



## BCC 7130 Obstetrics and Gynecology Clerkship 2020-2021

### Education Director

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# Overview

## **Course Description**

Students will participate in this clerkship as either a 6-week block or through the Longitudinal Integrated Curriculum (LIC). The Obstetrics and Gynecology Clerkship is a community-based clerkship coordinated by the regional campus Clerkship Director and supervised by the assigned Clerkship Faculty members. The purpose of the Obstetrics and Gynecology Clerkship is to develop a level of clinical competency in the obstetrical and gynecological care of women that is appropriate for the general education of all medical students. Students work in ambulatory, inpatient and surgical settings, experiencing the breadth of both obstetrical and gynecological care. Students will deliver basic preventive care for women in a compassionate and insightful manner and learn to apply appropriate screening practices. Students will communicate appropriate health education to patients and will work collaboratively with healthcare team members. Under the close supervision of experienced Clerkship Faculty, students are expected to assume increasing responsibility for providing ambulatory and in-patient patient care. Students are expected to fully participate in the prenatal, labor, delivery and post partum experiences of assigned patients. Students are also expected to participate in the surgical care of patients including the preoperative evaluation, operative care and postoperative care, and to participate in the performance of obstetrical and gynecologic procedures. Students are expected to work effectively with others in each of the clinic settings.

## **Orientation and Syllabus Review**

Students **MUST** view the current orientation video on **Canvas PRIOR** to the beginning of the clerkship. In addition, students must read the *Welcome Letter*, *10 things to Do Before You Begin the OBGYN Rotation* and the *APGO OBGYN Clerkship Guide to Success* located on the **Canvas OBGYN page**. Students are responsible for communicating with Clerkship Faculty prior to the start date of the Clerkship. A site specific clerkship director orientation during the first days of the rotation.

## **Longitudinal Integrated Curriculum (LIC)**

General information and policy regarding the Longitudinal Integrated Curriculum (LIC) in Marianna can be found on the syllabi page of the [Office of Medical Education](#) website.

## **Scheduled Hours/On-Call**

Students will work at least 4 full days per week with assigned Clerkship Faculty, as one day per week is allotted for participation in Doctoring 3 and Longitudinal Clerkship. During off-cycle rotations during which Doctoring 3 is not scheduled, students will work 5 or more days per week with Clerkship Faculty. Students will also participate in on-call activities during the first five weeks of the Obstetrics and Gynecology Clerkship, for a total of 5-6 “calls” during the rotation. Students may take call from home if commute time is less than 15 minutes from the hospital; if travel time is more than 15 minutes, students are encouraged to spend time “in house” to discourage driving while tired or sleep deprived.

There are two call types in the Clerkship, short call and overnight call. Student call schedules will include at least one overnight call (24 hours), which occurs on a Friday or Saturday to allow for a recovery day before the next week begins. Short call begins after daytime clinical activities and ends at 10 pm unless otherwise directed by the Clerkship Director (unplanned deliveries, operative emergencies). The Clerkship Director will work with students to create, implement and monitor the final call schedule. During the last week of the clerkship, call is not required unless requirements have not been met.

# Required Assignments

## **Required Assignment 1: First Delivery Reflection**

The purpose of this exercise is for the student to mentally and emotionally process the experience of the delivery of a baby as a health professional (first delivery preferred). The student will reflect on type of delivery, experience from a personal standpoint, participation as part of the healthcare team and the impact of becoming part of a significant life experience for a woman and her family. **Instructions located on the Canvas OBGYN page.**

- **Submission:** Students will submit assignment as a Microsoft Word document to be uploaded into Student Academics **by midnight on Sunday at the end of the third week of the clerkship**. Students are encouraged to send a copy of this report to both the Education Director AND the Clerkship Director via email in the event that the electronic submission system (Student Academics) is down or otherwise unavailable.

- **Evaluation** of this assignment will be completed by the Education Director at the conclusion of the clerkship, according to the rubric below. Completion of this assignment in a satisfactory fashion is a clerkship requirement. If remediation is required or the assignment is submitted after the deadline, the student is no longer eligible to be considered for an “honors” grade. If remediation is required, an initial grade of “IR” will be assigned until remediation has been completed.

First Delivery Reflection Rubric	Present	Absent	Feedback
Patient interaction			
Interprofessional identified, role, interaction			
Concerns documented			
Context Identified			
Insight/observation to student’s mental/emotional process in the encounter			

**Required Assignment 2: History and Physical Project**

The student will produce a focused, context-specific documentation of a clinical encounter. Assessment of the key components of the written documentation of an intake history of a new obstetrical patient, gynecology problem visit or well-woman exam. The document must include a breast exam, complete pelvic exam, an ordered differential diagnosis and/or problem list with plan and follow-up patient education. **Instructions located on the Canvas OBGYN page.**

- **Submission:** Students will submit assignment as a Microsoft Word document to be uploaded into Student Academics **by midnight on Sunday at the end of the third week of the clerkship.** Students are encouraged to send a copy of this report to both the Education Director AND the Clerkship Director via email in the event that the electronic submission system (Student Academics) is down or otherwise unavailable.
- **Evaluation** of this assignment will be completed by the Education Director at the conclusion of the clerkship, according to the rubric below. Completion of this assignment in a satisfactory fashion is a clerkship requirement. If remediation is required or the assignment is submitted after the deadline, the student is no longer eligible to be considered for an “honors” grade. If remediation is required, an initial grade of “IR” will be assigned until remediation has been completed.

History and Physical Project Rubric	Present	Incomplete	Feedback
Chief Complaint			
HPI			
PMH, PSH, MED, ROS Allergy			
Physical			
Breast			
Complete Pelvic			
Assessment/Problem List			
Plan			
Patient Education			

**Required Assignment 3: Labor & Delivery Project with Integrated Pediatrics**

Labor is an amazing event. How women deal with the process is often even more amazing. A physician may never know what a woman and her family go through unless time is spent with a patient in labor from start to finish. Even an OBGYN, with their attention is divided amongst multiple concerns, is unlikely to ever spend this concentrated amount of time with a single patient in labor again. The student will report and analyze the labor, delivery, postpartum and immediate care of the newborn process which contains fundamental knowledge found on the subject exam. Common NBME subject exam questions will require interpretation of the Friedman curve, abnormalities in fetal heart tracings, and stages of labor, anesthesia and cord gas interpretation. **Instructions located on the Canvas OBGYN page.** To complete the total obstetrical experience, a physician must always consider the newborn baby’s progress as well as the maternal postpartum care. An ideal newborn to follow would be that of the patient whose labor, delivery and postpartum course was followed for the OB Packet. However, if due to time constraints, that newborn cannot be followed in continuity, the student will use a newborn of another patient to complete these tasks or questions in the Labor & Delivery Project.

- **Submission:** Students will submit assignment as a Microsoft Word document to be uploaded into Student Academics **by 5 pm on the last day of the clerkship.** Students are encouraged to send a copy of this report to both the Education Director AND the Clerkship Director via email in the event that the electronic submission system (Student Academics) is down or otherwise unavailable.

- **Evaluation** of this assignment will be completed by the Education Director at the conclusion of the clerkship, according to the rubric below. Completion of this assignment in a satisfactory fashion is a clerkship requirement. If remediation is required or the assignment is submitted after the deadline, the student is no longer eligible to be considered for an “honors” grade. If remediation is required, an initial grade of “IR” will be assigned until remediation has been completed.

Labor & Delivery Project Rubric	Present	Incomplete	Feedback
Labor-Normal/Abnormal			
Labor Curve Corresponds to Labor described			
Assessment of the delivery, blood loss, complications if any described			
Newborn immediate resuscitation with APGAR			
Immediate Postpartum recovery of dyad Mother/Baby			
Newborn exam observed			
Requirements for discharge of a newborn including looking for social service involvement			
Overall comments by the student documenting their insight to the complete process			
Questions answered with annotated EBM			

**Required Assignment 4: NBME or APGO Mid-Rotation Self-Assessment**

Meaningful mid-rotation feedback requires self-assessment. The student may chose either APGO uWise (free) or NBME practice exam (\$20). After completion of a timed online test, the student will assess the gaps in medical knowledge and identify content areas to improve by the end of the clerkship. The strategy for self-improvement should include appropriate evidence-based resources, with pre-selected benchmarks to assess progress. Using these benchmarks, students will track advancement of clinical skill and knowledge throughout the rotation. Students are encouraged to seek and incorporate feedback from their clerkship director prior to submission. **Instructions located on the Canvas OBGYN page.**

- **Submission:** Students will upload their score and mid-rotation self assessment improvement plan into Student Academics at the end of week 3. Students will also be required to discuss their score and plan with their clerkship director during mid-rotation formative feedback meeting. Students will also record this in ETS as an Educational Activity as “[OBGYN] Completion of NBME or APGO Self-Assessment”.
- **Evaluation** will be completed by the Clerkship Director as part of mid-rotation feedback.

**Required Assignment 5: Mini-Oral Exam**

The mini-oral examination is an end of clerkship **formative assessment** administered by the clerkship director. The purpose of the mini-oral exam is to assess the student’s ability to synthesize a History & Physical, present it succinctly, and prioritize differential diagnosis with a basic plan. The oral exam offers an opportunity to demonstrate clinical reasoning and medical knowledge in a different format. **Instructions located on the Canvas OBGYN page.**

- **Submission:** Students will upload the mini-oral case list to Student Academics. Students will also record this in ETS as an Educational Activity as “[OBGYN] Completion of Mini-Oral Exam Case List”.
- **Evaluation** of the oral exam will be documented by the clerkship director in their final assessment with immediate feedback provided at the student.

## Patient Care

Patient Care is delivered in a variety of settings. Students are expected to develop patient care skills that are compassionate, appropriate and effective for treating health problems and promoting health. In this clerkship, students will participate in patient care in the follow settings:

1. Physician’s office, ambulatory clinic, emergency department or hospital
2. Surgical care of patients (ambulatory or inpatient)
3. Evaluation and management of patients on Labor and Delivery
4. On-call responsibilities in the hospital setting or emergency department

**Patient Log Requirements using the Encounter Tracking System (ETS)**

Students should enter patient encounter data into the Encounters Tracking System (ETS) on a *daily* basis. Students are required to see a **minimum of 100 patient encounters** during the Obstetrics and Gynecology Clerkship, with **at least 80% of encounters at the moderate or full level of participation** in patient care. Students will record all clinical problems

and procedures that were part of patient encounters. The table below lists the required visit types, problems, and procedures including expected level of participation.

Minimum Required	Visit Type				
1	Periodic Preventive Care (Health Maintenance)				
Minimum Required	Problems	Location of Service	Level of Participation		
			Minimal	Moderate	Full
1	Abnormal Cervical Cancer Screening (results of cervical cytology)	Outpatient Clinic <b>or</b> Online Case			x
3	Labor (any type)	Inpatient Hospital <b>or</b> Outpatient Clinic			x
10	Postpartum Care	Inpatient Hospital, Outpatient Clinic <b>or</b> Online Case		x	x
10	Prenatal Care	Inpatient Hospital, Outpatient Clinic <b>or</b> Online Case		x	x
3	Menopause or Menopause Transition	Outpatient Clinic <b>or</b> Online Case		x	x
1	Abnormal 1 <sup>st</sup> Trimester Bleeding	Inpatient Hospital, Outpatient Clinic <b>or</b> Online Case		x	x
1	Abnormal Uterine Bleeding (any type)	Inpatient Hospital, Outpatient Clinic <b>or</b> Online Case		x	x
1	Diabetes in Pregnancy	Inpatient Hospital, Outpatient Clinic <b>or</b> Online Case		x	x
1	Hypertensive Disorder in Pregnancy	Inpatient Hospital, Outpatient Clinic <b>or</b> Online Case		x	x
1	Pelvic Pain (acute or chronic)	Inpatient Hospital, Outpatient Clinic <b>or</b> Online Case		x	x
1	Sexually transmitted infection or vaginitis (any type)	Outpatient Clinic <b>or</b> Online Case		x	x
1	Third Trimester Bleeding	Inpatient Hospital, Outpatient Clinic <b>or</b> Online Case		x	x
Minimum Required	Procedures	Level of Participation			
		Observed	Assisted	Performed	
10	Breast Exam (annual, diagnostic or simulated)			x	
10	Fetal Well-Being Assessment			x	
5	Cervical Cancer Screening			x	
5	Contraception Counseling			x	
5	Culture, Cervical or Vaginal			x	
5	Domestic Violence Screening			x	
5	Incontinence Assessment			x	
5	Lactation Counseling			x	
5	Sexually Transmitted Infection Counseling/Prevention			x	
5	Sexually Transmitted Infection Screening			x	
5	Substance Abuse Screening (General or Opioid)			x	
5	Tobacco Use Screening			x	
5	Use of Folic Acid (preconception counseling)			x	
3	APGAR Score Determination			x	
3	Coaching Second Stage Labor			x	
3	Vaginal Delivery			x	
1	Foley Placement			x	
1	Wound Repair/Suturing			x	
1	Cesarean Section	x	x		
2	Laparoscopic Surgery	x	x		
2	Major Surgical Procedure	x	x		
2	Minor Surgical Procedure	x	x		
1	Surgical Safety Timeout	x	x		
1	Ultrasound – OB or GYN	x	x		
1	Colposcopy	x			
1	Epidural/Spinal Anesthesia	x			

**Patient Log (ETS) Monitoring Policy**

Encounter data are monitored by the Clerkship Directors to assure that students are meeting clerkship requirements. If it becomes apparent that students are not encountering the required patient conditions, efforts will be made to specifically select the needed patients for you to see. If these opportunities for specific patient encounters do not occur, the student will be exposed to the conditions/diseases secondarily through reading assignments, completion of Aquifer Cases, or discussions with the Clerkship Director.

Level of participation in patient care is determined by the effort a student puts forth during the data-gathering phase, assessment and development of a treatment plan. Typically, the data-gathering phase includes history, physical

examination and review of diagnostic tests available. The assessment phase includes creating a problem list, as well as developing a prioritized differential diagnosis for a problem. The treatment plan includes therapeutics, diagnostic evaluation, patient education and follow-up. The complexity of these components will vary, but for the purposes of choosing a level of participation, three basic tasks have been created. These include gathering history, performing a physical exam (full or focused/targeted), and developing assessment and plan of care. For “Level of Participation in Patient Care” the levels have been defined as follows:

- Minimal: perform one of the aforementioned tasks (history, physical or assessment/plan)
- Moderate: perform two of the aforementioned tasks (history, physical and/or assessment/plan)
- Full: perform all three tasks (history, physical and assessment/plan)

### ***Alternate Educational Experiences***

Should the student be unable to complete and record a required clinical encounter or other clerkship requirement due to circumstances beyond their control, the education director will determine an appropriate alternative educational experience. The student will record as instructed in ETS. Utilization of alternative educational activities is monitored by the curriculum committee on a regular basis.

## **Online Curriculum**

### ***APGO uWISE***

[The APGO's uWise](#) is available online and is a supplemental student learning tool consisting of sample quizzes. These are not required and not part of the grade, **but it is highly recommended** that these quizzes are completed each week. This question bank is very beneficial in preparation for the end of clerkship NBME subject exam. Initial sign up instructions “APGO uWISE Interactive Self-Evaluation Guide” located on the **Canvas OBGYN page**.

## **Course Meetings and Lectures**

Students meet with the Clerkship Director weekly for teaching, evaluation, review of patient log, cases, work hours and feedback, and review of case-based learning modules which are interspersed with NBME-style questions. The clerkship director facilitates the sessions building medical knowledge, fostering the students' critical thinking, clinical reasoning, and team (IPE) participation. These sessions are matched to the readings assigned each week, keeping students on task for completion of material by the fifth week of the clerkship. The students are asked to give an oral presentation of a patient encounter most weeks, working on their poise, content and proficiency. Near the end of the clerkship, students' skill will be assessed via simulated breast and pelvic exam and the mini-oral exam.

## **End of Clerkship Exam**

On the last day of the clerkship, students will take the 110-question NBME Clinical Subject Examination for Obstetrics and Gynecology. LIC students will schedule the exam according to LIC policies document. There are NBME self-assessment tools available by request to your Student Support Coordinator. Contact your student support coordination for the student voucher availability policy.

## **Learning Resources**

### ***Institutional Resources***

The [Maguire Medical Library](#) offers 24/7 remote access to online resources that support the **core clerkships**. They include [Mobile Resources](#), [Point of Care](#), and [Subject Guides](#).

### ***Required Reading***

Students are introduced to the core content of Obstetrics and Gynecology through readings in the required textbooks [Obstetrics and Gynecology for Medical Students](#) 8<sup>th</sup> edition by Beckmann, et al. Published April 2019. ISBN-10: 9781451144314 and [Case Files Obstetrics and Gynecology](#), 5<sup>th</sup> Edition, by Toy, et al. Published 2016. ISBN: 978-0-07-184872-5. A weekly outline of reading assignments and cases is available on the **Canvas OBGYN page**.

### ***Electronic Resources***

These resources are commonly used by obstetricians and gynecologists, and available on the [OBGYN subject guide](#):

- The Period App
- MenoPro App
- Sprout Pregnancy App

- PMS Tracker
- Infertility Survival Kit
- Yeast App (ISSVD)
- PTB Toolkit (Prevention of Preterm Birth Algorithms) Also includes what to do for PPROM
- Ovia Fertility (Ovulation calculator and period tracker)
- ACOG App (with a link to the pregnancy calculator)
- ASCCP (ultimate source for all things pap/hpv, but cost \$11)
- The PAP App (not quite as good as ASCCP APP, but it's free)
- PregWheel (but we prefer the Pregnancy Calculator APP on the ACOG App)
- WUSM APP OB GUIDE (Washington University School of Medicine OB Guide/The Washington Manual)
- The CDC Apps for Contraception, STI/STD Screening and Treatment, AND Opioid Guidelines
- Contraception (\$10/yr)

## Evaluation

### **Clerkship Specific Grading**

The standardized clerkship policy can be found on the [Office of Medical Education website](#).

1. If any remediation is required, the student is no longer eligible for “honors”, and will be assigned an initial grade of “IR” until remediation has been completed
2. Any breach in professionalism renders a student ineligible for honors
3. 100 patient encounters, with 80% at the moderate or full level of participation in patient care (pass/fail)
4. Satisfactory and timely submission of first delivery reflection (pass/fail)
5. satisfactory and timely submission of history and physical project (pass/fail)
6. Timely completion of formative exam and satisfactory creation of self-improvement plan (pass/fail)
7. Satisfactory and timely submission of labor and delivery project (pass/fail)
8. Satisfactory completion of mini oral exam (pass/fail)
9. Clinical performance must be exemplary to be considered for honors
10. NBME must be at 75<sup>th</sup> percentile or higher to be eligible for honors consideration and must be at the 10<sup>th</sup> percentile to pass the clerkship

### **Evaluation**

1. **Formative** A mid-clerkship evaluation is completed at the mid-point of the Clerkship by the Clerkship Director and will provide feedback to the student on progress in the clerkship. This will include progress toward achievement of clerkship objectives, competencies, assignments and required encounters. See the Canvas M.D. Clerkships AY 2020-2021 site for student user workflow guide.
2. **Summative** An evaluation of student clinical performance will be completed by the assigned Clerkship Faculty at the end of the clerkship, as well as by the resident the student worked with during the sub-internship. A final summative report will be completed by the Clerkship Director at the end of the clerkship. The Education Director will review all components of the clerkship and include an assessment of each in the final grade summary.

### **Grade Assignment**

The final grade is assigned by the Education Director and is based on all aspects of the clerkship, including clinical performance, attitude and performance during the weekly meetings with the Clerkship Director, and the results of the NBME Clinical Subject Exam. There are no grade quotas, and it is possible for any student to earn the grade of honors.

## Course Objectives

The following table outlines the clerkship objectives and assessment method for each, intended to be used as a guide for student learning. Each clerkship objective is mapped to the [FSU COM Educational Program Objectives \(EPOs\)](#) and [ACGME Core Entrustable Professional Activities \(EPAs\)](#). To view the complete table and for an overview of the curricular map for the clerkship years at the Florida State University College of Medicine, please visit the syllabi page of the [Office of Medical Education](#) website.

Clerkship Objectives	Assessment						
	End of Clerkship Exam	Faculty Observation	Clerk Director Observation	Oral Presentation	Patient Documentation	Assignments	Online Module
<b>Obstetrics and Gynecology</b>							
Routinely includes information about the patient's menstrual, obstetric, gynecologic, sexual and/or contraceptive histories when performing the medical history.		x	x	x		x	x
Routinely includes a pelvic exam and a standard breast exam when appropriate in the physical exam.		x				x	
Demonstrate best practice techniques when collecting gynecological specimens.		x	x				
Identify and implement age-appropriate preventive services.		x					
Utilize evidence-based screening tools to identify women at risk for: depression, domestic violence, opioid/substance use, tobacco use, urinary incontinence and osteoporosis.		x			x	x	
Use evidence-based digital resources at the point of care to access clinical information.		x					
Demonstrate sound clinical reasoning by: 1) constructing organized and thorough patient presentations; 2) generating reasonable patient problem lists; 3) formulating appropriate differential diagnoses; and, 4) generating logical diagnostic and management plans.	x	x	x	x		x	
Demonstrate basic patient education skills when informing and educating patients about common health concerns.		x	x			x	
Demonstrate basic counseling skills when addressing the following issues with patients: 1) contraception choices; 2) lactation/breast feeding; 3) osteoporosis prevention; 4) preconception recommendations; 5) prevention of sexually transmitted infections; and, smoking cessation.		x			x		
Demonstrate shared decision-making techniques when negotiating and communicating patient management plans.		x					
Demonstrate core knowledge and basic skill in the delivery of preconception care: Every fertile patient; every visit.	x	x	x		x		
Demonstrate core knowledge and basic skill in the delivery of routine prenatal care, including: 1) diagnosing of pregnancy; 2) discussing the rationale behind initial and subsequent laboratory assessment of the pregnant patient; 3) discussing the appropriate use of diagnostic ultrasonography during pregnancy; 4) identifying women at high risk throughout the pregnancy; 5) recognizing and offering assistance for the common concerns of the pregnant woman; and, 6) recognizing the common complications of pregnancy.	x	x	x		x		x
Demonstrate core knowledge and basic skill in the delivery of care of the woman in labor, including: 1) diagnosing labor; 2) diagnosing ruptured membranes; 3) determining cervical dilatation; 4) monitoring the progress of labor utilizing Friedman's curve; 5) interpreting basic patterns on a fetal monitoring strip; 6) assisting/performing at least 3 vaginal deliveries; 7) assisting/performing at least 3 perineal repairs; and, 8) assisting/observing at least one operative delivery.	x	x	x		x	x	
Demonstrate core knowledge and basic skill in the delivery of routine post-partum care, including: 1) encouraging successful breastfeeding and recognizing common breastfeeding problems; 2) recognizing the symptoms and signs of an uncomplicated post-partum course; 3) identifying common post-partum conditions/complications; and, 4) assisting the patient with choosing appropriate post-partum contraception.	x	x	x		x	x	
Demonstrate core knowledge and basic skill in the delivery of pre-operative and post-operative care, including: 1) demonstrating appropriate scrubbing and sterile technique; 2) demonstrating basic skills as an operative assistant; 3) performing surgical-associated procedures (dressing changes, suture/staple removal, catheter care, etc.); and, 4) identify common post-operative complications in OB/GYN.	x	x	x		x		
Demonstrate core knowledge and basic skill in the delivery of ambulatory gynecologic care: Can complete the initial evaluation--history and physical exam--and identify the appropriate diagnostic testing for a patient presenting with: 1) vaginal discharge; 2) abnormal PAP smear results; 3) abnormal uterine bleeding, including post-menopausal bleeding; and, 4) breast mass/abnormal mammogram.	x	x	x		x		
Demonstrate knowledge of the ethical conflicts that arise in the practice of obstetrics and gynecology.	x	x	x		x		

Demonstrate self-awareness of personal bias re: the ethical conflicts that arise in the practice of obstetrics and gynecology, and is able to be both respectful and helpful to patients who hold different ethical beliefs.		x	x			x	
Demonstrate the capacity to self-reflect on experiences they have in the clinical setting.		x	x			x	
Demonstrate the ability to communicate and work effectively with other health professionals (IPE).		x	x			x	
Assess knowledge and create a self-improvement plan that demonstrates a commitment to self-directed learning.		x				x	
Work collaboratively with other health care professionals as a team member when caring for maternity and surgical patients.		x				x	
Recognize the system based process, a surgical "timeout," as a means to prevent medical error and create a culture of safety in an inter-profession team.		x			x		

## Policies

### ***Absence and Attendance Policy***

The College of Medicine has detailed attendance policies as they relate to each cohort and events that conflict with course schedules. See [FSUCOM Student Handbook](#) for details of attendance policy, notice of absences and remediation. Students must use the [absence request form](#) that is located on Student Academics.

Extended absences from the clerkship are not permitted. Any absence from the clerkship must be **pre-approved by the regional Campus Dean** prior to the beginning of the clerkship, using the [student absence request form](#). Even with an excused absence, the student will complete the scheduled work as outlined.

The Clerkship Faculty, Clerkship Director and Education Director must be notified of any absence in advance by the student. In the case of illness or other unavoidable absence, follow the same procedure outlined above, and notify everyone as soon as possible. **Unapproved absences during the clerkship will result in a grade of "incomplete" until remediated and may result in a grade of "fail" for the clerkship.**

### ***Academic Honor Policy***

The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. Students are responsible for reading the Academic Honor Policy and for living up to their pledge to "...be honest and truthful and...[to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at <http://fda.fsu.edu/academic-resources/academic-integrity-and-grievances/academic-honor-policy>).

### ***Americans with Disabilities Act***

Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of Accessibility Services; and (2) bring a letter to the instructor indicating the need for accommodation and what type. Please note that instructors are not allowed to provide classroom accommodation to a student until appropriate verification from the Office of Accessibility Services has been provided. This syllabus and other class materials are available in alternative format upon request. For more information about services available to FSU students with disabilities, contact the:

Office of Accessibility Services  
 874 Traditions Way  
 108 Student Services Building  
 Tallahassee, FL 32306-4167  
 (850) 644-9566 (voice)  
 (850) 644-8504 (TDD)  
 Email: [oas@fsu.edu](mailto:oas@fsu.edu)  
<https://dsst.fsu.edu/oas>

### ***College of Medicine Student Disability Resources***

Candidates for the M.D. degree must be able to fully and promptly perform the essential functions in each of the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social. However, it is recognized that degrees of ability vary widely between individuals. Individuals are encouraged to discuss their disabilities with the College of Medicine's Director of Student Counseling Services and the FSU Student Disability Resource Center to determine whether they might be eligible to receive accommodations needed in order to train and function effectively

as a physician. The Florida State University College of Medicine is committed to enabling its students by any reasonable means or accommodations to complete the course of study leading to the medical degree.

***Student Mistreatment Policy***

If you feel you are being mistreated, please refer to the Student Mistreatment Policy in the [FSUCOM Student Handbook](#) and report the incident as soon as possible.

***Student Work Hours Policy***

The FSU College of Medicine adheres to the ACGME requirements regarding clinical work and education. This includes working no more than 80 hours per week and no more than 24 hours continuously, except an additional 4 hours may be added to the 24 to perform activities related to patient safety, such as transitions of care or education. Additional patient care responsibilities must not be assigned during this time. Students will have at least one out of every 7 days off, completely free from clinical and educational duties, when averaged over 4 weeks.

**Documentation of Workhours:** Students will use ETS to document by self-report their daily work hours. Students must enter daily work hours that includes both clinical experience and educational activities. Failure to report work hours is considered a breach of professionalism.

- Clinical care, including documentation in medical record
- Required educational meetings (i.e. Doctoring 3, clerkship meetings, educational meetings at residency programs)

Hours that should not be included in self-reported work hours include reading about patient conditions and procedures, self-directed study for clerkships/courses, work completed for assignments, learning modules and assigned reading. Failure to log student workhours will be considered a breach of professionalism.