



**FACULTY OF MEDICAL SCIENCES  
UNIVERSITY OF DELHI**

**Name of College.....**

**INTERNSHIP RECORD BOOK**

**Name.....**

**Period: From .....To.....**

## GUIDELINES

1. The booklet provides proforma(s) in various specialities which indicate knowledge and skills to be acquired while undergoing that specific posting.
2. The record of the achievements should be verified by the Head of the Units, countersigned by the Head of the Department, immediately after the completion of the Posting.
3. For Elective posting, indicate the deptt. in the space provided.
4. Responsibility of safe custody of the booklet rest on the Interns.
5. On completion of all postings (the total period of one year), the booklet is to be returned to the academic Incharge/Coordinator, Internship Training programme, for issue of the completion certificates.
6. The privilege of internship will start only from the date of joining to the internship posting; hence the interns are not eligible to avail any leave before joining as an intern.
7. During the period of Internship of one year, an intern may be allowed upto a maximum of 12 (Twelve only) days leave provided that he she completes atleast 80% of prescribed period of training for each department.
8. **Completion certificate will be issued only on submission of this Record book.**



## DEPARTMENT OF MEDICINE

1. Unit of Posting .....
2. Period of posting: From .....To.....
3. No. of days absent with leave.....without Leave.....
4. Attendance:     a) Regular/Irregular  
                          b) Punctuality – Yes No
  
5. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical) Score 0-5.

### Training in Medical Wards:

- i) Approx. number of case record written .....
- ii) Approx. number of ward rounds attended and cases presented on the round

### Training in Routine procedures

Sr. No.	Particulars	Recommended number	Approx No. Performed	Scoring (0-5)
1.	I.V. Injection	20		
2.	Setting up of I.V. Drip	10		
3.	Blood transfusion with its management	04		
4.	Passing of Ryle's tube (stomach tube)	05		
5.	Sputum Examination for AFB	10		
6.	Estimation of Hb, TLC, DLC, ESR	30		
7.	Complete Urine Examination	30		
<b>Training in Special Procedures</b>				
1.	Open methods (cut down)	04		
2.	Stomach wash	02		

3.	Lumbar puncture and examination of CSF	02		
4.	Pleural aspiration	02		
5.	Abdominal paracentesis	04		
6.	Bone Marrow Aspiration	02		
7.	Liver Biopsy	02		
<b>Training in Emergency Procedures and Treatment</b>				
1.	Assisting in external cardiac massage	04		
2.	Management of i) a case having convulsions ii) a case in coma	04 04		
3.	Acute myocardial infection	10		
4.	Diabetic coma and poisoning	04		
5.	Poisoning	04		

Date

Signature of the Head of Unit with Stamp

Signature of the Head of Deptt. with Stamp

## DEPARTMENT OF SURGERY

1. Unit of Posting .....
2. Period of posting: From .....To.....
3. No. of days absent with leave.....without Leave.....
4. Attendance:    a) Regular/Irregular  
                          b) Punctuality – Yes No
5. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical) Score 0-5.

### Training in Surgical Wards

- i) Approx. number of case record written .....
- ii) Approx. number of ward rounds attended and cases presented on the round  
.....

### Training in surgical procedures

Sr. No.	Particulars	Recommended number	Approx No. Performed	Scoring (0-5)
1.	Incision and draining of abscess	10		
2.	Suturing of superficial wounds	10		
3.	Excision of small cysts , nodules	10		
4.	Circumcision and reduction of paraphimosis	5		
5.	Vasectomy	5		
6.	Manage anal fissure	5		
7.	Injections for piles	5		
8.	Administration of nerve blocks and local anaesthesia	15		
9.	Dressing of wounds and burns	10		
10.	Biopsy of surface tumors	5		

**Training of surgical emergency procedures**

1.	Resuscitate a critically injured patient and severe burns patient	5		
2.	Control surface bleeding and surface wounds	5		
3.	Manage patients of chest, abdomen and head spine injury	3		
4.	Institute first line management of acute abdomen	3		
	<b>Training in Operating Room Techniques</b>			
	Major	5		
	Minor	10		

Date:

Signature of the Head of Unit with Stamp

Signature of the Head of Deptt. with Stamp

## DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY

1. Unit of Posting .....
2. Period of posting: From .....To.....
3. No. of days absent with leave.....without Leave.....
4. Attendance:    a) Regular/Irregular  
                          b) Punctuality – Yes No
5. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical). Score 0-5.

### Training in Obs/Gyn Wards:

- i) Approx. number of case record written .....
- ii) Approx. number of ward rounds attended and cases presented on the round

### Training in routine procedures

Sr. No.	Particulars	Recommended number	Approx No. Performed	Scoring (0-5)
1.	Vaginal examination in Pregnant Women	5		
2.	Gynecological examination	5		
<b>3.</b>	<b>Vaginal smear taking</b>			
4.	<b><u>Taking of blood samples</u></b>	10	<b>Remove number-recommended to do as many as required</b>	
5.	<b><u>I.V. Infusion</u></b>	5		
6.	<b><u>Blood transfusion</u></b>	5		
7.	Suture removal			
8.	Management of normal labor	10		
<b>9.</b>	<b>Oxytocin drip under supervision</b>	<b>10</b>		
10.	Artificial rupture of membrane under supervision	5		
11.	<b><u>Urethral catheterisation</u></b>			
12.	<b><u>Suture removal in postoperative cases</u></b>			
13.	Evaluate and prescribe oral contraceptive	10 <b>Interns are posted in family planning through PSM department</b>		
	<b>Minor Procedures</b>			



1.	Doing episiotomies and suturing them under supervision	5		
2.	Tubectomy under supervision	2		
3.	Pudendal block			
4.	Cervical biopsies	5		
5.	Dilatation and curettage	5		
6.	Endometrial biopsy	5		
7.	Endometrial aspiration	3		
8.	Pap smear	10		
9.	Intra uterine contraceptive devices insertion	<b>Posting of Interns in FP through PSM</b>		
10.	Cervical punch biopsy			
	<b>Emergency procedures</b>			
1.	Emergency management of A. P. H.	1		
2.	Management of P.P.H.	1		
3.	Management of eclampsia if available	1		
<b>Assistance in Surgical Procedure</b>				
1.	Assisting in breech deliveries	1		
2.	Evacuation under supervision	2		
3.	Assisting in Caesarean section and hysterectomies	2		
4.	Vacuum aspiration of M.R.	<b>Posting of Interns in FP through PSM</b>		
5.	Assisting at forceps and vacuum extraction	2		

**Bold and underline** – changes recommended  
x - is not needed

## DEPARTMENT OF COMMUNITY MEDICINE

1. Unit of Posting .....
2. Period of posting: From .....To.....
3. No. of days absent with leave.....without Leave.....
4. Attendance:       a) Regular/Irregular  
                              b) Punctuality – Yes No
5. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical) Score 0-5.

### Training in Community Medicine

S. No.	Particular	I	II	III	IV	V	Urban Health Centre
1.	Date of Posting						
2.	No. of Days absent/total days						
3.	Punctual /Not Punctual						
4.	Rapport with a) Community b) Staff						
5.	Medical Care (No. of cases seen)						
6.	No. of Special clinics or setting attended/held ( <b>if applicable</b> )  a) AN clinic b) PN clinic c) Immunization d) Anganwadi e) School Health f) Child Home g) Any other (specify)						

7.	<p>Communicable disease</p> <p>a) TB cases seen</p> <p>b) Malaria cases seen</p> <p>c) Diarrhoea disease,</p> <p>d) Other (specify)</p>						
8.	<p>Family Planning</p> <p>a) Motivation for Tubectomy/vasectomy (give numbers)</p> <p>b) Motivation for OC/IUD/CC (If applicable)</p>						
9.	Record keeping (Satisfactory/Unsatisfactory)						
10	Family visits (give numbers)						
11.	<p>Seminar presentations</p> <p><b>Health Education/ IEC Sessions</b></p> <p>a) attended/Held</p> <p>b) presented/assigned</p>						
12.	Any other (specify)						

## DEPARTMENT OF ORTHOPAEDICS

1. Unit of Posting .....
2. Period of posting: From .....To.....
3. No. of days absent with leave.....without Leave.....
4. Attendance:    a) Regular/Irregular  
                          b) Punctuality – Yes No
5. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical) Score 0-5.

### Training in Orthopedics Wards:

- i) Approx. number of case record written .....
- ii) Approx. number of ward rounds attended and cases presented on the round

### Training in Routine procedures

Sr. No.	Particulars	Recommended number	Approx No. Performed	Score (0-5)
1.	Upper Ext. Fracture	2		
2.	Lower Ext. Fracture	2		
3.	Dislocation	2		
4.	Osteomyelitis	1		
5.	Polio	1		
6.	Congenital Deformities	1		
7.	Application of POP Slabs	5		
8.	Application of skeletal traction	2		
9.	Application of Skin traction	2		
10.	Fracture reduction : Colles fracture	2		
11.	Splintage of limb Fracture	2		
12.	Emergency care of multiple injury patient	2		
13.	Precaution in transport and bed care In spinal injury patients	2		

	<b>Training in Operating Room Techniques</b>			
1.	Observed/ assisted internal fixation of long bones long	1		
2..	Application of external fixation	1		
3.	Sequestrectomy	1		
4.	Drainage of acute osteomyellitis	1		

Date

Signature of the Head of Unit with Stamp

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## DEPARTMENT OF PAEDIATRICS

2. Unit of Posting .....
3. Period of posting: From .....To.....
4. No. of days absent with leave.....without Leave.....
5. Attendance: a) Regular/Irregular  
b) Punctuality – Yes No
6. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical) Score 0-5.

### Training in Pediatrics Wards:

- i) Approx. number of case record written .....
- ii) Approx. number of ward rounds attended and cases presented on the round

### Training in routine procedures

Sr. No.	Particulars	Recommended number	Approx No. Performed	Score (0-5)
1.	Thoracocentesis	2		
2.	Ascitic Tap	2		
3.	Lumbar Puncture	8		
4.	Sternal Puncture	2		
5.	Liver Biopsy	3		
6.	I.V. Fluids Administration	30		
7.	Intravenous Inj	10		
8.	Blood Transfusion with its Management	2		
9	Passing Neso Tube	2		
10	Passing Gastric tube	2		
11	Laboratory Investigation Blood  TLC DLC Hb% RBC  Urine Stool CSF	10          10		

12.	Taking blood Samples	30		
13	Introduction of intracath	5		
14	Tuberculin testing	10		
<b>Training in Emergency Procedures and Treatment</b>				
1	Resuscitation at Birth	5		
2.	Care of children receiving intensive care	5		
3.	Acute meningitis	2		
4	Febrile convulsions	2		

Date

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## DEPARTMENT OF OPHTHALMOLOGY

- 1 Unit of Posting .....
- 2 Period of posting: From .....To.....
- 3 No. of days absent with leave.....without Leave.....
- 4 Attendance: a) Regular/Irregular  
b) Punctuality – Yes No
5. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical) Score 0-5.

### Training in Ophthalmology Wards:

- i) **Approx. number of case record written - 05**
- ii) Approx. number of ward rounds attended and cases presented on the round

### Training in routine procedures

Sr. No.	Particulars	Recommended number	Approx No. Performed	Score (0-5)
1.	Basic of Refraction	4		
	Fundus examination	2		
	Diagnosis and Management of conjunctivitis	4		
	Diagnosis and management of Dacrococystitis	2		
	Diagnosis and Management of Cataract and gulocoma	4		
<b>Investigative Procedures carried out / assisted</b>				
	<b>Tonometry</b>	<b>10</b>		
	<b>Syringing</b>	<b>10</b>		
	<b>Subconjunctival Injection, under Supervision</b>	<b>5</b>		
	<b>Ocular bandaging</b>	<b>10</b>		
	Removal of concreations	1		
	Epilation and electrolysis	1		
	Corneal foreign body removal	1		



	Cauterization of corneal ulcers			
	Chalazion removal			
	Entropion correction	1		
	Suturing conjunctival tears	1		
<b>Operative procedures assisted</b>				
	Glaucoma surgery	2		
	Enucleations of eye in cadaver	2		
	Cataract	2		

Date

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## DEPARTMENT OF E.N.T.

1. Unit of Posting .....
2. Period of posting: From .....To.....
3. No. of days absent with leave.....without Leave.....
4. Attendance:    a) Regular/Irregular  
                          b) Punctuality – Yes No
5. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical) Score 0-5.

### Training in ENT Wards:

- i) Approx. number of case record written .....
- ii) Approx. number of ward rounds attended and cases presented on the round

### Training in routine procedures

Sr. No.	Particulars	Recommended number	Approx No. Performed	Score (0-5)
1.	Syringeing	2		
2.	Antral washout	2		
3.	F B Removal	2		
4.	Nasal Packing	2		
5.	LN Biopsy	1		
6.	Tracheostomy	1		
<b>Diagnosis and Management of the following</b>				
1	Acute tonsillitis pharyngitis	2		
2.	Chronic tonsillitis	2		
3.	Acute & Chronic laryngeal conditions	2		
4	Deviated nasal septum	1		
5	Nasal polyp	1		
6	ASOM	1		
7	CSOM	1		
8	Pre & Post operative management of patients	1		

Date

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## DEPARTMENT OF ANESTHESIA

1. Unit of Posting .....
2. Period of posting: From .....To.....
3. No. of days absent with leave.....without Leave.....
4. Attendance:    a) Regular/Irregular  
                      b) Punctuality – Yes No
5. Capacity to work in a team (Behaviour with colleagues, nursing staff and relationship with paramedical) Score 0-5.

### General training in Anaesthesia

Maintenance of anaesthetic records

Monitoring of patients during anaesthesia and post-operative period

### Training in routine procedures

Sr. No.	Particulars	Recommended number	Approx No. Performed	Score (0-5)
1.	Pre-anaesthetic check up and medications			
2.	Venepuncture and iv drip			
3.	Laryngoscopy			
4.	Endotracheal			
5.	Spinal anaesthesia			
6.	Simple nerve blocks			
<b>Emergency Procedure</b>				
1	CPBR	2		
2.	Manage problems associated with anaesthesia	2		

Date

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## **DEPARTMENT OF FORENSIC MEDICINE**

### **Comments:-**

- 1. Details of training in elective subjects has not been specified.**
- 2. The Word emergency can be included in page 4 sub section VI line 2.**

## NO DUES CERTIFICATE

Sr. No	Department	Signature of	
		Head of unit	Head of Deptt.
01.	Medicine		
02.	Paediatrics		
03.	Surgery		
04.	Obstetrics and Gynaecology		
05.	Orthopaedics		
06.	Ophthalmology		
07.	E.N.T.		
08.	Community Medicine		
09.	Causality		
10.	Elective Subject		
11.	Library		
12.	Treasurer		
13.	Treasurer students aid fund		
14.	Warden boys Hostel		
15.	Warden girls Hostel		
16.	Account Branch		
17.	Sports		

## CASUAL LEAVE RECORD

Interns are entitled to a maximum of 12 days leave throughout the year. Not more than 6 days leave will be permitted in a posting of two months. Not more than 4 days leave will be permitted in a posting of one month. Not more than 2 days leave will be permitted in a posting of 15 days. Fill in date, sign and indicate department with the signature of Head of Unit

Sr. no.	Name of Department	Leave taken with date	No. of days Signature of Head of Unit	Signature of Head of Department
01.	Medicine			
02.	Psychiatry			
03.	Paediatrics			
04.	Surgery			
05.	Anaesthesia			
06.	Obstetrics and Gynaecology			
07.	Orthopaedics			
08.	Ophthalmology			
09.	E.N.T.			
10.	Community Medicine			
11.	U.H.C.			
12.	Family Planning			
13.	Elective Posting			

**INTERNSHIP COMPLETION CERTIFICATE**

**Name**.....

**Period: From** .....**To**.....

**Eligibility for receiving completion certificate**                      **YES/NO**

**(if No, reason to be given)**

Signature

Academic Incharge of Internship Programme