ANTR 685
Directed Study in Clinical Prosection
Selective/Elective Clerkship Rotation Syllabus

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At MSUCOM, we are constantly working to improve our curriculum and to meet new AOA accreditation guidelines. We need to meet the challenges of modern medicine that force us to innovate. While major changes will generally be instituted at the beginning of the school year, most minor changes may be implemented semester to semester.

Please be mindful of the need to read your syllabi before beginning your rotations.
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Pre-Approval and Pre-Requisites for the Course

- An application is required for every selective/elective rotation.
- 30-day advance application approval required (applies to a rotation add, change or cancellation)
- Summary Table: Enrollment, Extension of time, & Withdrawal from the Course.

<table>
<thead>
<tr>
<th>To enroll in ANTR-685 course</th>
<th>You have to be in the Clinical Clerkship years to enroll in ANTR 685 Directed Study in Clinical Prosection.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM Students: Contact your Services Representative for selective/elective application</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enrollment Restrictions</th>
<th>COM Students: Contact your Services Representative</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Withdrawal from the prosection Lab</th>
<th>Immediately notify the Course Director or the immediate Preceptor, or the COM Student Service Representative. See more details below in the section entitled “Requests for withdrawal &amp; Extension of Time”</th>
</tr>
</thead>
</table>

| Extension of Time | See details below, in the section on “Corrective action process for deficient academic requirements” |

Introduction and General Description of Course

THE COURSE
ANTR-685 is a variable 1-6 credit hours’ elective course, with a current offering of 4-week rotation as a required minimum. The course offers students hands-on prosection/dissection of student’s desired/selected regions of preserved Human Cadavers or isolated body parts, under the guidance of the Anatomy Faculty members involved in the prosection courses. Assignments offered the students are designed to produce prosected bodies /or body parts that can be used for teaching in the Medical Gross Anatomy Labs.

At the completion of the prosection assignment, each student will be expected to present to the public (Faculty, Lab Personnel, & Students), a 30-minute oral seminar-style discussion of relevant pathology affecting the body region prosected. The seminar is expected to be based on at least two peer reviewed journal articles covering recent innovative treatments encompassing clinical anatomy correlates/surgical techniques or osteopathic manipulations, or diagnostic imaging advances, or genetic/cell therapies, etc.
COURSE FACULTY
(Course Faculty, Laboratory Technicians, and Laboratory Teaching Assistants)

An up to date campus specific list will be sent to the student at the time of enrollment in the elective.

LETTERS OF COMPLETION
Any student who PASSES the Prosection elective is eligible for a Letter of Completion. A Letter of Completion details what was involved in the course, but does not incorporate a detailed personalized subjective assessment of the student’s potential to perform in a medical residency program.

Educational/Instructional Goals & Objectives

WHAT COURSE PARTICIPANTS WILL LEARN
1) appropriate dissection techniques for prosecting the various tissues; including gaining experience, and competence to handle dissection tools. Most dissection techniques are translatable to surgical techniques.
2) independence to work responsibly, and complete the required assignments on time.
3) team work essentials; physically working with other students and Faculty in a professional setting.
4) searching strategies for data from data bases, especially searching for peer reviewed journal publications pertaining to the pathologies in the body region or part being prosected.
5) annotation and reviewing of relevant articles, specifically those focusing on recent innovative treatments encompassing clinical anatomy correlates/surgical techniques or osteopathic manipulations, or diagnostic imaging advances, or genetic/cell therapies, etc.
6) preparation and delivering of seminar style presentations, based on integrating the prossection assignment with the reviewed literature.

PROSECTION ASSIGNMENTS
A) List of regions/protocols available for prossection:
(i) The Faculty will work with each student to identify the appropriate dissection/prosection protocol for the region/area desired by the student.
(ii) The assignment must produce a prossected body and/or parts that can be used for teaching in the Medical Gross Anatomy Labs.

B) Time expected to be spent on prosecting = 40 hrs./week recommended. i) 30 hrs. to 35 hrs. to be spent prossecting/dissecting.
ii) 5 hrs./week to be spent reading and writing the reviews of the expected published literature.
COLLEGE PROGRAM OBJECTIVES

In addition to the above course-specific goals and learning objectives, this clerkship rotation also facilitates student progress in attaining the College Program Objectives. Please refer to the complete list provided on the MSUCOM website.

**Required Materials**

<table>
<thead>
<tr>
<th>Dissection Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Scrub suits, or new/clean used clothing, and closed-toe shoes: students required to bring their own.</td>
</tr>
<tr>
<td>2) Dissection tools: the Prosection Lab will provide the necessary tools.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reading Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) The Prosection Lab provides an assortment of Anatomical Atlases, and other books.</td>
</tr>
<tr>
<td>2) Prosection/dissection protocols, and guidelines will be provided.</td>
</tr>
</tbody>
</table>

**Reference Materials**

<table>
<thead>
<tr>
<th>I. Electronic Anatomy Sources:</th>
</tr>
</thead>
<tbody>
<tr>
<td>We recommend electronic interactive Anatomy program that permits layer by layer dissection. e.g. Anatomy and Physiology Revealed (APR) by The McGraw-Hill Companies, or a suitable program from the series Practice Anatomy Lab (PAL) by Pearson Education, Inc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. In principle, the course Faculty recommend consulting the following references on as needed basis: (The Prosection Lab provides an assortment of most of the listed Anatomical Atlases, and other books).</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) an organ-system gross anatomy text (e.g.: Martini et al.; Tortora and Nielsen; Van DeGraaff et al.)</td>
</tr>
<tr>
<td>2) a regional anatomy book (e.g.: Hollinshead’s; Grant’s Atlas; Moore et al.; Snell)</td>
</tr>
<tr>
<td>3) an illustration atlas (e.g.: Clemente; Grant’s; Netter)</td>
</tr>
<tr>
<td>4) a cadaver photographic atlas (e.g: Rohen and Yokochi; McMinn et al.)</td>
</tr>
<tr>
<td>5) Grant’s Dissector (found in the Prosection room)</td>
</tr>
<tr>
<td>6) Acland Video Atlas of Human Anatomy Volumes 1-5; Highly Recommended</td>
</tr>
<tr>
<td>7) Browse the internet for other resources</td>
</tr>
</tbody>
</table>
The MSU library also has a number of electronic and non-electronic resources (books, Atlases, etc.): (Library website: http://www.lib.msu.edu/).

(Note: Consult with the Librarians for help with the ideal and efficient search strategy.)


2) RESOURCE #: QM34 .M59 2007.
A color atlas of human dissection by Chumbley, C. C; Hutchings, R. T. 1988. Book:

eBook: Full Text Online.


Student Responsibilities

During the 4 weeks of the rotation, the student is required to meet the outlined clinical and academic responsibilities:

I. CLINICAL RESPONSIBILITIES
   • The student will meet the following clinical responsibilities during this rotation:
     a) Undergo “Mandatory Orientation”: The course participants will be expected to undergo “Mandatory Orientation” prior to being permitted to do any prosection assignment. The course Director or responsible Preceptor will indicate and provide the required material.
     b) Indicate without delay if the need to withdraw from the rotation is necessary.
     c) Students are expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.
     d) Adhere to Professional and Ethical Behavior:
        This is expected at all times during this course, and should include:
        (1) careful dissection of the cadaveric material (Mistakes do occur, but continued carelessness with cadaveric material will result in a lowered grade or even expulsion from the lab.
        (2) respect for donors in the lab and outside of lab (no disrespectful language about donors or body parts).
        (3) Observation of the “Guidelines for Safety and Use of Human Gross Anatomy Laboratories”.

II. ACADEMIC RESPONSIBILITIES
   • The student will meet the following academic responsibilities during this rotation:
     1. complete a prosection project (s) specified herein (see section/table below on “Academic Requirements”.
     2. choose and annotate at least two articles.
     3. write a brief discussion of the two papers that were chosen.
     4. present prosection to preceptor.
     5. Students are expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patients health problems.
     6. Students are expected to: assess their personal learning needs specific to this clinical rotation, engage in deliberate, independent learning activities to address their gaps in knowledge, skills or attitudes; and solicit feedback and use it on a daily basis to continuously improve their clinical practice.

Meeting or not meeting the Clinical and Academic responsibilities will be used by the instructor of record in the determination of the final grade in the course (See “Corrective Action Process for Deficient Academic Requirements” in sections below).
## Academic Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Submission Method</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of prosection project (s)</td>
<td>Oral presentation to Preceptor, as advisor go over assignment with</td>
<td>Last week of rotation.</td>
</tr>
<tr>
<td>Annotate and review at least two (2) relevant peer reviewed journal articles pertaining to the body region being prosected*&lt;sup&gt;b&lt;/sup&gt;.</td>
<td>Hard copy to Preceptor.</td>
<td>Two weeks from start of rotation.</td>
</tr>
<tr>
<td>orally present to the public (Faculty, Anatomy Staff, and Students), discussion of pathology relevant to the region prosected*&lt;sup&gt;c&lt;/sup&gt;.</td>
<td>30 minutes-seminar-style presentation, plus 5-10 minutes for questions.</td>
<td>Last week of rotation.</td>
</tr>
<tr>
<td>3-5 pages Summary of Prosection Work, or Diary or Journal. (may use the same script for)</td>
<td>Hard copy to Preceptor.</td>
<td>At the end of rotation.</td>
</tr>
</tbody>
</table>

*<sup>b</sup>: Refer to tables in section detailing “ANTR-685 Evaluation Information”.

*<sup>b</sup>: Criteria for papers to be annotated:

i) Papers chosen should be in the student's field of interest or pertaining to the body region being prosected, and should include:

(1) One landmark paper:
The landmark clinical anatomy journal article:- should address how pathologies of the region have historically been treated (surgery, pharmaceuticals, diagnostic testing).

(2) One innovative paper touching:
Clinical anatomy journal article about a recent innovation in the treatment of any condition in the region of student's interest (Can include new surgical technique, therapeutical intervention, genetic/cell therapy, advancements in imaging, etc.).

ii) Annotation Template to be used:

- (a) Name of student: Date:
- (b) Title of paper: Journal: Publication Date: 
- (c) Summary of published papers:
  - How do the papers relate to the project/donor?
  - How might the papers impact how the student practices medicine?
  (d) Brief discussion of the two papers that were chosen:
  - Why the papers were chosen (i.e. personal interest? Or relevance to donor?)?
  - Brief discussion of impact on field.
*c*: Requirements for Oral Presentation
Presentation content should include:
(a) General anatomy of the region.
(b) Description of any pathologies present, or that were discovered or encountered. (d) Integration of elements of the two published papers.
- Brief discussion of impact on field.

*^d^*: Summary paper or Summarized Diary:
Should highlight Prosection Work done, or summarized diary or Journal. Student can hand the same script used for oral presentation. (Note: Limit summary to 3-5 pages).
i) General description of progression through the prosection (include techniques).
- Objectives discovered/isolated.
- Describe any pathologies present, or that were discovered or encountered, and speculate on how any if the pathology may have presented while the donor was alive), Integration of elements of the two published papers.

ii) Description of ANTR-685 experience overall:
- How has the experience changed your understanding of the anatomical region that was the focus of your ANTR-685 project.

Course Grades and Evaluation Information

**COURSE GRADES**

- **P-Pass** – means that credit is granted and that the student achieved a level of performance judged to be satisfactory according to didactic and clinical performance by the department.
- **N-No Grade** – means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory, according to didactic and clinical performance by the department.
- **ET-Extended Grade** – means that a final grade (“Pass” or “No Grade”) cannot be determined due to one or more missing course requirements. In Years 3 and 4, the ET grade is used instead of an “Incomplete (I)” grade. Once all course requirements have been completed, received, and processed, the ET grade will be changed to a final grade. An “ET” will NOT remain on a student’s transcript.

**N-GRADE POLICY**

- Remediation is not offered for Clerkship courses. Any student who receives an N grade in the Clerkship Program will be required to appear before the COSE Clerkship Performance Subcommittee (COSE).
  (Read related information in sections below on: “Corrective Action Process for Deficient Academic Requirements”).


EVALUATION OF PROSECTION ASSIGNMENTS

- Evaluations of the prosections assignments will be based on both:
  I) OBJECTIVE CRITERIA
  II) SUBJECTIVE CRITERIA

- A grade of “Pass/No” option will be given at the end of the rotation, and reported using the agreed upon Evaluation form (see Table 4 below); with copies sent to COM Student Services Representative at the Offices of the MSUCOM Registrar.

PREPARATING FOR EVALUATION

| 1) read the prosection protocol to ensure that you follow the steps outlined to achieve the prosection desired. |
| 2) go over the prosected specimen, and identify the target objectives listed in the protocol. |
| 3) familiarize yourself with control of the audio-video equipment that you will use for the seminar presentation. |
| 4) make a mock-run of your presentation, to yourself or if possible to another prosector(s) or Lab Assistant(s). |

EVALUATION RUBRICS/SCORING

- (I) OBJECTIVE CRITERIA
- (II) SUBJECTIVE CRITERIA

I) OBJECTIVE CRITERIA

To guarantee a Pass the student is expected to:

1) perform prosections assignments with high quality and accuracy
2) annotate and review at least two (2) relevant peer reviewed journal articles pertaining to the body region being prosected. The articles should cover recent innovative treatments encompassing clinical anatomy correlates/surgical techniques or osteopathic manipulations, or diagnostic imaging advances, or genetic/cell therapies, etc.
In addition, the students will be required to submit a summary paper integrating the students prosection experience and the reviewed journal articles.
3) orally present (30 minutes, seminar-style) to the public (Faculty, Lab personnel, and Students).
## II) SUBJECTIVE CRITERIA

Table 3: Subjective Criteria for evaluating Prosection assignments
(Note: The elements in this form are built into the Form in Table 4)

<table>
<thead>
<tr>
<th>GRAD</th>
<th>Quality of Work</th>
<th>Deadlines</th>
<th>Attendance</th>
<th>Attitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass</td>
<td>Always produces prosections of outstanding quality and quantity. Work serves as a standard for care and accuracy by which others are judged</td>
<td>Prosection assignments usually completed ahead of schedule.</td>
<td>Is present in the lab for the amount of time necessary to complete the</td>
<td>works for what is to be gained from each prosection and not just for grade alone. Shows willingness to repeat prosections in the same body region in</td>
</tr>
<tr>
<td>Pass</td>
<td>Produces prosections of excellent quality and quantity. Works independently after initial</td>
<td>prosection assignments completed on time or often ahead of schedule</td>
<td>Is present in the lab for the amount of time necessary to complete</td>
<td>Interested, inquisitive and attentive to detail. Clearly displays interest in anatomy and attempts to obtain</td>
</tr>
<tr>
<td>No Grade</td>
<td>Produces prosections of above average quality and quantity. Works with minimal instruction Produces prosections of below average quality and/or quantity. Requires</td>
<td>prosection assignments rarely completed on time or prosection assignments never completed on time</td>
<td>is present in the lab for the amount of time does not spend enough time in lab and is</td>
<td>Interested and inquisitive about the prosection. Willing to make an extra effort</td>
</tr>
<tr>
<td>No Grade</td>
<td>Produces prosections of poor quality and/or inadequate quantity. Work is cause for constant concern and cadaver may not be a</td>
<td></td>
<td>does not spend enough time in lab and is absent without</td>
<td>Unmotivated and unconcerned.</td>
</tr>
<tr>
<td>No Grade</td>
<td>1) any student that brings an unauthorized visitor into the Gross Lab. The visitor will of course be asked to leave immediately. 2) any student who does not perform the prosections and does not drop the course.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 4: Form* for Evaluating the student’s Performance, and for Reporting the Evaluations to the Registrar

Note:
- The form is not presented here, but the elements in the form were derived from the “Subjective Criteria” in Table 3 above.
- The student will bear the form, and may present it to the faculty advisor, or a copy of the form may be sent directly to the “Faculty Advisor”.)
Withdrawals & Extensions

Withdrawal from the PROSECTION LAB

If it becomes apparent that this course does not meet the expectations of any student, or that a student encounters difficulty meeting the time commitments, or a personal emergency arises, the student should immediately notify the Course Director or the immediate Preceptor, or the COM Student Service Representative. This is important, and considered Professional ethics, and respect for the Donor or body parts. The body or parts partially prosected will need to be assigned to someone else to finish, so as to minimize wastage.

EXTENSION OF TIME

If the student cannot complete the required prosection in a timely manner due to illness or physical limitations, or other unusually authentic circumstances, an “Extension of Time” would be granted*

*(see section below on, “Corrective action process for deficient academic requirements”).

Corrective Action Process for Deficient Academic Requirements

If a student does not successfully complete the academic requirements of the course, the student will be permitted to go through a “Corrective Action” process.

The steps of the “Corrective Action” process for “ANTR-685 Directed Study in Clinical Prosection” are as follows:

1) The student should request an ET-Extension (ET) grade from the Instructor of Record.
2) The student will then be required to sign a formal agreement between the Instructor and the student to have the course work completed by the next semester when the prosection course is offered at MSU.

- If a student completes the corrective action successfully, as determined by the Instructor of Record, the student will receive “Pass” (P-credit as a final grade to replace the ET) for the deficient academic grading requirement(s).
- If a student does not complete the corrective action successfully, the Instructor of Record will:
  - give the student an “N**” grade, and the ET grade will be changed to 0.0 grade.
  - inform the offices of the Dean listed below:

  William Falls, PhD, Associate Dean/Student Services-COM

*see the pages following for more details in section on: “N-Grade policy” in Course Grades section.
Rotation Clinical Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Submission Method</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending Evaluation of Rotation</td>
<td>To be appropriately submitted per the instruction at the end of</td>
<td>Final Day of Rotation</td>
</tr>
<tr>
<td>*the determination of a satisfactory attending evaluation is governed by the College’s Policy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Evaluation of Rotation</td>
<td>“Evaluate” Link in Kobiljak Schedule</td>
<td>Final Day of Rotation</td>
</tr>
<tr>
<td></td>
<td>(this link will activate on the final)</td>
<td></td>
</tr>
</tbody>
</table>

Unsatisfactory Clinical Performance

A student’s clinical performance will be assessed through the Attending Evaluation. A satisfactory Attending Evaluation is required for completion of the clinical requirements for the course.

Unsatisfactory Attending Evaluations are governed by the Policy for Retention, Promotion and Graduation. Evaluations with below average scores in two or more categories defined as rankings of Needs Improvement/Unsatisfactory (on a scale of Needs Improvement/Unsatisfactory-Exceptional) or 3 and below (on a numerical scale of 1-7) will be referred to the Department Chairperson/Instructor of Record for review and grade determination.

Any student with marginal evaluations in two or more rotations will be referred to the COSE Clerkship Performance Subcommittee for review.

IMPORTANT NOTE: The student will maintain an “Extended” (ET) grade until they have successfully completed all academic and clinical requirements for the course.
**Special Considerations**

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities.

Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD (517- 884-7273) or on the web at www.rcpd.msu.edu. Once the RCPD has determined the eligibility for an accommodation, the student will be issued a Verified Individualized Services and Accommodation (“VISA”) form.

The student should present the “VISA” form to the Preceptor or Course Director at the start of the elective and/or two weeks prior to start of the required accommodation event (lecture, labs, project, tests, etc.). Requests received after this date will be honored whenever possible.

It is the responsibility of the student to ensure that the Preceptor gets an updated version of the accommodation each semester that an accommodation is required.

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**MSU College of Osteopathic Medicine Standard Policies**

The following are standard MSUCOM policies across all Clerkship rotations.

**Attendance Policy**

Attendance at all scheduled Clerkship activities is mandatory.

Clerkship activities are mandatory and attendance is expected at all educational events. If an expected or unexpected event occurs which prevents a student from meeting attendance requirements, the student must contact the hospital-based student coordinator and clinical preceptor prior to the absence. The clinical preceptor will determine an acceptable make-up plan which may include, but is not limited to: extra time on service, additional presentation(s), or written assignment(s).

Abuse of this policy, as determined by a clinical preceptor, may be documented in a student evaluation(s) and/or reported to the Associate Dean of Student Services at MSUCOM via the Student Incident Report Form. [http://com.msu.edu/Students/Registrar/Policies.htm](http://com.msu.edu/Students/Registrar/Policies.htm).

This policy serves as the general attendance policy for all clerkship events. Additional, specific policies governing absence and attendance may be present for certain rotations. Please refer to the rotation syllabus for these specifics and be aware that you are responsible for these specifics as well.
Policy for Medical Student Supervision

Supervisors of the Medical Students in the Clinical Setting

The MSUCOM curriculum includes required clinical experiences in a variety of clinical learning environments. The role of the student is to participate in patient care in ways that are appropriate for the student’s level of training and experience and to the clinical situation. The student's clinical activities will be under the supervision of licensed physicians. This supervising physician may delegate the supervision of the medical student to a resident, fellow, or other qualified healthcare provider, however, the supervising physician retains full responsibility for the supervision of the medical students assigned to the clinical rotation and must ensure his/her designee(s) are prepared for their roles for supervision of medical students. The physician supervisor and his/her designee(s) must be members in good standing in their facilities and must have a license appropriate to his/her specialty of practice and be supervising the medical student within that scope of practice as delineated by the credentialing body of the facility.

Level of Supervision/Responsibilities

Clinical supervision is designed to foster progressive responsibility as a student progresses through the curriculum, with the supervising physicians providing the medical student the opportunity to demonstrate progressive involvement in patient care. MSUCOM students will be expected to follow clinical policies of the facility regarding medical records and clinical care. Medical student participation in patient history/physical exam, critical data analysis, management, and procedures will include factors, but not limited to:
- The students demonstrated ability
- The students level of education and experience
- The learning objectives of the clinical experience

First and second year medical students will be directly supervised at all times (supervising physician or designee present or immediately available.

Third and fourth year medical students will be supervised at a level appropriate to the clinical situation and student’s level of experience. For some tasks, indirect supervision may be appropriate for some students. Direct supervision would be appropriate for advanced procedures.

Supervising physicians will provide medical students with timely and specific feedback on performance. The supervising physician will complete a mid-rotation evaluative discussion with the medical student. Supervising physicians will complete a summative evaluation and are encouraged to contact the course/clerkship director with any gaps in student performance.

Medical students with any concern regarding clinical, administrative, and educational or safety issues during his/her rotation will be encouraged to contact the supervising physician or clerkship/course director.
Statement of Professionalism

Principles of professionalism are not rules that specify behaviors, but guidelines that provide direction in identifying appropriate conduct. These principles include the safety and welfare of patients, competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and lifelong learning for maintenance of professional skills and judgments.

Professionalism and professional ethics are terms that signify certain scholastic, interpersonal and behavioral expectations. Among the characteristics included in this context are the knowledge, competence, demeanor, attitude, appearance, mannerisms, integrity and morals displayed by the student to faculty, peers, patients and colleagues in other health care professions. Students are expected to conduct themselves at all times in a professional manner and to exhibit characteristics of a professional student.

Respecting the Cadavers and Cadaveric specimens is part of the expected professionalism and professional ethics; thus, the student should observe the rules outlined in other sections of this syllabus, including:

1) careful dissection of the cadaveric material.
2) refraining from using disrespectful language about donors or body parts.
3) honoring the rules about “NO PHOTOGRAPHY/ NO VIDEO/ NO VISITORS”.

It is important to appreciate that the Cadavers prosected are donations to Michigan State University for use in Medical Education.

We view the donations as the ultimate gift, a gift after life; and hence, we strive to observe the highest respect for the Cadavers in the prosection Lab. The success of the Willed Body Program is in large part due to the respect and dignity with which the Donor bodies are handled. For these reasons, several rules and regulations will be highlighted herein and during the “Mandatory Orientation” session for the course.

Students Rights and Responsibilities

Each individual student is responsible for their behavior and is expected to maintain standards of academic honesty. Students share the responsibility with faculty for creating an environment that supports academic honesty and principles of professionalism. Proper relationship between faculty and student are fundamental to the college’s function and this should be built on mutual respect and understanding together with shared dedication to the education process. It is a fundamental belief that each student is worthy of trust and that each student has the right to live in an academic environment that is free of injustice caused by dishonesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity.
Faculty Responsibilities

It is the responsibility of the college faculty to specify the limits of authorized aid (including but not limited to exams, study aids, internet resources and materials from senior students) in their syllabi, and it is the responsibility of students to honor and adhere to those limits. Course instructors shall inform students at the beginning of the semester of any special criteria of academic honesty pertinent to the class or course.

It is the responsibility of the clinical faculty to provide students with ongoing feedback during rotation upon request. Clinical faculty are generally recommended (though not required) to limit student assigned duty hours from 40 to 60 hours weekly (and not exceeding 60 hours).

Both faculty and students are to be treated fairly and professionally in order to maintain a proper working relationship between trainer and trainee.

Rotation Evaluations

<table>
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<th>Attending/Faculty/Resident Evaluation of Student*&lt;sup&gt;a&lt;/sup&gt;</th>
<th>Students are responsible for assuring that his/her clinical supervisor receives the appropriate evaluation form. Forms can be accessed via the “Attending Evaluation” link in the student’s Kobiljak online Clerkship schedule. Students should assertively seek feedback on his/her performance throughout the course of the clinical rotation. Students should also sit down and discuss the formal evaluation with the clinical supervisor. Students should keep a copy of the evaluation and leave the original with the Medical Education Office at the clinical training site where that office will review, sign, and forward the completed form to the COM Office of the Registrar. It is important to know that evaluations will not be accepted by the COM Office of the Registrar if submitted by the student. Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” resulting in an “N” grade and review by the Committee on Student Evaluation (COSE) and/or the College Hearing Committee. Grades are held until all rotation requirements, including evaluation forms, are received. Be sure you are using the correct form.</th>
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*<sup>a</sup>: Information on evaluation of student’s performance is detailed in the section on “COURSE GRADES and EVALUATION INFORMATION”.  

Student Evaluation of Rotation

Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online schedule through Kobiljak.
Lab Hours, Access into the Labs, and Security

LAB HOURS:
Each semester, a schedule bearing open Lab times, etc. will be posted. If none posted, check with your Faculty advisor.

ACCESS INTO THE MAIN BUILDING AND PROSECTION LAB:
Check with your Faculty advisor about getting access.

PROPPING DOORS OPEN:
This is a security violation, and can lead to a disciplinary action.

VISITORS:
It is a serious violation to bring unauthorized person/visitor into the Gross Anatomy Labs). The visitor will be asked to leave immediately, and a grade of 0.0 or N, may be given to the student.

Exposure Incidents Protocol
A form has been developed by the University to report exposure incidents. These forms will be on file in your DME's office. You can also access the form at www.com.msu.edu/AP/clerkship_program/ clerkship documents/exposure.pdf. Please make yourself familiar with the procedure and the form.

Additionally, browse through the “Guidelines for Safety and Use of Human Gross Anatomy Laboratories” attached as appendixes.
Appendixes

The pages following contain information on appendixes attached/or not attached to this Syllabus

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1) Appendix #1: List of Faculty, Laboratory Technicians, and Laboratory Attendants.
A) East Lansing Campus
B) Grand Rapids Campus
C) Detroit Medical Center Campus
D) Macomb Campus

An updated campus specific list will be sent to students enrolled in the elective.

2) Appendix #2: Guidelines for Safety & Use of Human Gross Anatomy Laboratories:
A) Hazardous Chemical Exposure
B) Lab Attire and Personal Protection Equipment
C) Minimizing Your Exposure in the Laboratory
D) Specimen Respect, Care & Use Policy
E) Human Gross Anatomy Laboratories User Agreement

An updated campus specific list will be sent to students enrolled in the elective.
3) Appendix #3: Other Safety and Policy documents
A) Emergency Information
B) First Aid measures

An updated campus specific list will be sent to students enrolled in the elective.

4) Appendix #4: Guide Lines for Faculty

Summary of Procedures for the Preceptor/Faculty Advisor.

1) Faculty gets designated as Preceptor/advisor to a student.
(Note: steps prior to this point including enrollment of the student are carried out as detailed in the policies. Those preliminary steps are taken care of by the Course Director or Course Coordinator in conjunction with the College Registrar, directly or through Community Administrators/Student Service Representatives).

2) Faculty sends student a welcome/confirmation and starts a dialogue to structure or refine the proposed prosection assignment (pinpoint the region, system, etc.).

3) Faculty sends student pertinent information consisting of:
   a) Assignment details as agreed upon in the previous step; if ready, send along the specific Prosection Protocols.
   b) Syllabus, what is expected of student, etc.
   d) Information on: Parking; security; and access to Prosection lab and date/time correlates.
   e) Request student to indicate convenient day for oral presentation at the end of the elective.

4) Faculty reserves/makes arrangement for:
   a) appropriate donor for the student’s assignment.
   b) permitted space and audio-video equipment for the oral presentation.

5) When student arrives to start the elective, Faculty needs to:
   a) briefly go over the pertinent information, course requirements, Lab safety, etc.
   b) sequester signed Lab Safety Agreement.

6) Faculty and student need to agree on a suitable day, time, and place for the oral presentation.
   (Presentations in the classroom are considered convenient).

7) Faculty announces Oral Presentation to the "appropriate public".
   (Note: no donor or parts in the seminar, but appropriate images/slides as ppt or equivalent permitted).

8) Faculty makes assessment of Student using Elective Evaluation Form.
   (Note: the form bearing the grading rubrics is expected to be sent to the Faculty, as soon as the student starts the elective)

9) Faculty submits Evaluation form.
(Note: send form to address indicated on form, but needs to send a copy or grade achieved to Course Director).

10) Encourage student to “evaluate the course” through SIRS.