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Medical faculty of T.Z.Biktimirov

DEPARTMENT OF THE GENERAL AND OPERATIONAL SURGERY

WITH TOPOGRAPHICAL ANATOMY AND COURSE OF STOMATOLOGY

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Methodical instructions for practical training in the practice of "Project activity" for specialties 31.05.01. "General Medicine" and 31.05.02. "Pediatrics"

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Recommended for introduction to the educational process. Scientific Council of the Institute of
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Guidelines are prepared in accordance with the work program of the discipline " Project activity ", according to the current curriculum. The structure includes guidelines for each topic studied according to the plan of classroom practical work. The guidelines are intended for training students in practical classes of the faculty of medicine, studying in the specialty 31.05.01-Medical business and 31.05.02. –Pediatrics.

@ Team of authors, 2019

@ Ulyanovsk State University, 2019

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The course aims and objectives

Aim of the Course:

The formation of a knowledge system in the field of methodology for the development and management of projects and the formation of skills for the phased implementation of projects in educational and professional activities in healthcare

Objectives:

- master the methods and applied tools of project management;
- form a project approach to solving problems of improving management systems in the healthcare system.

Safety instructions:

safety Instructions when working with electrical appliances:

All work related to the use of electrical appliances must be supervised by a teacher (laboratory assistant).

If there is a malfunction in the electrical appliance, contact the teacher. It is forbidden to repair the devices yourself.

In case of electric shock, if the victim remains in contact with live parts, it is necessary to immediately turn off the current using the starter or remove the security plug or cut the current-carrying wire with an insulated tool.

The victim must not be touched

with unprotected hands (without rubber gloves) while under electric shock. If the victim

lost consciousness, after turning off the current, you should immediately, without

waiting for a doctor, perform artificial respiration.

Instructions on fire safety measures in premises

Ulyanovsk state University

All employees and students of USU must clearly know and strictly follow the rules of fire safety, prevent violations of the fire regime, be able to use almost primary fire extinguishing agents and keep them clean and tidy.

OFFICIALS RESPONSIBLE FOR BUILDINGS AND ROOMS. They are **OBLIGED** to:

1. Monitor the condition of power grids and electrical equipment, take the necessary measures to eliminate malfunctions.
2. Strictly observe internal order and cleanliness, baskets and boxes for papers should be regularly cleaned, garbage should be taken out of the building to a specially designated place.
3. Know the plan for evacuating people from buildings in case of fire.
4. All emergency doors and other exits to contain in a serviceable condition .
5. Check the readiness of fire extinguishing equipment and all violations inform the head of the economic unit and the fire safety engineering service.

6. Upon completion of the work to carry out a mandatory inspection of all premises.

Smoking is

1. Smoking is PROHIBITED IN the premises of USU, except for places specified by the order of the rector

2. Perform flammable works without the written permission of the Vice-rector for AHR and CS and the fire safety engineer.

3. Store flammable and flammable liquids.

4. Use home-made electric household heating devices or devices not of the established sample.

5. Use fire-fighting equipment for other purposes.

6. Clutter up passageways, corridors, stairs, exits with various materials.

7. To make installation of temporary electric systems, to apply them in inserts do not meet the technical requirements.

8. To carry out cleaning of the premises using gasoline, kerosene and other flammable and combustible liquids.

9. Leave live electrical appliances unattended.

EVERYONE WHO DETECTED A FIRE OR FIRE, MUST:

1. immediately report the fire to the fire Department " 01 " and the operational duty officer of the ahch Ulsu (32-98-22).

2. Notify all people in the building about the fire.

3. Disconnect the power grid and electrical equipment.
4. To take measures to evacuate people.
5. Start extinguishing the fire with primary fire extinguishing means before the arrival of the fire Department.

**Questions for monitoring depending on
the type and type of practice**

1. Types of instructing students on safety and labor protection
2. Basic documents on conducting introductory, primary briefing on labor protection.
3. Basic documents on conducting unscheduled and targeted instruction on labor protection.
4. Responsible persons for conducting primary, unscheduled and targeted briefing
5. The main types of medical institutions
6. The main modes of a medical institution
7. Project: concept and characteristics of project features
8. Classification of projects
9. Project management: concept and characteristics of the main constraints
10. Classification of project management processes
11. Project structuring: concept and essence
12. Organizational structures of project management: concept, essence, principles of construction

13. Medical records
14. Rules for registration of medical documentation
15. Job responsibilities
16. Documented project plans
17. Project cost management processes
18. The main characteristics of the team and the reasons for its formation
19. Types of project teams
20. Professional team composition and their main functions in project management
21. Types of teamwork and their characteristics
22. Basic principles of personnel management of the project team
23. The effectiveness of the project team
24. The main participants of the project
25. Structuring project work: concept, essence, principles
26. Detailed project planning: concept, stages, methods
27. Monitoring project implementation: concept, principles and methods of implementation
28. Change management during project implementation
29. Objectives and stages of completion of the project
30. Project performance indicators

Forms of interim certification based on the results of practice

Credit in the form of presentation of a presentation on the following topics:

1. Structure-project of the admission department of a medical institution.
2. Structure-project of a sanitary checkpoint.
3. Structure-project of the operating unit of the medical institution.
4. Structure-project of resuscitation and intensive care.
5. Project structure of the department of anesthesiology and resuscitation of a medical institution.
6. Structure-project of the surgical department of the hospital.
7. Structure-project of a surgical room in a polyclinic.
8. Structure-project of a dressing hospital.
9. Project structure of the infectious diseases department of a medical institution.
10. Project structure of the gastroenterological department of a medical institution.
11. Structure-project of the cardiology department of a medical institution.
12. Project structure of the pulmonary department of a medical institution.
13. Project structure of the gynecological department of a medical institution.
14. Project structure of the neurosurgical department of a medical institution.
15. Project structure of the department of concomitant trauma of a medical institution.
16. Project structure of the trauma department of a medical institution.
17. Project structure of the burn department of a medical institution.

18. Project structure of the ophthalmological department of a medical institution.
19. Project structure of the department of maxillofacial surgery of a medical institution.
20. Project structure of the urological department of a medical institution.
21. Project structure of the endocrinology department of a medical institution.
22. Project structure of the rheumatology department of a medical institution.
23. Project structure of the neurological department of a medical institution.
24. Project structure of the nephrological department of a medical institution.
25. Project structure of the hematology department of a medical institution.
26. Project structure of the otorhinolaryngological department of a medical institution.
27. Project structure of the department of blood gravitational surgery of a medical institution.
28. Project structure of the pathological department of a medical institution.
29. Project structure of the department of reconstructive and plastic surgery of a medical institution.
30. Project structure of the physiotherapy and rehabilitation department of a medical institution.

Educational-methodical and informational support of practice

a) List of recommended literature

Main literature

1. Bely EM Project Management [Electronic resource]: lecture notes / E.M. White, I.B. Romanova. - The electron. text data. - Saratov: IP Air Media, 2018 .-- 79 p. - 978-5-4486-0061-6. - Access mode: <http://www.iprbookshop.ru/70287>.
2. Project management (with a workshop). (Bachelor and specialty). Textbook: textbook / E.M. White. - M.: KnoRus, 2019 .-- 262 p.

Additional literature

1. Kim, Heldman Project Management. Quick start [Electronic resource] / Heldman Kim; under the editorship of S. I. Unknown; per. Yu. Shpakova. - The electron. text data. - Saratov: Vocational education, 2017. - 352 c. - 978-5-4488-0080-1. - Access mode: <http://www.iprbookshop.ru/63809.html>.
2. Seleznev P.S., Management of social projects [Electronic resource] / Seleznev P.S., Zhuk S.S. - M.: Prospect, 2016 .-- 96 p. - ISBN 978-5-392-21139-5 - Access mode: <http://www.studentlibrary.ru/book/ISBN9785392211395.html>
3. Project Management [Electronic resource]: study guide / E.I. Kutsenko [et al.]. - Electron. textual data. —Orenburg: Orenburg State University, DIA EDS, 2016.— 269 c. — Access mode: <http://www.iprbookshop.ru/61421.html>.— EPR “IPRbooks”.

Educational and methodical (developed by the teaching staff implementing the OBEP VO):

1. Smolkina A.V. Methodical instructions for independent work on the organization and conduct of educational practice "Project activity" for specialties 31.05.01. "General Medicine" and 31.05.02. "Pediatrics" - Text: electronic // EBS "Student Consultant". <https://www.ulsu.ru/media/documents/>

2. Smolkina A.V. Methodical instructions for practical training in the practice of "Project activity" for specialties 31.05.01. "General Medicine" and 31.05.02. "Pediatrics" - Text: electronic // EBS "Student Consultant".
<https://www.ulsu.ru/media/documents/>

b) software:

title agreement

ATP Consultant Plus Contract No.

NEB RF

EBS IPRBooks

AIBS "MegaPro"

System "Anti-plagiarism. University"

Microsoft Windows

Microsoft Office 2016

MyOffice Standard

Automated information system "Vitacor RMIS"

StatisticaBasicAcademicforWindows 13

c) databases, reference and search systems:

1. Electronic library systems:

1.1. IPRbooks: electronic library system: website / group of companies AI PI Ar Media. - Saratov, [2020]. - URL: <http://www.iprbookshop.ru> – - access Mode: for registered users. users'. - Text: electronic.

1.2. YURAYT: electronic library system: website / LLC Electronic publishing house YURAYT. - Moscow, [2020]. - URL: <https://www.biblio-online.ru> – - access Mode: for registered users. users'. - Text: electronic.

1.3. student Consultant: electronic library system: website / Politehresurs LTD. - Moscow, [2020]. - URL: http://www.studentlibrary.ru/catalogue/switch_kit/x2019-128.html. - Access mode: for registered users. users'. - Text: electronic.

1.4. LAN: electronic library system: website / EBS LAN LLC. - Saint Petersburg, [2020]. - URL: <http://www.studentlibrary.ru/pages/catalogue.html> <https://e.lanbook.com> – - access Mode: for registered users. users'. - Text: electronic.

1.5. Znanium.com : e-library system : website / OOO Synium. - Moscow, [2020]. - URL: <http://www.studentlibrary.ru/pages/catalogue.html> <http://znanium.com> – - access Mode: for registered users. users'. - Text: electronic.

1.6. Clinical Collection: collection for medical universities, clinics, medical libraries / EBSCOhost : [portal]. - URL:

<http://web.a.ebscohost.com/ehost/search/advanced?vid=1&sid=e3ddfb99-a1a7-46dd-a6eb-2185f3e0876a%40sessionmgr4008>. - access Mode: for authorization. users'. - Text: electronic.

2. ConsultantPlus [Electronic resource]: reference legal system. / Consultant Plus LLC-Electron. Dan. - Moscow: ConsultantPlus, [2020].

3. databases of periodicals:

3.1. database of periodicals: electronic journals / LLC IVIS. - Moscow, [2020]. - URL: <https://dlib.eastview.com/browse/udb/12> – - access Mode: for authorization. users'. - Text: electronic.

3.2. eLIBRARY.RU: scientific electronic library: website / LLC Scientific Electronic Library. - Moscow, [2020]. - URL: <http://elibrary.ru> – - access Mode: for authorization. users'. - Text: electronic

3.3. "Grebennikon": electronic library / Grebennikov ID. - Moscow, [2020]. - URL: <https://id2.action-media.ru/Personal/Products> – - access Mode: for authorization. users'. - Text: electronic.

4. national electronic library: electronic library: Federal state information system: website / Ministry of culture of the Russian Federation; RSE. - Moscow, [2020]. - URL:<http://www.studentlibrary.ru/pages/catalogue.html> <https://нэб.рф> – - access Mode: for users of the scientific library. - Text: electronic.

5. SMART Imagebase / / EBSCOhost: [portal]. - URL: <https://ebsco.smartimagebase.com/?TOKEN=EBSCO-1a2ff8c55aa76d8229047223a7d6dc9c&custid=s6895741> – - access Mode: for authorization. users'. - Image : electronic.

6. Federal information and educational portals:

6.1. Single window of access to educational resources: Federal portal / founder of the Federal state educational INSTITUTION DPO CRGOP and it. - URL: <http://window.edu.ru/>. - Text: electronic.

6.2. Error! Invalid hyperlink object. Russian education: Federal portal / founder of the Federal state educational INSTITUTION DPO CRGOP and it. - URL: <http://www.edu.ru>. - Text: electronic.

7. Ulsu Educational resources:

7.1. Ulsu Electronic library: ABIS Mega-PRO module / date Express LLC. - URL: <http://lib.ulsu.ru/MegaPro/Web> – - access Mode: for users of the scientific library. - Text: electronic.

7.2. Ulsu Educational portal. - URL: <http://edu.ulsu.ru> – - access Mode: for registered users. - Text: electronic.