

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS

Educational institution

«GOMEL STATE MEDICAL UNIVERSITY»

Department of Public Health and Healthcare

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**MEDICAL AND CLINICAL PRACTICE ON PUBLIC  
HEALTH AND HEALTHCARE**

Educational and methodical manual for 5<sup>th</sup>/6<sup>th</sup>\* year students of the faculty foreign  
students of higher medical educational institutions

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The methodical review is intended for conducting practical training in public health and public healthcare by 5th year students of the faculty of foreign students. It contains recommendations for the implementation of individual tasks on practical problems which corresponds to the curriculum and the standard curriculum for medical industrial practice approved by the Ministry of Health of the Republic of Belarus.

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## 1. INTRODUCTION

One of the most important stages of doctor's training is industrial practice, which provides an opportunity to consolidate the theoretical knowledge gained by students in the study of public health and healthcare.

The program of medical clinical industrial practice is compiled in accordance with the educational standard of the first stage of higher education of the Republic of Belarus as amended by Resolution No. 150 dated 28.11.2017 "On Amendments and additions to some resolutions of the Ministry of Defense of the Republic of Belarus" and the standard curriculum. For students of the 5th year of the Faculty of Medicine, industrial practice as a doctor's assistant is a mandatory form of training a doctor in the specialty "Medical business".

Industrial practice in public health and healthcare is carried out in hospitals of regional, city and large central district healthcare organizations under the supervision of the head of the organizational and methodological department (office) and under the supervision of the deputy chief physician throughout the practice. After the end of the internship, students take a differentiated credit.

The proposed training manual contains materials on the organization and conduct of summer practical training in the discipline "Public health and healthcare".

## **2. EXPLANATORY NOTE**

### **2.1. The mission of the practice**

To train highly qualified and competitive students with a practice-oriented approach, an active lifestyle, modern knowledge in the specialty "Public Health and healthcare" and socio-personal competencies in demand in the labor market, able to organize and provide medical care in a timely and high-quality manner, predict morbidity and promote the health of society.

### **2.2. Purpose of the practice**

1.2.1. Deepening, consolidation and verification of knowledge and practical skills acquired by students in the study of the discipline "Public health and healthcare".

1.2.2. Familiarization with the organization of work of the organizational and methodological department (room), department (room) of statistics, organization of work of the health organization where the internship takes place, with the basics of anti-epidemic activities, consolidation practical skills in medical and hygienic education and the formation of a healthy lifestyle among the population.

### **2.3. Tasks of practice**

1.3.1. Deepening of theoretical knowledge on public health and healthcare obtained at other departments, mastering special knowledge and skills, mastering practical skills of a doctor in the specialty "Public health and healthcare".

1.3.2. Consolidation of knowledge and skills in calculating and analyzing health indicators of the population served by the territory and characterizing the activities of the health organization.

1.3.3. Mastering the skills of maintaining and processing medical documentation, compiling reports.

1.3.4. Consolidation of practical skills in medical and hygienic education and formation of a healthy lifestyle among the population.

1.3.5. Mastering the technology of developing proposals to improve the work of healthcare organizations.

### **2.4 As a result of the internship, the student must have practical skills:**

- Draw up primary medical documentation of healthcare organizations;
- Calculate and analyze, using computer technologies, indicators of the health of the population, the activities of various types of healthcare organizations;
- Evaluate the results of medical examination of the population in healthcare organizations;

- Correctly fill in and maintain basic accounting and reporting medical and statistical documentation;
- Carry out work on medical and hygienic education and the formation of a healthy lifestyle among the population;
- Use instructive and methodological materials in resolving issues of examination of temporary disability and draw up relevant documentation;
- Evaluate the performance of a health care organization based on end-result models;
- Conduct an analysis of the achieved performance indicators of the healthcare organization, comparing them with standard indicators;
- Develop management decisions and make proposals to improve the activities of the healthcare organization and improve the quality of medical care to the population.

**As a result of the practice, the student must study:**

- legislation of the Republic of Belarus in the field of healthcare;
- organization of preventive work in a healthcare organization, dispensary method and its essence;
- the work of the Medical Consultative Commission (VCC) and the Medical Rehabilitation Expert Commission (MREC), if any;
- medical documentation, rules for registration and coding of the disability certificate and medical death certificate.

**The student must be able to:**

- to draw up medical and organizational and administrative documents of healthcare organizations;
- calculate and analyze using computer technology indicators of public health, the activities of health organizations of various types;
- to evaluate the results of medical examination of the population in healthcare organizations;
- correctly fill out and maintain basic accounting and reporting medical and statistical documentation;
- to carry out work on medical and hygienic education and formation of a healthy lifestyle among the population;
- use instructional and methodological materials in solving the issues of examination of temporary disability and draw up appropriate documentation on the organization of medical and social expertise (examination of violations of patients' vital functions);

- evaluate the activities of a healthcare organization based on end-result models, make calculations and evaluate performance indicators and defect indicators; calculate the coefficient of achievement of results;
- to analyze the achieved performance indicators of the health organization, comparing them with the normative indicators;
- develop management decisions and make proposals to improve the activities of the health organization and improve the quality of medical care to the population.

**The student must possess:**

- methods of assessing public health of the population;
- methods of assessing the activities of healthcare organizations;
- the skill of developing a set of preventive measures;
- skills of statistical analysis.

### **3. LIST OF REGULATORY LEGAL ACTS**

During the practice in the "Public Health and Healthcare" cycle, students should familiarize themselves with the main regulatory legal acts:

1. The Law of the Republic of Belarus "On Healthcare" dated June 18, 1993, as amended on December 11, 2020 No. 94-Z.
2. The Law of the Republic of Belarus "On Sanitary and Epidemiological Welfare of the Population" dated 07.01.2012 No. 340-3, with amendments and additions dated July 15, 2019 No. 217-Z.
3. The Law of the Republic of Belarus "On Social Protection of Citizens affected by the Chernobyl disaster" dated 06.01.2009 No. 9-3.
4. Resolution of the Council of Ministers of the Republic of Belarus No. 304 dated June 3, 2021 "On medical rehabilitation expert commissions and medical examinations".
5. Resolution of the Council of Ministers of the Republic of Belarus No. 159 dated March 22, 2021 "On the State Program for Overcoming the consequences of the Chernobyl disaster for 2021-2025".
6. Resolution of the Council of Ministers of the Republic of Belarus "On State Minimum social standards in the field of healthcare" dated March 29, 2016 No. 259.

7. Resolution of the Council of Ministers of the Republic of Belarus of January 19, 2021 No. 28 "On the State Program: People's Health and Demographic Security of the Republic of Belarus" for 2021-2025".
8. Resolution of the Ministry of Health of the Republic of Belarus of October 30, 2020 No. 92 "On Amending the Resolution of the Ministry of Health of the Republic of Belarus of December 29, 2012 No. 217"
9. Resolution of the Ministry of Health of the Republic of Belarus No. 65 dated July 16, 2007, as amended on November 18, 2020 No. 106 "On establishing the list of essential medicines".
10. Order of the Ministry of Health of the Republic of Belarus No. 966 dated August 9, 2019 "On Approval of Instructions on the organization of a multi-level system of obstetric and gynecological and perinatal care in the Republic of Belarus".
11. Resolution of the Council of Ministers of the Republic of Belarus No. 267 dated May 13, 2021 "On the procedure for the functioning and use of a centralized health information system".
12. Order of the Ministry of Health of the Republic of Belarus No. 536 dated May 25, 2018 "On some issues of the formation of integrated electronic medical records in the Republic of Belarus".
13. Resolution of the Ministry of the Republic of Belarus No. 99 dated October 31, 2007 "On Approval of the Instructions on the Procedure for Issuing a Doctor's Prescription and Creating Electronic Prescriptions for a Doctor (as amended on 10/23/2020 No. 87).
14. Resolution of the Ministry of the Republic of Belarus No. 55 dated May 21, 2021 "On the assessment of the quality of medical care and medical examinations, examination quality of medical care".
15. Order of the Ministry of Health of the Republic of Belarus No. 75 dated March 29, 2004 "On approval of forms of accounting medical documentation of healthcare organizations".
16. Order of the Ministry of Health of the Republic of Belarus of October 1, 2007 No. 792 "On approval of forms of primary medical documentation in healthcare organizations providing inpatient care, as amended by Order of the Ministry of Health of 18.11.2008 No. 1050.
17. Order of the Ministry of Health of the Republic of Belarus of September 26, 2007 No. 774 "On approval of forms of primary medical documentation of obstetric and gynecological and pediatric services".

18. Order of the Ministry of Health of the Republic of Belarus No. 710 dated August 30, 2007 "On approval of forms of primary medical documentation in outpatient polyclinic organizations".
19. Resolution of the Ministry of Health of the Republic of Belarus No. 96 dated August 12, 2016 "Instructions on the procedure for medical examination".
20. Resolution of the Ministry of Health of the Republic of Belarus No. 186 dated 03.12.2012 "On approval of approximate staff standards of medical and other employees of regional, central, central city, central district, city, district and district hospitals".
21. Resolution of the Ministry of Health of the Republic of Belarus No. 161 dated December 13, 2007 "On the approval of industry standards for the time of service of adults and children by doctors of state organizations (units) of healthcare providing outpatient care, funded from the budget".
22. Resolution of the Ministry of Health of the Republic of Belarus No. 185 dated December 3, 2012 "On approval of approximate staff standards of medical and other employees of polyclinics and children's polyclinics (polyclinic departments) ...".
23. Resolution of the Council of Ministers of the Republic of Belarus No. 1185 dated December 17, 2014 "On certain issues of conducting an examination of the activities of the MREK".
24. Resolution of the Ministry of Health of the Republic of Belarus and the Ministry of Labor and Social Protection of the Republic of Belarus No. 1/1 dated January 04, 2018, as amended on May 07, 2021 No. 47/33 "On Approval of the Instructions on the Procedure for Issuing and Processing Disability Certificates and Certificates of temporary disability".

#### **4. LIST OF FORMS OF PRIMARY MEDICAL DOCUMENTATION OF HEALTHCARE ORGANIZATIONS**

During the practice in the cycle "Public health and healthcare", students must work out the skills of registration of primary accounting and reporting medical documentation on the bases of organizational and methodological departments of healthcare organizations.

##### **Accounting documentation**

1. The journal of the reception of patients and refusals in hospitalization (001/u-07).
2. The journal of the reception of pregnant women, women in labor and maternity (002/u).
3. Medical card of inpatient patient (003/u-07).

4. Medical card of termination of pregnancy (003-1/u).
  5. History of childbirth (096/u).
  6. The history of the child's development (112 /y).
  7. The history of the development of the newborn (097 / y).
  8. Temperature sheet (004/y).
  9. Journal of surgical interventions in the hospital (008/y-07).
  10. Journal of hospital birth records (10/y).
  11. Protocol in case of detection of a form of malignant neoplasm in the patient in stage III of visual localizations and (or) stage IV of all localizations (027-2/y-13).
  12. List of the main indicators of the patient's condition in the intensive care unit (ward) (011/y).
  13. Statistical card of the patient who left the hospital (066/u-07).
  14. List of movement of patients and hospital bed stock (007/u-07).
  15. Summary statement of the movement of patients and bed stock by hospital, department or bed profile (016/u-07).
  16. Medical card of an outpatient patient (025/u-07).
- The card of the patient in the physical therapy room (042/y).
37. The card of the patient being treated in the physiotherapy department (office) (044/y).
  38. Reference (082/y).
  39. The log of work at home of the district (patronage) nurse, midwife (116 / y).
  40. Transfusion transfusion registration sheet (005/u-04).
  41. Journal of surgical interventions in the hospital (008/u).
  42. Log of transfusion media transfusion (009/y).
  43. Journal of hospital birth records (010/y).
  44. Procedure log (029/y).
  45. Journal of recording X-ray studies (050/y).
  46. Journal of outpatient surgery records (069/y).
  47. Certificate for obtaining a permit (070 / y).
  48. Sanatorium and resort card (072/y).

49. Summary statement of diseases registered in this institution (071/y).
50. Diary of the work of a polyclinic (outpatient clinic), dispensary, consultation (039/y).
51. Diary of the work of the secondary medical staff of the polyclinic (outpatient clinic), dispensary, consultation, health center, FAP, collective farm maternity hospital (039-1/y).
52. Referral for medical and social expertise (2-itu/u-09).
53. Extract from the medical record of an inpatient (outpatient) patient with a malignant neoplasm (027-1/y-12).
54. Protocol in case of detection of an advanced form of malignant neoplasm in the patient (027-2/y-12).
55. Exchange card (113/y).
56. Emergency notification of an infectious disease, food poisoning, complication after vaccination (058/y).
57. Notification of a patient with a newly diagnosed diagnosis of syphilis, gonorrhea, microsporia, trichophytia, favus, scabies (089/y).
58. Notification of the first established (canceled) case of malignant neoplasm (090/y-12).
59. Notification of a patient with a first-time diagnosis of drug addiction (091/y).
60. Journal of infectious diseases, food poisoning, complications after vaccination (060/y).
61. Journal for recording the conclusions of the medical advisory commission (035/y).
62. The book of registration of disability sheets (036/y).
63. Medical certificate of birth (103/u-10).
64. Medical certificate of death (stillbirth) (106/u-10).
65. Journal of registration of outpatient patients (074/y).
66. Conclusion of the Medical Rehabilitation Expert Commission (1-itu/u-09).
67. Advisory opinion of the medical rehabilitation expert commission (3-itu/u-09).
68. Program of additional examination of the patient of the medical rehabilitation expert commission (4-itu/u-09).

69. The certificate of examination of the patient in the medical rehabilitation expert commission (5-itu/u-09).
70. The medical card of the patient of the medical rehabilitation expert commission (6-itu/u-09).
71. Individual program of medical rehabilitation of the patient (7-itu/u-09).
72. Journal of minutes of meetings of the medical rehabilitation expert commission (8-itu/u-09).
73. Journal of the movement of medical records of patients of the medical rehabilitation expert commission (9-itu/u-09).
74. Form N 10-itu/u-09 "Register of issuance of certificates of persons with disabilities" according to Appendix 10.
75. Register of advisory opinions of the cabinet of medical and vocational rehabilitation (11-itu/u-09).

### **Reporting documentation**

1. Report on termination of pregnancy up to 22 weeks for 20\_\_ year (Form 1 – abortions).
2. Report on medical care for children for 20\_\_ year (Form 1 – children).
3. Report of the children's home for 20\_\_ year (Form 1 – children's home).
4. Report on the number of diseases registered in patients aged 18 years and older living in the service area of the health organization providing medical care for 20\_\_ year (Form 1 – morbidity).
5. Report on sexually transmitted infections, mycoses and infestations for 20\_\_ year (Form 1 – STI).
6. Report on medical (pharmaceutical) workers as of December 31, 20\_\_ (Form 1 – medical frames).
7. Report on the medical support of citizens affected by the Chernobyl disaster, other radiation accidents for 20\_\_ (Form 1 – Chernobyl medical support).
8. Report on diseases with mental disorders due to the use of psychoactive drugs and patient contingents for 20\_\_ year (Form 1 – narcology).
9. Report on medical care for pregnant women, women in labor and maternity women for 20\_\_ year (Form 1 – assistance to pregnant women).

10. Report on diseases with mental disorders, behavioral disorders and contingents of observed patients (except for diseases related to the use of psychoactive drugs) for 20\_\_ year (Form 1 – psychiatry).
11. Report on the activities of the ambulance service for 20\_\_ year (Form 1 – ambulance).
12. Report on the activities of a healthcare organization providing medical care in stationary conditions for 20\_\_ year (Form 1 – hospital).
13. Report on preventive vaccinations for January 20\_\_ year (Form 2 – vaccinations).
14. Report on individual infectious, parasitic diseases and their carriers for 20\_\_ year (Form 6 – infection).
15. Report on the causes of temporary disability for January 20\_\_ year (Form 4 – disability).
16. Report on health care expenses for 20\_\_ year (Form 1 – NHS).
17. Report of a healthcare organization providing medical care in inpatient and outpatient settings for 20\_\_ year (Form 1 – organization).
18. Report of the organization providing medical services to the population for 20\_\_ year (Form 1 – zdrav).
19. Report on income and expenses for health care and instructions for completing it for 20\_\_ year (Form 1 – CVD).

## **5. CONTENT OF THE PRODUCTION PRACTICE**

### **5.1. Organization of practice**

In total, 7 days are allotted for the study of medical and clinical production practice in public health and healthcare: 54 academic hours, 42 of them are classroom hours. Practice is carried out on a five-day working week from 08.00 to 14.00.

**During the course of the cycle on public health and public health, students must:**

- get acquainted with the place of practical training (health organization);
- get acquainted with the organizational structure of the healthcare organization;

- to get acquainted with the working procedure of employees of the health organization;
- get acquainted with the activities of the organizational and methodological department of the health organization;
- to study the medical documentation and the procedure for filling it out, the rules for coding and registration of the disability certificate.

During the practice, students perform an individual task, which provides for a detailed study of the data on the structure of morbidity provided by the organizational and methodological department (statistics office) for the last 3 years.

As a result of performing an individual task, students consolidate the theoretical knowledge acquired as a result of studying the discipline "Public Health and healthcare" in the 4th and 5th year. They practice their skills in analyzing and evaluating the activities of healthcare organizations, formulate managerial proposals to improve various aspects of the activities of healthcare organizations, taking into account the specific results of the analysis.

**According to the results of the practice, the student must:**

- to give a description of the organization of medical care to the population in accordance with one of the options for individual tasks;
- reflect the indicators characterizing the activity of the department for 3 years (according to reports of health organizations and information from medical statistics offices);
- to analyze the received data;
- formulate conclusions and practical suggestions for improving the activities of a particular healthcare organization or its structural unit;
- on the title page of the report there should be a note on the verification of the report by the head of the organizational and methodological department (statistics office) and the signature of the chief physician or deputy chief physician of the health organization, certified by the stamp of the health organization. The written report is accompanied by a review of the head of the practice of the health organization, certified with a stamp, and a diary of industrial practice. The diary daily notes the learning elements that the student gets acquainted with and the knowledge and skills that he receives. The diary is signed daily by the student and the direct head of the practice of the health organization;

— read two conversations to patients about the formation of motivation for healthy lifestyle. If a medical bulletin is prepared, it is posted in the specialized departments of the hospital for the duration of the student's practice, about which a corresponding note is made in the diary and lecture voucher. In the vouchers for the conversation, there should be a mark of the head of the practice – the head of the organizational and methodological department (statistics office), certified by the stamp of the health organization.

**To the differentiated credit, students present (Application №1):**

1. d
2. two conversations or a leaflets (booklet, memo, poster);
3. two signed vouchers for conducting conversations;
4. review of the head of the practice;
5. report on the conducting of an individual task;
6. completed individual task.

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**5.2. The topics of individual tasks for the of practice**

**No. 1. Organization of the work of the hospital**

General information about the hospital. The name of the hospital. General characteristics of the administration (economic profile). A network of healthcare organizations. The main documents regulating the resources and activities of the hospital.

The staff of the hospital: employment, staffing, part-time ratio. Qualification characteristics of medical workers (availability of qualification categories for doctors and secondary medical staff, advanced training). The information should be in the form of a table for 3 years.

Analysis of data of organizations of medical care of the population of the hospital for 3 years.

Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city) formulate conclusions on the work of the specialized department and make proposals to improve the quality of medical care.

## **No. 2. Organization of medical care for patients with respiratory diseases, upper respiratory tract diseases (Class X, category J00- J39) according to ICD-10 in stationary conditions**

General information about the hospital

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served. Departments that provide medical care in therapeutic beds, their bed fund. Characteristics of the cardiology department. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and mid-level staff, advanced training). The data should be in the form of a table for 3 years.

Accounting and analysis of work of the department.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of hospital:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).
2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.
3. The average duration of treatment of patients in bed, according to the structure of morbidity (in accordance with the task).
4. Distribution of hospitalized patients with respiratory diseases by gender, age and place of residence. The structure of cases of diseases by nosology.
5. The average duration of treatment of treated patients (days) with respiratory diseases according to the structure of morbidity in total.
6. Mortality from respiratory diseases of patients in the department.

Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the specialized department and make proposals to improve the quality of medical care.

### **№ 3. Organization of medical care for patients with diseases of the nervous system (Class VI, category G10- G32) according to ICD-10 in stationary conditions**

General information about the hospital

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served. Departments that provide medical care in therapeutic beds, their bed fund. Characteristics of the department. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and mid-level staff, advanced training). The data should be in the form of a table for 3 years.

Accounting and analysis of work of the department.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of hospital:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).
2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.
3. The average duration of treatment of patients in bed, according to the structure of morbidity (in accordance with the task).
4. Distribution of hospitalized patients with diseases of the nervous system by gender, age and place of residence. The structure of cases of diseases by nosology.
5. The average duration of treatment of treated patients (days) with diseases of the nervous system according to the structure of morbidity in total.
6. Mortality from diseases of the nervous system of patients in the department.

Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the specialized department and make proposals to improve the quality of medical care.

#### **№ 4. Organization of medical care for patients with diseases of the digestive system, diseases of the appendix, hernias, peritoneal diseases, etc. (Class XI, heading K35- K38) according to ICD-10 in hospital surgical departments**

##### General information

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served. Departments that provide medical care to patients in surgical beds, their bed fund. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and secondary medical staff, advanced training). The data should be in the form of a table for 3 years.

Accounting and analysis of work of the department.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of department:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).
2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.
3. The average length of stay of patients in bed (days), according to the structure of diseases (in accordance with the task).
4. Distribution of hospitalized patients by gender, age, place of residence. The structure of diseases by nosology.
5. Medical care for patients in surgical beds in inpatient conditions: the number of operations performed, including children under 18 years of age. The number of deceased patients (from the number of operated).
6. The average duration of treatment of treated patients according to the profile of the disease.
7. The procedure for providing emergency medical care to patients in surgical beds, the proportion of those hospitalized later than 24 hours from the onset of the disease. Postoperative mortality in conditions requiring emergency medical care in surgical beds.

Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the profile department and make proposals to improve the quality of medical care.

### **№ 5. Organization of medical care for patients with respiratory diseases, purulent and necrotic conditions of the lower respiratory tract and other diseases (Class X, heading J85- J99) according to ICD-10 in hospital surgical departments**

#### General information

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served. Departments that provide medical care to patients in surgical beds, their bed fund. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and secondary medical staff, advanced training). The data should be in the form of a table for 3 years.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of department:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).
2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.
3. The average length of stay of patients in bed (days), according to the structure of diseases (in accordance with the task).
4. Distribution of hospitalized patients by gender, age, place of residence. The structure of diseases by nosology.
5. Medical care for patients in surgical beds in inpatient conditions: the number of operations performed, including children under 18 years of age. The number of deceased patients (from the number of operated).
6. The average duration of treatment of treated patients according to the profile of the disease.
7. The procedure for providing emergency medical care to patients in surgical beds, the proportion of those hospitalized later than 24 hours from the onset of the disease. Postoperative mortality in conditions requiring emergency medical care in surgical beds.

## Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the profile department and make proposals to improve the quality of medical care.

### **№ 6. Organization of medical care for patients with upper shoulder girdle injuries (Class XIX, heading S50- S69) according to ICD-10 in stationary conditions**

#### General information

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served. Departments that provide medical care to patients in surgical beds, their bed fund. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and secondary medical staff, advanced training). The data should be in the form of a table for 3 years.

#### Accounting and analysis of work of the department.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of department:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).
2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.
3. The average length of stay of patients in bed (days), according to the structure of diseases (in accordance with the task).
4. Distribution of hospitalized patients by gender, age, place of residence. The structure of diseases by nosology.
5. Medical care for patients in surgical beds in inpatient conditions: the number of operations performed, including children under 18 years of age. The number of deceased patients (from the number of operated).
6. The average duration of treatment of treated patients according to the profile of the disease.
7. The procedure for providing emergency medical care to patients in surgical beds, the proportion of those hospitalized later than 24 hours from the onset of the disease.

Postoperative mortality in conditions requiring emergency medical care in surgical beds.

### Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the profile department and make proposals to improve the quality of medical care.

## **№ 7. Organization of medical care for patients with diseases of the musculoskeletal system and connective tissue (Class XIII, heading M05- M19, according to ICD-10 in stationary conditions**

### General information

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served. Departments that provide medical care to patients in surgical beds, their bed fund. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and secondary medical staff, advanced training). The data should be in the form of a table for 3 years.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of department:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).
2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.
3. The average length of stay of patients in bed (days), according to the structure of diseases (in accordance with the task).
4. Distribution of hospitalized patients by gender, age, place of residence. The structure of diseases by nosology.
5. Medical care for patients in surgical beds in inpatient conditions: the number of operations performed, including children under 18 years of age. The number of deceased patients (from the number of operated).
6. The average duration of treatment of treated patients according to the profile of the disease.

7. The procedure for providing emergency medical care to patients in surgical beds, the proportion of those hospitalized later than 24 hours from the onset of the disease. Postoperative mortality in conditions requiring emergency medical care in surgical beds.

#### Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the profile department and make proposals to improve the quality of medical care.

### **№ 8. Organization of medical care for women with diseases of the genitourinary system (Class XIV, heading N70- N77, inflammatory diseases of the female pelvic organs) according to ICD-10 in stationary conditions**

#### General information

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served. Departments that provide medical care to patients in surgical beds, their bed fund. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and secondary medical staff, advanced training). The data should be in the form of a table for 3 years.

#### Accounting and analysis of work of the department.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of department:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).
2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.
3. The average length of stay of patients in bed (days), according to the structure of diseases (in accordance with the task).
4. Distribution of hospitalized patients by gender, age, place of residence. The structure of diseases by nosology.

5. Medical care for patients in surgical beds in inpatient conditions: the number of operations performed, including children under 18 years of age. The number of deceased patients (from the number of operated).

6. The average duration of treatment of treated patients according to the profile of the disease.

7. The procedure for providing emergency medical care to patients in surgical beds, the proportion of those hospitalized later than 24 hours from the onset of the disease. Postoperative mortality in conditions requiring emergency medical care in surgical beds.

### Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the profile department and make proposals to improve the quality of medical care.

## **No. 9. Organization of medical care for patients with diseases of the circulatory system (class IX heading i10-i15) according to ICD-10" in stationary conditions.**

### General information about the hospital

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served (for CRH). Departments that provide medical care in therapeutic beds, their bed fund. Characteristics of the cardiology department. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and mid-level staff, advanced training). The data should be in the form of a table for 3 years.

### Accounting and analysis of work of the department.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of hospital:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).

2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.

3. The average duration of treatment of patients in bed, according to the structure of morbidity (in accordance with the task).
4. Distribution of hospitalized patients with diseases of the circulatory system by gender, age and place of residence. The structure of cases of diseases by nosology.
5. The average duration of treatment of treated patients (days) with diseases of the circulatory system according to the structure of the total incidence.
6. Mortality from diseases of the circulatory system of patients in the department.

#### Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the specialized department and make proposals to improve the quality of medical care.

### **№ 10. Organization of medical care for patients with diseases of the endocrine system (Class IV, category E00 – E07) according to ICD -10 in stationary conditions**

#### General information about the hospital

The name of the hospital, its capacity. The main documents regulating the resources and activities of the hospital. The number and structure of the population served (for CRH). Departments that provide medical care in therapeutic beds, their bed fund. Characteristics of the department. The data should be in the form of a table for 3 years.

The staff of the medical staff of the department: staffing, the coefficient of concurrency. Qualification characteristics of medical workers (availability of qualification categories for doctors and mid-level staff, advanced training). The data should be in the form of a table for 3 years.

#### Accounting and analysis of work of the department.

Organization of accounting for the movement of patients in the department, control of the use of the bed fund and the quality of medical care. Calculate (in dynamics over 3 years) and give an analysis of the performance indicators of hospital:

1. Provision of the serviced population with specialized beds in accordance with the task (total and per 1000 population). Average bed occupancy per year (days).
2. Distribution of hospitalized patients admitted as planned and urgently. The data should be in the form of a table for 3 years.
3. The average duration of treatment of patients in bed, according to the structure of morbidity (in accordance with the task).

4. Distribution of hospitalized patients with diseases of the endocrine system by gender, age and place of residence. The structure of cases of diseases by nosology.
5. The average duration of treatment of treated patients (days) with diseases of the endocrine system according to the structure of the total incidence.
6. Mortality from diseases of the endocrine system of patients in the department.

#### Conclusions and suggestions

Based on the analysis and comparison with the normative values for the Republic of Belarus (region, district, city), if possible, formulate conclusions on the work of the specialized department and make proposals to improve the quality of medical care.

### **6.LIST OF CONVERSATIONS ON MEDICAL AND HYGIENE EDUCATION AND FORMATION OF A HEALTHY LIFESTYLE OF THE POPULATION**

1. Internet addiction.
2. Noncommunicable diseases as a problem of civilization.
3. Novel coronavirus infection (COVID-19) and measures to prevent it.
4. Novel coronavirus pneumonia (COVID-19) as a form of fatal infection.
5. Compliance with safety regulations as the basis for the prevention of industrial injuries.
6. Ways to actively overcome stressful and distressful situations.
7. Informatization of medicine: problems and solutions.
8. Healthy lifestyle, its main components and ways of formation.
9. Human health is a public value.
10. Active longevity as the goal of a healthy lifestyle.
11. Hygiene of physical labor.
12. Work, life, rest and health.
13. Professions of nervously stressful work and health.
14. A rational mode of work and rest is a modulator of high working capacity and human health.
15. Issues of disease prevention among students.
16. Physical harmony and socio-psychological balance.
17. Psychohygiene of relationships.

18. Suicides: main causes and preventive measures.
19. Protective forces of the human body.
20. Physical education, sports, active recreation and health.
21. Hygienic education and environmental protection.
22. Natural factors and health.
23. Urbanization and health.
24. Drinking water and health.
25. The value of biological rhythms in human life.
26. Alcohol is the enemy of health, work and life.
27. Children's alcoholism, drug addiction.
28. The effect of alcohol on women's health.
29. About the dangers of smoking.
30. Smoking costs more than you think!
31. Drug addiction, substance abuse and their tragic consequences.
32. Prevention of sexually transmitted diseases.
33. AIDS, ways of infection, prevention.
34. Lessons from Chernobyl: radiation, life and health.
35. Donation is the humane duty of everyone.
36. Problems of sexual education in the formation of a healthy lifestyle.
37. Abortion and its consequences.
38. On the role of heredity for human health.
39. Skin as a protective medical and biological barrier, skin care.
40. Prevention of acute intestinal diseases.
41. Especially dangerous infections, their prevention.
42. Influenza, colds, their prevention.
43. Rational nutrition and health.
44. Overweight as a risk factor.
45. Fundamentals of clinical nutrition.
46. Prevention of industrial, transport and domestic injuries.

47. First aid for injuries and accidents.
48. Prevention of childhood injuries.
49. Prevention of poisoning in children.
50. First aid for eye injury.
51. Home first aid kit.
52. First aid and prevention of poisoning with pesticides in agriculture.
53. First aid for acute cardiovascular diseases.
54. Parasitic diseases (helminthiases, scabies, giardiasis, fungal diseases (mycoses), etc.), their prevention.
55. Individual prevention of mycosis of the feet.
56. Tuberculosis - issues of prevention.
57. Preventive examinations and fluorography in the prevention of tuberculosis.
58. Prevention of myopia.
59. Prevention of glaucoma.
60. Prevention of diabetes.
61. Take care of your teeth!
62. Pros and cons of self-treatment.
63. Medicinal herbs, herbal medicine.
64. Arterial hypertension as a factor in resolving the demographic situation in the country.
65. Atherosclerosis and its prevention.
66. Prevention of dental diseases.
67. Diseases of the endocrine system and their prevention.
68. What is the harm of electronic cigarettes.
69. The impact of music and color therapy on a person.
70. Raising a healthy child is the basis of a healthy lifestyle for an adult.
71. Physical inactivity, hypokinesia as risk factors.
72. Influenza and other acute respiratory viral infections.
73. Depression is a global threat to humanity.

74. Stroke as the most important factor in premature mortality of the population.
75. Myocardial infarction as a leading factor in premature mortality of the population.
76. Sexually transmitted infections as a threat to the reproductive health of the population.
77. Ischemic heart disease and its prevention.
78. Yoga and its positive energy for the human body.
79. Intestinal infections and their prevention.
80. Skin as a protective medical and biological barrier and its care.

## **7. OBLIGATIONS OF THE DEPARTMENT FOR THE ORGANIZATION OF PRACTICE**

### 1. Familiarization of students:

- with the mission and purpose of the practice;
- with practical tasks;
- with the calendar plan for conducting the practice;
- with the dates and procedure for conducting a differentiated credit;
- with the organization of work in health care organizations - the bases of practice.

### 2. Providing opportunities:

- with performance indicators of healthcare organizations and their structural subdivisions;
- with the forms and methods of work on the formation of a healthy lifestyle among the population.

### 3. Conducting training on labor protection and safety.

### 4. Visiting the bases of industrial practice in order to control the conducting of practice by students and conduct consultations.

### 5. Organization of a differentiated credit and summing up the results of the practice.

Educational institution  
«GOMEL STATE MEDICAL UNIVERSITY»

**DIARY**  
**of practice in public health and healthcare of a 5<sup>th</sup>/6<sup>th</sup> \* year**  
**student of \_\_\_\_\_ group**

\_\_\_\_\_  
*(Full Name)*

Place of practice: \_\_\_\_\_

\_\_\_\_\_  
*(full name of the medical institution)*

City \_\_\_\_\_

Practice period:

from « \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ .

till « \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ .

Lecturer-supervisor of practice  
public health and healthcare

\_\_\_\_\_  
*(Full Name).*

Chief Physician  
*(seal)*

\_\_\_\_\_  
*(signature)*

\_\_\_\_\_  
*(Full Name)*

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ .

Gomel, 20\_\_

## **2. Characteristics of the base on which the student has practice**

1. Name of the healthcare organization
2. Number of branches
3. Number of beds
4. Staff composition (number)
  - head of department
  - medical residents
  - nursing staff
  - junior medical staff
6. Branch structure:
  - a) office of the head of the department
  - b) staff room
  - c) head nurse's office
  - d) number of chambers
  - e) treatment rooms
  - e) toilets
  - g) bathrooms (shower rooms)
  - h) other premises (specify the name, number)

Practice leader's signature

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*(Signature. stamp)*

### 3. Diary of industrial practice in public health and healthcare

(To be completed for each day of work)

Date Time	Content of completed work

Student's signature

\_\_\_\_\_

*(signature)*

Practice leader's signature

\_\_\_\_\_

*(signature, stamp)*

#### 4. Sanitary and educational work of the student

Voucher for the conversation No. 1

Full name who conducted the conversation

Topic of conversation (sanitary bulletin)

Where the interview was held (or health bulletin presented)

Date " \_\_\_\_ " \_\_\_\_\_ 20\_\_

There were \_\_\_\_\_ people.

Head of practice  
of health organizations \_\_\_\_\_  
*(signature, seal, full name).*

Voucher for the conversation No. 2

Full name who conducted the conversation

Topic of conversation (sanitary bulletin)

Where the interview was held (or health bulletin presented)

Date " \_\_\_\_ " \_\_\_\_\_ 20\_\_

There were \_\_\_\_\_ people.

Head of practice  
of health organizations \_\_\_\_\_  
*(signature, seal, full name).*

**5. Review of the head of the health care organization of industrial practice.**

Level of theoretical training


Mastering the program of practical skills


Student activity and personal qualities


Implementation of the basics of deontology


Relationships with patients


Relationships with colleagues


Implementation of sanitary and educational work


Comments and wishes


Head of practice  
of health organizations \_\_\_\_\_

*(signature, seal).*

MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS

Educational institution

«GOMEL STATE MEDICAL UNIVERSITY»

Department of Public Health and Healthcare

Head of the Department

\_\_\_\_\_  
(academic title, full name)

Lecturer-supervisor  
industrial  
practice\_\_\_\_\_

\_\_\_\_\_  
(position, full name.)

**REPORT  
ABOUT MEDICAL PRACTICE  
BY DISCIPLINE "PUBLIC HEALTH AND HEALTH"  
STUDENT of \_\_\_ GROUP, V/VI\* COURSE  
FOREIGN STUDENTS FACULTY**

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(full name of student))

**WHO HAD PRACTICE AT THE BASE**

(indicate the healthcare organization)

Report checked:

Head of the organizational and  
methodological department  
(office)\_\_\_\_\_

\_\_\_\_\_  
(signature)

(full name)

« \_\_\_ » \_\_\_\_\_ 20\_\_

Head of the organization  
health care\_\_\_\_\_

\_\_\_\_\_  
(signature)

(full name)

« \_\_\_ » \_\_\_\_\_ 20\_\_

Gomel, 20\_\_  
MINISTRY OF HEALTH OF THE REPUBLIC OF BELARUS

Educational institution

«GOMEL STATE MEDICAL UNIVERSITY»

Department of Public Health and Healthcare

**INDIVIDUAL ASSIGNMENT No. \_\_ ON THE TOPIC:**

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Completed by a 5th/6<sup>th</sup>\* year student of \_\_\_\_  
group\_\_\_\_\_

( full name )

Lecturer-supervisor of practice  
public health and healthcare

\_\_\_\_\_  
( signature )

\_\_\_\_\_  
( full name )

Gomel, 20\_\_

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