary. After ending the practice immediate supervisor writes review on the work of a student during practice, which marks the fullness of the performance of program practices, attitude to work, the degree of preparation for self-employment and the level of mastering practical skills. Review is allowed to issue as characteristics of student practice. Review is signed by the general director of the health care institution and sealed by the institution.

Supervisor of practice from the higher education institution checks the work of students through visits to health care organizations and interviews with students at least 1 time per week.

### **Summation of practice**

During the last week of practice the student writes report on the implementation of the nursing practice program. The report must be signed by the student, supervisor of practice from the health care institution and approved by the head (deputy) of the health

care institution. The report shall contain information on the work performed by the student during practice, and all materials that reflects the content of sections of the program practice, schedule and individual assignments. At the end of the practice of the immediate supervisor of practice from the health care institution prepares a written review on practice of the student.

In accordance with the schedule of the educational process at the day of the end of the practice or within the first month of the next school year, the student passes the differentiated credit-test to the supervisor of the practice of the internal diseases propedeutics department. During the differentiated credit-test student presents diary of the practice, the report on the implementation of the practice program and characteristics (review) of the practice.

To conduct differentiated credit-test at the internal diseases propedeutics department the list of open tests has developed in accordance with the program of practice. Materials for differentiated credit-test are discussed at meeting of the department, approved by its head and reported to the students a month before the practice.

The mark for practice on ten-point scale is written at the examination sheet and credit-testbook and taken into account when summing up the current attestation of students.

A student is re-directed to the practice in their free time if he has not carried out a program of the practice, get a negative characteristics (review) or unsatisfactory mark at the time of differentiated credit-test to supervisor of practices of the internal diseases propedeutics department.

Examination sheets with exposed marks with reports from the head of the practice from the university department should be given to the Department of production practices of the University. Copies of the report with exposed marks, diaries of practices are kept at the department within one year after the date of differentiated credit-test (Decree of the Ministry of Justice of the Republic of Belarus of 24.05.2012, № 140 About the retention period, p.889).

The results of the nursing practice are discussed at meetings of the department responsible for educational and methodological guidance, cyclic methodical commission of relevant disciplines, central methodical commission, scientific and methodological conferences universities, as well as the meetings of the health care institutions. As a result of the practice it can be scientific and practical conferences, seminars, round tables with participation of students, university teachers, heads of health care institutions and leading experts - practitioners.

The overall results of the practice for the year are brought to the Council of University and the Faculty Council with possible participation of the health care institutions.

**Responsibility of the Supervisor of practice of the university department  
exercising direct management practice:**

- instructs the students before going on practice work (the order and conditions of practice, practice base characteristics, program of the practice, methodical guidance on conducting a diary during the practices, etc.);
- visits the health care institution defined by the order as the basis of practice, to address organizational issues;
- provides practical training of students in strict accordance with the curriculum and the program at the high methodological level;
- defines workplaces of students, prepares and agrees the schedules of practical training with the health care institutions, controls over their fulfillment;
- organizes, if necessary, training sessions and consultations for students, as well as a lecture or a seminar on medical ethics and medical ethics, labor protection, legal issues and others according to educational plans and programs at the bases of practice, together with the head of the practice of the health care institution;
- together with the head of practice of the health care institution organizes the implementation of all tasks of students practice;
- together with the head of practice of the health care institution involves students in public work of the collective and manages educational-research work of students, provided the task of the university department;
- controls over organization of the normal working and living conditions for students, and required instructing the students on labor protection and safety;
- monitors the implementation of the practice program;
- identifies and eliminates defects in a timely manner in the organization of the practice, if necessary, communicates them to the supervisor from the health care institution;
- checks the diaries and reports of students, implementation of individual tasks, participates in the work of the commission on reception of the practice credit-tests;
- presents written report on the conduct of practice to the head of the practice and head of the department of the university, together with comments and suggestions for improvement of practical training of students;
- performs all work in the close contact with the supervisors of practice of public health care institutions.



**Duties of Head of practice from the health care organization, providing overall guidance of the practice**

Head of practice from the health care organization issues an order on organization of enrollment of students in the practice according to agreements on organization of students practice, organizes and carries out the practice of students, provides workplaces, defines schedules in terms to ensure its maximum effectiveness of the practice.

Head of practice creates the necessary conditions to students for practical training and implementation of the practice program, obtaining by students the necessary knowledge in specialty, medical ethics, scientific organization of work, educational-research work.

Head of practice introduces students to the organizational structure of the health care institution, internal regulations, methods of safe work and protection of labor, rights and duties, conducts an introductory briefing on safety.

Head of practice monitors compliance with the students the rules of the internal labor regulations of the health care institution. In case of need to interns who violate the rules of the internal labor regulations, the order of the head of the health care institution imposes sanctions, followed by the message to the rector of the university.

Head of practice bears responsibility in the event of production accidents and injuries to students undergoing practical training at the bases of health care institutions in accordance with existing legislation.

**Duties of the supervisor of the practice of the health care institution, carrying out the direct management practice:**

Study the program of practice.

Check that students receive instruction on safety protection.

Acquaint students with the structure of the department.

Ensure normal conditions for practical training of students in accordance with the program of practice.

Check diaries of students, every day to sign them.

Check periodically the attendance of students workplaces.

At the end of practice check and sign the reports of students on practice and diaries, make a brief review of the work and assure the seal of the organization.

### **Duties of Students taking practice**

Arrive in due time at the place of practice, pass instructing on the protection of labor, be acquainted with the internal rules of the health care institution, should have a paper on medical examinations.

Obtain and study the program of practice and individual task.

Comply with the rules of the internal labor regulations of the health care institution.

Learn and follow the rules of labor protection and safety.

Be responsible for the work and its results equally with staff members.

Qualitatively and fully perform tasks according to the program of practice.

Every day keep a diary to record all performed work.

Actively participate in the public life of the organization.

Present report on the implementation of all tasks of practice, health education conversation text and ERW to the practice supervisor in due time.

Demonstrate careful attention to the patients and staff of health care institution, observe the principles of professional ethics and deontology.

Pass differentiated credit-test on practice in due time.

**Recommended topics of ERW (educational-research work):**

1. Sanitary-antiepidemic regime of the admission department. Normative documents regulating sanitary-antiepidemic regime. Organization of work at the admission department. Duties of the nurse (medical sister) of the admission department. Types of medical records (documentation) of the admission department.
2. Medical ethics and deontology in the practice of a nurse. Moral and legal responsibility of health professionals. Communication as an effective means of care for patients.
3. Disinfection. Methods, types, techniques. Quality control methods of disinfection.
4. Requirements for modern disinfectants. Classification of modern disinfectants authorized Ministry of Health of the Republic of Belarus. Rules of preparing disinfectant solutions.
5. Sanitary-antiepidemic regime of the therapeutic profile department. Normative documents regulating sanitary-antiepidemic regime. Duties of ward nurse of the therapeutic profile department. Rules of medical records (documentation).
6. Implementation of care for patients with deficiency of self-service. Bedsores, stages, causes and prevention.
7. Biomechanics. Rules of moving the patient. Movement biomechanics of the nurse when moving patients with impaired motor activity. Occupational diseases of health care workers arising from the violation of the rules of biomechanics.
8. The rules of preparation of patients to different types of laboratory and instrumental methods of research. Rules of filling documentation. Requirements for laboratory utensils.
9. Sanitary-antiepidemic regime of manipulation cabinet. Principles of patient care in violation of physiological functions.
10. Rules of discharge, receipt and storage of medicines in the department. Routes of administration of drugs. Advantages and disadvantages.
11. Sanitary-antiepidemic regime of procedure rooms. Regulatory documents of Ministry of Health of the Republic of Belarus regulating sanitary-antiepidemic regime of procedure rooms. The main types of medical records (documentation) of procedure rooms.
12. Levels of processing the hands of medical personnel. Requirements to the hands of medical personnel. Modern skin antiseptics in the anti-epidemic measures, their characteristics.
13. Complications arising after parenteral administration of drugs. The role of the nurse in the prevention of complications.

14. Modern methods of disposal (utilization) of medical waste. The epidemiological and ecological safety.
15. The therapeutic feeding in hospital. Sanitary-antiepidemic regime of buffet room. Methods of feeding of critically ill patients.
16. The main types of health care institutions such as outpatient and inpatient. Structure, functions.
17. The art of communication with patients and their relatives. Deontological requirements to person of nurse.
18. Care and monitoring of patients of elderly and senile age.

**Recommended subjects of health education work:**

1. Diabetes mellitus (features of the patient nutrition).
2. Vitamin deficiency diseases.
3. Affection of internal organs in alcoholism.
4. Atherosclerosis and its prevention.
5. Features of the patient nutrition in arterial hypertension.
6. Atypical pneumonia is the problem of the century.
7. Nutrition of patients in peptic ulcer of stomach and duodenum.
8. The way to Health - the fight against obesity.
9. Neuropsychiatric stress and its prevention.
10. Dietary feeding of patients in chronic colitis.
11. Smoking – the harm to health.
12. Ecological clean food.
13. Gastroduodenal disease in adolescence (of prevention).
14. Prevention of intestinal infection.
15. Movement - that's life.
16. Habitual constipation (health food, prophylaxis).
17. Prevention of renal inflammatory diseases.
18. Hardening (tempering) is the foundation of a healthy lifestyle.
19. Dietary feeding in bronchial asthma.
20. Dietary feeding in coronary (ischemic) heart disease.
21. Dietary feeding in chronic gastritis.
22. Reducing (unloading) diets.
23. Nutrition of the elderly.
24. Phytotherapy of kidney diseases.

## EDUCARIONAL-METHODICAL MATERIALS

### Literature

#### Basic:

1. Юпатов Г.И., Ольшанникова В.В. Общий уход за пациентами и основные манипуляции среднего медицинского персонала: Учебно-методическое пособие, под редакцией профессора, д.м.н. Н.Е. Федорова. - Витебск, 2000. - 87 с.
2. Яромич И.В. Сестринское дело и манипуляционная техника, Мн.: Выш. шк., 2008.
3. Яромич И.В. Сестринское дело и манипуляционная техника, Мн.: Выш. шк., 2011.
4. Гребенев А.Л., Шептулин А.А.. Основы общего ухода за пациентами // Учеб. пособие. Москва: Медицина, 1991.- 256 с.
5. Мухина С.А., Тарновская И.И. Общий уход за пациентами. Москва: Медицина, 1989.- 326 с.
6. Неотложные состояния: диагностика, тактика, лечение// Справ. для врачей. Сост. Г.А. Шершень.- 2-е изд. Минск: Беларусь, 1998. - 574 с.
7. Справочник врача скорой и неотложной медицинской помощи. Под ред. А.Н. Ининой. Ростов-на-Дону: Феникс; Москва: АСТ, 1999. - 350 с.
8. Справочник медицинской сестры по уходу. Под ред. Н.Р. Палеева. Москва: Медицина, 1989.- 525 с.

#### Additional:

1. Инструкция №113 -0801 Главного государственного санитарного врача Республики Беларусь от 05.09.01 «Гигиеническая и хирургическая антисептика кожи рук медицинского персонала».
2. Приказ № 165 Министерства здравоохранения Республики Беларусь от 25.11.2002 «О проведении дезинфекции и стерилизации учреждениями здравоохранения».
3. Приказ № 351 Министерства здравоохранения Республики Беларусь от 16.12.1998 «О пересмотре ведомственных нормативных актов, регламентирующих вопросы по проблеме ВИЧ / СПИД».
4. Приказ №477 Министерства здравоохранения Республики Беларусь от 29.08.05 «Об усилении мероприятий по профилактике эпидемического сыпного тифа и борьбе с педикулезом».
5. Приказ № 792 Министерства здравоохранения Республики Беларусь от 01.10.2007 «Об утверждении форм первичной медицинской документации в организации здравоохранения, оказывающих стационарную помощь».
6. Постановление №107 Министерства здравоохранения Республики Беларусь от 28.10.2013 Санитарные нормы и правила «Санитарно-

эпидемиологические требования к организациям здравоохранения, оказанию медицинских услуг, в том числе по косметологии, а также к организации и проведению санитарно-противоэпидемических мероприятий по профилактике инфекционных заболеваний в организациях здравоохранения».

7. Постановление №51 Министерства здравоохранения Республики Беларусь от 28 декабря 2004 «Об утверждении Инструкции о порядке приобретения, хранения, реализации и использования наркотических средств и психотропных веществ в медицинских целях».

8. Постановление №135 Министерства здравоохранения Республики Беларусь от 29.08.08 «Об утверждении инструкции об организации диетического питания в государственных организациях здравоохранения».

9. Постановление №147 Главного государственного санитарного врача Республики Беларусь от 20.10.05 Санитарные правила и нормы 2.1.7.14-20-2005 «Правила обращения с медицинскими отходами».

10. Постановление №207 Главного государственного санитарного врача Республики Беларусь 01.12.2008 «О внесении изменений и дополнений в Санитарные правила и нормы 2.1.7.14-20-2005 «Правила обращения с медицинскими отходами».

11. Постановление № 11 Министерства здравоохранения Республики Беларусь от 06.02.2013 г. «Об утверждении Санитарных норм и правил «Требования к организации и проведению санитарно-противоэпидемических мероприятий, направленных на предупреждение возникновения и распространения вирусных гепатитов».

12. Приказ № 597 Министерства здравоохранения Республики Беларусь от 02.06.2014 «Об утверждении Перечня основных манипуляций, необходимых для формирования профессиональных компетенций по специальности 2-79 01 31 «Сестринское дело».

Translated by Nemtsov L.M., MD