

**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 see Eraina Carter 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. Eraina's office is on the 4th floor of the LRC, Dean's Office (Educational Affairs). Her office opens at 7:30 am. You are expected to go to her 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. Eraina's 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 OB&GYN groups starting with the first three weeks 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 OB&GYN groups coming to 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](tel:9042443125), or me if there are any problems.

We look forward to working with you!

Sincerely,

Judy Bowers, M.D.
Associate Clerkship Director - Jacksonville

JB/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 an integral part of our department, and we are committed to provide you with a conducive learning environment.

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,

Judy Bowers, M.D.
Associate Clerkship Director - Jacksonville

JB/mar

Dear Medical Student,

- Attendance at the Resident Conferences is **MANDATORY**, as is attendance at **ROUNDS** and **CBCs**, unless you are post call, 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.
- During my orientation with you, if you have not received a computer login & password via email from our IT department please let me know at that time.
- If you get lost, have questions, etc., you can reach me at x43125 or beeper 306-4474 from 8:00 am until 4:30 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, CLINIC ACCESS CARD, and CLEARANCE FORM to me at checkout.**

JACKSONVILLE TEACHING FACULTY

BENIGN GYNECOLOGY/OBSTETRICS: Gynecology)

Brent Seibel, M.D. (Director Division of
(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.

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

Sury 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 NST'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.

JACKSONVILLE WEEKLY OBSTETRICS SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Ward Rounds 6:30am	Ward Rounds 6:30am	Ward Rounds 6:30am	Ward Rounds 6:30am	Ward Rounds 6:30am
Board Rounds 7:00am	Board Rounds 7:00am	Board Rounds 7:00am	Board Rounds 7:00am	Board Rounds 7:00am
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
		AS ASSIGNED		
Board Rounds 6:00pm	Board Rounds 6:00pm	Board Rounds 6:00pm	Board Rounds 6:00pm	Board Rounds 6:00pm

STUDENT RESPONSIBILITIES ON THE OBSTETRICS SERVICE

ON-CALL: By assignment: L&D Monday – Thursday: 6:00pm – 7:00am, Friday 6:00pm-8:00am. Saturday & Sunday 8:00am-9:00am. If you are on call the last night of the rotation call ends at 11:00pm.

Objective:

- To learn how to manage laboring patients and perform deliveries
- To learn the difference between normal and abnormal labor
- To learn the techniques and methods of intrapartum fetal surveillance

Preparation: The greater your knowledge of labor and delivery and the more skilled at suturing & knot tying the more you will do and the more you will learn. You should at least read the Intrapartum Care chapter in your text before your labor and delivery day and/or before your first call night.

Participation: One student is on-call in L&D starting at the times listed above until the next morning. Change into scrubs as soon as you arrive. You are responsible to the fourth year resident “running the board” and should always let them know where you are and if you are leaving the unit. Put your full name and beeper number on the small board to the right of “THE BOARD” in L&D so you can be located at all times. While on L&D you are expected to follow your patients, write notes at the appropriate intervals and be available for deliveries. The day after call you are off.

Evaluation: Residents and faculty will evaluate the applicable competencies.

LABOR AND DELIVERY SERVICE:

Objective:

- To learn how to manage laboring patients and do deliveries
- To learn the difference between normal and abnormal labor
- To learn the techniques and methods of intrapartum fetal surveillance

Preparation: The appropriate chapters in your text

Participation: One or two students are assigned to the Labor and Delivery Service. You should arrive at 0645, change into scrubs and meet the senior resident for Board Rounds at 7:00am. You will be assigned a laboring patient to follow, manage and hopefully deliver. You are expected to get to know your patient, write labor notes, do exams, etc. The senior resident will direct you.

Evaluation: Residents and faculty will evaluate the applicable competencies.

TRIAGE SERVICE:

Objective:

- To learn how to diagnose and treat common complaints and complications of pregnancy
- To gain experience on focused History and Physicals
- To determine the difference between emergent and non-emergent OB problems

Preparation: “The Medical and Surgical Conditions of Pregnancy” chapter in your text

Participation: You will report for Board Rounds at 0700 and will shadow the second year resident in triage. You will evaluate patients and determine a treatment plan with the resident.

Evaluation: Residents and faculty will evaluate the applicable competencies.

INPATIENT SERVICE: (Antepartum/Postpartum Service)

Objective: To learn the in-patient management of antepartum obstetric problems.

Preparation: You are expected to know the patients assigned to you and to have made rounds and have written notes on them each morning, Monday through Friday. Morning rounds may begin at different times depending on the patient census so ask the residents the day before.

Participation: At ward rounds you are expected to present your patient to your resident and decide on a plan. You will then present your patient in “Attending Rounds”(see schedule). patient. You should participate in the discussions and ask questions to increase your knowledge.

Evaluation: Residents and faculty will evaluate the applicable competencies.

BOARD ROUNDS: (Call, L&D and Triage services)

Objective: 1. To acquaint the team with the patients in L&D.
2. To use patient cases to discuss common problems in antepartum and intrapartum women.

Preparation: None

Participation: Discussion is usually at the first and second year level which is very appropriate for you. Some material will probably be over your head and so don't hesitate to ask questions. Board Rounds start at 0700 during the week and 0800 on Saturday and Sunday.

Evaluation: None.

PRENATAL DIAGNOSIS PROCEDURES:

Objective: To observe ultrasound, NSTs and amniocentesis for prenatal diagnosis.

Preparation: Read about this topic.

Participation: As this is an exciting, rapidly expanding, very public topic it is something you are expected to observe at least once during your three weeks. You will be specifically assigned to prenatal diagnosis on Wednesday afternoon during your AP/PP service (please see schedule). You may also get a chance to shadow our genetic counselor, Cindy Loge, MSN, CNM at one of our private office locations (details below) on Wednesday afternoons after morning lectures.

Evaluation: None.

Location: Cindy Loge, MSN, CNM
UF Southside Women's Health Specialist
4555 Emerson Expressway, Suite 220
Jacksonville, FL 32207
633-0119

CLINIC:

Objective: To learn the out-patient management of antepartum obstetric problems.

Preparation: The Antepartum Care chapter in your text.

Participation: You will attend clinic with your resident. Initially you will go in together to see patients, but as your skills improve, you will go in alone and then come out and present the patient.

Evaluation: Residents and faculty will evaluate the applicable competencies.

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.

Preparation: Read the corresponding book chapters.

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

Evaluation: You are not evaluated.

NOTE: All students are expected to leave their designated work areas to attend:

Resident Conferences (Wednesday)	8:00am-12:00pm
CBC's (M-F)	Varies – see schedule
Gyn Tumor Board	12:30pm on the 3 rd Wednesday of each month in the Shands Boardroom (4 th floor LRC bldg)

NURSE SHADOWING: (By assignment: L&D)

Objective:

1. To acquaint you with the duties of an Labor & Delivery nurse.
2. To improve student nurse interaction.

Preparation: None

Participation: You will shadow a nurse for the 0700-1700 shift. You are to give the nurse your evaluation form to complete and return it to you before you leave. You are responsible for hand delivering your evaluation form back to Heather in Gainesville.

Change into scrubs as soon as you arrive and report by 7:00 am to the charge nurse in L&D for your assignment. You are excused from ward rounds and any other duties that day except CBC so let your nurse know if you have to leave. For that day you are a nurse's aide and so do not participate in any medical student activities (ex. Board rounds unless with charge nurse). Primarily you are observing, and the amount of hands-on activity will vary considerably.

Evaluation: Nurses will evaluate applicable competencies according to the form that you were given.

Student: _____ Nurse: _____ Date: _____
 _____ Rot: _____

STUDENT EVALUATION FOR SHADOWING EXPERIENCE

INSTRUCTIONS: The College of Medicine has determined a set of competencies, which all students must master in order to be eligible for graduation. These competencies are organized into categories that represent major sets of abilities required to become an effective physician. Competencies are evaluated by many people in many settings during the clerkship. Three competency categories are assessed during the shadowing experience.

Use this form to assess the student's competency. Place the completed form in the pocket in the nurse's lounge for pickup by the Clerkship Administrator. Call Beeper 3914 if you have any questions or problems. **Indicate the box which best describes this student's performance. All aspects of behavior may not have been observed**

1. Professional Behavior

Honesty, respectfulness, attitudes towards patients and peers, selflessness, dedication to patient care, and willingness to concede mistakes are sometimes a cause for concern. At times inappropriate.	Respectful and honest. Generally good attitudes to patients and peers. Demeanor and behavior always appropriate. Readily acknowledges mistakes.	Consistently demonstrates respect, honesty & compassion for patients, peers and other staff. Dedicated to patient care. Actively seeks critical feedback.	Overtly demonstrates honesty, integrity, selflessness, compassion and respect for patients, peers and other staff. Goes above and beyond in caring for patients. A role model.
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5a. Human Relationships

Shortcomings in awareness of the relevance of psychosocial factors, cultural diversity, and support systems to care of individual patients.	Shows some awareness of the relevance of psychosocial factors, cultural diversity, and support systems to health care and sometimes applies this knowledge in the care of individual patients.	Shows good awareness of the relevance of psychosocial factors, cultural diversity, and support systems to health care and applies this knowledge in the care of individual patients.	Has extensive knowledge of psychosocial factors, cultural diversity and support systems, and shows excellent judgment and great insight in applying it to individual patients and families.
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5b. Human Communication

Ability to establish rapport and communicate with patients and families is sufficiently weak to be a cause for concern.	Reasonably good at establishing rapport and communicating with patients and families. Sometimes lapses into medical jargon or fails to appreciate significant patient responses.	Effective in establishing rapport and communicating with patients and families. Engenders confidence.	Highly effective in establishing rapport and communicating with patients and families, even under the most difficult circumstances.
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6. Health Care Team

Effectiveness, reliability, and organization in working with the health care team and guiding patient management are a source of concern. Often passive in patient management.	A cooperative member of the team. Handles day-to-day responsibilities adequately. Keeps up with patient information and clerical duties. Reasonably organized. Appropriate attention to detail.	A cooperative, organized, and effective member of the team. Handles day-to-day responsibilities well. Shows initiative regarding patient management issues.	A highly effective member of the team. Handles complex tasks well. Consistently seeks responsibilities and does whatever it takes to fulfill them. Actively engages non-MD health care professionals & providers.
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Comments:

FEEDBACK

Formal, written feedback will be available at the end of the third week of the clerkship. First you should complete the Formative Evaluation Obstetrics & Gynecology form as a self-assessment. **This is the only form you should use.** Then, Friday of the THIRD week of the clerkship (i.e. the last week of your first rotation) on, you will meet with Dr. Judy Bowers and Dr. Brent Siebel and give the forms to them to fill out. Your performance will be evaluated by either Dr. Judy Bowers or Dr. Brent Seibel and the form will be returned to you the same day. Be sure to get it before you leave for Gainesville. **It is your responsibility to make a copy of the form that is returned to you and give it to the Clerkship Administrator in Gainesville before the final debriefing for admission to the final exam.**

☺ Since formative feedback is meant to provide you with information to improve, weaknesses and deficiencies are stressed more than strengths. Don't be surprised. Formative feedback does not influence your final Summative Evaluation.

Other Ways to Get Useful Formative Feedback

1. If the Feedback You Get is Too General, Ask for More Specifics:

For example, in response to "Your progress notes should be longer." you could ask if any particular section is most in need of expansion, or ask your attending/resident to review a couple notes with you and point out other information that should have been included.

2. If a clinic is ending and you have not yet received any feedback, ask for some:

You are most likely to get useful feedback if your request is specific. In a response to a question like "How am I doing?" you are likely to get a bland, general response like "Just fine." If instead, you ask which area you should pay the most attention to improving, you are much more likely to get useful feedback. You could also ask for feedback on how you are doing in one particular area, such as obtaining the history of the chief complaint, etc.

3. Recognize the Informal Feedback You Receive:

Informal feedback is given continuously in all settings. It is your instructor's verbal comments about such things as your behavior, answers to questions, history obtained, progress notes, etc. It will rarely be labeled as feedback but should be recognized as such and you should use it to improve your performance. If you are not sure what a comment means, then you should ask for clarification.

4. Take Advantage of the Feedback that is Offered:

Be receptive and make an effort to apply the suggestions you receive. During future clinic sessions, ask how you are progressing in the areas you discussed.

5. Do Not Be Misled by Illusionary Feedback:

It is important to distinguish true formative feedback from illusionary feedback. This is the warm, fuzzy feeling you get because everyone smiles and seems to be responding positively to you. While the opposite feeling is usually a good sign that your performance is unsatisfactory, this positive feeling may have no correlation with your actual evaluation. It is NOT valid feedback. Do not rely on this as an indicator of how well you are doing.

AN EXAMPLE OF THE FORMATIVE EVALUATION FORM FOLLOWS

Obstetrics & Gynecology
FORMATIVE FEEDBACK

Student _____ Class of 2011 Rotation:

Evaluation: Date: _____ Site (circle): GNV JAX Service (circle): GYN OB

Student: **Circle** the box which you feel indicates your status for the competency.
Attach a copy of your online log report of numbers.

Educator: **"X"** the box that best describes the student's status for the competency.
Comment on the improvement that is needed.

1. Professional Behavior:

Comments: Needs improvement Acceptable

2. Patient Care: History, physical, notes, presentations and procedures

Comments: Needs improvement Acceptable

3. Medical Knowledge: Core discipline and problem solving

Comments: Needs improvement Acceptable

4. Interpersonal and Communication Skills: Interactions with patients and families

Comments: Needs improvement Acceptable

5. Systems-Based Practice: Team work and interactions with staff and peers

Comments: Needs improvement Acceptable

Students: It is your responsibility to make a copy of this form that was returned to you and give it to the Clerkship Administrator in Gainesville before the end of the clerkship in order to sit for the final examination.

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) CLINIC ACCESS CARD
 - 8) PAGERS
6. ALL OF THE ITEMS ABOVE ARE TO BE RETURNED TO THE **STUDENT COORDINATOR OF THE DEPARTMENT** YOU ROTATED IN AT THE END OF EACH ROTATION 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-4:00pm M-F

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