

TIME LINE

Before/on 31 August 2012: Time: 12h00

Mrs Ainslie must have the details of the practice you will visit. The details include: Name of doctor who will take primary responsibility for you (signed copy of letter), as well as the telephone number, email and fax of the practice.

A suitable practice would be ANY practice that renders primary care to patients (not specialists or hospital clinics.) You can work alone or in groups of up to 3 people.

Monday 29 October - Friday 9 November 2012

You spend time in the practice with the doctor, personnel and patients. Gather the information you need to answer the question. About 60% of the time should be spent in the practice and 40% of the time should be used for reflection and compiling of your managing health care & reflective story telling reports.

Between Friday, 9 & Monday, 12 November 2012, 12h00

Email your managed health care & reflective story telling reports as two (2) separate assignments to the following email addresses:

- Managed healthcare report: mhc.report@gmail.com
- Reflective photostory: mhc.photostory@gmail.com

Remember to put your name, student number and email address on your reports and your surname as the name of the files.

Students that worked in groups should each hand in an individual report.

If your report and photostory is not received by 12 November 12h00 you will have to re-do the special activity.

Prof Fehrsen and Dr Terblanche will evaluate your reports and Dr van Rooyen you photostories. You will received feedback as needed from the evaluators by email. If the report and/or storytelling assignments are not satisfactory it will have to be resubmitted after corrections. If you have to re-submit your report it has to be done by Monday 21 November 2011.

6. GENERAL INFORMATION ON THE EXECUTION OF THE SPECIAL ACTIVITY

- 6.1 SA6 is compulsory and as much time as possible should be spend in the practice. Remember to talk to the patients, receptionist, sister and other personnel as well.
- 6.2 SA6 must be done with a practitioner with a **general, private** or similar practice that renders primary health care.
- 6.3 SA6 must be done as a single Two week period.

- 6.4 It is your own responsibility to identify a practice and arrange for your stay there. The practice could be anywhere in the country and even outside South Africa as long as the practice renders primary care. Please arrange in time, with the practitioner concerned where you are planning to undertake your Managed Health Care rotation.
- 6.5 You should spend the full two weeks period at one practice.
- 6.6 Students can work alone or in groups of up to 3, but each student must complete his/her own reports individually.
- 6.7 You should make your own arrangements for your transport to and from the practice of your choice, as well as your accommodation there. The student usually resides with the practitioner, but must confirm beforehand that this will be in order.
- 6.8 We want to remind you even at this early stage that your dress, appearance and behaviour should at all times be impeccably professional. (Also bear in mind that the practitioner concerned has to complete an evaluation of your participation and conduct). A white safari jacket or shirt and tie for male students are preferred – especially avoid (sloppy clothes, wearing T-shirts, jeans and sneakers.

The usual medical rules of conduct and ethics also apply to you. Always maintain confidentiality regarding the practitioner's practice, especially as far as the patients and their problems are concerned. You must not use the patients' name in your report.

We expect our students to demonstrate true maturity, conscientiousness, responsibility and loyalty. From this arise the faculties of compassion and empathy, and a sense of ethics.

- 6.9 Complete the report on a daily basis while doing your visit. You are expected to tender a complete and meaningful report on your visit – preferably in typed format.
- 6.10 The textbook prescribed for this special activity is the Handbook of Family Medicine, Bob Mash. Please consult the sections on chronic illness, the consultation and especially Organising Health Care. You will also find a packet of notes on practice management in the reserved section of the AIS that you can use as basic knowledge.