

## **Instructions for students**

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In 2017, the medical faculty of the Department of Family Medicine at the University Maribor prepared Instructions for students which provided a comprehensive view of the family medicine courses for years 4 and 6. The purpose is to help students in their studies. In addition, these instructions are also intended for teachers and mentors.

### **The Content of these Instructions are:**

- learning objectives for family medicine,
- student and teacher obligations for family medicine,
- organisation of teaching in family medicine,
- lectures and seminars.
- tutorials at the department of family medicine,
- tutorials at family medicine offices, and
- assessment

### **Student obligations**

Students have to complete the following assignments (respecting submission deadlines!): a family report, a recording of the communication, 20 records of consultations with patients (10 records of consultations with patients with acute problems and 10 records of consultations with patients with chronic problems, based on the SOAP principle), an oral and written resolution of 3 clinical cases, based on the MEQ principle, a report of 2 didactic cases, and finally a presentation of 1 clinical case.

The students are also taught how to behave. Students must not be late for lectures, seminars and tutorials. They are expected to behave appropriately and maturely: not eating, chatting or disrupting the class, not using the mobile phone, not leaving the lecture room before the end of the lecture, not walking in and out of the room, and actively participating when called upon for discussion.

### **Teacher obligations**

Faculty responsibilities include lectures, seminars and final assessment of student work. Teaching assistants' responsibilities also include faculty tutorials, skill exercises and ongoing assessment of student work.

Faculty are expected to arrive on time for lectures, seminars or tutorials. In the event of absence, they need to inform students in good time and arrange a replacement.

All faculty teachers need to be available to students, within the limits of their abilities and time, for advice should problems arise.

Other teacher obligations are: participation in research, promoting the Chair and the work of the family medicine physicians, participation in writing guidelines, participation in meetings of the Chair,, participation in written examinations, participation in the conduct of teaching workshops for tutors, assisting other teaching assistants and teachers, contributing innovative ideas that contribute to the quality of Family Medicine teaching,, cooperation with other Medical Faculty Chairs: inter-faculty exchange, Split Initiative.... and mentoring of student research theses.

### **Tutor obligations**

Leading tutorials at FM clinics and the evaluation of student work. The student may be briefly supervised by team colleagues, e.g., a nurse, a registered nurse, or a district nurse, also a physiotherapist or other members of the extended FM clinic team. There should be at least one home visit with either a mentor or district nurse. Finally, mentors assist and supervise students in the completion of all assignments.

### **Conclusion**

The Instructions are the unique tool available to the students of the Faculty of Medicine in Maribor. We are very proud of the work we have done, because with these Instructions we have enriched the studies the students, as well as the teachers and mentors.