

**University of South Florida**  
*Morsani College of Medicine*

**Advanced Surgical Anatomy  
& Pathophysiology**  
**FOURTH YEAR ELECTIVE**  
*MDE 8607*

**Syllabus**  
**2022-2023**

# **TABLE OF CONTENTS**

page	
3	Key Contacts Course Director Course Coordinator
4	Course Description
5	Course Director's Welcome
6	Course Objectives Professionalism Locations Dress Code Textbook
7	Grading Course Grade Determination Honors Eligibility Grading Standards Unsuccessful Course
8	Grade Appeal: Policy and Process
9	Attendance and Absence Policies Unplanned Absences Planned Absences Holidays and Religious Observations
10	Excused vs. Unexcused Absences
11	Standard Precautions Bloodborne Pathogen & Communicable Disease Exposures Morsani College of Medicine's Student Handbook Tampa General Hospital's Shuttle App Office of the Provost's Syllabus Policy Statement

## **Key Contacts**

### **Course Director**

Joseph Sujka, MD  
Assistant Professor  
Division of GI Surgery  
Department of Surgery

Email: josephsujka@usf.edu  
Cell Phone: 321-439-7808

Office Location: Harbourside Medical Tower  
General Surgery Suite, HMT 740

### **Course Coordinator**

Jasmine Kinsler  
Assistant Director, Medical Education Division  
Department of Surgery

Email: jasminek@usf.edu

## **Course Description**

This course is specifically designed to prepare students for surgical internship with a focus on the basic principles that must be mastered by all general surgeons and should be familiar to all medical doctors. It will provide an overview of the key concepts in anatomy and physiology that are fundamental to the care of surgical patients and the students' long term success as surgeons. The course consists of intensive reading, dissection, and case scenario experience. This is a 4-week elective. Lectures will be given at both Tampa General Hospital and USF main campus. Anatomic dissections will take place at the medical school gross anatomy lab.

## **Course Director's Welcome**

Welcome to the Advanced Surgical Anatomy and Pathophysiology course. I hope the four weeks you spend on this elective will be rewarding and educational. This syllabus has been designed to serve as a reference guide and it is the responsibility of every student to be aware of all information provided both in the syllabus and on the course's Canvas page.

This four-week elective is designed to prepare you for a surgical internship and to provide you with the basic principles that must be mastered by all general surgeons. Attendance is required at the Department of Surgery's Monday morning Morbidity & Mortality (M&M) conference and Grand Rounds, as well as any other required resident activities. You are expected to complete daily reading assignments, attend lectures from expert surgeons and surgical team members, as well as participate in anatomy dissection and case scenario experiences. After completion of this course, all students should be able to identify general surgical anatomy and understand the management of postoperative patients with relation to the physiology of the surgical state, nutrition, and wound healing. You will be evaluated based on your laboratory performance, quiz grades, final exam grade, attendance, and professionalism.

Should you have any questions, comments, suggestions, or problems, please feel free to contact me.

***Joseph Sujka, M.D.***

## Course Objectives

At the completion of the elective, students should be able to:

1. Identify general surgical anatomy as it relates to surgical disease processes and common operations using models and anatomic dissection
2. Have an advanced understanding of the etiology, anatomic pathology, and physiology of common surgical diseases
3. Have an advanced understanding of the postoperative physiologic state
4. Recognize and understand the treatment of immediate life-threatening conditions in the post-operative patient
5. Recognize and treat common physiologic alterations from normal and basic complications in the post-operative patient

## Professionalism

As a medical student at USF, all students are expected to adhere to the policies set forth in the Morsani College of Medicine's Student Handbook. A link to the handbook can be found on the Canvas and at the end of the syllabus. Professionalism and participation are significant components of this course's grade. All students are expected to arrive to lectures and labs early and to maintain a professional image in both behavior and appearance at all times. In the anatomy lab, students are expected to show the utmost respect for the deceased individuals who have donated their bodies for medical education. Professionalism accounts for a percentage of your final grade and acts of unprofessionalism will cause a reduction in your final grade. However, a single or any act of unprofessionalism can be in and of itself a reason for Remediation or Failure of the course, at the discretion of the Course Director. **Any student not upholding the highest standards of professionalism will be subject to course remediation or failure.**

## Locations

Please check the course's Microsoft Teams group for a detailed schedule with exact times and room numbers.

## Textbook

**Required:** Essentials of General Surgery, 5th edition; Peter F. Lawrence; Williams & Wilkins: 2013  
Reading assignments will be provided on Teams. Please complete all assigned readings prior to lectures. A copy of the textbook is held on course reserve at Shimberg Library.

## Grading

### ***Course Grade Determination***

Final grades will be submitted to the Registrar's Office within four weeks of the completion of the rotation.

Final grades (Honors, Pass, Fail) will be based on satisfactory completion of all aspects of the course, including all aspects of professionalism. Professionalism accounts for a percentage of your final grade and acts of unprofessionalism will cause a reduction in your final grade. However, a single or any act of unprofessionalism can be in and of itself a reason for Remediation or Failure, at the discretion of the Course Director.

## ***Honors Eligibility***

In order to be considered for a grade of Honors, a student must:

- Demonstrate that they have read about and learned from each course session topic and anatomy lab
- Actively participate in all clinical case conferences
- Satisfactorily complete all anatomic dissection sessions
- Obtain a minimum score of **70** on the final exam
- Obtain an *75%* overall quiz average

## ***Grading Standards***

Students must successfully complete each component of the course in order to receive a passing grade for the course. If a student is deficient in any one component of the course, he or she may receive an “Incomplete” or a “Failure” grade for the course. Any breach in professionalism can result in a failing grade.

## ***Unsuccessful Course***

A grade of “Failure” may be issued for any of the following:

- Unprofessional behavior as assessed by the department faculty and/or the Course Director, including failure to arrive promptly at all mandatory sessions.
- Unexcused or unexplained absences.
- Failure to complete any component of the course as judged by the Course Director regardless of numerical scores obtained for the individual components of the course.

# **Grade Appeal: Policy and Process**

## **1. Basis for Appeal**

A student may appeal a course grade if the student has evidence that the grade was assigned in an erroneous manner. This is not a process for appeal of established departmental grading policies. The following procedure provides guidelines for the appeal process. All persons concerned with this process should make every attempt to adhere to the approximate time schedule outlined in the following description of the appeal process.

## **2. Appeal to the Faculty Member for Review of the Assigned Grade**

Within five (5) school days after the receipt of the grade, the student may appeal in writing to the responsible faculty member any assigned grade that they dispute. The faculty member will review the course grading guidelines with the student to ensure that the process is understood and has been followed. If it is found that the assigned grade is incorrect in the judgment of the faculty member, he/she will initiate the appropriate change. If the change is made at this point, the matter is concluded. The faculty member will respond in writing with the faculty member's resolution of the matter to the student within five (5) school days of the student's request for review. If the faculty member is no longer with the University, the student shall confer with the departmental chairperson who will then make every effort to receive written input concerning the matter from the former faculty member. If it is not possible to receive information from the former faculty member regarding the grade, then the student may appeal the grade as described below and the departmental chairperson will represent the interests of the faculty member who issued the grades.

## **3. Appeal to the Department Chairperson/Associate Dean for UME**

If the question of the assigned grade cannot be resolved between the student and the faculty member, the student may appeal in writing to the Associate Dean for UME (all required courses and interdisciplinary electives) or the Chairperson of the department in which the course was taught. This appeal must be made within five (5) school days following the initial faculty member review. The student shall include all relevant information relating to the appeal with the written appeal. After receiving such an appeal in writing from the student, the UME Associate Dean or Chairperson shall review with the faculty member the substance of the student's appeal and seek to determine its validity. If the Associate Dean/Chairperson determines that the assigned grade is, in his/her judgment, inappropriate, the chairperson should recommend to the faculty member that the grade be changed. The faculty member may or may not concur with the chairperson's/Associate Dean's recommendation. The Associate Dean/Chairperson will notify the student in writing, within five (5) school days of receipt of the appeal, whether or not the assigned grade will be changed by the faculty member. If the grade is changed to the student's satisfaction, the matter is concluded. If the grade is not changed, the chairperson/Associate Dean will advise the student of the right of appeal to the Vice Dean for Educational Affairs. If the student elects to appeal, copies of all written communication mentioned above shall be sent by the chairperson/Associate Dean to the Vice Dean for Educational Affairs as described below.

## **4. Appeal to the Vice Dean for Educational Affairs**

If the grade is not changed to the satisfaction of the student at the departmental level, the student may appeal the assigned grade, in writing, to the Vice Dean for Educational Affairs. This appeal must occur within five (5) school days of receipt of the decision of the chairperson/Associate Dean. The student will prepare an appeal in writing, which should be reviewed by the AD for SA of the MCOM as to form/sufficiency (satisfactory structure) The Vice Dean for Educational Affairs may discuss the case with the student, the faculty member, the chairperson of the department in which the course was taught or the Associate Dean for UME, the Associate Dean for Student Affairs and the Chair of the APRC. Following these discussions, the Vice Dean for Educational Affairs may make a recommendation to the faculty member, the student, and the department chairperson/Associate Dean. If this results in an acceptable solution to all parties, the matter is concluded. If not, then a Hearing Committee will be appointed. The Vice Dean for Educational Affairs may, if he/she chooses, appoint a Hearing Committee upon receiving the initial appeal. The appeal will be handled as expeditiously as possible by the Vice Dean for Educational Affairs. When the decision is made to establish a hearing to investigate an appeal, the Vice Dean for Educational Affairs shall convene an *ad hoc* committee comprised of three senior members of the faculty of the Morsani College of Medicine who had not previously been involved in issuing the grade or the appeal process and three medical students, all of whom shall have voting privileges. This Committee shall elect a chairperson and hold a hearing concerning the appeal at a time acceptable to all participants. At this hearing all material relevant to the appeal shall be presented by the student, the Associate Dean for Student Affairs, the Chair of the APRC, the faculty member issuing the grade or raising the concern, or the department chairperson/Associate Dean for UME. Others may be requested to assist the Committee. The student may request to have another individual present. The Hearing Committee will submit to the Vice Dean for Educational Affairs a written report containing a recommendation for a specific course of action regarding the student's grade appeal. If the Committee cannot reach a conclusion, the written report will be submitted to the Vice Dean for Educational Affairs who will consider the reason(s) why the committee failed to reach a decision. The Vice Dean for Educational Affairs will then recommend a solution, which may or may not contain some or all of the recommendations of the Hearing Committee. As delegated authority of the Dean, the decision of the Vice Dean for Educational Affairs is final.



# Attendance and Absence Policies

All absences from this elective (whether planned or unplanned) MUST be documented as soon as possible via the Online Absence Request Form: [https://usfhealth.az1.qualtrics.com/jfe/form/SV\\_3a9aUwP64O7OGGh?Q\\_JFE=qdg](https://usfhealth.az1.qualtrics.com/jfe/form/SV_3a9aUwP64O7OGGh?Q_JFE=qdg) Unplanned absences (due to sudden illness, etc.) must be documented with the Online Absence Request Form AND the student should send an email to the Course Director and Coordinator explaining the nature of the absence. **Since this is such a short course, students should make every effort to attend all didactic sessions.** Recognizing that situations arise that require students to miss time from their lectures, the procedures presented below will be followed when an unplanned absence is necessary.

## **1. Unplanned Absences (Emergencies for Personal Illness, Family Illness, etc.)**

The student will contact their direct supervising preceptor, the appropriate members of their team, and the Course Director and Coordinator to report their absenteeism on the first day of being absent. The student should indicate the nature of the unexpected illness or emergency. The Office of Student Affairs must also be notified of all absences via the Online Absence Request Form: <https://confluence.usf.edu/display/MCOM/Absence+Forms> It will be the prerogative of the Course Director, following consultation with the student, to excuse the absence or request additional information about the absence. This may include requesting a physician's note or an explanation of the absence in detail. In order to be excused from mandatory course activities, the student must first contact the Course Director and Coordinator directly and send a copy of the request to the Office of Student Affairs. The Course Director will make the determination to grant or deny a request, in addition to any required remediation. At the full discretion of the Course Director, excused absences may require remediation of missed course work, additional days and/or additional material, and may affect the final grade of the course.

## **2. Planned Absences**

The student will submit a written request to the Course Director and Coordinator for permission to miss any clinic or ward experience, scheduled exams, course projects, or mandatory sessions for scheduled time off. The student will also submit a request to the Office of Student Affairs via the Online Absence Request Form: <https://confluence.usf.edu/display/MCOM/Absence+Forms> The request should be submitted 6 weeks in advance or as soon as the student knows of the scheduled event PRIOR to the start of the course. Last minute requests (received after the start of the course) will require supporting documentation. The decision to grant or deny the request and determine subsequent action will be at the full discretion of the Course Director. As such any excused absences may require additional days and/or additional material and may proportionally affect the final grade. Opportunities for remediation of missed clinical time, mandatory course components and/or additional material (deemed necessary by the individual Course Director) will be scheduled so as to not impact the clinical experience of the other students in the course or detract from the required components of the current course or other courses in which they are enrolled. Written permission from the current Course Director is required for absences for any instances of remediation. Excused absences may proportionally affect final grade and/or may require remediation of missing course work, additional days and/or additional material at the discretion of the Course Director. Students are expected to fulfill all time commitments for this elective. All missed time must be made up. The appropriate remediation will be subject to the Course Director's discretion and should be fulfilled within a 2-month period.

## **3. Holidays and Religious Observations**

All students, faculty, and staff at the USF have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs. Students are expected to attend classes and take examinations as determined by the University. The University will attempt, at the beginning of each academic term, to provide written notice of the class schedule and formal examination periods. The University, through its faculty, will make every attempt to schedule required classes and examinations in view of customarily observed religious holidays of those religious groups or communities comprising the University's constituency.

No student shall be compelled to attend class or sit for an examination at a day or time prohibited by his or her religious belief. Students are expected to notify their Directors/coordinators if they intend to be absent for clinical duties in accordance with this policy, prior to the scheduled religious holiday. Students absent for religious reasons will be given reasonable opportunities to make up any work missed.

## *Excused vs. Unexcused Absences*

EVENT	ABSENCE EXCUSED? (Yes/No) MAKE UP TIME NEEDED?	Course Exams (Attendance is required) Absence Excused? (Yes/No)
Student illness, including infections that could put patients or other staff at risk	<b>Yes</b> Yes, if > 1 day missed. Student responsible to reschedule missed experiences.	<b>Course Tests – Yes</b> <b>Clinical Practice/Oral Exams – Yes</b> Make-up arrangements coordinated with course director when circumstances permit.
Illness or death of a close family member or close friend	<b>Yes</b> Yes, if > 1 days missed. Student responsible to reschedule missed experiences.	<b>Course Tests – Yes</b> <b>Clinical Practice/Oral Exams – Yes</b> Make-up arrangements coordinated with course director when circumstances permit.
*Birth of a child (student is the mother or father)	<b>Yes</b> Please see parental leave section	<b>Yes</b> <b>Please see parental leave section</b>
*Religious holidays	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.  Reasonable accommodation will be made to schedule around requested observed holidays during rotation.	<b>Course Tests – Yes</b> <b>Clinical Practice/Oral Exams – Yes</b>  Make-up arrangements coordinated with course director when circumstances permit.
*Wedding – student is the bride or groom  Please make arrangements in advance with the Office of Student Affairs	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.	<b>Course Tests – Yes</b> <b>Clinical Practice/Oral Exams – Yes</b>
*Wedding – attending the wedding of an immediate family member or is a member of the wedding party.	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.	<b>Course Tests – No</b> <b>Clinical Practice/Oral Exams – No</b>
*Presenting at a medical conference and the <i>student asked for permission prior to committing to the conference.</i>	<b>Yes</b> Attempts will be made to schedule the student so that the absence is minimally disruptive. Yes, if > 1 day missed. Student responsible to reschedule all missed experiences.	<b>Course Tests – Yes</b> <b>Clinical Practice/Oral Exams – Yes</b>
*Attending a medical conference and the <i>student asked for permission prior to committing to the conference.</i>	<b>Yes</b> Attempts will be made to schedule the student so that the absence is minimally disruptive. Student responsible to reschedule all missed experiences.	<b>Course Tests – No</b> <b>Clinical Practice/Oral Exams – No</b>
*Participation in a MCOM-sanctioned activity (i.e. IPE DAY, Black Robe Day, Day at the Capital, Research Day).	Yes, if > 1 day missed. Student responsible to reschedule missed experiences.	<b>Course Tests – No</b> <b>Clinical Practice/Oral Exams – No</b>

*Participation in committee meetings as an elected student representative (i.e. Committee on Curriculum, Committee for the Pre-clinical Course Directors etc).	<b>Yes</b> Student should only miss the minimal time necessary and is responsible to reschedule any necessary experiences.	<b>Course Tests – No</b> <b>Clinical Practice/Oral Exams – No</b>
<b>Birthdays, Trips, Reunions, and other personal activities</b>	<b>No, absence will impact final grade.</b>  <b>Yes, for all days missed. Student responsible to reschedule all missed experiences.</b>	<b>Course Tests – No</b> <b>Clinical Practice/Oral Exams – No</b>
Significant personal event otherwise unspecified that is cleared with Doctoring 3 or SELECT 3 Director, clerkship director, and Associate Dean for Student Affairs	Yes, if notification is made 2 months prior to clerkship schedule completion.	<b>Course Tests – Yes</b> <b>Clinical Practice/Oral Exams – Yes</b>

**Please note: Students may only miss the following number of days/rotation from any absence without having to make up the time:**

# weeks in the course	# days of excused absence that does not need to be made up
4	1
8	1
12	2

## **Standard Precautions**

The USF Health Sciences Center endorses the use of Standard Precautions for all patients and all blood, body fluids and body substances. Standard Precautions embrace the concept that all patients are to be considered potentially infectious; precautions are appropriate when there is the potential for exposure to blood, body fluids, and other potentially infectious material. Precautions include:

- Wash hands before and after patient contact
- Wear gloves when contact with body substances, mucous membranes, and/or non-intact skin is likely
- Wear mask and goggles/face shield when face/mucous membranes may be splashed or aerosolized
- Wear gown or plastic apron when clothing may become soiled
- Dispose of all sharps (e.g. needles, scalpel blades) in designated red biohazard containers
- Use resuscitation device when providing mouth-to-mouth resuscitation

## **Bloodborne Pathogens & Communicable Disease Exposures**

Immediately report all exposures to supervisor. Supervisor will access evaluation/treatment through the Occupational Health Department at the facility where the incident occurs. Consult orange exposure cards for specific names and phone numbers. For all exposures occurring in a USF Health laboratory, the USF Medical Health Administration should be telephoned (813-974-3163) or paged (813-216-0153) immediately. To reach the “on call” USF Infectious Disease fellow, call (813-974-2201). Note: The site where the exposure occurs is responsible for the initial exposure management.

## **Morsani College of Medicine’s Student Handbook**

The MCOM Medical Student Handbook is available via the following link. This link is also located on your Canvas site.

<https://confluence.usf.edu/display/MCOM/MD+Student+Handbook>

## **Tampa General Hospital’s Shuttle App**

TGH is now offering both a website and mobile app for you to use to see when the next shuttle will arrive or depart for your parking lot. The app is available for Apple and Android devices and can be found by searching “Team TGH Shuttle Service” in the App Store or Google Play. Key features include route tracking, arrival estimates, and information updates. This link is also located on your Canvas site.

[www.tgh.ridesystems.net](http://www.tgh.ridesystems.net)

## **Office of the Provost’s Core Syllabus Policy Statement**

The University of South Florida’s Syllabus Policy Statement from the Office of the Provost is available via the following link. This link is also located on your Canvas site.

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-11-008.pdf>