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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:

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. Their office opens at 7:30 am. You are expected to go to the Office of Educational Affairs first and complete your required paperwork before you check in with the OB/GYN Medical Student Coordinator. This applies to all your rotations, whether you have rotated here before or not. Their phone number is 904-244-5128.

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 by 12:00 noon in time to be in Jacksonville, complete the above, and present to the Department of OB/GYN conference room (3rd Floor LRC) by 3:00 pm. 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 12:30 pm 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 Jacqueline Clavizzao (904) 244-3143, or me if there are any problems.

We look forward to working with you!

Sincerely,

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 the OB/Gyn Medical Student Coordinator, on the first day of your rotation. After checking in with the Office of Educational Affairs, please report to the OB/GYN Student Coordinator no later than 12:30 p.m. (2nd group of rotation) or 3:00pm (1st group of rotation) on the 3rd floor of the Learning Resource Center (LRC) in the Department of Obstetrics and Gynecology.

Dr. Brent Seibel, Associate 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.

Check-in for rooms will be on the first day of your rotation in Jacksonville (usually a Monday) with the Office of Educational Affairs at (904) 244-8233.

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

If you have any questions prior to your arrival, please do not hesitate to contact the OB/Gyn Coordinator or me at (904) 244-3143. 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 - Jacksonville

BS/mar
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.

- 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.

??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.

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 OB/Gyn clerkship coordinator in Jacksonville @ 244-3125. 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. 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.
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. If you are out sick for more than one day you are required to obtain a doctor’s note excusing you from your clerkship duties.

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-3:30pm. 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.
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 assist the residents in constructing an electronic note on them each morning, Monday – Friday. Rounds may begin at different times depending on patient census so ask the residents the day before.

Participation: As you round with the senior residents and attending you may 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 where you will assist residents in evaluating and caring for gynecologic and occasionally obstetrical patients. 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.

**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.

**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
FEEDBACK

Formal, written feedback will be available the third week midway through your rotation on our 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. Erin Burnett and Dr. Brent Seibel to discuss the feedback we received back on you. Your performance will be evaluated by either Dr. Erin Burnett 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 bring the final evaluation 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
Student’s Name: ________________________________
Date of Review: ________________________________

PLEASE NOTE: The purpose of mid-point feedback is to give a student an understanding as to the perceived trajectory of their progress as they engage in a clinical block. The feedback given should not be translated into an assumption of a similar final assessment by either the faculty or the student.

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<thead>
<tr>
<th>Mid-Point Student Review Areas</th>
<th>Student Self Review</th>
<th>Supervisor Review</th>
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<tbody>
<tr>
<td></td>
<td>At or Above Expected Midpoint Performance</td>
<td>Needs Focused Attention</td>
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<tr>
<td>Professionalism</td>
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<td>Respectfulness</td>
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<td>Work Ethic and Dependability</td>
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<td>Motivation and Excellence</td>
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<td>Honesty</td>
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<td>Patient Care</td>
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<td>History</td>
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<td>Presentations</td>
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<td>Procedures</td>
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<td>Medical Knowledge</td>
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<td>Core Discipline</td>
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<td>Problem Solving</td>
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<td>Interpersonal and Communication</td>
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<td>Patient/Family</td>
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<td>Oral Presentation</td>
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<td>Systems-Based Practice</td>
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<td>Team Work</td>
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<td>Interactions w/Staff and Peers</td>
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* Marking Needs Improvement necessitates faculty comments below

Additional Faculty Comments: (Require if needs improvement is marked)
Personal Program of Learning: *(please list specific areas the student can work on during the remainder of block)*

1.

2.

3.

Recommend Student Meet with Block Director:  
Yes ☐  
No ☐

Faculty Signature/Date:  
______________________________

Student Signature/Date:  
______________________________
ORAL EXAMINATION

STRUCTURE:

The oral examination is based on briefly written cases. It will usually be administered during the last week of the clerkship. The exact time and location are subject to change. The student will prepare six written cases and must submit the case list electronically to the Clerkship Coordinator by the evening prior to the examination. You may use your case list as notes, but no other notes will be permitted. A faculty member will examine each student based on the cases presented, but may also use cases to segue into related topics. Clearly, students should be well-informed and familiar with their own cases and should have done sufficient study to have developed a sound general knowledge base.

The purpose of the oral examination is to evaluate the student’s ability to present clinical knowledge in a well-organized, succinct, and cogent manner. It allows the faculty to evaluate the student’s skill in developing and narrowing down a differential diagnosis. It is a way for the faculty to assess your ability to integrate your knowledge of women’s health into clinical situations. It is not intended to test a student’s memory of how each particular case was handled. Good presentation skills are a hallmark of a good clinician and demonstrate a high level of understanding and confidence. It is important that students learn these skills quickly. You will be called upon during postgraduate training and throughout your professional careers to present and discuss clinical data in an informed way.

PURPOSE:

1. To evaluate the ability of each student to present in an organized and clear fashion a few select cases in Obstetrics and Gynecology.

2. To evaluate the ability of each student to understand and discuss the pathophysiology, diagnostic evaluation, differential diagnosis, and treatment of a few select cases.

3. To test the reasoning skills of the student.

ORGANIZATION OF CASE LISTS:

1. Each student will prepare a brief synopsis for each of 6 cases in a specific format. Students should list cases from the patients they have evaluated and treated during the Obstetrics and Gynecology clerkship.

2. Each case list should include two obstetric cases, two gynecology cases, and two cases from the ambulatory practice, either obstetrics or gynecology. The entire case list should contain six cases.

STRUCTURE OF THE EXAMINATION:

1. Each student will have a 20 minute oral examination with a faculty member.

2. Students may bring a copy of their case list but no other notes or materials to the oral examination.

3. The faculty examiner will ask the student to make a 2-3 minute brief presentation on a case. A 7-8 minute question and answer period will follow. The question and answer period will focus on the risk factors, pathophysiology, differential diagnosis, diagnostic evaluation including laboratory tests and imaging studies, and treatment options.

4. The faculty member will then ask you to present a second case (2-3 minutes), which will be followed by a question and answer period (7-8 minutes).

GRADING

1. The oral examination will comprise 30% of your clerkship grade. (The other 20% is the NBME Shelf examination and 60% is your clinical performance).
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<thead>
<tr>
<th>Obegtrics</th>
<th>Name:</th>
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<tr>
<td>Patient initials</td>
<td>Age</td>
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<tr>
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<td>Patient initials</td>
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<th>Ambulatory</th>
<th>2</th>
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<tbody>
<tr>
<td>Patient initials</td>
<td>Age</td>
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</table>
CHECK-OUT
POLICY AND PROCEDURES

1. ALL PA AND MD WILL COMPLETE A CAMPUS EVALUATION FORM.

2. STUDENTS WILL TURN IN THE FOLLOWING TO MONICA ROMER:
   1) Ob/Gyn EVALUATION FORM
   2) PARKING CARD
   3) MEAL CARD
   4) CLINIC ACCESS CARD
   5) PAGER

3. 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 8:00am - 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**