DOCUMENT GUIDE

DOCUMENT NAME: PROCEDURAL SKILLS FIELD NOTE

DESCRIPTION:
To be completed by a clinical supervisor at minimum of twice weekly, to evaluate procedural skills.

ACCESS TO DOCUMENT:
- Go to Family Medicine website - http://umanitoba.ca/faculties/health_sciences/medicine/units/family_medicine/index.html
- Click on “Documents and Forms”
- Form is available under “Assessments”

AUTHORITY/RESPONSIBILITY:
- ☒ Program Assistant
- ☐ Site Medical Lead
- ☐ Site Education Director
- ☒ Primary Preceptor
- ☒ Alternate/Secondary Preceptor
- ☐ Faculty Lead
- ☒ Resident
- ☐ Postgraduate Director
- ☐ Associate Director, Enhanced Skills Program
- ☐ Assistant Director, Enhanced Skills
- ☐ Postgraduate Program Office

SCHEDULE:

<table>
<thead>
<tr>
<th>UPDATE/COMPLETE</th>
<th>SUBMIT/PRESENT</th>
<th>ENTER IN VENTIS (yes/no)</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum twice weekly</td>
<td>Program Assistant collects Procedural Skills Field Notes and files in Resident Portfolio Binder</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

V. 2018/05.1
# PROCEDURAL SKILLS FIELD NOTE

**Date:**

**Setting:**
- [ ] Outpatient
- [x] Inpatient
- [ ] ER
- [ ] Patient's home
- [ ] PCH

**Resident:**

**Supervisor:**

**Procedure:**
- [ ] Patient’s home
- [ ] PCH

**Direct observation:**
- [ ] YES
- [ ] NO
- [ ] PCH

## Procedural Skills Enabling Competencies

<table>
<thead>
<tr>
<th>Pre</th>
<th>Unable to do this</th>
<th>Does not do this well</th>
<th>Is starting to do this well</th>
<th>Does this well</th>
<th>Can supervise</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifies contraindications to procedure</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognizes personal limitations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Unable to do this</th>
<th>Does not do this well</th>
<th>Is starting to do this well</th>
<th>Does this well</th>
<th>Can supervise</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discusses procedure and obtains consent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Considers clinical urgency and available resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepares/adapts procedure to the specific circumstances</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ensures patient safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Responds to the unexpected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uses proper technique</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Post</th>
<th>Unable to do this</th>
<th>Does not do this well</th>
<th>Is starting to do this well</th>
<th>Does this well</th>
<th>Can supervise</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develops and communicates a plan for aftercare</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describes normal healing and possible complications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Comments

**What has been done well:**

**CanMEDS-FM 2017**
- [ ] FM Expert
- [ ] Patient-centered
- [ ] Selectivity
- [ ] Clinical reasoning
- [ ] Procedural skill
- [ ] Communicator
- [ ] Collaborator
- [ ] Leader
- [ ] Health Advocate
- [ ] Scholar
- [ ] Professional

**What could be done differently:**

**CanMEDS-FM 2017**
- [ ] FM Expert
- [ ] Patient-centered
- [ ] Selectivity
- [ ] Clinical reasoning
- [ ] Procedural skill
- [ ] Communicator
- [ ] Collaborator
- [ ] Leader
- [ ] Health Advocate
- [ ] Scholar
- [ ] Professional

## Overall Performance

- [ ] Unable to do this (cannot practice this)
- [x] Does not do this well (practice with full supervision)
- [ ] Is starting to do this well (practice with supervision on demand)
- [ ] Does this well (ready for “unsupervised” practice)
- [ ] Can supervise others to do this (ready to supervise junior learners)

## Action Plan

**Flag for review**

**Supervisor**

**Resident**

⚠️ Please return the signed form to your program assistant
Core procedures

Certification for independent practice requires a certain level of experiential competence: this includes the technical skills to perform a certain number of procedures. Sixty-five core procedures are listed below, and these are the procedures upon which the assessment of competence will be based (from the CFPC).

**Integumentary Procedures**
- Abscess incision and drainage
- Wound debridement
- Insertion of sutures; simple, mattress, and subcuticular
- Laceration repair; suture, gluing
- Skin biopsy; shave, punch, and excisional
- Excision of dermal lesions, e.g., papilloma, nevus, or cyst
- Cryotherapy of skin lesions
- Electrocautery of skin lesions
- Skin scraping for fungus determination
- Use of Wood’s lamp
- Drainage acute paronychia
- Release subungual hematoma
- Partial toenail removal
- Wedge excision for ingrown toenail
- Removal of foreign body, e.g., fish hook, splinter, or glass

**Genitourinary and Women’s Health Procedures**
- Placement of transurethral catheter
- Cryotherapy or chemical therapy genital warts
- Aspirate breast cyst
- Pap smear
- Insertion of intrauterine device
- Endometrial aspiration biopsy
- Diaphragm fitting and insertion

**Obstetrical Procedures**
- Normal vaginal delivery
- Episiotomy and repair
- Artificial rupture of membranes

**Musculoskeletal Procedures**
- Splinting of injured extremities
- Application of sling—upper extremity
- Reduction of dislocated finger
- Reduce dislocated radial head (pulled elbow)
- Reduce dislocated shoulder
- Application of forearm cast
- Application of ulnar gutter splint
- Application of scaphoid cast
- Application of below-knee cast
- Aspiration and injection, knee joint
- Aspiration and injection, shoulder joint
- Injection of lateral epicondyle (tennis elbow)
- Aspiration and/or injection of bursa, e.g., patellar, subacromial

**Local Anesthetic Procedures**
- Infiltration of local anesthetic
- Digital block in finger or toe

**Eye Procedures**
- Instillation of fluorescein
- Slit lamp examination
- Removal of corneal or conjunctival foreign body
- Application of eye patch

**Ear Procedures**
- Removal of cerumen
- Removal of foreign body

**Nose Procedures**
- Removal of foreign body
- Cautery for anterior epistaxis
- Anterior nasal packing

**Gastrointestinal Procedures**
- Nasogastric tube insertion
- Fecal occult blood testing
- Anoscopy/proctoscopy
- Incise and drain thrombosed external hemorrhoid

**Resuscitation Procedures**
- Oral airway insertion
- Bag-and-mask ventilation
- Endotracheal intubation
- Cardiac defibrillation

**Injections and Cannulations**
- Intramuscular injection
- Subcutaneous injection
- Intradermal injection
- Venipuncture
- Peripheral intravenous line; adult and child
- Peripheral venous access — infant
- Adult lumbar puncture