

Cover sheet written paper "Woundexpert ICW®"

(Internship report + Case processing)

To be filled by the participant:

Participant/course data

Mrs / Mr Surname: _____ First name: _____

Address: _____

Created as part of the qualification for the "Woundexpert ICW®"

Name of the institute: _____

Course from: _____ to: _____

Written examination (first date) on: _____ Place of examination: _____

Created as part of the subsequent certification as Woundexpert ICW®

Internship

Date: _____ Number of hours: _____ from: _____

Declaration

The present work within the qualification measure "Woundexperte ICW®" was created by my own performance. The sources I have used are in the text and listed in the bibliography. I realize that a release of foreign texts without marking violates the copyright and the examination regulations and leads to the failure of the test.

I have sent or handed in the written paper on time on: _____

The patient to whom the case processing relates was informed about the use of data. All diagnoses, surveys and photographs were created after prior information to and with the express consent of the patient. The written informed consent is documented in the medical record.

Place, Date

Signature of the participant

To be completed by the education institute (or the certifying body):

Receipt of written paper on: _____

on time not on time, without reason as per examination regulations

not on time, however with proven reason as per examination regulations, e. g. doctor's certificate

The written paper is the

first examination 1st repetition 2nd repetition

Place, Date

Name and

Signature of the Examiner

The cover sheet must be stapled to the assessment scheme for the written paper and archived!

1. Basic notes on written papers

The written paper is designed to assess the knowledge acquired by the participant and is divided into the following listed parts and their sub-sections.

Part 1	Description of the internship site
Part 2	Case processing

For processing cases, a patient may be selected both during the internship, as well as in their own institutions and at their own workplace. It relates to a patient with a typical chronic wound (according to DNQP expert standard: care for people with chronic wounds) starting from the evaluation performed as part of changing a dressing. The patient must be someone who the participant has visited in person for this purpose after the theory lessons. Purely document-based work using a past case is not allowed.

1.1. Formal guidelines

A written paper which is to be completed on a PC includes five A4 pages and is drafted in complete sentences written in German (sentence structure, grammar, spelling, according to current rules). To be followed are:

- Printing: printed on one side and in bound or stapled form
- Margins: Standard setting PC (margins 2 cm all round, line spacing 1.5)
- *Arial* font size 11 or *Times New Roman* with font size 12
- Page numbers / numbering start / starts on the first page of text and end/ends on the last page of text (end). **The pages are counted starting from the description of the internship site up to and including the final part/evaluation (see comments in blue under 2.)**
- Length: The number of pages may be exceeded by no more than 3 (to a maximum of 8) pages. If the written paper is longer, or if the number of pages is less than five, the written paper is considered not to have been passed.
- The bibliography and appendix are not included in the required page count.

1.2. Deadline of written paper

The written paper is part of the test and must be demonstrably submitted by a fixed date within 12 weeks after the written paper at the educational institution (obligation). Unreceived written papers are to be marked as not submitted and are thus to be evaluated as "failed". The deadline may, in exceptional cases, such as illness or maternity leave be extended for the duration of the down time. This must be supported by a medical certificate. Other special circumstances may only be extended after prior approval with the recognition and certifying body.

2. Structure of written paper (sample structure)

Title page

The cover sheet "Written Paper Wundexperte ICW[®]" is to be used. The author can also attach a self-made cover, but this is not mandatory.

1. Description of the internship site

Information about general conditions of internship

Participants should provide an account of the operational areas during the internship. From this, the focus of the facility and its functions in the care of patients with chronic wounds and their personnel resources should emerge. The intention in selecting the internship fields may also be stated.

(approx. ½ - 1 Page)

2. Case processing (main section)

The second, larger part of the written paper describes the course and the specific care of a patient with a chronic wound (or multiple wounds).

2.1 Preliminary information

Introduction is to be a concise case presentation. First of all, the area with which the case is concerned should be described. This relates either to the internship site described at the beginning or the the participant's own workplace, which then needs to be explained succinctly in a few sentences.

In the form of a medical history, the wound-related diagnostic and therapeutic history is to be briefly outlined. The medical history and wound assessment is carried out according to the experts' standard DNQP "Care for people with chronic wounds" and additionally includes the social situation. The wound is clearly stated in the main text in accordance with the medical diagnosis. An evaluation of wound healing and inhibiting factors has to be included. (approx. 1 Page)

2.2. Therapeutic plan

2.2.1. Explanation of the therapeutic plan in place

The therapeutic plan is based on a specific time, about which a document is attached to the report (see "Documentation"). Both the causal therapy (e.g. pressure relief/pressure reduction) and local wound therapy (wound debridement/wound pad) must be specified.

The choice of the local wound therapeutics or wound pad is discussed in connection with the wound situation in question. The individual therapy components (wound dressing, wound filler, wound pads etc.) are explained in terms of their effect and/or objective. The following questions may be helpful as guidance:

- What materials were selected and with what aim in relation to this wound situation? What characteristics are desired?
- What undesired characteristics/effects must be accepted or at least borne in mind?
- Which important notes on use must be taken into account (e.g. notes by manufacturers, combinations, contraindications)?

2.2.2. Own assessment/alternative suggestions

The participant rates the current treatment objectively and explains his own assessment. If the therapy plan prescribed by the therapist differs from the measures mediated in the seminar, an alternative should be identified and justified. Otherwise the participant confirms the therapy selection made.

(approx. 2 Pages)

2.2.3. Accompanying therapy

A statement on therapy supportive measures already received should be taken on a case by case basis. If applicable, the participant can add further/differing assessments of the accompanying therapy.

(approx. ½ -1 Page)

2.3 Outlook

Taking into account all results and findings, an outlook on the expected course should be formulated up to healing, where applicable. The medical history outlined at the beginning is reflected on and taken into account.

(approx. ½ Page)

3. Evaluation (final part)

The evaluation relates to the internship and the participant's own learning situation. The participant reflects on the extent to which he is able to transfer and apply findings from the seminar in practice. The participant highlights his own learning, his own limits, if applicable, and future learning requirements. The following questions are recommended as a guideline:

- What knowledge of the course content could be implemented? ○ What theoretical content has become clearer, if applicable, as a result of the practical experience? ○ What specialist knowledge has been deepened?
- What findings have I as an expert in the field gained?
- How helpful was the internship for my personal learning situation?

(approx. ½ Page) The pages count up to and including here!

Appendix

Wound documentation

The care of the patient must be documented accordingly. For this purpose a suitable and current **documentation form** is to be used. The completed sheet is to be attached to the written paper. With this step, the acquired knowledge can be detected in the

documentation. There is no intention to copy the existing documentation of the patient's file; instead a new documentation form must be completed.

If the selected facility and the patient (written consent) provide the option of **photo documentation**, a picture of the wound should be attached. In addition, a written explanation of the principles according to which the photo was taken must be provided.

Please note: Data protection provisions and confidentiality must be observed. The documents attached must therefore not contain any personal patient data that may allow the patient to be identified.

3. Assessment criteria for the written paper

The report / case description is judged by the technical seminar management in question. The internship site is not involved in the assessment. The detailed criteria for evaluation are to be read in the appendix (Assessment Matrix Written Paper "Wundexperte ICW[®]"). The rough assessment scheme is presented below.

The examination is considered as passed if at least 18 of 32 points are achieved and the requirements are met. If these conditions are not fully met, the written paper is also regarded as "failed" when all other criteria would allow a pass. These include exceeding or falling short of the required length (under five or over eight pages) or the lack of necessary appendices.

Assessment aspects	Max. points
1. Formal structure/general requirements	3
2. Chronology, structure and form	4
3. Language aspects	4
4. Technical correctness	10
5. Own emphasis	11
Sum:	32

Grade key:

%	100/ 92	91/ 81	80/ 67	66/ 56	≤ 56%
Grade:	1	2	3	4.0	< 4.0 = Fail
Points:	32/ 29.5	29/ 26	25.5/ 21.5	21/ 18	< 18

For further details see the form "Assessment Matrix Written Paper Wundexperte"

 **Tip:** The appendix to the learning guide includes a list of "Common mistakes made when completing a written paper". The chapter on case processing can also provide a guide for drawing up a written paper.