

**DEPARTMENT OF OBSTETRICS AND GYNECOLOGY
Clinical Clerkship**

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**PLEASE READ THIS NOTEBOOK CAREFULLY AND
REFER TO IT FOR QUESTIONS**

Greetings from the Department of **Obstetrics and Gynecology** in Jacksonville!

Here are some specifics about the first day that will be useful to you:

Park in the Pavilion parking lot. Shands Jacksonville is located on West 8th Street, just east of I-95. When you head east on W. 8th Street, the hospital will be on your left. Proceed to Jefferson Street and turn left. You will see Shands Jax Pavilion on your right, along with its parking lot. ***Please park there only for check-in. A \$25 ticket may be issued if you park all day.***

Go to The Office of Educational Affairs immediately on arrival. The UF Health Science Center Learning Resource Center (LRC) will be opposite the Pavilion parking lot, across Jefferson Street. It is the blue-glass building that faces W. 8th Street. There is an entrance on the backside of the building in between it and the parking deck. The Office of Educational Affairs is on the 4th floor of the LRC, Dean's Office. The office opens at 7:30 am. You are expected to go to the office and complete your required paperwork **before** you check in with Monica Romer the OB/GYN Medical Student Coordinator. This applies to all your rotations, whether you have rotated here before or not. The Office of Educational Affairs phone number is 904-244-5128.

Another option available to you is **Early Check-in.** To do this, call the office of Educational Affairs by Wednesday of the week prior to your rotation start date. On Sunday before your rotation begins, you can then check in at the *Security Dispatch* office, located in the Emergency Department, between 1-5 pm. They will have all of the materials you will need waiting there in a packet for you.

All students are to attend orientation in Gainesville the first day of the clerkship. The group starting with the first three weeks on GYN in Jacksonville will be let out of orientation in time to be in Jacksonville, complete the above, and present to the Department of OB/GYN conference room (3rd Flr LRC) by 3:00pm. The group doing OB in Jacksonville the second three weeks should arrive in time to complete the above and present to the conference room by 9:00am the first day of their rotation here.

We are located on the 3rd floor of the Learning Resource Center building.

Please feel free to contact [Monica Romer \(904\) 244-3125](#), or me if there are any problems.

We look forward to working with you!

Brent Seibel, M.D.
Clerkship Director
Clinical Clerkship Jacksonville

BS/mar

WELCOME TO YOUR CLINICAL CLERKSHIP IN OBSTETRICS AND GYNECOLOGY AT JACKSONVILLE

We are pleased that you will be spending three weeks of your Obstetrics or Gynecology Clerkship with us in Jacksonville. During orientation in Gainesville, you should have received a copy of your *responsibilities, objectives and evaluation guidelines* for the Jacksonville service. Please read through this material carefully. You will be given the opportunity to review this information and ask questions during a brief orientation with Brent Seibel, M.D., Clerkship Director, or Judy Bowers, M.D., Associate Clerkship Director for obstetrics, and Monica Romer, Medical Student Coordinator, on the first day of your rotation. After checking in with the housing office, please report to Monica no later than 9:00 a.m. (3:00pm for first group of rotation) on the 3rd floor of the Learning Resource Center (LRC) in the Department of Obstetrics and Gynecology.

Dr. Brent Seibel, Clerkship Director has many reference books, or texts that you could use during the rotation in Jacksonville. You will have access to the Borland Library on the 2nd floor, which has a wide variety of books and journals you may obtain on loan, as well as electronic resources. A **“COPY CARD”** is available (ask Monica) for your use to copy any material from the Borland Library.

Check-in for rooms will be on the first day of your rotation in Jacksonville (usually a Monday). However, if you prefer to check-in over the weekend, you must notify the Office of Educational Affairs at (904) 244-5128 no later than 12:00 p.m. on the Wednesday of the preceding week, so that appropriate arrangements can be made.

You should understand that medical students are integral part of our department, and we are committed to provide a conducive learning environment for you.

If you have any questions prior to your arrival, please do not hesitate to contact Monica or me at (904) 244-3125. I think you will enjoy your time spent on the Jacksonville Ob/Gyn Service, and we are looking forward to working with you.

Sincerely,

Brent Seibel, M.D.
Clerkship Director
Clinical Clerkship Jacksonville

BS/mr

Dear Medical Student,

- Attendance at the Resident Conferences is **MANDATORY**, as is attendance at **ROUNDS** and **CBCs**, unless you are scrubbed in a surgical case or doing a delivery.
- Of course, you know you must attend your **CBCs well prepared to participate**. These are not lectures. Come prepared to show what you know. In other words, you are expected to have researched each topic **BEFORE** the discussion. Remember, this may be the only exposure some faculty will have to your performance, so it is important that your preparation is complete.
- Please **READ EVERYTHING** in your Medical Student Package including the **Handouts**.
- During my orientation with you, if you have not received a computer login & password via email from our IT department please let me know.
- If you get lost, have questions, etc., you can reach me at x43125 or beeper 306-4474 from 8:00 am until 4:00 pm Mon. - Fri. If I don't have an answer for your questions, I can find someone who does.
- **Please do not forget to return your PARKING CARD, SECURITY BADGE, BEEPER, DORM KEYS, MEAL BADGE and CLEARANCE FORM. If you are checking out on a weekday, please return your beeper and security badge to me in the office (LRC Building, 3rd floor) by 4:00 p.m.**

☺**HAVE A GREAT THREE WEEKS!**☺

Monica Romer,
Medical Student Coordinator
Obstetrics and Gynecology

JACKSONVILLE TEACHING FACULTY

BENIGN GYNECOLOGY/OBSTETRICS:

Brent Seibel, M.D. (Director Division of Gynecology)
(Clerkship Director, GYN)

Judy Bowers, M.D.
(Associate Clerkship Director, OB)

Christina Adams, M.D.

Kelly Best, M.D.

Meridith Farrow, M.D.

Ann Hatfield, M.D.

Freeman Irby, M.D.

James Jones, M.D.

Andrew M. Kaunitz, M.D. (Assistant Chairman)

Shannon Loe, M.D.

Deborah Lyon, M.D.

Wyatt McNeill, M.D.

Sarah Paschall, M.D.

Fiorina Pellegrino, M.D.

Rebekah Richmond, M.D.

Nikki Rowan, M.D.

GYN ONCOLOGY:

Guy I. Benrubi, M.D. (Chair)

Robert C. Nuss, M.D. (Senior Associate Dean)

Karl Smith, M.D.

MATERNAL-FETAL MEDICINE:

Isaac Delke, M.D.

Luis Sanchez-Ramos, M.D.

Lama Tolaymat, M.D.

RESIDENT BEEPER NUMBER LIST

PGY-4

Sarah Austin, M.D.	306-4445
Alexandra Goldman, M.D.....	306-4447
Alicia Jones, M.D.	306-4449
Emily Lamp, M.D.	306-4450
Stephanie Lee, M.D.	306-4433
John Sites, M.D.....	306-4462

PGY-3

Lucy Kjerulff, M.D.....	393-2309
Erin Burnett, M.D.....	393-5814
Jeannine Mauney, M.D.....	393-1251
Sophie Peterson, M.D.....	393-0951
Kristen Shepherd, M.D.....	393-8557
Michelle Stalnaker, M.D.....	393-8521

PGY-2

LaRae Coleman-Brown, M.D.....	306-4454
Kristin Burns, M.D.	306-4456
Steven Dalati, M.D.	306-4457
Jennifer Guram, M.D.	306-4458
Amanda Mularz, M.D.	306-4459
Nikita Wilkes, M.D.....	393-6241

PGY-1

Suny Caminero, M.D.	306-4452
Maya Dhanani, M.D.	306-4453
Lindsey Evans, M.D.	306-4485
David Miller, M.D.	306-4486
Virginia Winston, M.D.	498-0222
Naicie Roper, M.D.....	306-4470

??SINCE YOU ASKED??

MAY I USE THE DEPARTMENT COPIER?

While at Jacksonville, you are free to use department facilities just as the residents do, for educational pursuits. Please do not abuse this privilege, so that others will have the same freedom.

WHAT ABOUT UNASSIGNED TIME?

There are several possibilities to pursue if you have time, which is not otherwise assigned. These include:

- 1) OB ultrasound available on the 3rd floor of the Alexander Building.
- 2) Labor and Delivery Triage, to learn evaluation of acute complications of pregnancy.
- 3) Fetal testing on 3rd floor of Alexander Building – including NDT's, BPPs, AFI assessments.
- 4) Borland Library located on 2nd floor of LRC Building.
- 5) Genetics Counseling by Cindy Loge daily on the 3rd floor of Alexander Building.

Talk to your precepting resident as well. They can sometimes guide you to a fabulous once-in-a-lifetime opportunity or give you an impromptu talk on a subject of mutual interest.

ATTENDANCE POLICY and REPORTING of ABSENCES:

In the third and fourth year clinical clerkships and electives, daily attendance is required for all aspects of the clinical rotations. During clinical rotations, typical “holidays” are not taken unless specifically mentioned by the clerkship (Christmas and Thanksgiving are exempt from this rule). If you are absent, you must notify those faculty members who supervise your clinical experiences and the clerkship coordinator.

1) Unexpected absences.

Students must notify the supervising attending **Brent Seibel, M.D. @ 244-3125 or brent.seibel@jax.ufl.edu** and clerkship coordinator, Monica Romer @ 244-3125 or Monica.romer@jax.ufl.edu . If a student is unable to contact the clerkship coordinator, they should notify the staff in the Office of Medical Education (COMCEC). If the absence is of greater duration than a single day, the staff in COMCEC (352-273-8575) must be notified in addition to the course director or supervising attending and clerkship coordinator. If the absence occurs while in Jacksonville on a clinical rotation, the Office of Educational Affairs (904-244-5128) in Jacksonville must be notified in addition to COMCEC.

2) Planned absences. In the case of planned absences to attend meetings, events such as weddings or observation of a personal religious holiday students must contact the clerkship director as far in advance as possible (these requests **must** be made at least **4 weeks** prior to the beginning of the clerkship) to discuss and obtain the permission of the clerkship director to be absent from assigned responsibilities. If the student is in Jacksonville at the time of the planned absence this request must also be sent to the Jacksonville clerkship director, Brent Seibel, M.D. or Clerkship Coordinator, Monica Romer. Once permission is obtained for the planned absence, the student must notify COMCEC of the approved dates for the absence.

3) Students will be asked to make up the time missed in order to ensure that they have an adequate clinical experience. This may recall extra call or weekend clinical experiences. Failure to adhere to these policies will be reflected in the professionalism competency.

TABLE I**JACKSONVILLE WEEKLY GYNECOLOGY SCHEDULE**

Monday	Tuesday	Wednesday	Thursday	Friday
Ward Rounds 6:30-7:30am	Ward Rounds 6:30-7:30am	Ward Rounds 6:30-7:30am	Ward Rounds 6:30-7:30am	Ward Rounds 6:30-7:30am
Attending Rounds 7:30-8:30am	Attending Rounds 7:30-8:30am	Attending Rounds 7:30-8:30am	Attending Rounds 7:30-8:30am	Attending Rounds 7:30-8:30am
AS ASSIGNED	AS ASSIGNED	RESIDENT CONFERENCES 8am-12:00noon	AS ASSIGNED	AS ASSIGNED
		(PM) AS ASSIGNED		

STUDENT RESPONSIBILITIES ON THE JACKSONVILLE GYN SERVICE

INPATIENT SERVICE (GYN, Tumor, and Urogynecology)

Objective: To learn the inpatient management of gynecologic conditions.

Preparation: You are expected to know the gynecology patients assigned to you and to have made rounds and written notes (“SOAP” format), etc. on them each morning, Monday – Friday. Rounds may begin at different times depending on patient census so ask the residents the day before. You will not be expected to follow obstetrical patients.

Participation: As you round with the senior residents you will be expected to present your patients. You should participate in the discussions and ask questions to increase your knowledge.

Evaluation: Resident and attending physicians will evaluate your ability to do a focused history and physical exam, and develop a differential diagnosis and plan.

CLINIC SERVICE

Objective: To learn outpatient management of gynecologic conditions in the clinics staffed by resident and attending physicians.

Preparation: Read on the topic for a specialty clinic – pre-invasive diseases, colposcopy, tumor, urogyn, basic endocrinology.

Participation: You will be assigned to a clinic with (usually) a second, third or fourth year resident. Initially you will shadow the resident physician. As your skills increase you will be given more responsibility. Your schedule is included in this packet.

Evaluation: Resident and attending physicians will evaluate your ability to do a focused history and physical exam, and develop a differential diagnosis and treatment plan.

GYN OPERATING ROOM:

Objective: To observe and participate in major and minor gyn procedures.

Preparation: Read about the gyn procedures the day/night before the scheduled surgery.

Participation: There are often two major cases and one minor (ambulatory) case running simultaneously. You should assign cases among yourselves the evening before surgery. Contact the GYN Chief resident for the surgery schedule. Make every effort to observe/scrub in different procedures.

Evaluation: Faculty and residents may incorporate your participation into their evaluation of your clerkship performance.

Responsibilities Cont'd.

ON-CALL: (GYN) (as assigned; Mon-Thurs). Call begins around 5:30pm and ends at 11:00pm. You are to meet up with the nighttime ER resident in L&D at or around 5:30pm. You are not on call Friday, Saturday, and Sunday.

Objective: Be exposed to common gynecologic emergencies and “walk-in” problems.

Preparation: Read general gynecology text. Practice tying knots.

Participation: Be sure to put your full name and pager number on the call board in labor & delivery immediately upon arriving. Be sure the GYN team know you're the student on call and want to be called for the ER and OR's without a student. Assist the resident in the evaluation and treatment of patients. If there is no student on call at night for OB, you may participate in activities in Labor and Delivery if you are free. Call ends at 11:00pm. You must leave all clerkship activities at that time. Failure to do so is a violation, by you, of student duty hour regulations. A weekday after CALL you have the afternoon off for admin/study time. You are excused from any activities (CBC's excluded) during that time.

Evaluation: Residents and faculty will evaluate you for your knowledge, hands-on skills and enthusiasm for learning.

RESIDENT CONFERENCES: (Wednesday 8:00am-12:00pm)

Objective: Increase your knowledge of topics in OB/GYN and Primary Care. Although this lecture series is primarily for the residents you will also find it educational and are required to attend these if you are not POST CALL.

Preparation: Read the book chapter listed on the conference schedule.

Participation: You may ask questions to clarify and increase your knowledge.

Evaluation: You are not evaluated.

NOTE: All students are expected to round on their patients (GYN & Tumor) from 0630-0730 and attend:

GYN Rounds (M-F)	7:00am-7:45am (Varies)
Resident Conferences (Wednesday)	8:00am-12:00pm
CBC's (M-F)	Varies – see schedule
Tumor Seminars (T, Th)	Varies – see schedule
Tumor Board	Varies – see schedule

What the GYN Residents Want You To Know About Your Responsibilities.

Gynecology / Oncology

- You will be introduced to the Tumor Chief Resident (PGY-IV) who will give you a brief tour of the GYN ward, L&D, OB/GYN clinic area, Main OR, cafeteria, etc.
- The GYN Chief will then identify all of the in-house Gyn - Oncology - urogynecology patients and assign patients to medical students.
- Students are responsible for completely reviewing their patients' charts and learning about the patients' disease processes (including tumor staging).
- Each AM, the student is responsible for fully examining each of their patients, as well as reviewing vital signs, I&Os, & laboratory work – Next the student should proceed to write a GYN S.O.A.P. note (see example below).
- At a pre-determined time (as decided by the Chief Resident), the Tumor team will meet on 3-South for bedside rounds.
- During rounds, the student is responsible for briefly presenting his/her patient to the team, as well as formulating an assessment and plan.
- At the conclusion of Tumor rounds, you are to report to the GYN conference room (3rd floor) to listen and participate in Benign Gyn rounds.
- If a student scrubs for a benign GYN case, then that student is responsible for following this patient(s) post-operatively, which includes a post-operative note and daily S.O.A.P. note; Additionally, the student is responsible for presenting this patient during benign GYN rounds.
- If a student is shadowing the GYN ED resident, he/she should follow the patient(s) on that service.
- Each week, tumor patients are directly admitted to the GYN ward for chemotherapy treatment(s); Upon arrival to the floor, the student is responsible for writing an admit H&P.
- On weekends, report to the Ob/Gyn Lounge at 0800.
- Your primary call responsibilities will be gynecologic, including care of in-house patients, consults, and acute gynecologic presentations in the ED.

Example 1:

➤ GYN SOAP NOTE

HD#2 POD#1 (s/p Ex Lap, TAH/BSO, debulking)

UNASYN Day#1

Patient reports flatus; Limited ambulation; NPO.

VS: Tm = 101.3 Tc = 99.6 BP 120s-130s / 70s -90s

HR 70s-80s; RR 18

24-hr input: 2000 cc

total output: 3000 cc (UOP = 2000 cc, NG output 1000 cc)

Gen: A&O x 3; NAD

Chest: CTA bilaterally

Heart: S1, S2 with RRR; grade II/VI systolic ejection murmur

Abd: soft, appropriately tender to palpation, ND, +BS x 4 quadrants

Incision: C/D/I (staples in place)

Ext: 1+ lower ext. edema, no palpable cords, no homan's sign

Labs:

WBC>----Hgb----<plts

Chem 7 pending

Hct

Cultures:

Urine cx: no growth

Blood cx: no growth

Assessment:

(1) POD#1 (s/p Ex Lap, TAH/BSO, Tumor Debulking)-Stage IIIC Ovarian CA

ORAL GYNECOLOGY PRESENTATION

PRESENTATIONS: Oral gyn presentations may be made to the gyn attending covering any of the gyn clinics (benign, urogyn, or oncology). They can also be arranged with Dr. Seibel based upon any patient the student comes in contact with from any of the gyn services.

Objective: To learn how to present a gynecologic patient.

Preparation: You should present a patient you are evaluating in the clinic. You will see the patient, complete her history and physical with the resident then present the patient to the clinic attending. You can use the patients chart as a reference if necessary.

Participation: During your Gynecology rotation you will present a patient you are seeing in clinic to a faculty member. The patient should be presented as though you are the person seeing her in the gynecology clinic and making the decisions regarding plans for treatment. The presentation should include the patient's chief complaint, history of present illness, past medical/surgical history, past obstetrics and gynecology history, current medications, allergies, social history, family history and review of systems. We want as concise a presentation as possible, so if there is nothing pertinent in any of these categories, say so and move on. The patient's physical exam should then be presented, again, in as concise a fashion as possible. The exam should begin with a general description of the patient, followed by her vital signs. The length of the remainder of the presentation of the physical exam should be dictated by the complexity of the problem/findings. A complete description of the pelvic exam should always be given. Then a review of pertinent laboratory data should be presented followed by your impression and plan. The impression should include a complete differential diagnosis list, and the reasons why one particular diagnosis is most suspect. The plan for surgery (if applicable) or work-up of the problem should then be described.

The entire presentation, from beginning to end, should take no more than 15 minutes. Your presentation will then be reviewed and constructive criticism will be offered. Our goal is for you to present a patient in a concise and structured manner and for you to be able to generate a complete differential diagnoses ranked in order of likelihood.

Evaluation: The faculty member will evaluate your competency and provide you with immediate feedback. Have them sign off on your OBGYN Skills & Achievements List and also include in your online Patient Log.

Illness/Emergency:

If you are ill or have an emergency that might require you to be late or absent, you **MUST** inform Monica Romer, x43125, or beeper 306-4474, or Dr. Seibel, beeper 393-3904 **ASAP**.

**University of Florida Community Health Center (UF CHC).
4th Floor, Alexander Ambulatory Care Center (ACC Building)
655 W. 8th Street, Jacksonville, FL 32209**

Medical Student Acute/Urgent Care Protocol:

Urgent care clinical services will be provided at the UF CHC, which is located in the ACC building, 4th floor. Prior to presenting for care, please contact the office to arrange for a time to be seen. You will be given an appointment with one of several providers and every effort will be made for you to be seen the same day you call. However, depending on provider availability and clinic patient volume, a next working-day appointment may be necessary for late-day contact.

For your convenience we offer a streamlined appointment system manned by our registered nurses. To schedule an appointment, a direct *call to one of our clinic nurses at either (904) 244-5673 or (904) 244-2573* is all that is necessary. In the event both of these are busy, we suggest you wait 10-15 minutes and call again. If still busy, or if you do not wish to wait, call our main appointment line at (904) 244-5121 and press 1. In either case it is **IMPORTANT** that you identify yourself as a UF medical student needing Acute/Urgent Care.

Clinic hours of operation are Monday through Thursday 8am-5pm, and Friday 8am-330pm. We are closed for all UF holidays.

Your health insurance company will be billed for the visit, including any ancillary services such as laboratory tests, X-rays, or specialty consult. You will not have any out of pocket expense.

CHECK-OUT POLICY AND PROCEDURES

1. ALL STUDENTS MUST HAVE A CLEARANCE FORM AND IT MUST BE SIGNED BY:
 - 1) STUDENT COORDINATOR FROM THE DEPARTMENT YOU ROTATED IN.
 - 2) OFFICE OF EDUCATIONAL AFFAIRS
2. ALL PA AND MD WILL COMPLETE A CAMPUS EVALUATION FORM.
3. ALL STUDENTS STATYING IN THE DORM WILL COMPLETE A DORM SURVEY.
4. STUDENT WILL TURN IN:
 - 1) COMPLETED CLEARANCE FORM
 - 2) CAMPUS EVALUATION FORM
 - 3) DORM SURVEY
 - 4) PARKING CARD
 - 5) DORM KEYS
 - 6) MEAL CARD (if Med or PA student)
 - 7) PAGERS
5. THESE ITEMS MUST BE TURNED INTO STUDENT COORDINATOR UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

Office of Educational Affairs Hours are 8 - 4:00pm. M-F.
Except on Check-in Days: 7:30 - 4:00pm

Student Coordinator Hours are 8:00am-4:30pm M-F

****COLLEGE OF MEDICINE STUDENTS: FAILURE TO PROPERLY CHECK OUT WILL RESULT IN GRADES AND EVALUATIONS BEING WITHHELD.**