

Syllabus for academic year: 2021/2022													
Training cycle: 2021/2022-2026/2027, 2020/2021-2025/2026, 2019/2020 – 2024/2025, 2018/2019 – 2023/2024													
Description of the course													
Course	How to effectively plan your time ?							Group of detailed education results					
								Group code D	Group name Behavioral science and social elements of professionalism				
Faculty	Faculty of Medicine												
Major	Medicine												
Level of studies	<input checked="" type="checkbox"/> X uniform magister studies <input type="checkbox"/> 1 st degree studies <input type="checkbox"/> 2 nd degree studies <input type="checkbox"/> 3 rd degree studies <input type="checkbox"/> postgraduate studies												
Form of studies	<input checked="" type="checkbox"/> X full-time <input type="checkbox"/> part-time												
Year of studies	I-IV						Semester:	<input checked="" type="checkbox"/> X winter or <input checked="" type="checkbox"/> X summer					
Type of course	<input type="checkbox"/> obligatory <input type="checkbox"/> limited choice <input checked="" type="checkbox"/> X free choice / optional												
Language of study	<input type="checkbox"/> Polish <input checked="" type="checkbox"/> X English												
Number of hours													
Form of education													
	Lectures (L)	Seminars (SE)	Auditorium classes (AC)	Major Classes – not clinical (MC)	Clinical Classes (CC)	Laboratory Classes (LC)	Classes in Simulated Conditions (CSC)	Practical Classes with Patient (PCP)	Foreign language Course (FLC)	Physical Education (PE)	Vocational Practice (VP)	Directed Self-Study (DSS)	E-learning (EL)
Winter semester:													
Department of Social Medicine (Dep. in charge of the course)													
Direct (contact) education ¹		10											
Distance learning ²													
Summer semester:													
Department of Social Medicine													

¹ Education conducted with direct participation of university teachers or other academics

² Education with applied methods and techniques for distance learning



(Dep. in charge of the course)													
Direct (contact) education		10											
Distance learning													
TOTAL per year:													
Department of Social Medicine (Dep. in charge of the course)													
Direct (contact) education		10											
Distance learning													
Educational objectives (max. 6 items) C1. Increase awareness of the student in terms of his own limitations in the effective use of time. C2. Deepen the ability of students to organize a permanent further education. C3. Development social competences needed to practice the medical profession, in accordance with graduate's profile.													
Education result for course in relation to verification methods of the intended education result and the type of class:													
Number of detailed education result	Student who completes the course knows/is able to						Methods of verification of intended education results	Form of didactic class <i>*enter the abbreviation</i>					
D.W12.	the role of stress in the aetiopathogenesis and course of diseases and coping mechanisms						MCQ test	SE					
D.W22.	the process of formation of new specialties within the scope of scientific discipline - medical sciences and achievements of leading representatives of Polish and world medicine						MCQ test	SE					
D.U16.	demonstrate responsibility for improving their own skills and passing their knowledge on to others						Discussion	SE					
* L- lecture; SE- seminar; AC- auditorium classes; MC- major classes (non-clinical); CC- clinical classes; LC- laboratory classes; CSC- classes in simulated conditions; PCP- practical classes with patient; FLC- foreign language course; PE- physical education; VP- vocational practice; DSS- directed self-study; EL- E-learning													
Student's amount of work (balance of ECTS points):													
Student's workload (class participation, activity, preparation, etc.)										Student Workload			
1. Number of hours of direct contact:										10			
2. Number of hours of distance learning:													
3. Number of hours of student's own work:										3			
4. Number of hours of directed self-study										n/a			
Total student's workload										13			
ECTS points for course										0,5			
Content of classes: (please enter topic words of specific classes divided into their didactic form and remember how it is translated to intended educational effects)													
Lectures													
1. The concept of self-management during the PEP - Personal Efficiency Program. – 2 hours													
2. Exercises related to prioritization (ABC analysis) and exercises related to determination of objectives (SMART principle). – 3 hours													
3. Plan activities in accordance with the selected tools (matrix Eisenhovers). – 3 hours.													
4. External and internal distractors – how to manage with them ? - 2 hours													



Classes
Other
Basic literature
<p>1. Sarah Christie "Effective Time Management Skills for Doctors (Progressing Your Medical Career" UNKNO; 2nd Revised ed. edition 2012</p> <p>2. Edward Pooley "Managing Time in Medicine: Developing Efficient Consulting in Primary Care" Independently published, 2020</p>
Preliminary conditions:
Not applicable
<p>Conditions to receive credit for the course: (specify the form and conditions of receiving credit for classes included in the course, admission terms to final theoretical or practical examination, its form and requirements to be met by the student to pass it and criteria for specific grades)</p> <p>The assessment takes place in direct contact with the teacher. In justified cases, by decision of the Rector, it may be done remotely.</p> <p>The basis of completing the course is the total fulfillment of the following conditions: Attendance at classes 100%, Active participation in discussions, scoring at least 60% of correct answers on the final test.</p> <p>Each absence must be made up, including Rector's days and Dean's hours.</p>

Grade:	Criteria for courses ending with a grade ³
Very Good (5.0)	Obtaining 91-100% points from the pass test, active participation
Good Above (4.5)	Obtaining 85-90% points from the pass test, active participation
Good (4.0)	Obtaining 76-84% points from the test, active participation
Satisfactory Plus (3.5)	Obtaining 66-75% points from the test, active participation
Satisfactory (3.0)	Obtaining 60-65% points from the test, active participation
	Criteria for courses ending with a credit³
Credit	

Grade:	Criteria for exam ³
Very Good (5.0)	
Good Above (4.5)	
Good (4.0)	
Satisfactory Plus (3.5)	
Satisfactory (3.0)	

Department in charge of the course:	Katedra i Zakład Medycyny Społecznej
Department address:	Ul. Bujwida 44, 50-345 Wrocław
Telephone:	Tel. 71 3282145
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Person in charge for the course:	Dr n.med. Dagmara Gawęł-Dąbrowska
Telephone:	71 328 2145

³ The verification must cover all education results, which are realized in all form of classes within the course



E-Mail:		dagmara.gawel-dabrowska@umed.wroc.pl		
List of persons conducting specific classes:				
Name and surname	Degree/scientific or professional title	Discipline	Performed profession	Form of classes
Dagmara Gawel-Dąbrowska	Ph D		Academic teacher/ Specialist in public health	SE

Date of Syllabus development

24.06.2021

Syllabus developed by

Dagmara Gawel-Dąbrowska PhD

Signature of Head(s) of teaching unit(s)

Dean's signature

Wroclaw Medical University
Faculty of Medicine
Vice-Dean for English Studies

prof. Beata Sobieszcańska, PhD

....Uniwersytet Medyczny we Wrocławiu.....

KATEDRA I ZAKŁAD
MEDYCYNY SPOŁECZNEJ

p.o. kierownika
dr hab. n. med. Katarzyna Zatońska, prof. uczelni