OSS 651
Core OBSTETRICS ANDGYNECOLOGY
Clerkship Required Rotation (R2) Syllabus

Osteopathic Surgical Specialties

Shirley A. Harding, D.O.
Chairperson, Instructor of Record

David Boes, D.O., FACOOG
Course Coordinator
boes@msu.edu

Department Course Assistant
Shannon Grochulski-Fries
grochuls@msu.edu

Please Note: 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. This syllabus is active for any rotation August 1, 2018 to July 30, 2019.
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Introduction and Overview

The OB/GYN Clerkship consists of a four-week rotation of hospital and ambulatory-based obstetrics and gynecology. This service should expose the medical student to all aspects of obstetrical and gynecological management of the female patient. Opportunities for experience in office gynecology and hospital or office-managed gynecologic surgery should be available. These experiences will be gained by reading, attendance at lectures, seminars, ambulatory clinics, floor coverage, delivery room and operating room exposure.

This rotation has been designed to cover primary topics commonly seen in Obstetrics and Gynecologic practice. To accomplish this, each week will focus on one didactic topic of importance. Each recommended text or online reference should be reviewed at a reasonable pace. It should take you approximately 90 minutes to review these elements. Online references will require an active internet connection to review as they will be accessed remotely via the MSU Health Science Library or other online source.

Please note that we have included links to the reading materials. Should the links not work for you, please cut and paste them the link into a browser window and the material should load for you.

You can find additional resources at: http://libguides.lib.msu.edu/medicalebooks.
GOALS

THE GOALS OF THE OB/GYN CLERKSHIP ARE TO:

1. Provide the medical student a fundamental knowledge base in obstetrics and gynecology.
2. Introduce the medical student to basic obstetrical and gynecological surgery procedures.
3. Facilitate the understanding of the approach to clinical problem solving in obstetrics and gynecologic surgical management.
4. Encourage the continued development of the medical student's professional attitude and behavior within obstetrics/gynecology settings. Identify resources for reviewing current guidelines for the management of common problems encountered in ob-gyn practice.
5. Consider osteopathic manipulative techniques for specific manifestations of problems seen in ob-gyn where applicable. (Examples are low back pain in pregnancy, post-operative care, & chronic pelvic pain encountered frequently in gynecologic care).
6. Review the Entrustable Professional Activities and the Osteopathic Core Competencies located in the Additional Information section on D2L.

OBJECTIVES

Demonstrate clinical skills pertinent to each patient encounter.

http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818503&bookid=1527&rotationId=0

- Write a thorough H & P (Pages 9-11)
- Demonstrate ability to conduct an adequate physical exam of the patient (Pages 11-23)
- Explain female stages of sexual development (be able to relate each patient to their development stage) and risks associated with each age group (Chapter 3)

Obstetrics

1. Evaluate the obstetrics patient.
   a. Discuss the changes to the maternal-fetal physiology during pregnancy (Chap 5)
      http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818503&bookid=1527&rotationId=0
   b. Describe care of the pregnant patient (Chap 6)
      http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818508&bookid=1527&rotationId=0
c. Evaluate elements of proper counseling for **antepartum care**. (Chap 7)
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818510&bookid=1527&rotationId=0

2. Describe how **electronic fetal monitoring** is used in assessing the normal labor pattern as well as how it can be helpful in evaluating dysfunctional labor and fetal status. Understand the limitations of electronic fetal monitoring. (Pages 69-71)
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818511&bookid=1527&rotationId=0

3. Describe normal labor and delivery. (Chapter 8)
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=8781851&bookid=1527&rotationId=0
   a. Describe the difference between true and false labor.
   b. Evaluate the various stages of labor.
   c. Explain the delivery process.
   d. State the methods for pain management during delivery, including indications for local and regional anesthesia during labor and delivery.
   e. List the steps involved in immediate postpartum care following delivery—see also #9 below.

4. Distinguish the characteristics of **normal and abnormal labor** (Chapter 9) and understand basic interventions for management of abnormal labor.
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818512&bookid=1527&rotationId=0

5. Understand the approach to normal and abnormal **postpartum bleeding/hemorrhage** (Chapter 12).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818515&bookid=1527&rotationId=0

6. Understand management of **postpartum care** (Chapter 11).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818514&bookid=1527&rotationId=0

7. Have a basic understanding of **placentation of twins** and its clinical importance, as well as understand some of the common complications of multiple gestation (Chapter 13).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818516&bookid=1527&rotationId=0

8. Understand the causes, complications and assessment of **3rd trimester bleeding** (Chapter 16).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818519&bookid=1527&rotationId=0
9. Understand common obstetrical problems, with basic assessment and management including:
   a. Fetal growth abnormalities (Chapter 14).
      http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818517&bookid=1527&rotationld=0
   b. Preterm labor (Chapter 15).
      http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818518&bookid=1527&rotationld=0
   c. Premature rupture of membranes (Chapter 17).
      http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818520&bookid=1527&rotationld=0
   d. Post-term pregnancy.
   e. Rh negative patient.
   *best to read on these topics when encountered in clinical care*

10. Understand the basic assessment and management medical problems in pregnancy including:
    a. Diabetes mellitus and thyroid disorders (Chapter 20).
       http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818524&bookid=1527&rotationld=0
    b. Nausea and vomiting of pregnancy (Chapter 21).
    c. Hypertensive disorders (Chapter 22).
       http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818526&bookid=1527&rotationld=0
    d. Asthma and anemia (Chapter 23).
    e. Infectious diseases (Chapter 24).
       *best to read on these topics when encountered in clinical care*

Gynecology

1. Compare and contrast contraceptive options, including risks and benefits. (Chapter 26 & 27).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818532&bookid=1527&rotationld=0  Chapter 27
2. Understand basic approach to diagnosis and treatment of **vaginitis** (Chapter 28) and sexually transmitted infections (STIs) (Chapter 29).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818533&bookid=1527&rotationId=0 Chapter 28
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818534&bookid=1527&rotationId=0 Chapter 29

3. Understanding basic causes and evaluation/treatment of **Dysmenorrhea and chronic pelvic pain** (Chapter 32).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818537&bookid=1527&rotationId=0

4. Understand basic approach to **common breast complaints**, including evaluation and management (Chapter 33).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818538&bookid=1527&rotationId=0

5. Understand basic evaluation and treatment of **abnormal uterine bleeding** (Chapter 39), & hyperandrogen disorders (Chapter 40).

6. Understand how to properly obtain a **Pap Smear**, as well as indications and basic management of the **abnormal pap smear**.
   a. Understand and describe cervical cytology screening guidelines.
   b. Understand when to utilize High Risk HPV screening/testing.
   c. Bethesda classification of cytologic abnormalities (Pages 377-379; Pages 403-404.)
   d. List the initial steps toward the treatment of a person with an abnormal pap smear.
   e. Be aware of the ASCCP guidelines (algorithms) for management of the abnormal pap smear. http://www.asccp.org/asccp-guidelines

7. Understand the basic approach to management of **uterine leiomyoma** (Chapter 48).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818555&bookid=1527&rotationId=0

8. Understand a basic approach to and understanding of **Endometrial Hyperplasia/Neoplasia**. (Chapter 49).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818556&bookid=1527&rotationId=0

9. Understand a basic approach to women with **ovarian abnormalities** (Chapter 50).
   http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818557&bookid=1527&rotationId=0

10. Be able to understand basic management of **menopause related problems** (Chapter 41).
    http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818547&bookid=1527&rotationId=0
11. Be aware of preventative health care measures (& controversies) for women
   a. Chapter 1 & 2
      http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818503&bookid=1527&rotationId=0 Chapter 1
      http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818504&bookid=1527&rotationId=0 Chapter 2
   b. Chapter 36 (Sexual Assault and Domestic Violence)
      http://clerkship.lwwhealthlibrary.com.proxy2.cl.msu.edu/content.aspx?sectionid=87818541&bookid=1527&rotationId=0

**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:

http://www.com.msu.edu/About/Accreditation/overview_of_program.htm

http://www.com.msu.edu/About/Accreditation/accred_policies/Program-Level-Educational-Objectives-KSA.pdf
References

Required Study Resources

https://d2l.msu.edu

Suggested Study Resources and Recommended Text


(This text was utilized in your female reproductive course and was written especially for clerkship students adhering to the APGO educational objectives.)

General topics that should be covered during the rotation are noted below, and appropriate chapters from Beckman’s text are listed. These chapters are short and to the point. Additionally there are on-line practice questions for each chapter. These topics are best learned as encountered in patient care and you are encouraged to read on these topics from the text as you encounter patients with these problems.

Alternative texts are readily available as well as on-line resources:

- Hacker & Moore’s Essentials of Obstetrics and Gynecology
- Williams Obstetrics, 23rd Edition
- Gabbe: Obstetrics: Normal and Problem Pregnancies

Recommended Websites

NBOME – Obstetrics and Gynecology COMAT Blueprint
https://www.nbome.org/exams-assessments/comat/exam-series/comat-obgyn/
APGO uWise

It is your responsibility to set up your log in and credentials for this rotation.

Our institution has an active subscription to the APGO uWISE self-assessment tool which allows you to have a personal subscription while you are in the OB/GYN clerkship rotation. The APGO Undergraduate Web-Based Interactive Self-Evaluation (uWISE) is a 600-question interactive self-exam designed to help medical students acquire the necessary basic knowledge in obstetrics and gynecology. Students find this resource to be an extremely valuable study tool since it allows you to gain feedback on each of the questions as you move through the various exams.

The link below will take you to a page where you will create your log in credentials. We ask that you use your school e-mail address as your user name so that we can manage your individual subscription easier. **It is imperative that you do not share your log in credentials with anyone else.** These credentials are connected to your personal scores which will be displayed on your portal page and by sharing your log in you will also be breaking the copyright and use guidelines for this resource. Once you set up a log in you will have access to this resource until you have completed the clerkship and taken the shelf exam, approximately 4 weeks.

We recommend you use this resource throughout your OB/GYN clerkship rotation as a supplement to classroom activities and as a study tool.

SCHOOL LINK: Link to APGO uWise - MSU Link

Please launch and use the uWISE link every time you utilize uWISE. uWISE is no longer housed on APGO.org. You can NOT bookmark this link, you must launch and use this link every time you access uWISE.

We hope you enjoy this valuable resource that is being provided to you free of charge. Please contact me if you have any questions.

You will be using this website for the Comprehensive Exam 2 and 3 found on page 14.

You can take as many of the objective question banks as you wish. The following is a list of the Objectives and their topics.

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<td>Rotation Quiz – OB Comprehensive 2 (Obstetrics Only)</td>
<td>• Completed by 5 pm the third Sunday of the Rotation</td>
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<td>Rotation Quiz – OB Comprehensive 3 (Gynecology Only)</td>
<td>• Completed by 5 pm the third Sunday of the Rotation</td>
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<tr>
<td>Student Experience Log</td>
<td>• Completed 100% and uploaded by 5 pm the last Friday of the rotation</td>
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<td>Inter Personal Education</td>
<td>• Completed 100% and uploaded by 5 pm the last Friday of the rotation</td>
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<tr>
<td><strong>COMAT Exam</strong></td>
<td><strong>Score at or above 1.0 SD above the National Mean the day you take the exam</strong></td>
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<tr>
<td><strong>Clinical Clerkship Rotation Evaluation</strong></td>
<td><strong>Student must receive all Meets Expectations or above in the subcategories and Meets or Exceeds Expectations in the overall category</strong></td>
</tr>
</tbody>
</table>
Comprehensive Quiz #2

You will need to complete Comprehensive Quiz #2 which is the Obstetrics based quiz which is located on the APGO uWise website.

- There is no cut score on this quiz, it just needs to be completed within the time frame specified on page 13.
  - For Honors Designation you must complete this quiz by 5 pm the third Sunday of the rotation.
  - For Pass Designation you must complete this quiz by 5 pm the last day of the rotation.
  - If you fail to complete this quiz by 5 pm the last day of the rotation, you will receive an N grade and will be required to repeat the entire rotation.
- It is your responsibility to log into APGO uWise (more information on page 11) and set up your credentials for your use on this rotation.

Comprehensive Quiz #3

You will need to complete Comprehensive Quiz #3 which is the Gynecology based quiz which is located on the APGO uWise website.

- There is no cut score on this quiz, it just needs to be completed within the time frame specified on page 13.
  - For Honors Designation you must complete this quiz by 5 pm the third Sunday of the rotation.
  - For Pass Designation you must complete this quiz by 5 pm the last day of the rotation.
  - If you fail to complete this quiz by 5 pm the last day of the rotation, you will receive an N grade and will be required to repeat the entire rotation.
- It is your responsibility to log into APGO uWise (more information on page 11) and set up your credentials for your use on this rotation.

Inter Personal Education

Inter professional education (also known as inter-professional education or “IPE”) refers to occasions when students from two or more professions in health and social care learn together during all or part of their professional training with the object of cultivating collaborative practice for providing client- or patient-centered health care.

Students are required to complete one form per Core Rotation in Obstetrics and Gynecology. Please complete the following worksheet based on one (1) Time out you observed on your rotation. Once completed please submit to the Dropbox on D2L. The form is located on page 29 of this syllabi.
Obstetrics and Gynecology COMAT Exam

DUE DATE: The last Friday of the Rotation

For information on exam registration and administration, please visit the COM Office of the Registrar’s COMAT webpage: http://com.msu.edu/Students/Clerkship/COMAT_Subject_Exams.htm.

If a student requires an accommodation, a valid VISA from the Resource Center for Persons with Disabilities must be presented to the COM Office of the Registrar 7 days in advance of the COMAT examination date. The student must also disclose which allowed accommodations s/he intends to use for the exam 7 days in advance of the COMAT examination date.

GRADING

- **Honors:** You will need to score at or above 1.0 Standard Deviations above the National Mean the day you take the exam. In addition to the other Honors Requirements met (see page 12 and 13).
- **Pass:** You will need to score at or above 1.0 Standard Deviations below the National Mean the day you take the exam. In addition to the other Pass requirements met (see page 12 and 13).
- **ET:** Will be the conditional grade given until all of the requirements of this rotation are met.
- **N:** Not taking or passing the COMAT Exam by the due date.

Corrective Action

- It is your responsibility to contact the Course Assistant, Shannon Grochulski-Fries at grochuls@msu.edu by the end of the first week of the rotation if you have a conflict regarding taking the exam on the last Friday of the rotation, in order for consideration of delaying the exam.
- It is your responsibility to contact the Course Assistant, Shannon Grochulski-Fries at grochuls@msu.edu within in 24 hours of an emergency that will keep you from taking the exam the last Friday of the rotation, in order for consideration of delaying the exam.
- It is your responsibility to take the exam the last Friday of the rotation. If this deadline is not met (with the exclusion of the above two scenarios) you will receive an 0 for that attempt of the exam and will only be given one (1) time to take and pass the COMAT the next time the exam is offered or will receive an “N” grade for the rotation.
- Students must score at or above 1.0 Standard Deviations below the National Mean on the day you take the exam.
• Each exam date that the test is given has a different Standard Deviation and a different National Mean.

• Each student will be allowed to take the Obstetrics and Gynecology COMAT exam only twice (one time if the first attempt is missed) before receiving an “N” grade for the rotation.

• The second attempt of the exam will need to be done the next time the COMAT exam is offered or the students exam schedule will allow or the student will receive an “N” grade for the rotation.

• The Department will notify students of their failure.
Unsatisfactory Clinical Performance

A student’s clinical performance will be assessed through the Attending Clinical Clerkship Rotation Evaluation. Unsatisfactory Attending Evaluations are governed by the Policy for Retention, Promotion and Graduation.

A designation given to any student who:

- Receives one (1) and/or two (2) N grades in any Clerkship course; and/or
- Receives two (2) or more overall “Below Expectations” ratings on any Clerkship rotation evaluation; and/or
- Displays indicators of marginal performance on any clerkship rotation.
- The student will be required to appear before the COSE Clerkship Performance Subcommittee.
- Any student failing to appear, when directed, without due cause, or fails to meet any Subcommittee requirement, will be suspended from the College.
Student Responsibilities and Expectations

Student Attire and Etiquette

Medical students are to wear clean, white, short lab coats during the clerkship unless otherwise instructed. An identification tag, which is furnished by the community campus, must also be worn at all times. As a student, you will come in close contact with patients, physicians, peers and other health care professionals each day; good personal hygiene must be practiced. It should also be noted, that although the college does not have a “dress code,” tennis shoes, open-toed shoes, low-cut or midriff blouses, miniskirts and jeans are not considered appropriate attire for hospital/office/clinic settings including lectures.

Medical students should introduce themselves to patients and other health care professionals as a medical student, not as a physician. This is important so that individuals do not assume that students have more responsibility or authority concerning patient care than that of a medical student. Patients should be addressed using their last names. Students should remember that, in the clinical setting, they are a reflection of Michigan State University and the College.

Student Responsibilities Regarding Patient Supervision

All medical procedures performed by medical students must be supervised by a licensed physician responsible for the care of the patient. Before starting any procedure, the medical student must be told to do the procedure on the patient by a physician responsible for the care of this patient. The supervising physician and the student share the responsibility for determining the level of supervision needed: either direct supervision (i.e., an appropriate supervisor is present while the procedure is being performed) or indirect supervision (i.e., an appropriate supervisor can be called into the room within a time span appropriate for that procedure).

It is understood that a complete list of procedures that a medical student may perform is neither possible nor desirable to establish, but these general guidelines should be followed:

1. Appropriate informed consent must be obtained and documented. No procedure should be attempted by the medical student unless s/he is given permission to do so by a physician responsible for the patient.
2. If a student does not feel capable, then s/he must not undertake performance of the procedure without further instruction and direct supervision.
3. If the student is not known by the patient, the student should properly identify her/himself to the patient.
4. If the medical student is not successful in the performance of a procedure within the reasonable amount of time or without undue discomfort to the patient, the medical student must withdraw and notify the supervising physician.

5. It is the responsibility of the medical student to cease and desist from the performance of any procedure at the direction of any nurse responsible for that patient, if that nurse has reasonable cause to ask the student to cease and desist. The supervising physician should be notified promptly of any such action.

**MSUCOM Student Responsibilities**

During the course of this month, the student is expected to take a proactive approach to learning about the discipline of Surgery. Students should make every effort to have an initial orientation session with their attending physician/resident in an effort to review goals, objectives and expectations on both the part of the preceptor and student. During this initial orientation meeting, students should present the preceptor with both a copy of their evaluation form as well as review this syllabus with him or her. Doing so will improve the overall rotational experience in terms of training and evaluation. Students should also have a mid-month evaluation during the rotation to gain formative feedback and make adjustments as needed based on commentary from the preceptor. Doing so will encourage active participation and improve summative evaluations that occur at the end of the rotation.

It is expected that the student will meet the following **clinical responsibilities** during this rotation:

- Report to their rotation in a timely fashion, dressed appropriately for each day of work. Be cognizant of any scheduling changes that occur and provide timely communication to the preceptor about excused or unexpected absences.
- Demonstrate an enthusiastic and proactive attitude towards the learning process in general and OB/GYN specifically.
- Treat all staff members, other rotators and patients with respect and demonstrate professional behavior in all interactions.
- Not engage in behaviors that are either: unprofessional/unethical, illegal or pose a risk to the patient or practice. If there is a question about something you are asked to do, speak with your precepting physician or (if the person you have concern about is the precepting physician) your Student Coordinator and/or Director of Medical Education for your base hospital.
- Complete any and all requested responsibilities in a timely fashion and as directed by your precepting physician excepting behaviors mentioned previously.
• The student will represent them self, fellow students and the College in a positive and professional manner.
• The student is expected to function collaboratively on health care teams that include health professionals from other disciplines in the provision of quality, patient-centered care.

It is expected that the student will meet the following academic responsibilities during this rotation:

• Complete all College’s curricular elements of the rotation as specified in this syllabus in a timely fashion.
• Regularly access and review content provided within Desire2Learn (D2L) during the rotation to support and supplement your active learning process.
• The student is expected to identify, access, interpret and apply medical evidence contained in the scientific literature related to patient’s health problems.
• The student is 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.

MSU EMAIL

To facilitate communication from faculty and staff to students, students are required to have a functioning MSU email address. Students are responsible for checking their MSU email accounts daily and maintaining their MSU mailboxes so that messages can be received.

Forwarding MSU email to another email account or failure to check email are not valid excuses for missing a deadline or other requirements of the clinical education program.

Further, students must use secure email when working in a hospital, clinic or other health care setting if discussion of patient information is involved. MSUNet (msu.edu) email is secure; many web-based email systems including Hotmail, Gmail and Yahoo are not.

Use of Electronic Devices

Students are expected to be fully engaged in the clinical education experience. Using electronic devices while on clerkships or during other required activities can be distracting and disrespectful to patients, preceptors, lecturers, and fellow students. Electronic devices are not to be used during rounds, meetings, small groups or lectures, or when in the room with patients: the only exception would be if instructed to do so by an attending or resident faculty member. Students wishing to retrieve information that
may be relevant to the patient or small group discussion should get permission to do so from the faculty member. It is never appropriate for students to use electronic devices for reading e-mail, texting, surfing the web or other personal activities while on any clerkship required activity. Students may receive unprofessional behavior notation(s) for failure to use electronic devices appropriately.
MSU College of Osteopathic Medicine Standard Policies

The following are the standard MSUCOM policies students must adhere to across rotations.

Clerkship Attendance Policy
In order to gain the knowledge and skills to successfully complete the MSUCOM clerkship program, consistent participation/attendance in program activities is essential. Any time off must not interfere with the quality of the rotation.

1. In the event a student needs to be absent from any rotation for the reasons listed below and permissible by the rotation syllabus, students may request time off.

2. Any absence (unless emergent) must be approved in advance (at least 30 days) of absence by the medical education department (student coordinator/director or DME), utilizing the Clerkship Program Excused Absence Request Form.

3. A student may not be absent more than 2 days on any one 4 week rotation (no time off allowed for rotations of 2 weeks or less) for the reasons below (exception Interview absences or Conference absences as below).

4. Any additional time off any one rotation must be approved by the MSUCOM Instructor of Record for the course the absence will occur.

Absence due to interviews:
For the purpose of interviewing only, a student may be absent 4 days on a 4 week rotation (2 days on a 2 week rotation) during the months of September to January in the OMS year 4. Interview invitations must accompany the Clerkship Program Excused Absence Request Form.

Absence due to examinations:

<table>
<thead>
<tr>
<th>Examination</th>
<th>Maximum Time Off (includes travel time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCCEE</td>
<td>1 day</td>
</tr>
<tr>
<td>MSUCOM COMLEX PE Simulation at MSU</td>
<td>1 day for each scheduled simulation</td>
</tr>
<tr>
<td>COMLEX USA Level 2 PE/USMLE Step 2 CS(Canadian Students Only)</td>
<td>2 days</td>
</tr>
<tr>
<td>COMAT/SHELF examinations</td>
<td>Travel time and time for exam</td>
</tr>
</tbody>
</table>

Personal Day Absence:
Students are allowed 5 personal days per academic year in OMS 3 and OMS 4. These days are not carried over from third year to fourth year. These are to be
used for illness, physician appointments, and special events (weddings, graduations, special anniversary events) and must not exceed 2 days on any 4 week rotation (#3 above). Prolonged illness and bereavement will be handled on a case by case basis between MSUCOM Director of Clerkship and the base hospital/medical education department. Students must notify rotation team and medical education of emergent/illness absences on day of absence.

Hospital organized community events that might lead to periodic absence from rotations – student participation is encouraged and if base hospital approved, would be considered part of the rotation and not a personal day absence.

Jury duty – when obligated, student participation is not considered a personal day. Court excuses must accompany any absence. If absence is prolonged, this will be handled on a case-by-case basis between the base hospital/medical education and MSUCOM.

Conference Absence:
While on required/core rotations, no excused absences for any professional meeting will be allowed unless the student is presenting research in which they have participated.

a. Appropriate paperwork with proof of presentation and copy of conference agenda must accompany the form.

b. Time off in this situation will be for travel and presentation only.

While on selective/elective rotations: A student may submit a request for an excused absence to attend one (1) professional meeting, time not to exceed 3 days off rotation. The meeting agenda must accompany the Clerkship Program Excused Absence Request Form MSUCOM Clerkship Absence Request Form.

Personal vacations/family reunions, etc are not part of this policy. Vacations can be scheduled periodically, provided all curriculum requirements will be met, with the assistance of your Student Services Advocate. Vacations will not be permitted on any core rotation or elective rotation.

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.

**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.

**COURSE GRADES**

- **H-Honors** – A grade of honors will be designated to students demonstrating outstanding clinical, professional, and academic performance by the department in certain core rotations.
- **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
Student who receives an N grade in the Clerkship Program will be required to appear before the COSE Clerkship Performance Subcommittee (COSE). Students that fail this Core General Surgery rotation will have to repeat the entire rotation in Core General Surgery and fulfill all requirements.

ROTATION EVALUATIONS

Attending/Faculty/Resident Evaluation of Student
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 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. Note that the clinical supervisor and the DME from the rotation hospital are required to sign the form.

It is important to know that evaluations will not be accepted by the Office of Student Services 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 and approved.

Student Evaluation of Rotation
Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the evaluation system at:

http://hit-filemakerwb hc.msu.edu/Clerkship/login_student.html
EXPOSURE INCIDENTS PROTOCOL

You must notify your attending and the DME Office of your base institution of the incident. A form has been developed by the University to report exposure incidents. These forms should be on file in your DME’s office. While on rotations that occur outside of the base hospital system notify your attending immediately of any exposure, and follow the MSU procedure for evaluation and treatment. The form can be accessed at www.com.msu.edu/AP/clerkship_program/clerkship_documents/exposure.pdf. Please make yourself familiar with the procedure and the form.
Student Name:  
Rotation Dates:  
Rotation Site:  
Rotation Attending:  

Mid Rotation Evaluation

Date of evaluation:  
Areas of Strength:  
Areas for Improvement:  
Attending Signature/Printed Name:  

Students are required to complete the student experience logs, and submit them via D2L dropbox by 11pm on the last day of the rotation.

On this rotation you are required to encounter the below clinical presentations, if your rotation should not permit the following, you are required to gain the knowledge via modules/readings per syllabus. Place a checkmark where appropriate.

<table>
<thead>
<tr>
<th>Clinical Presentation</th>
<th>Experience via patient on rotation</th>
<th>Experience gained via Readings/ modules. (per syllabus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fetal Monitoring</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Antenatal Testing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal/Abnormal Labor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contraception/sterilization (family planning)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cervical neoplasia screening with pap smear and HPV testing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Procedure</th>
<th>Role (please indicate if your observed, assisted or performed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Perform physical exam of acute abdomen</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Suture/Staple skin incision</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Peripheral IV insertion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Nasogastric Tube insertion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foley Catheter insertion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Patient teaching (incentive spirometry, drain care, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

WELLNESS: An active process of becoming aware of and making choices toward a healthy and fulfilling life.

Have you set one personal wellness goal you would like to accomplish during this rotation?
WELLNESS: An active process of becoming aware of and making choices toward a healthy and fulfilling life.

Did you accomplish this goal by the end of the rotation?

I participated in interprofessional collaboration (collaboration on patient care with health care workers of different professional backgrounds) on this rotation - yes no (circle one)

OMM – In reference to the OPP Objectives briefly describe how you used OMM on one patient during this rotation:

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Comments:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Attending Signature: (Verifying mid-rotation feedback and logs): _______________________________
Inter Professional Education

Inter professional education (also known as inter-professional education or “IPE”) refers to occasions when students from two or more professions in health and social care learn together during all or part of their professional training with the object of cultivating collaborative practice for providing client- or patient-centered health care.

Please complete the following worksheet based on one (1) Time out you observed on your rotation. Circle the Core Rotation and your answers on this form. Please upload to the dropbox on D2L.

Obstetrics/Gynecology  Surgery  Anesthesiology

Name:
MSUCOM Rotation:
Dates of Rotation:
Base Hospital:

1. Did the time outs occur?  Yes  No

2. Who was in attendance for the time out:

   Doctor
   Medical Students
   Others
   Nurse (Circulation)
   Residents
   Scrub Tech
   Anesthesia (Dr/CRNA)

   Did everyone in attendance participate in the timeout?  Yes  No

3. Did any issues/concerns arise?  Yes  No
   How were they addressed?

4. Please take a moment to explain your reflections on the time outs you observed in surgery. Were they helpful? How could they have been improved?