

STUDENT GUIDE

Subject

External practices

Coordinator: Dra. Margarita Vallès Casanova

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UAB Code: 44836

Modality: mandatory

15 ECTS

2nd semester 2025-2026

General objectives

In this subject, students will have the opportunity to join multidisciplinary Neurorehabilitation teams, mainly in adult and child-age inpatient and outpatient care units. They will also have the opportunity to learn about the lines of work of the research groups of the Institut Guttman (applied research), which will allow them to acquire practical skills both in evaluation, diagnostic and therapeutic processes in translational research processes in the field of Neurorehabilitation.

Specific Objectives

1. Contribute to the comprehensive academic training of students, complementing their theoretical and practical learning, taking into account the great variability and complexity of symptoms and disabilities of neurological origin from an interdisciplinary perspective.
2. Facilitate knowledge of the work methodology appropriate to the professional reality with which they will find themselves in the world of work.
3. Develop technical and methodological skills, as well as contribute to the student's personal growth.
4. Promote values: innovation, creativity and entrepreneurship.
5. Promote the employment of graduate students.

Workload:

15 ECTS: equivalent to 375 hours of student work:

- 365 hours are in person, of which half will be done in Guttman Badalona and the other half in Guttman Barcelona and, in each center, half will be done in the mornings and half in the afternoons, with the following schedule:
 - I. Guttman – Badalona: Mornings from 9 a.m. to 2 p.m. and afternoons from 2 p.m. to 7 p.m.
 - I. Guttman – Barcelona: Mornings from 9 a.m. to 2 p.m. and afternoons from 3 p.m. to 7 p.m.
- 10 hours of autonomous work.

Learning outcomes

Knowledge

At the end of the subject, students will be able to:

- Identify the therapeutic techniques indicated for each functional limitation of each patient, adapting them to their needs.
- Distinguish the different evolutionary phases of the affection of each patient and establish the appropriate therapeutic plans for each of them.
- Interpret the close relationship between healthcare processes and applied research.

Skills:

At the end of the subject, students will be able to:

- Plan and orderly manner the therapeutic activities appropriate to each type of patient during their rehabilitation process.
- Master the appropriate assessment instruments for each phase and pathology.
- Apply theoretical knowledge to clinical practice.

Competences:

At the end of the subject, students will be able to:

- Safely and adequately use the different electromechanical devices used in neurorehabilitation.
- Have the ability to integrate into multidisciplinary teams.

Workplan

- At the beginning of the Master, the students will be explained how the allocation of internship places will work, as well as the evaluation system and the learning results that they want to achieve.
- The students must send, via email, a proposal to reserve an internship plate to the Teaching Secretary docencia@guttmann.com.

The subject coordinator assigns a tutor for each student to schedule with the Teaching Departament the exact dates to complete 375 hours spread over 75 days of 5hours/day to acquire the Learning outcomes described in order to exercise judiciously and good practice their profession in the future.

The tutors are professionals from the Guttman Institute with functions and competencies for assistance, teaching and research. As a guarantee of quality, in many cases they are teachers of the Master's and know the RA of the subject, as well as this Teaching Guide.

In cases where the tutors are not teachers of the master's degree, they are active professionals in the Department of Functional Rehabilitation of the Guttman Institute, who, due to their expertise, knowledge and dedication, guarantee the development of their tasks in the subject, with the same quality requirements than those who are part of the teaching team. Due to its capacity, each work area has a maximum number of simultaneous internship places, enough to simultaneously take on 20 students.

- Each student Will receive via email confirmation and a calendar of their assigned period.
- During the dates where there are classes of any subject, practices will not be carried out.
- Only in justified cases (for example written request from the company where you work) you may request to do the internship in separate weeks.
- On the first day of practice, students will report to the teaching Secretary, about 10 minutes before the scheduled time. You will be given your identification card and you will be escorted to the practice are where you will be received by the corresponding practice coordinator.
- The coordinator Will hold a first tutorial interview to determine specific interests and needs and will introduce you to the assigned tutor.
- Tutor and student Will plan the individual internship program.
- At the end of the internship, the tutor will complete the internship evaluation sheet.
- The students Will make the assessment of satisfaction, via e-learning of the practices carried out.

Evaluation

To carry it out, the students will have a personalized calendar of start and end dates to achieve the necessary Learning Results described in the results of the training processes, which will be evaluated through their compulsory attendance and compliance. of the "**Documents of evaluation of practices**" (Annexed Documents) together with his tutor where aspects of functional evaluation, diagnosis and administration of therapies, teamwork and preparation of Clinical Case are valued, as well as their interaction with the processes of translational research.

The evaluation activities will be carried out throughout and at the end of the subject. These are activities that must be worked on individually and will consist of (See attached documents):

1. **Learning dossier.** It has a value of **60% of the final grade for the subject**. The learning Dossier consists of a personal document in which students record their learning experiences, reflect on them by setting objectives and self-assessing them. The instructions for preparing the Dossier are published on the master's website.
2. **Clinical case.** It has a value of **30% of the final grade for the subject**. The objectives of the clinical case is to reflect the reality of the rehabilitation treatment of the neurological patient and to apply the skills acquired during the internship period in a specific case. The instructions for preparing the clinical case are published on the master's website.
3. **Tutor progress report** (practice evaluation sheet). It has a value of **10% of the final grade for the subject**.

The maximum date for the delivery of the test is 15 calendar days from the end of the practices.

- If the students do not present evidence of learning or have not attended the minimum number of hour of activities programmed for the subject (80%), the subject will be recorded as "no evaluable". The qualification of non-evaluable in the final evaluation report implies exhausting the rights inherent to registration of the subject.
- To pass the subject it is necessary to obtain a minimum grade of 5.0 points (0-10 scale) as the median mark of the two theoretical learning tests.
- The final grade Will be calculated with the weight corresponding to the tests: portfolio (60%), delivery of reports/papers (30%) and the tutor's progress report (10%)

Procedure and recovery criteria

La reevaluación es un proceso que se pondrá en funcionamiento una vez finalizado el periodo de publicación de las calificaciones finales.

- Se tendrá derecho a una reevaluación si se ha obtenido entre un 3.5 y un 4.9 en la nota mediana de la asignatura.
- La prueba sometida al proceso de reevaluación no podrá pasar de los 5.0 puntos (aprobado) en la calificación final.

The subject's web

In E-learning-Guttman, students and teachers have access to the subject content:

- Teacher guides and programs. In this folder are the teaching guides, in Catalan and Spanish of the subject.
- Instructions and templates for the preparation of the Learning Dossier.
- Instructions for the elaboration of the Clinical Case
- Subject forum. In the student forum you can maintain contact with teachers and the rest of the classmates, to make suggestions, ask and solve questions, etc.
- Skills evaluation. In this space you will find the necessary information to carry out the evaluation and the maximum delivery dates of the works of this subject

Satisfaction surveys

It is very important that students send us your comments, complaints and suggestions regarding the subject. That's why we put t your disposal two evaluation surveys. The surveys are anonymous:

- Teacher evaluation. Daily, at the end of the classes, you Will receive an email (on your computer or on your mobile) that will link you to a brief satisfaction questionnaire about the teachers that have taught that day. The objective of these surveys is to collect your opinion that will be a great help for the improvement of this subject.
- Subject evaluation. Also, at the end of the course you can answer the general evaluation survey of the subject.

Annexes:

CLINICAL CASE

Based on a real case, chosen from among the patients seen during the internship period, the student must make a proposal for a therapeutic plan with the aim of integrating theoretical knowledge with clinical practice.

The objective of the clinical case is to integrate the theoretical knowledge learned and apply it in the intervention of patients with acquired brain damage, spinal cord injury or other pathologies. The fact of proposing a therapeutic plan in a specific case makes it possible to collect all the information that the student considers relevant, to identify deficits that it presents and to understand the functional repercussions depending on the evolutionary moment of the specific case.

The student will be able to choose a patient (adult or child) treated at the Guttman Institute, both at the Neurorehabilitation Hospital in Badalona, and at Guttman Barcelona.

El caso clínico tiene un valor del 30% de la nota del módulo de prácticas.

The clinical case has a value of 30% of the mark of the practical module.

The structure of the clinical case will be as follows:

- Description of the case (review of relevant clinical data collected in the patient's medical history)
- Results of the physical and functional exploration and clinical interpretation of the data.
- Proposal for a therapeutic plan (establishing treatment objectives, describing techniques and strategies to be applied based on the patient's affectation profile).

The presentation of the clinical case will be as follows:

First of all, there will be a cover page that includes the name and surname of the student and the tutor.

It will be presented in Word format in full DIN A4 on both sides, numerals at the top with letters measuring 11, type Calibri or Arial and with interline spacing 1.15.

The maximum length is 3 DIN A4 pages (please compare the cover)

The information reflected to the Clinical Case must respect the confidentiality of the patients.

Delivery term

The clinical case will be sent to docencia@guttman.com within a maximum period of 15 calendar days from the end of the practices.

It is an essential criterion to deliver it within the established limit (if not, otherwise it will be evaluated as 0).

A rubric for the evaluation of the clinical case is attached.

- Clinical case evaluation rubric:

CLINICAL CASE EVALUATION RUBRIC

	Excellent	Very favorable	Favorable	Not favorable
	(10-9)	(8-7)	(6-5)	(<5)
Includes all sections; antecedents; current illness; functional diagnosis; targets; treatments; therapeutic activities	Yes	Does not apply	Does not apply	No
Respect the requested presentation rules (cover with student and tutor name; top right numbering; Calibri or Arial 11; line spacing 1,15)	Yes, completely	Yes, only with some error	Parcialment	No
Confidentiality respect	Yes	Does not apply	Does not apply	No
Explain the case clearly and concisely	Completely	Considerably	Parcialy	Scarce
Specifies the scanning tools used for neurological diagnosis	Very good and there are no shortages	Good and there are no shortages	There are shortages	No
Specifies the scanning tools used for functional diagnosis	Very good and there are no shortages	Good and there are no shortages	There are shortages	No
Specifies treatment goals	Very good and there are no shortages	Good and there are no shortages	There are shortages	No
Describe the schedule of therapeutic activities	Very good and there are no shortages	Good and there are no shortages	There are shortages	No

LEARNING DOSSIER

The learning dossier is a compilation that the student makes about their learning experiences, recording the activities carried out, reflecting on the skills acquired, setting learning objectives and doing a self-assessment.

This document, which has a value of 60% of the mark of the practical module, reports the personal process followed by the student, allowing the student himself and others to see the effort and achievements in relation to the learning objectives and criteria of established assessment.

Each student will make a learning dossier that will be made up of the following sections (documents are attached):

1. Record of the activity (20%)

The student will record daily the activity carried out during the internship, specifying:

- Date
- Activities attended (ex. hydrotherapy, functional equipment...)
- Techniques observed and applied by the student himself (ex. Functional assessment scale applications, muscle balance examination...)

2. Biweekly reflection (40%)

Biweekly basis, the student will carry out a personal reflection on the practical situations experienced, identifying the skills worked on and the knowledge acquired, both from a theoretical and a practical point of view, making a self-assessment of their performance and establishing improvement objectives in learning for the future. the following biweek of practice.

This reflection will be discussed, at the end of the biweek, with the tutor, who will provide his/her point of view, which must also be registered.

Maximum extension: 1 DIN A4 sheet per week

3. Final reflection (40%)

At the end of all the weeks of internship, the student will make a personal reflection on her experience, valuing the skills worked, the learning acquired. The main objective is for the student to reflect on the experience during the internship, what it has contributed to them and what they have learned.

Maximum length: 2 DIN A4 sheets

All information in the Learning Dossier must be recorded electronically.

The templates available to students will be used. The templates are tables with a fixed column width and a variable row depending on the content:

- Activity register: the necessary rows will be added
- Bi-weekly registration and final reflection: no need to add rows

The presentation must be as follows:

1. Cover showing the name and surname of the student and tutor
2. Record of activity and fortnightly reflection (for each fortnight of practice)
3. Final reflection

It will be presented in Word format on Din A4 sheets, arranged chronologically, with font size 11 Calibri or Arial type and with 1.0 line spacing.

The information reflected in the Learning Dossier must respect patient confidentiality.

Delivery term

The learning dossier will be sent, in a single PDF document, to docencia@guttmann.com within a maximum period of 15 calendar days, from the end of the practices.

ACTIVITY REGISTER

Student:

Tutor:

DATE	ACTIVITIES WHERE YOU HAVE ATTENDED	OBSERVED TECHNIQUES	APPLIED TECHNIQUES

BIWEEKLY REFLECTION

Student:

Tutor:

BIWEEK	WORKED COMPETENCIES	LEARNING ASSESSMENT	OBJECTIVES	FEEDBACK

FINAL REFLECTION

Student:

Tutor:

WORKED COMPETENCIES	LEARNING ASSESSMENT	FEEDBACK

- Learning Dossier Rubric:

CLINICAL CASE EVALUATION RUBRIC

	Excellent (10-9)	Very favorable (8-7)	Favorable (6-5)	Not favorable (<5)
Includes all sections; antecedents; current illness; functional diagnosis; targets; treatments; therapeutic activities	Yes	Does not apply	Does not apply	No
Respect the requested presentation rules (cover with student and tutor name; top right numbering; Calibri or Arial 11; line spacing 1,15)	Yes, completely	Yes, only with some error	Parcialment	No
Confidentiality respect	Yes	Does not apply	Does not apply	No
Explain the case clearly and concisely	Completely	Considerably	Parcialy	Scarce
Specifies the scanning tools used for neurological diagnosis	Very good and there are no shortages	Good and there are no shortages	There are shortages	No
Specifies the scanning tools used for functional diagnosis	Very good and there are no shortages	Good and there are no shortages	There are shortages	No
Specifies treatment goals	Very good and there are no shortages	Good and there are no shortages	There are shortages	No
Describe the schedule of therapeutic activities	Very good and there are no shortages	Good and there are no shortages	There are shortages	No

- Evaluation of External Practices Subject:

AVALUACIÓ MÒDUL PRÀCTIQUES EXTERNES

MÀSTER EN NEUROREHABILITACIÓ

Alumne/a:

Tutor/a:

(escribiu el número sota del valor que s'indica a cada columna)

COMPETÈNCIES	1	2	3	4	5	6	7	8	9	10
Participa activament en les activitats assistencials de l'equip terapèutic.										
Analitza i identifica les conseqüències bio-psico-socials derivades de la discapacitat d'origen neurològic.										
Reconeix les principals complicacions físiques, psíquiques i socials que poden presentar les persones amb discapacitat neurològica.										
Practica i interpreta les exploracions i tècniques diagnòstiques més avançades en Neurorehabilitació.										
Participa en el procés de disseny, planificació, desenvolupament i avaluació de les intervencions en l'àmbit de la Neurorehabilitació.										
Practica els principals procediments de treball en Neurorehabilitació.										
Utilitza i valora les tècniques de tractament adequades.										
DOSSIER D'APRENTATGE (segons rúbrica)	1	2	3	4	5	6	7	8	9	10
Complimentació de tots els apartats										
Respecte les normes de presentació demanades										
Respecte la confidencialitat										
Registre de l'activitat										
Reflexió setmanal										
Reflexió final										
CAS CLÍNIC (segons rúbrica)	1	2	3	4	5	6	7	8	9	10
Inclou tots els apartats										
Respecte les normes de presentació demanades										
Respecte la confidencialitat										
Explica el cas de manera clara i concisa										
Especifica les eines d'exploració utilitzades per a el diagnòstic neurològic										
Especifica les eines d'exploració per al diagnòstic funcional										
Especifica els objectius de tractament										
Describeix la programació de les activitats terapèutiques										

COMPETÈNCIES	0,00	10%	0,00
DOSSIER D'APRENTATGE	0,00	60%	0,00
CAS CLÍNIC	0,00	30%	0,00
NOTA FINAL PRÀCTIQUES EXTERNES			0,00

Observacions:

Coordination

For any aspect related to the organization of the course, contact:

Dra. Margarita Vallès Casanova

Doctor in medicine. Specialist in Physical Medicine and Rehabilitation.

Institut Guttman – UAB

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