

## OBSTETRICS & GYNECOLOGY

*University of Washington Medical Center*

Dear Student,

We would like to welcome you to your Obstetrics and Gynecology Basic Clerkship. During this six-week clerkship, you will have the opportunity to apply and increase your knowledge in both clinical and didactic settings. Our faculty members enjoy teaching, especially in a one-on-one basis. We hope you will take advantage of their expertise and learn as much as possible; do not be afraid to ask questions.

A general orientation for all Washington (except Spokane) area students takes place on the first morning of the clerkship at the University of Washington Medical Center. You should review the OB/GYN Basic Clerkship website prior to orientation, as it contains much useful information. Books will be available to rent (\$10.00) after the morning orientation at UWMC.

Complete, up-to-date clerkship and schedule information is available online at:  
[www.obgyn.uwmedicine.org/clerkship](http://www.obgyn.uwmedicine.org/clerkship)

<b>Date to Remember</b>	<b>Time</b>	<b>Activity</b>	<b>Location</b>
1 <sup>st</sup> day of Clerkship	8:30 AM	Orientation & book rental	UW Ob/Gyn, Room BB-667
	Afternoon	Report to sites for further orientation	Seattle-area and Yakima sites
Last day of Clerkship	8:45 AM	Return Books	UWMC ( <i>location announced one week prior, by email</i> )
	9:00 AM	Final written exam Complete Evaluation	
	5:00 PM	Clerkship officially ends	

*If you have any questions, either before or during the clerkship, please do not hesitate to call us.*

**Vicki Mendiratta, MD**  
Clerkship Director  
OB/GYN Division of Education  
vmendira@u.washington.edu

**Whitney Hiatt**  
Clerkship Coordinator  
206-543-3892  
whiatt11@u.washington.edu

**VOLUNTEER ROTATIONS**  
**MILITARY/CIVILIAN STUDENTS, RESIDENTS, FELLOWS**  
**MADIGAN ARMY MEDICAL CENTER**

Reference AF 351-3, Chapters 14 and 15 and HSC Memorandum for Record, 30 Oct 87, Subject: Reporting Requirements for Foreign Nationals. Submit the following information to the Graduate Medical Education Office at least three - four weeks in advance of rotation.

\* If non-US Citizen, information must be submitted 45 days in advance of rotation. Include place of birth, country of origin and affiliation (i.e., if individual holds a position in his/her native country) in the REMARKS Section.

\*\* LICENSURE MUST BE ATTACHED FOR THE PHYSICIAN STUDENTS

**PRIVACY ACT STATEMENT**

AUTHORITY: 5 U.S.C. 301, Departmental Regulations and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: Telephone number and home address will be used to contact students regarding changes to rotations and to request additional information if needed.

ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a (b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The 'Blanket Routine Uses' set forth at the beginning of the Army's compilation of systems of records notices also apply to this system.

DISCLOSURE: Disclosure of information is voluntary; however, failure to provide the requested information may delay information on the student's rotation.

**The following must be completed by either the MAMC preceptor or affiliated institution and submitted to the Graduate Medical Education Office 4-6 weeks in advance of rotation.**

NAME OF AFFILIATED INSTITUTION		IS THERE AN ESTABLISHED AFFILIATION AGREEMENT WITH THIS INSTITUTION? <input type="checkbox"/> Yes <input type="checkbox"/> No		AFFILIATION AGREEMENT NUMBER	
LAST NAME (Student)	FIRST NAME	MI	DOB	SSN	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female
US CITIZEN <input type="checkbox"/> Yes <input type="checkbox"/> No *If non-US Citizen, information must be submitted 45 days in advance of rotation	TYPE OF STUDENT (i.e., Family Practice Resident, PA, Social Work, Dietetic)				
NAME OF PROGRAM	EDUCATIONAL E-MAIL ADDRESS		YEAR LEVEL (if applicable)	YEAR OF GRADUATION	
BEGIN DATE OF ROTATION AT MAMC	END DATE	SERVICE ROTATING ON	NO. HOURS WORKED/DAY	NO. HOURS WORKED/WEEK	
STATEMENT OF DUTIES TO BE PERFORMED					
<p>CERTIFICATION BY AFFILIATED INSTITUTION: a. For physician students - I have attached a copy of their professional license.</p> <p>b. Students involved in patient care have current MMR/HBV, Tetanus and TB immunizations.</p> <p>c. *If non-US Citizen - I have provided the information requested above.</p> <p>d. The student named on this form is in good standing in their training program.</p>					
TYPED NAME OF PROGRAM DIRECTOR OF AFFILIATED INSTITUTION			SIGNATURE		DATE
			<i>Vicki Mendiratta, M.D.</i>		
TYPED NAME OF MADIGAN PRECEPTOR			SIGNATURE		DATE

# Instructions for on-line New Employee Orientation for short-term staff!

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

## 1. How do I get started?

You will need internet access and you **must** be registered with Swank HealthCare in order to access the course. Call Swank Healthcare at **1-800-950-4248** and let them know you need to be registered. They should provide you with a Participant ID # and password.

## 2. Go to [swankhealth.com](http://swankhealth.com).

## 3. Click the **Log in** box

- Enter our Site Code - **918**
- Enter your Participant ID
- Enter your password (passwords are case sensitive)

Site Code:

System ID (Username):

Or your Participant ID:

Or Your SSN:

Password:

[Forgot your Login information?](#)

Click **Login** or press enter

Next click **Continue**

918 - Madigan Army Medical Center

Please scroll down for info on BMAR, Nursing, Modified New Employee Orientation and CE running. However, the evaluation that you must take prior to taking the test has some problems if it comes up; answer a few of the questions, then scroll down and submit. Hopefully finish up. This program has been created with you in mind: fairly fast and just the facts. On recommendation that you print off the study test first thing (#1) so you can follow along the quest. Thanks for your patience. If you notice any problems with the content or test material, please correct mistakes immediately. Nursing Orientation - Please print the post test prior to start self study as you progress through the program. Madigan has an extensive Pain Management Website. There is a URL to link you to it. Use that link for the pain management module. If 2006. Please notify Ms. Nichols if you find discrepancies in the program. Carol Nichols on

## 4. Select a course

From [My Assigned Training](#), click on **Course List**.

My Assigned Training | Course List | My Profile | My Completed Courses | Search

Recent Pages >> Participant Editor >> My Assigned Training >> Course List >> My Profile

Your Name  
Your Facility's Name

Below the heading for [Madigan Army Medical Center](#), click on **Site Specific**. Next look for Modified NEO (Non-Permanent Staff only) and click on **View Course**.

**Note: Do not complete the BMAR training**

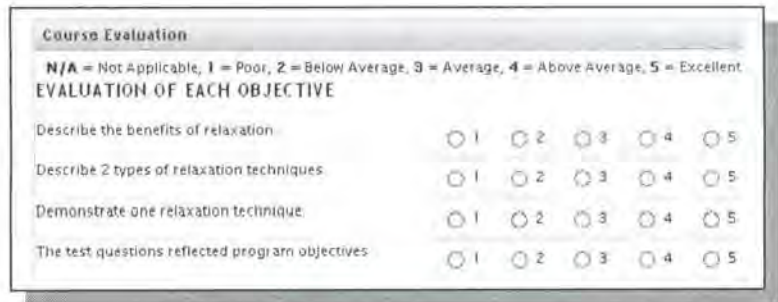
Follow the instructions to **View Module** and begin the course. You may print a copy of the test to follow along while reading the slides

## 5. Evaluate and test

When finished with the slides close the window. Then below Test Name click on **Evaluation**, answer the questions and submit.

(You must submit the evaluation before taking the test)

Next answer the test questions. At the end of the test, click **Grade Test**.



**Course Evaluation**

**N/A = Not Applicable, 1 = Poor, 2 = Below Average, 3 = Average, 4 = Above Average, 5 = Excellent.**

**EVALUATION OF EACH OBJECTIVE**

Describe the benefits of relaxation.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
Describe 2 types of relaxation techniques.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
Demonstrate one relaxation technique.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
The test questions reflected program objectives.	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5

## 6. Print your certificate

The pass rate for this test is 80% or better. If you fail the test, you may take the test again by clicking on **Course Test**.

If you pass, you may print your certificate. Click the **View/Print Certificate** link.

Then click the **printer icon**  in the upper left corner to print.

If you want to save your certificate, click **Download Certificate** then **Save**.



**TEST FOR PROGRAM: 42104**

Close Window

**Course Test**

**Grade Test**

You passed with a score of 80%.  
You missed the following question(s):1;

 [View Print Certificate](#)

***Please give the certificate to the GME coordinator on your first day of in-processing.***

**For answers to your questions about the site specific courses,  
please call Ms. Carol Nichols at 253-968-0646 or  
Swank HealthCare at 1-800-950-4248.**

*Thank you for choosing Swank HealthCare for your Continuing Education needs. We look forward to receiving your feedback and suggestions for future courses.*

 **Swank HealthCare**  
Tim Swank, Chairman  
www.swankhealth.com  
mail@swankhealth.com  
1-800-950-4248



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
MADIGAN ARMY MEDICAL CENTER  
TACOMA, WASHINGTON 98431

October 24, 2006

**Clinical Clerkship in Obstetrics and Gynecology**



Welcome to Madigan Army Medical Center. We are one of the major US Army medical facilities participating in the Clinical Clerkship Program. This program is well supported by the commander of the hospital, as well as the clinical staff. We are very proud of our training program and our opportunity to contribute to your medical education. The following information is provided to assist in orienting you to Madigan and Fort Lewis and to make your time with us successful and productive.

**Directions to Fort Lewis and Madigan Army Medical Center**

From I-5 take Exit 120 (Ft. Lewis Main Gate). When you get off I-5 at Exit 120, the road branches with the right branch proceeding to "North Fort Lewis." Stay to the left (straight) to Fort Lewis, which is the main post. Proceed to the Visitors Center for your visitor's pass to Fort Lewis. The Visitors' Center is to the right before you get to the actual "gate." You must have your driver's license, vehicle registration, and proof of insurance. After receiving your pass, take a right turn out of the Visitor Center and go to the third traffic light and turn left onto Pendleton Avenue. Go approximately 1-2 miles to Madigan (name of street changes to Jackson Avenue). Do not exceed posted speed limits. Madigan will be on the left and park in any parking lot except patient parking areas.

**Check-In**

If you arrive at Madigan between 7:30 a.m. and 4:00 p.m., report to the Graduate Medical Education (GME) office located in the Nursing Tower, 8N, Room 865 (Point of Contact at the GME office is Kathy Rogers. Ms. Rogers' phone number is 253.968.1511. The address is Graduate Medical Education, Madigan Army Medical Center, ATTN: MCHJ-EDME, Tacoma, WA 98431.) It is recommended that you try to arrive at the GME office no later than 2:30 pm. This will give you time to check in with Ms. Rogers and then go down to the Provost Marshal's office to get your Madigan badge. Once you've checked in with GME and completed your inprocessing, you may proceed to the Fort Lewis Lodge, Bldg. 0211 on

Utah Street. (The easiest route is to go back out to Jackson Avenue (main road in front of the hospital) and go left out to Madigan Gate. Get on I-5 going south and re-enter Fort Lewis at Main Gate where you first obtained your vehicle pass. Follow the signs to the lodge – Turn right at second light onto Nevada Avenue. The lodge is approximately    mile from the light on the left side of the road, telephone number 253.964.0211.) You will check in and receive the key to your room in the Visiting Officer's Quarters (VOQ). The VOQ is located in Buildings 9901 and 9906 and are about a    mile from Madigan. Further directions will be given to you by lodging personnel when you check in.

If you arrive after 4:30 p.m. and before 6 p.m., report directly to the Fort Lewis Lodge and then to the VOQ. If you will be unable to arrive until **after 6 p.m.**, please call the Fort Lewis Lodge at 253.964.0211 and guarantee your room with a credit card. If you have made other arrangements for lodging, please call the Fort Lewis Lodge and cancel your reservations.

Medical students are expected to report to the Madigan Clerkship Director in the OB/GYN Clinic (Dr. Jodi Schulz) at 6:30 a.m., the morning following your OB/GYN Clerkship Orientation at UW. The clinic is located on the ground floor at the bottom of the escalator in the Medical Mall. If you have any questions, please page Dr. Schulz at 253.596.7950 or Karen Knight at 968-1161.

### **Telephone Messages and Mail**

Following is a list of telephone numbers in the department. You will be given a department telephone roster upon arriving at the clinic.

Dr. Jodi Schulz, Clerkship Program Director	253.596.7950 (digital pager)
Karen Knight, Assistant	253.968.1161
Front Desk, Clinic	253.968.1740
Labor & Delivery	253.968.1540/1535

Karen Knight will accept emergent messages for you. If you wish to have your mail forwarded, please use the following address:

Commander  
Madigan Army Medical Center  
ATTN: MCHJ-OG (Medical Student-Your Name)  
Tacoma, WA 98431

### **Housing and Meals**

Several rooms at the VOQ are available to medical students. These rooms include access to kitchen and laundry facilities. *In very unusual circumstances, a student may be asked to vacate a room in order to give priority to an active duty service member.*

While at Madigan, you may purchase all meals in the hospital dining facility. The Madigan Café, located near the old hospital, is open for lunch only. Additionally, located near the hospital dining facility are located the following: snack bar, hours 10-2, Monday thru Friday; Frank's Franks and Anthony's Pizza both of which are open from 8-4 Monday

thru Friday. There are refrigerators and microwaves available in the break room in the clinic and on the Labor and Delivery Deck.

### **Dress**

At all times you are expected to present a neat and clean appearance. During the workweek, male students should wear a shirt, tie, slacks, and short white coat. Blue jeans and shorts are not acceptable attire during normal working hours.

Scrubs are worn on Labor and Delivery and in the operating room. Scrubs are not to be worn outside the hospital and soiled scrubs should be changed as soon as possible. On weekends, more casual clothing may be worn at the direction of the senior residents.

### **Lockers**

Lockers for medical students are available on Labor and Delivery (L&D), in the operating room, and in the clinic.

### **Night Call**

During your clerkship you will be assigned to night call on Labor and Delivery (L&D) every fourth or fifth night. During weekdays, night call begins at 5:00 p.m. and ends at 7:00 a.m. After 7 a.m. you will need to report to your assigned team for instructions on your day schedule. Medical students should not be working past noon on postcall days. On weekends, call begins with board rounds on L&D at 7:00 a.m. and ends the next morning at 7:00 a.m.

### **Department Conference Schedule**

There is a formal conference and morning report each weekday at 7:00 a.m. in the OB/GYN conference room (located across the hall from the back of the clinic in the Human Resources Department). Attendance is mandatory. On Mondays there is a quiz on an assigned reading topic and then morning report follows. Each Wednesday morning is dedicated to didactic lectures; however, UW students will attend lectures at UW during this time.

Again, we wish you the best during your rotation with us and hope that you have an interesting and rewarding clerkship. If you have any questions we have not covered in this handout, please contact Karen Knight at 253.968.1161 or e-mail her at [Karen.knight@amedd.army.mil](mailto:Karen.knight@amedd.army.mil).

Jodi Schulz, M.D.  
Major, Medical Corps, U.S. Army  
Chief, Obstetrics Service &  
Clerkship Program Director