

OSS 651  
**Core Obstetrics and Gynecology**

**CLERKSHIP REQUIRED ROTATION (R2) SYLLABUS**

Osteopathic Surgical Specialties  
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*At Michigan State University College of Osteopathic Medicine (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 changes will generally be instituted at the beginning of the school year, changes may also be implemented semester to semester.*

*Please be mindful of the need to read your syllabi before beginning your rotations.*

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## INTRODUCTION AND OVERVIEW

This course is designed to provide the student with an opportunity to actively engage in patient-based learning experiences under the guidance of a faculty members in collaboration, as appropriate, with residents and/or fellows. The purpose of this Core Obstetrics and Gynecology Clerkship is to provide the student with an overview of the clinical specialty.

The overall performance of course participants will be evaluated through customary assessment instruments normally employed by the department for core rotations, at the discretion of the instructor of record.

This syllabus provides an overview of rotation goals and objectives designed to help you gain an understanding of the breadth and scope of this subject. As you progress through the rotation, you will perform certain activities intended to help you meet the identified goals and objectives. Please make sure to review this syllabus in its entirety to ensure understanding of the rotation format, syllabus content, and MSUCOM expectations.

### ROTATION FORMAT

This course is designed to provide the student with an opportunity to actively engage in patient-based learning experiences under the guidance of a faculty member in collaboration, as appropriate, with residents and/or fellows. This core rotation is a four (4) week experience. The purpose of this Obstetrics and Gynecology clerkship is to provide the student with an overview of the clinical specialty. Ideally, during this core rotation, the student will gain exposure to Obstetrics labor and delivery, Triage, Obstetrics day and nights, Gynecologic surgery and ambulatory (clinic) ob-gyn.

Rotations are four weeks in duration (6 credit hours).

The service should be organized to provide the maximum degree of practical clinical exposure and learning in the areas of diagnosis, management, and therapy in obstetrics and gynecology, which is consistent with a fourth-year osteopathic medical student's level of knowledge. Opportunities for learning such as lectures, reading, consults and history and physical examination (H&P) review will be available.

**Virtual Rotation:** If a student has been given the approval from Drs. Enright or Pfothner to complete all or a portion of their rotation on-line, please contact me for details via email or a telephone call (517) 353-8470. The details of what you will be responsible for completing will come from the Instructor of Record, via an email from the Course Assistant, Shawn Olds, [oldss@msu.edu](mailto:oldss@msu.edu)

## GOALS AND OBJECTIVES

### GOALS

1. Provide the medical student a fundamental knowledge base in obstetrics and gynecology.
2. Heighten the learner's awareness of available and appropriate imaging techniques utilized in obstetrics and gynecology.

3. Introduce the medical student to basic obstetrical and gynecological surgery and procedures, as well to ambulatory care in obstetrics and gynecology
4. Facilitate the understanding of the approach to clinical problem solving in obstetrics and gynecologic surgical management.
5. Encourage the continued development of the medical student's professional attitude and behavior within obstetrics/gynecology settings.
6. Heighten the learner's awareness of the sensitive nature of the female breast and genital physical exam
7. Identify resources for reviewing current guidelines for the management of common problems encountered in ob-gyn practice.
8. 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, and chronic pelvic pain encountered frequently in gynecologic care).
9. Review the Entrustable Professional Activities and the Osteopathic Core Competencies located in the Additional Information section on D2L.

## OBJECTIVES

### **LEARNING OBJECTIVES**

*\*It is advised to read on these topics when encountered in clinical care\**

Please note that we have included links to the reading materials. The reading materials are primarily from **Beckmann and Ling's Obstetrics and Gynecology, 8e**. The links will take you to the noted chapter from this text on the associated learning objective. 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. There are other suggested references noted in this syllabus under "Suggested Study Resources".

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

## Overall

1. Demonstrate **clinical skills** pertinent to each patient encounter.

[\(Chapter 1: Women's Health Examinations and Women's Health Care Management\)](#)

<https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189164185&bookid=2438&rotationId=0>

- a. Write a thorough **H & P**
- b. Demonstrate ability to conduct an adequate **physical exam** of the patient
- c. Explain **female stages of sexual development** (be able to relate each patient to their development stage) and risks associated with each age group – (Chapter 38: Puberty)  
<https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168047&bookid=2438&rotationId=0>

## Obstetrics

1. Evaluate the obstetrics patient.
  - a. Discuss the changes to the **maternal-fetal physiology** during pregnancy (Chapter 5: Maternal – Fetal Physiology) <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168047&bookid=2438&rotationId=0>

[com.proxy2.cl.msu.edu/content.aspx?sectionid=189164570&bookid=2438&rotationId=0](https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189164570&bookid=2438&rotationId=0)

- b. Describe preconception care and care of the pregnant patient
  - c. Evaluate elements of proper counseling for antepartum care.  
(Chapter 6: Preconception and Antepartum Care) <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189164724&bookid=2438&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.  
(Chapter 8 : Intrapartum Care) <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165082&bookid=2438&rotationId=0>
  3. Describe normal labor and delivery.  
(Chapter 8: Intrapartum Care)  
<https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165082&bookid=2438&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: Abnormal Labor and Intrapartum Fetal Surveillance) and understand basic interventions for management of abnormal labor.  
<https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165212&bookid=2438&rotationId=0>
  5. Understand the approach to normal and abnormal **postpartum bleeding/hemorrhage**  
(Chapter 12: Postpartum Hemorrhage).  
<https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165615&bookid=2438&rotationId=0>
  6. Understand management of **postpartum care**  
(Chapter 11: Postpartum Care). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165515&bookid=2438&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: Multifetal Gestation). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165716&bookid=2438&rotationId=0>
8. Understand the causes, complications, and assessment of **third trimester bleeding** (Chapter 16 – Third-Trimester Bleeding). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165922&bookid=2438&rotationId=0>
9. Understand **common obstetrical problems**, with basic assessment and management including:
  - a. Fetal Growth Abnormalities: Intrauterine Growth Restriction and Macrosomia (Chapter 14:). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165778&bookid=2438&rotationId=0>
  - b. Preterm Labor (Chapter 15). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165861&bookid=2438&rotationId=0>
  - c. Premature rupture of membranes (Chapter 17). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189165989&bookid=2438&rotationId=0>
  - d. Post-term pregnancy (Chapter 18). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166047&bookid=2438&rotationId=0>
  - e. Rh negative patient. (Chapter 22: Cardiovascular and Respiratory Disorders) <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166425&bookid=2438&rotationId=0>
10. Understand the basic assessment and management **medical problems in pregnancy** including
  - a. Diabetes mellitus and thyroid disorders (Chapter 20: Endocrine Disorders). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166236&bookid=2438&rotationId=0>
  - b. Nausea and vomiting of pregnancy (Chapter 21: Gastrointestinal, Renal and Surgical Complications). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166336&bookid=2438&rotationId=0>
  - c. Hypertensive disorders (Chapter 22: Cardiovascular and Respiratory Disorders). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166425&bookid=2438&rotationId=0>
  - d. Asthma and anemia (Chapter 23: Hematologic and Immunologic Complications). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166425&bookid=2438&rotationId=0>

[com.proxy2.cl.msu.edu/content.aspx?sectionid=189166544&bookid=2438&rotationId=0](https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166544&bookid=2438&rotationId=0)

- e. Infectious diseases (Chapter 24). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166641&bookid=2438&rotationId=0>

### Gynecology

1. Compare and contrast **contraceptive options**, including sterilization including risks and benefits (Chapter 26 and 27):
  - a. Chapter 26 : Contraception <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189166858&bookid=2438&rotationId=0>
  - b. Chapter 27 : Sterilization <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189167018&bookid=2438&rotationId=0>
2. Understand basic approach to diagnosis and treatment of **vaginitis and sexually transmitted infections** (STIs) (Chapter 28 and 29):
  - a. Chapter 28: Vulvovaginitis <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189167072&bookid=2438&rotationId=0>
  - b. Chapter 29: Sexually Transmitted Infections <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189167133&bookid=2438&rotationId=0>
3. Understanding basic causes and evaluation/treatment of **dysmenorrhea and chronic pelvic pain** (Chapter 32). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189167479&bookid=2438&rotationId=0>
4. Understand basic approach to **common breast complaints**, including evaluation and management (Chapter 33: Disorders of the Breast). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189167570&bookid=2438&rotationId=0>
5. Understand the **normal female reproductive cycle** (Chapter 37: Reproductive Cycles) <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189167988&bookid=2438&rotationId=0>
6. Understand basic evaluation and treatment of **amenorrhea & abnormal uterine bleeding** (Chapter 39). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168126&bookid=2438&rotationId=0>

7. Understand diagnostic criteria and approach to treatment for **Premenstrual Syndrome (PMS) and Premenstrual Dysphoric Disorders** (Chapter 40: Hirsutism and Virilization) <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168200&bookid=2438&rotationId=0>.
8. Understand (cervical cancer screening)
  - a. How to properly obtain a **Pap Smear & HPV testing specimen**,
  - b. Screening Guidelines for Cervical Carcinoma (ages, frequency, screening options)
  - c. The initial steps in the basic management of the **abnormal cervical cancer screening tests**. (Chapter 47: Cervical Neoplasia and Carcinoma). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168795&bookid=2438&rotationId=0>
  - d. Understand and describe cervical cancer screening guidelines.
  - e. Understand the three acceptable screening modalities: (1)cytology, (2) high risk HPV, and (3)co-testing & be aware of the Bethesda classification of cytologic abnormalities
  - f. Be aware of the 2020 “Risk Based management guidelines”, with app available on the ASCCP website: <https://app.asccp.org> (*it is necessary to log in to ASCCP to access the risk based app*)
9. Understand the basic approach to management of **uterine leiomyoma and neoplasia** (Chapter 48: Uterine Leiomyoma & Neoplasia). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168924&bookid=2438&rotationId=0>
10. Understand the basic management of Uterine Cancer. Cancer of the Uterine Corpus (Chapter 49).<https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168968&bookid=2438&rotationId=0>
11. Identify the risk factors (and basic approach) for vulvar disease and neoplasia and indications for vulvar biopsy (Chapter 46): **Vulvar and Vaginal Disease and Neoplasia** <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168684&bookid=2438&rotationId=0>
12. Understand a basic approach to women with **ovarian abnormalities** (Chapter 50: Ovarian and Adnexal Disease). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189169065&bookid=2438&rotationId=0>
13. Understand the physiologic changes associated with **menopause** and be able to counsel women about the menopausal transition (Chapter 41: Menopause). <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189168296&bookid=2438&rotationId=0>

14. Be aware of preventative health care measures (& controversies) for women

- a. Chapter 2 : The Obstetrician-Gynecologist's Role in Screening and Preventive Care <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189164302&bookid=2438&rotationId=0>
- b. Chapter 36 <https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/content.aspx?sectionid=189167885&bookid=2438&rotationId=0>

## COMPETENCIES

The Osteopathic Core Competencies covered in this rotation include:

- i. Osteopathic Principles and Practices**
  - a. Approach the patient with recognition of the entire clinical context, including mind-body and psychosocial interrelationships.
  - b. Diagnose clinical conditions and plan patient care.
  - c. Perform or recommend OMT as a part of a treatment plan.
  - d. Communicate and document treatment details.
  - e. Communicate with OMM specialists and other health care providers to maximize patient treatment and outcomes, as well as to advance osteopathic manipulation research and knowledge.
- ii. Medical Knowledge**
  - a. Articulate basic biomedical science and epidemiological and clinical science principles related to patient presentation in the cognitive, behavioral and substance abuse areas.
  - b. Apply current best practices in osteopathic medicine.
  - c. Use appropriate physician interventions including scientific concepts to evaluate, diagnose and manage clinical patient presentation and population health, recognize the limits of personal medical knowledge, apply EBM guidelines during practice, apply ethical and medical jurisprudence principles of patient care, outline preventative strategies across the life cycle and describe the list risk factors for psychiatric disease.
- iii. Patient Care**
  - a. Develop a differential diagnosis appropriate to the context of the patient setting and findings.
  - b. Form a patient-centered, interprofessional, evidence-based management plan.
  - c. Encourage mental health promotion and disease prevention.
  - d. Demonstrate accurate documentation, case presentation and team communication.
- iv. Interpersonal and Communication Skills**
  - a. Establish and maintain the physician-patient relationship.
  - b. Conduct a patient-centered interview and gather accurate data related to the patient encounter.
  - c. Demonstrate effective written and electronic communication in dealing with patients and other health care professionals.
  - d. Work effectively with other health professionals as a member or a leader of a health care team.
- v. Professionalism**

- a. Demonstrate knowledge of the behavioral and social sciences that provide the foundation for the professionalism competency, including medical ethics, social accountability and responsibility and commitment to professional virtues and responsibilities.
- b. Demonstrate humanistic behavior including respect, compassion, probity, honest transparent business practices and trustworthiness.
- c. Demonstrate responsiveness to the needs of patients and society that supersedes self-interest.
- d. Demonstrate accountability to patients, society, and the profession, including the duty to act in response to the knowledge of professional behavior of others.
- e. Attain milestones that indicate a commitment to excellence, as, for example, through ongoing professional development as evidence of a commitment to continuous learning.
- f. Demonstrate knowledge of and the ability to apply ethical principles in the practice and research of osteopathic medicine, particularly in the areas of withholding of clinical care, confidentiality of patient information, informed consent, business practices, the conduct of research and the reporting of research results.
- g. Demonstrate awareness of and proper attention to issues of culture, religion, age, gender, sexual orientation, and mental and physical disabilities.
- h. Demonstrate understanding that the student is a representative of the osteopathic profession and is capable of making valuable contribution as a member of this society; lead by example; provide for personal care and well-being by utilizing principles of wellness and disease prevention in the conduct of professional and personal life.

**Vi. Practice-Based Learning and Improvement**

- a. Describe and apply evidence-based medical principles and practices.
- b. Critically evaluate medical information and its sources and apply such information appropriately to decisions relating to patient care.

**Vii. Systems Based Practice**

- a. The candidate must demonstrate understanding of variant health delivery systems and their effect on the practice of a physician and the health care of patients.
- b. The candidate must demonstrate understanding of how patient care and professional practices affect other health care professions, health care organizations and society.
- c. The candidate must demonstrate knowledge of and the ability to implement safe, effective, timely, patient-centered equitable systems of care in a team-oriented environment to advance populations and individual patients' health.

## 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 (<https://com.msu.edu/>) and in the Student Handbook.

## REFERENCES

### REQUIRED STUDY RESOURCES

Desire 2 Learn (D2L): Please find online content for this course in D2L ([d2l.msu.edu](https://d2l.msu.edu/)) Once logged in, your specific course section may appear on the D2L landing page. Or you may find and pin the course to your homepage by typing the following text into *Search for a course*: **Core Obstetrics and Gynecology Clerkship** (course is just an example)

If you encounter any issues accessing this D2L course, please email the CA (on the title page of this syllabus).

### 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. Please [see below](#) for further details.

<https://apgo.mycrowdwisdom.com/diweb/institution?guid=c605c8e5-c853-48f9-984b-cf92221ace6e>

### SUGGESTED STUDY RESOURCES

Beckmann, et al., (2019). ***Obstetrics and Gynecology***. Lippincott Williams & Wilkins (8<sup>th</sup> Edition).

<https://clerkship-lwwhealthlibrary-com.proxy2.cl.msu.edu/book.aspx?bookid=2438&rotationId=0>

This text was utilized in your female reproductive course and was written especially for clerkship students adhering to the APGO educational and published in Collaboration with The American College of Obstetrics and Gynecology. NBOME utilizes this resource to develop the Blueprint for the COMLEX exams.

As noted above under the heading 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. 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 6<sup>th</sup> Edition, 2016 (Elsevier) <https://evolve.elsevier.com/cs/product/9780323321266?role=student> for purchase. MSU does carry in a textbook format that can be ordered from the library.
- Comprehensive Gynecology, 8<sup>th</sup> edition <https://www-clinicalkey-com.proxy1.cl.msu.edu/#!/browse/book/3-s2.0-C20170042076>
- Blueprints: Obstetrics & Gynecology, 7e, Tamara L. Callahan, Aaron B. Caughey <https://ezproxy.msu.edu/login?url=https://clerkship.lwwhealthlibrary.com/book.aspx?bookid=2693&rotationId=0>
- Williams Obstetrics, 25<sup>TH</sup> Edition, 2019 <https://accessmedicine-mhmedical-com.proxy2.cl.msu.edu/book.aspx?bookID=1918>
- Gabbe: Obstetrics: Normal and Problem Pregnancies 8<sup>TH</sup> EDITION, 2021 (ELSEVIER)

<http://ezproxy.msu.edu/login?url=https://www.clinicalkey.com/dura/browse/bookChapter/3-s2.0-C20170020839>

## RECOMMENDED WEBSITES

NBOME – Obstetrics and Gynecology COMAT Blueprint

<https://www.nbome.org/exams-assessments/comat/clinical-subjects/comat-obgyn/>

First Aid for the OB/GYN Clerkship 4<sup>th</sup> edition

<https://mhebooklibrary-com.proxy2.cl.msu.edu/doi/book/10.1036/9781259644078>

USMLE – Resources for Residents and Student

[https://www.ama-assn.org/residents-students/usmle?matchtype=b&network=g&device=c&adposition=1t2&keyword=%2Busmle&utm\\_effort=GG0001&qclid=EAlaIQobChMIs9nX1fCH4wIVklrICh07owwfEAAyAIAEgIM2vD\\_BwE](https://www.ama-assn.org/residents-students/usmle?matchtype=b&network=g&device=c&adposition=1t2&keyword=%2Busmle&utm_effort=GG0001&qclid=EAlaIQobChMIs9nX1fCH4wIVklrICh07owwfEAAyAIAEgIM2vD_BwE)

TrueLearn – After reading your required material – quizzes to check your COMAT knowledge base

[www.truelearn.com](http://www.truelearn.com)

## ROTATION REQUIREMENTS

REQUIREMENT	SUBMISSION METHOD	DUE DATE Please refer to D2L for actual (month/day) due dates
COMAT	COM Clerkship will contact students to register	Last Friday of the rotation Pass: ≥ 83 Honors: ≥ 110 High Pass: 103-109
Rotation Quiz 2 – Obstetrics Comprehensive Quiz 2	Log into APGO to take quiz submit the quiz score in D2L	Honors/HP=Last day of rotation ≥ 85 by 11:59pm Pass=Last day of rotation ≥ 70 by 11:59pm
Rotation Quiz 3 – Gynecology Comprehensive Quiz 3	Log into APGO to take quiz submit the quiz score in D2L	Honors/HP=Last day of rotation ≥ 85 by 11:59pm Pass=Last day of rotation ≥ 70 by 11:59pm
Mid Rotation Feedback form	Submit via D2L	Must be Submitted by 11:59 pm the last day of the clerkship, should be completed by end of week 2 and dated no later than Wednesday of Week 3.
Interprofessional Education	Submit via D2L	Honors/HP=Last Friday of the rotation @11:59pm Pass= Last Day of the rotation @

		11:59pm
Attending Evaluation of Clerkship Student (Class of 2023)	Can be accessed via the "Attending Evaluation" link in Kobiljak online schedule. Email completed evaluation to <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a>	Last Day of Rotation
Attending Evaluation of Clerkship Student (Class of 2024)	A student must verify that his/her attending physician is accurately reflected on his/her rotation schedule in Medtrics. At the rotation midpoint, students' attendings will receive an automated email link connecting them to their assigned Attending Evaluation within Medtrics, where they may electronically access and submit the forms on behalf of their students	Last Day of Rotation
Student Evaluation of Clerkship Rotation (Class of 2023)	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule	Last Day of Rotation
Student Evaluation of Clerkship Rotation (Class of 2024)	Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <a href="https://msucom.medtricslab.com/users/login/">https://msucom.medtricslab.com/users/login/</a> . By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation. Students can also access pending evaluations on the 'Home' or 'Evaluations' tabs within their Medtrics accounts.	Last Day of Rotation

The summary table of what is required during this 4-week rotation is listed on the last two pages of this syllabus. If you have any questions about the requirements, please contact Shawn Olds-[oldss@msu.edu](mailto:oldss@msu.edu)

### MID-ROTATION FEEDBACK

Students are required to complete the MSU COM Mid-Rotation Feedback Form. This will need to be completed by an Attending or Resident at the end of week 2 of the rotation. It should be dated no later than the 3<sup>rd</sup> Wednesday of the rotation. Student's must upload the form to a D2L drop box by 11:59 pm the last day of the clerkship in order to be honor's eligible or obtain a High Pass in the rotation. A grade cannot be entered for the course until all requirements of the course have been met.

### READINGS/OBJECTIVES/ASSIGNMENT/COMAT/FORM/LOG/ APGO UWISE

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-question bank** 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 username 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 (Shawn Olds: [oldss@msu.edu](mailto:oldss@msu.edu)) if you have any questions.

LEARNING OBJECTIVES AND TOPICS ARE LISTED BELOW. You can take as many of the objective question banks as you wish.

Objective Number	Objective Topic
03	Cervical Cancer/Sexually Transmitted Infection Screening
06	Legal Issues and Ethics in OBGYN
07	Preventive Care and Health Management
08	Maternal and Fetal Physiology
09	Preconception care
10	Antepartum Care
11	Intrapartum Care
12	Immediate care of the Newborn
13	Postpartum Care
14	Lactation
15	Ectopic Pregnancy
16	Spontaneous Abortion
17A	Medical and Surgical Complications in Pregnancy
17B	Medical and Surgical Complications in Pregnancy
18	Hypertensive Disorders in Pregnancy
19	Isoimmunization

<b>Objective Number</b>	<b>Objective Topic</b>
20	Multifetal Gestation
21	Fetal Death
22	Abnormal Labor
23	Third Trimester Bleeding
24	Preterm Labor
25	Preterm Rupture of the Membranes
26	Intrapartum Fetal Surveillance
27	Postpartum Hemorrhage
28	Postpartum Infection
29	Anxiety and Depression
30	Post term Pregnancy
31	Fetal Growth Abnormalities
32	Obstetric Procedures
33	Contraception and Sterilization
34	Abortion
35	Vulvar and Vaginal Disorders
36	Sexually Transmitted Infections and Urinary Tract Infections
37	Pelvic Relaxation and Urinary Incontinence
38	Endometriosis
39	Chronic Pelvic Pain
40	Disorders of the Breast
41	Gynecologic Procedures
42	Puberty
43	Amenorrhea
44	Hirsutism and Virilization
45	Normal and Abnormal Uterine Bleeding
46	Dysmenorrhea
47	Menopause
48	Infertility
49	Premenstrual Syndrome
50	Gestational Trophoblastic Neoplasia
51	Vulvar Neoplasms
52	Cervical Disease and Neoplasia
53	Uterine Leiomyomas
54	Endometrial Carcinoma
55	Ovarian Neoplasms
56	Sexually and Modes of Sexual Expression
57	Sexual Assault
58	Intimate Partner Violence

You will be using the APGO uWISE website for the required **Comprehensive Exam 2 and 3:**

### COMPREHENSIVE QUIZZES

#### Comprehensive Quiz 2(Obstetrics) & Comprehensive Quiz 3(Gynecology)

You will need to complete Comprehensive Quiz # 2 (Obstetrics) and Comprehensive Quiz #3 (Gynecology) which is located on the APGO uWISE website. You will then get a confirmation email letting you know what you obtained on each quiz, those emails will need to be uploaded to the D2L drop box.

- You will need to score at or above 70 on the quiz, within the below mentioned time frame.
- For Honors Designation you must score at or above 85 by 11:59 pm the last day of the rotation.
- For Pass Designation you score at or above 70 by 11:59 pm the last day of the rotation.
- If you fail to complete this quiz by 11:59 pm the last day of the rotation, you be required to complete the Corrective Action.
- It is your responsibility to log into APGO uWISE and set up your credentials for your use on this rotation.

It is your responsibility to upload your APGO Confirmation Records when you have completed the Quiz to the APGO Dropbox on D2L.

- It is your responsibility to log into APGO uWISE and set up your credentials for your use on this rotation.
- You can take the quiz as many times as it takes to pass.
- It is your responsibility to upload your APGO Confirmation Records when you have completed the Quiz to the APGO Dropbox on D2L.

### ZOOM SESSIONS

Twice a month we will have zoom sessions for the whole class. It is mandatory for anyone that is doing this rotation virtually. If you are on an active rotation - it is not mandatory but highly suggested! We will go over cases, COMAT study tips, experience an open setting to ask a variety of questions and get feedback from your Instructor of Record. Be ready to discuss an interesting case or two you have seen. PLEASE LOG ON WITH VIDEO AND AUDIO, so that we can see each other and interact better during these sessions.

The link for the zooms will be sent out the day before and the dates will be posted on the D2L Welcome page. If you have any questions, please email Shawn Olds [oldss@msu.edu](mailto:oldss@msu.edu)

### INTERPROFESSIONAL EDUCATION

Interprofessional 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 worksheet based on one (1) Time out you observed on

your rotation. Once completed please submit to the Dropbox on D2L. The form is found at the end of the syllabus.

### CORRECTIVE ACTION

A student who does not complete the APGO Quizzes by the end of the rotation will:

- Take or retake the APGO Comprehensive Exams 2 and 3, and earn a score of at least 70% on each,
- Take the APGO Comprehensive 4 exam and earn a score of at least 70%. Note that the Comprehensive Exam 4 is a timed (1 hour) exam that has 100 questions.

The department will contact you giving you the dates and times that your Corrective Action is due, which will be 14 days after the end of the rotation.

### Remediation of the Course

A student who receives a grade of 'No Pass (N)' for the rotation due to:

- 1) Failure to complete the APGO Quizzes and the Corrective Action in time, or
- 2) Failure to meet the minimum passing score on the COMAT examination after 2 attempts, or
- 3) Failure due to attending evaluation of the student will be required to repeat the rotation to obtain a 'Pass (P)'.

The original "N" grade will remain on the student's transcript even if the student successfully repeats or remediates the core rotation.

### 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: <https://com.msu.edu/current-students/clerkship-medical-education/comat>

If a student requires an accommodation, a valid VISA from the Resource Center for Persons with Disabilities must be presented to the COM Clerkship Team 7 days in advance of the COMAT examination date. The student must also disclose which allowed accommodations they intend to use for the exam 7 days in advance of the COMAT examination date.

- It is your responsibility to contact the Course Assistant, Shawn Olds at [oldss@msu.edu](mailto:oldss@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, Shawn Olds at [oldss@msu.edu](mailto:oldss@msu.edu) within 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 a zero 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 83 the day you take the exam.
- 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. If you receive the N grade, you will repeat the entire rotation again and must pass all the requirements. The Department will notify students of their failure.

### COMAT GRADING

- **Honors:** You will need to score at or above 110 the first time you take the exam. In addition to the other Honors Requirements met.
- **High Pass:** You will need to score 103 to 109 to be considered for High Pass. In addition to the other Honors Requirements met.
- **Pass:** You will need to score at or above 83 the day you take the exam. In addition to having the other Passing Requirements met.
- **ET:** Will be the conditional grade given until all the requirements of this rotation are met.
- **N:** Not taking or passing the COMAT Exam by the due date, failing exam twice will result in an N grade. If you have two or more below expectations marks on your Attending Evaluation you will receive an N grade.

### ROTATION EVALUATIONS

#### Attending Evaluation of Student

**Class of 2023:** 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.

**Class of 2024:** Students are responsible for verifying that a clinical supervisor has been correctly identified on their rotation schedules within Medtrics so that an email can be generated and delivered to their attending physician’s preferred email address at the midpoint of their rotation. Attendings will access the electronic form within Medtrics by selecting the email link on a smart device. No login (username/password) will be required for attendings to access their pending evaluation(s) assigned to them. After the electronic form has been submitted by their attending, students can access Attending Evaluations that were completed on their behalf by visiting the ‘Evaluations’ module (in the ‘About Me’ tab) of their Medtrics profiles.

**Class of 2023 & Class of 2024:**

Students should actively 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.

Any evidence of tampering or modification while in the possession of the student will be considered “unprofessional behavior” and will be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM’s Common Ground Framework for Professional Conduct or to the Committee on Student Evaluation (COSE).

Grades are held until all rotation requirements, including evaluation forms, are received. Students are required to ensure their rotation requirements are completed correctly.

Student Evaluation of Clerkship Rotation

**Class of 2023:** Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing their online evaluation system at: [http://hit-filemakerwb.hc.msu.edu/Clerkship/login\\_student.html](http://hit-filemakerwb.hc.msu.edu/Clerkship/login_student.html)

**Class of 2024:** Students will submit their rotation evaluations electronically at the conclusion of every rotation by accessing the Medtrics system: <https://msucom.medtricslab.com/users/login/>. By the last week of each rotation, students will receive an automated email link connecting them to their assigned evaluation for the respective rotation. Students can also access their pending evaluations on the ‘Home’ or ‘Evaluations’ tabs within their Medtrics accounts.

Unsatisfactory Clinical Performance

The Instructor of Record will review/investigate a student’s performance on a rotation when a concern is raised by the supervisor(s), and/or when the Attending Evaluation of Clerkship Student contains any below expectation marks within the professionalism area, any unsatisfactory written comments, or a total of two or more below average marks on the evaluation. After investigations, the Instructor of Record will determine a final grade for the student.

Professionalism concerns, as well as accolades, will also be referred to the MSUCOM Spartan Committee Clearinghouse for resolution, per MSUCOM’s Common Ground Framework for Professional Conduct.

CORRECTIVE ACTION

If a student does not successfully complete the rotation requirements of the course, the student will receive an ET grade and be permitted to go through a ‘corrective action’ process.

The following assignments are eligible for corrective action and will be due no later than 14 days after the last day of the rotation at 11:59pm:

The student is responsible for contacting the Course Assistant (on the title page of this syllabus) if they believe missing assignments were reported in error, or if they are unclear about the corrective action process.

While it is the responsibility of the student to ensure that the Attending Evaluation of Clerkship Student is completed, this requirement may extend beyond the corrective action deadline. Additionally, in the event of a failing score earned on the student's first attempt of a COMAT subject exam, the corrective action for the COMAT retake may extend beyond 14 days.

If a student **successfully completes** the corrective action process, as determined by the IOR, the student will receive credit for the deficient academic grading requirement(s) and be eligible for a change in rotation grade (from ET to Pass, pending the Attending Evaluation of Clerkship Student and, if applicable, score on his/her COMAT retake).

As determined by the IOR, the student will receive an N grade for the course if all assignments and the corrective action process are **not completed** successfully within 14 days after the last day of rotation at 11:59pm (with the exception of the Attending Evaluation). Additionally, a letter of unprofessional behavior for late submission of assignments will be sent to the MSUCOM Spartan Community Clearinghouse.

#### BASE HOSPITAL REQUIREMENTS

Students are responsible for completing all additional requirements set by the hospital/clinical site at which they are completing a rotation. Students are not responsible for reporting to MSUCOM the results of any requirements that exist outside of those listed above.

## **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 always also be worn. 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 reflect Michigan State University and the College.

### Virtual Rotation

If a student has been given the approval from Dr. Enright to complete all or a portion of their rotation on-line, please contact me for details via email or a telephone call (517) 353-8470. Only with approval should you use the Syllabus Addendum found on the Welcome D2L page as a guide. The details of what you will be responsible for completing will come from the Instructor of Record, via an email from the Course Assistant, Shawn Olds, [oldss@msu.edu](mailto:oldss@msu.edu)

## **MSU COLLEGE OF OSTEOPATHIC MEDICINE STANDARD POLICIES**

The following are standard MSUCOM policies across all Clerkship rotations.

### CLERKSHIP ATTENDANCE POLICY

MSUCOM requires student participation in clerkship rotations and clinical activities with consistent attendance to acquire the skills and knowledge that are necessary for successful program completion. Students are expected to take minimal time off (see clerkship attendance policy below) outside of vacation periods built into student schedules and should only request additional time off in the rare events and circumstances outlined below.

Specific courses may have additional absence requirements from this general clerkship policy, and it is the student's responsibility to adhere to those requirements according to the respective course syllabus.

### Excused Absences

Students must obtain documented approval for any full- or partial-day absence on a rotation. **Excused absences** require the completion of the *Clerkship Program Excused Absence Request Form* by taking the following steps:

- Obtain appropriate signatures on the *Clerkship Program Excused Absence Request Form* at least 30 days prior to the date of the absence. An absence due to a sudden emergency is the exception to the 30-day advanced notice rule.
- **Class of 2023:** Once appropriate approval signatures are obtained on the *Clerkship Program Excused Absence Request Form*, the signed document should be maintained for your records in the event they are later requested or required.
- **Class of 2024:** Upload the completed *Clerkship Program Excused Absence Request Form* to the 'Excused Absences' folder (within the 'My Personal Documents' section) of a student's Medtrics profile.

**Unexcused absences** are full- or partial-day absences taken without the proper completion of the *Clerkship Program Excused Absence Request Form*, or any absences not covered in the Clerkship Attendance Policy. Unexcused absences are considered unprofessional and will result in a report to the Spartan Community

Clearing House and/or the MSUCOM Committee on Student Evaluation (COSE). Unexcused absences may also have a negative impact on a student's rotation grade or evaluation.

**Students are not allowed to be absent from the first day of any rotation.**

- Due to the onboarding plans at most rotation sites, students must attend the first day of every rotation. Students must plan accordingly for personal days, interview days, COMLEX, etc.

**Maximum time off any rotation\***

Length of Rotation	Maximum Number of Days Off	
<b>4 weeks</b>	<b>2 days</b>	Should an absence exceed these limits, the student is responsible for requesting additional days off from the Assistant Dean for Clerkship Education via email ( <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a> ) prior to the absence.
<b>2 weeks</b>	<b>0 days</b>	

*\*Exception: A fourth-year student may be absent a total of 4 days on any 4-week rotation or 2 days on any 2-week rotation during the months of October-January for interview purposes only. If interview absences exceed these totals, the student must submit a Clerkship Program Excused Absence Request Form (with appropriate signatures obtained from the rotation attending and rotation site) to the Assistant Dean for Clerkship Education via email ([COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu)) prior to the absence.*

Absence Type	Qualifications	Maximum Number of Days Off	Details	Required Approval from Assistant Dean for Clerkship Education
Personal Day	May be used at the discretion of the student (example: illness, physician appt., conference time, etc.). <u>Total days off any one rotation (including personal days off)</u> cannot exceed 2 on any one 4-week rotation.	5 total days per academic year (July-June)	While personal days may be used at the discretion of the student, the <u>total</u> days off any one rotation (including personal days off) cannot exceed 2 on any one 4-week rotation, i.e., students cannot use all 5 days on one rotation.	No
Jury Duty	Court documentation must accompany the <i>Clerkship Program Absence Request Form</i>	N/A	Jury duty, when obligated, is not considered a personal day absence.	Yes
Hospital-organized community events	Example: Special Olympic Physicals	N/A	These events would be considered part of the rotation and not a personal day absence.	No
Examination	COMLEX USA Level 2 CE/USMLE Step 2 CK/Canadian MCCEE	1 day		No
	COMAT/NBME shelf examinations	Students have the time off to take the examination only	Students should be reporting to rotation before/after examination.	No
Prolonged Illness, Bereavement, Maternity Leave	Medical related absence or bereavement	Determined on a case-by-case basis	Students must contact the Assistant Dean for Clerkship Education directly ( <a href="mailto:enright4@msu.edu">enright4@msu.edu</a> ) to discuss time off rotations.	Yes

**Clerkship Program Excused Absence Request Forms: Class of 2024:** Once appropriate approval signatures are obtained, forms must be uploaded to the 'Excused Absences' folder within each student's Medtrics profile. Students should maintain a copy for their records. **Class of 2023:** Once appropriate approval signatures are obtained, forms should be maintained for your records in the event they are later requested or required.

## 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. They 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 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, but are not limited to, factors such as:

- The student's demonstrated ability
- The student's 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 that 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.

### MSUCOM STUDENT HANDBOOK

The Student Handbook is published electronically by MSUCOM for students in the Doctor of Osteopathic Medicine program. This handbook does not supersede other Michigan State University or College of Osteopathic Medicine policies, regulations, agreements, or guidelines. The Handbook is updated annually during the summer semester, with changes effective when posted. Any subsequent changes are effective as of the date of issuance.

Students shall adhere to Michigan State University and College of Osteopathic Medicine policies, procedures, agreements, and guidelines. Violations of any regulation are subject to disciplinary action, up to and including program dismissal.

### COMMON GROUND FRAMEWORK FOR PROFESSIONAL CONDUCT

The Common Ground Framework provides the MSUCOM community with a reminder of the unity of mind, body, and spirit that underlines the field of osteopathic medicine. The framework is a set of guiding, foundational principles that underpin professional conduct and integrity and applies to all professionals at work within the shared college community, independent of their specific roles or responsibilities.

This framework is built around the acronym CORE, representing Collaboration, Opportunity, Responsibility, and Expertise. Each domain encompasses values and examples of how they are demonstrated.

- **Collaboration:** Working together with others
  - Interactive: Interact effectively and respectfully with people you encounter; demonstrate honesty, genuineness, humility, and compassion
  - Dynamics and Communication: Demonstrate respect, civility, and courtesy in communication; communicate effectively with diverse individuals and groups for a variety of purposes using available technologies; employ active listening
  - Use of Feedback: Identify sources of feedback; deliver and receive effective feedback for initiatives, evaluations and assessments, quality improvements, conflict resolution, and peer review
- **Opportunity:** Encouraging an environment of mutual support
  - Shared Leadership: Exhibit advocacy for self and others; accept situational leadership as needed; establish mutual support and respect; participate as a support for others regardless of title or position
  - Problem-solving: Recognize and define problems; analyze data; implement solutions; evaluate outcomes; include the perspectives of others

- Decision-making: Fulfill commitments; be accountable for actions and outcomes; discuss and contribute your perspective in group settings; listen to multiple viewpoints prior to making a decision
- **Responsibility:** Supporting a shared culture of accountability
  - Effective Use of Time and Resources: Invest time, energy, and material resources efficiently in order to provide effective services; demonstrate integrity and stewardship of resources
  - Critical Thinking Skills: Recognize and differentiate facts, illusions, and assumptions; question logically; identify gaps in information and knowledge
  - Mindfulness and Self-Care: Actively engage in surrounding circumstances and activities; self-assess, self-correct, and self-direct; identify sources of stress and develop effective coping behaviors
- **Expertise:** Having relevant skills or knowledge
  - Core of Knowledge: Develop core professional knowledge; apply the knowledge in clinical, academic, and administrative settings
  - Technical Skills: Show competency and proficiency in performing tasks that are integral to the scope and practice of your profession; identify needs and resources for learning; continually see new knowledge and understanding in your profession

### MEDICAL STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of students enrolled in MSUCOM are defined by the medical colleges of Michigan State University, including the College of Osteopathic Medicine, the College of Human Medicine, and the College of Veterinary Medicine. Students enrolled in the professional curricula of these colleges are identified as “medical students”. These colleges collectively define “Medical Student Rights and Responsibilities” (MSRR). This document addresses academic rights and responsibilities, governance, procedures for complaints, due process, and other topics. The current version is available on the MSU Spartan Life website at the address below: <http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr>

### 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.

## COURSE GRADES

**H/Honors** – A grade of honors will be designated to students demonstrating outstanding clinical, professional, and academic performance in certain core rotations. Criteria for achieving honors in a core rotation will be determined by the Instructor of Record and will be listed in the course syllabus. While Honors designation will be awarded to students meeting the criteria in the syllabi of the above courses, Honors is not an official MSU grade. The official MSUCOM transcript will reflect a grade as Pass with an additional notation that the student achieved Honors in the course. The students Medical Student Performance Evaluation will reflect each Honors grade.

**HP/High Pass** – The grade of High Pass will be designated to students who have above average clinical, professional, and academic performance in certain core rotations but do not meet the criteria for Honors. Criteria for High Pass in a core rotation will be determined by the Instructor of Record and will be listed in the course syllabus. While High Pass designation will be awarded to students meeting the criteria in the syllabi of the above courses, High Pass is not an official MSU grade. The official MSUCOM transcript will reflect a grade as Pass with an additional notation that the student achieved High Pass in the course. The student's Medical Student Performance Evaluation will reflect each High Pass grade.

**P/Pass** – means that credit is granted, and that the student achieved a level of performance judged to be satisfactory by the department according to the student's didactic and clinical performance.

**ET/Extended Grade** – means that a final grade ('Pass' or 'No Grade') cannot be determined due to one or more missing course requirements. The ET grade will be changed to a final grade once all the completed course requirements have been submitted to and processed by MSUCOM (either to the department or Clerkship Team). An 'ET' grade will NOT remain on a student's transcript.

**N/No Grade** – means that no credit is granted, and that the student did not achieve a level of performance judged to be satisfactory by the department according to the student's didactic and clinical performance.

### N Grade Policy

Students who fail this rotation will have to repeat the entire rotation and fulfill all (clinical and academic) requirements.

## STUDENT EXPOSURE PROCEDURE

A form has been developed by the University Physician to report incidents of exposure, e.g. needle sticks, mucous membrane exposure, tuberculosis exposure, etc., and it may be found on the Clerkship Medical Education page of the MSUCOM website [here](https://com.msu.edu/current-students/clerkship-medical-education) (<https://com.msu.edu/current-students/clerkship-medical-education>).

Contact Assistant Dean for Clerkship Education, Dr. Susan Enright ([enright4@msu.edu](mailto:enright4@msu.edu)), if exposure incident occurs.

### STUDENT VISA

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 (RCPD) at 517-884-RCPD, or on the web at [www.rcpd.msu.edu](http://www.rcpd.msu.edu). Once a student's eligibility for (clinical and/or testing) accommodation(s) are determined, the student may be issued a **Verified Individualized Services and Accommodations** (VISA) form.

Students must present their VISA forms to the Clerkship Team ([COM.Clerkship@msu.edu](mailto:COM.Clerkship@msu.edu)) at the start of the semester in which they intend to use their accommodations (for tests, projects, labs, etc.). Accommodation requests received after the semester onset will be honored whenever possible.

If modifications, updates, or extensions to an existing VISA form are made after the semester begins, it is the responsibility of the student to submit the newest version to the Clerkship Team if he/she intends to utilize the accommodation going forward.

## SUMMARY OF GRADING REQUIREMENTS

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
Attending Evaluation of Clerkship Student (Class of 2023)	Can be accessed via the "Attending Evaluation" link in Kobiljak online schedule. Email completed evaluation to <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a>	<ul style="list-style-type: none"> <li>Receives no "Below Expectations"</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Receives no "Below Expectations"</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Student may receive "Below Expectations" in up to one (1) subcategory</li> <li>Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	<ul style="list-style-type: none"> <li>Will be the conditional grade until all requirements of this rotation are met</li> </ul>	<ul style="list-style-type: none"> <li>Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>Receives comments that indicate below expectations of performance</li> <li>See Unsatisfactory Clinical Performance above</li> </ul>
Attending Evaluation of Clerkship Student (Class of 2024)	Attendings receive an automated email link connecting them to their assigned evaluation(s) within Medtrics, where they may access and submit the electronic form(s) directly	<ul style="list-style-type: none"> <li>Receives no "Below Expectations"</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Receives no "Below Expectations"</li> <li>Receives no comments indicating below expectations of performance</li> </ul>	<ul style="list-style-type: none"> <li>Student may receive "Below Expectations" in up to one (1) subcategory</li> <li>Overall categories must receive "Meets Expectations" or "Exceeds Expectations"</li> </ul>	Will be the conditional grade until all requirements of this rotation are met	<ul style="list-style-type: none"> <li>Receives two (2) or more "Below Expectations" within the subcategory sections.</li> <li>Receives comments that indicate below expectations of performance</li> <li>See Unsatisfactory Clinical Performance above</li> </ul>
Student Evaluation of Clerkship Rotation (Class of 2023)	Can be accessed and submitted via the "Student Evaluation" link in Kobiljak online schedule.	Completed 100% by 11:59 pm the last Friday of the rotation	Completed 100% by 11:59 pm the last Friday of the rotation	Completed 100% by 11:59 pm the last Friday of the rotation	Will be the conditional grade until all requirements of this rotation are met	Failure to complete within two weeks after the rotation ends
Student Evaluation of Clerkship Rotation (Class of 2024)	Can be accessed and submitted electronically by students within the dashboard of their Medtrics profiles	Completed 100% by 11:59 pm the last Friday of the rotation	Completed 100% by 11:59 pm the last Friday of the rotation	Completed 100% by 11:59 pm the last Friday of the rotation	Will be the conditional grade until all requirements of this rotation are met	Failure to complete within two weeks after the rotation ends

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
<b>COMAT Exam</b>	<p>Register with the Clerkship office</p> <p>If you cannot take your scheduled exam, contact ASAP:  <a href="mailto:oldss@msu.edu">oldss@msu.edu</a>                      or  <a href="mailto:COM.Clerkship@msu.edu">COM.Clerkship@msu.edu</a></p>	Score at or above 110 on your first attempt	Score from 103-109 your first attempt	<ul style="list-style-type: none"> <li>Score at or above 83 the day you take the exam.</li> </ul> <p>If you fail to take your exam the last Friday of the Rotation, you will receive a zero and have one chance to retake the exam.</p>	Will be the conditional grade until all requirements of this rotation are met	<ul style="list-style-type: none"> <li>Failure to pass the exam with two attempts</li> <li>Failure to not take the retake in the time given</li> </ul> <p>Failure to take the exam the first time offered and not pass the exam on your second (due to the first attempt being a zero) attempt</p>
<b>Rotation Quiz – OB Comprehensive 2 (Obstetrics Only)</b>	Via D2L	Completed with a score $\geq 85$ by 11:59 pm the last day of the rotation and confirmation uploaded to the D2L Dropbox	Completed with a score $\geq 85$ by 11:59 pm the last day of the rotation and confirmation uploaded to the D2L Dropbox	Completed with a score $\geq 70$ by 11:59 pm the last day of the rotation and confirmation uploaded to the D2L Dropbox	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and upload within two weeks after the rotation ends
<b>Rotation Quiz – OB Comprehensive 3 (Gynecology Only)</b>	Via D2L	Completed with a score $\geq 85$ by 11:59 pm the last day of the rotation and confirmation uploaded to the D2L Dropbox	Completed with a score $\geq 85$ by 11:59 pm the last day of the rotation and confirmation uploaded to the D2L Dropbox	Completed with a score $\geq 70$ by 11:59 pm the last day of the rotation and confirmation uploaded to the D2L Dropbox	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and upload within two weeks after the rotation ends
<b>Mid Rotation Feedback Form</b>	Via D2L	Completed 100% and uploaded by 11:59 pm the last Friday of the rotation and	Completed 100% and uploaded by 11:59 pm the last Friday of the rotation and uploaded to the D2L Dropbox	Completed 100% and uploaded by 11:59 pm the last Friday of the rotation and uploaded to the D2L Dropbox	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and upload within two weeks after the rotation ends

Requirement	Submission Method	Honors Designation	High Pass	Pass	Extended Grade	No Pass
		uploaded to the D2L Dropbox				
<b>Inter Professional Education</b>	Via D2L	Completed 100% and uploaded by 11:59 pm the last Friday of the rotation and uploaded to the D2L Dropbox	Completed 100% and uploaded by 11:59 pm the last Friday of the rotation and uploaded to the D2L Dropbox	Completed 100% and uploaded by 11:59 pm the last Friday of the rotation and uploaded to the D2L Dropbox	Will be the conditional grade until all requirements of this rotation are met	Failure to complete and upload within two weeks after the rotation ends

**MID ROTATION FEEDBACK FORM**



College of Osteopathic Medicine  
MICHIGAN STATE UNIVERSITY

**MID-ROTATION FEEDBACK FORM**

Student Name: \_\_\_\_\_

Evaluator Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Date of review with Student: \_\_\_\_\_

- This assessment is based on:
  - My own observations and interactions with the student.
  - Feedback received from other faculty and/or resident supervisors

- The student is progressing satisfactorily for their level of training:
  - YES
  - NO

If NO, please summarize areas needing improvement below:

- Overall comments on student performance

Strengths:	Areas of Improvement:

- Professionalism expectations are listed below. Please check only areas of student **DIFFICULTY**:

	On time for all activities of the rotation	Present/Prepared for all activities of rotation
	Respectful/courteous to patients, staff, peers, attending's	Student is aware of limitations and appropriately seeks assistance when needed
	A great team player (helpful, reliable, proactive)	Accepting of feedback and made necessary changes because of the feedback
	Engaged in learning	Honest and trustworthy
	A good patient advocate	Work ethic

## INTER PROFESSIONAL EDUCATION – IPE

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 drop box on D2L.

Obstetrics/Gynecology

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

Nurse (Circulation)

Residents

Scrub Tech

Anesthesia (Dr/CRNA)

Other(s)

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?