



CUMMING SCHOOL OF MEDICINE
GRADUATE COURSE OUTLINE

COURSE TITLE:		Surgical Pathology Practicum 1	
Course	MDSC 748.01		
Pre/Co-Requisites	Must be registered and starting the second year of the Pathologists' Assistant Masters Graduate Program or the Pathologists' Assistant specialization of the Medical Sciences Graduate Program. Consent of instructor is required for all other students.		
Faculty	Cumming School of Medicine, Graduate Science Education		
Instructor Name(s)	Travis Ogilvie and Bill Gorday	Email	Travis.Ogilvie@albertapubliclabs.ca Bill.Gorday@albertapubliclabs.ca
Office Location	SHC Pathology and 7 th floor McCaig tower gross room	Office Hours	Monday to Friday 8:00 to 16:15
Instructor Email Policy	Responds to emails within 24 hours on weekdays		
Telephone No.	Travis Ogilvie (403-956-1358) and Bill Gorday (403-944-1227)		
Class Term, Days	Fall Term, Monday to Friday		
Class Times	8:00 to 16:15		
Class Location	7 th Floor McCaig Tower Gross Room and SHC Pathology Gross Room		

COURSE INFORMATION/DESCRIPTION OF THE COURSE
The students receive practical training in the handling of surgical specimens which includes; fresh specimen preparation, specimen photography, frozen section cutting, specimen gross description and dissection. The course consists of six modules which begin with the basics of grossing and lab safety and slowly build in complexity. The practical training occurs in the Alberta Public Laboratories Anatomic Pathology Department.
LEARNING RESOURCES/REQUIRED READING
Lester, S.C. (2010). Manual of Surgical Pathology (3rd ed.). Philadelphia: W.B. Saunders Company. Westra, W.H., Hruban, R.H., Phelps, T.H., & Isacson, c. (2003). Surgical Pathology Dissection: An Illustrated Guide (2 nd ed.) New York: Springer-Verlag Horn, C. & Naugler, C. (2014). Gross Pathology Handbook: A Guide to Descriptive Terms (1 st ed.) Alberta: Brusck Education.

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COURSE OBJECTIVES/LEARNING OUTCOMES

Each module has a specific set of objectives which are broken down into cognitive, psychomotor and affective domains of learning. The modules are found in the Pathologists' Assistant Student Handbook, which is provided on the first day of the course. The overarching objectives of the course are as follows:

After completing the course the student will:

1. Employ laboratory safety standards at all times
2. Interpret patient medical histories and correlate this information with gross specimen findings
3. Integrate patient medical history and gross specimen findings into a coherent gross description
4. Dissect surgical gross specimens using the proper protocols based on medical history and gross specimen findings
5. Cut and stain frozen section specimens
6. Prepare fresh specimens using the correct protocol based on the interpretation of the medical history
7. Photograph surgical specimens
8. Work with others in a team environment
9. Listen and follow instructions from senior lab staff

CUT POINTS FOR GRADES

This course adheres to the grading system outlined in the University of Calgary, Faculty of Graduate Studies Calendar. Grades of A+ and A are not distinguished in the calculation of GPAs. Percentage/letter grade conversion used for this course is as follows

Grade	Grade Point Value	Percentage Conversion	Graduate Description
A+	4.00	95-100	Outstanding
A	4.00	90-94	Excellent – superior performance showing comprehensive understanding of the subject matter
A-	3.70	85-89	Very Good Performance
B+	3.30	77-84	Good Performance
B	3.00	72-76	Satisfactory Performance
B-	2.70	68-71	Minimum Pass for Students in the Faculty of Graduate Studies

C+	2.30	63-67	All grades below 'B-' are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements
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Assessment Components: The University policy on grading related matters is outlined in the [2019-2020 Calendar](#).

Assessment Methods	Description	Weight %	Due Date <u>and</u> Time
Module 1	Surgical Pathology Standard Operating Procedures and Laboratory Safety. Complete lab safety tour. Read relevant module 1 SOPs, demonstrate how to access SOPs using SoftTech and summarize basic lab safety principles. This module is not graded; however, the other modules cannot be started until the module 1 checklist is completed and initialled by both the student and trainer.	0	September 6, 16:00
Module 2	Surgical Pathology Introduction to Gross Dictation and Biopsy Gross. After completing the module 2 checklist the student will gross 5 biopsy trays independently with minimal guidance and zero patient, specimen or cassette labelling errors (guidance and assistance is acceptable for safety or patient diagnostic safety concerns). The grading rubric for gross evaluations is provided in the student handbook which is provided at the beginning of the course.	20	September 27, 16:00
Module 3	Surgical Pathology Non-Neoplastic Gross. After completing the module 3 checklist the student will gross 5 non-neoplastic specimens with minimal guidance and zero patient, specimen or cassette labelling errors (guidance and assistance is acceptable for safety or patient diagnostic safety concerns). The grading rubric for gross evaluations is provided in the student handbook which is provided at the beginning of the course.	20	October 11, 16:00
Module 4	Surgical Pathology Frozen Sections. After completing the module 4 checklist the student will mount, cut, stain and coverslip an actual frozen section within the 20 minute turn	20	October 25, 16:00

	around time under supervision but with minimal guidance and zero patient, specimen or cassette labelling errors (guidance and assistance is only acceptable for safety or diagnostic concerns).		
Module 5	Surgical Pathology Fresh Specimens. After completing the module 5 checklist the student will prepare 2 different specimens from the Surgical Pathology Fresh and Frozen Checklist, independently with minimal guidance and zero patient, specimen or cassette labelling errors (guidance and assistance is only acceptable for safety or diagnostic concerns)	20	November 8, 16:00
Module 6	Surgical Pathology Neoplastic GI and Gyne Specimens. After completing the module 6 checklist the student will, gross a neoplastic gyne specimen independently with minimal guidance and zero patient specimen or cassette labelling errors (guidance and assistance is only acceptable for safety or diagnostic concerns). The grading rubric for gross evaluations is provided in the student handbook which is provided at the beginning of the course.	20	December 6, 16:00

ASSESSMENT AND EVALUATION INFORMATION

ATTENDANCE AND PARTICIPATION EXPECTATIONS: This is a practicum and students are expected to attend all practical training sessions, which is necessary to complete each module checklist. The final evaluations for each module cannot be attempted unless the module checklist has been completed.

GUIDELINES FOR SUBMITTING ASSIGNMENTS: The final module evaluations are completed in the gross room after consulting with the trainer. The final module evaluations are graded by the trainer and then reviewed with the student.

FINAL EXAMINATIONS: There are no final examinations.

EXPECTATIONS FOR WRITING: There are no written assignments



LATE AND/OR MISSING ASSIGNMENTS: Each module must be completed before the next module can be attempted and all six modules must be completed in order to pass the course.

Is a passing grade on a particular component essential to pass the course as a whole? Yes, each module must be successfully completed in order to pass the course.

COURSE TIMETABLE			
Course Schedule Date	Topic & Reading	Instructor	Assignments/Due Dates & Times
September 6-7	Module 1 Surgical Pathology Standard Operating Procedures	Travis Ogilvie and Bill Gorday	September 7, 16:00
September 9-27	Module 2 Surgical Pathology Introduction to Gross Dictation and Biopsy	Travis Ogilvie and Bill Gorday	September 27, 16:00
September 30- October 11	Module 3 Surgical Pathology Non-Neoplastic Gross	Travis Ogilvie and Bill Gorday	October 11, 16:00
October 14-25	Module 4 Surgical Pathology Frozen Sections	Travis Ogilvie and Bill Gorday	October 25, 16:00
October 28- November 8	Module 5 Surgical Pathology Fresh Specimens	Travis Ogilvie and Bill Gorday	November 8, 16:00
November 18- December 6	Module 6 Surgical Pathology Neoplastic GI and Gyne Specimens	Travis Ogilvie and Bill Gorday	December 6, 16:00

INTERNET AND ELECTRONIC COMMUNICATION DEVICE INFORMATION

Cell phones must be turned off in class unless otherwise arranged with the instructor.

The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Students are to refrain from accessing websites that may be distracting for fellow learners (e.g. personal emails, Facebook, YouTube). Students are responsible for being aware of the University's Internet and email use policy, which can be found at <https://www.ucalgary.ca/policies/files/policies/electronic-communicationspolicy.pdf>.

MEDIA AND RECORDING IN LEARNING ENVIRONMENTS

Media recording for lesson capture

The instructor may use media recordings to capture the delivery of a lecture. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Although the recording device will be fixed on the Instructor, in the event that incidental student participation is recorded, the instructor will ensure that any identifiable content (video or audio) is masked, or will seek consent to include the identifiable student content to making the content available on University approved platforms.

Media recording for assessment of student learning

The instructor may use media recordings as part of the assessment of students. This may include but is not limited to classroom discussions, presentations, clinical practice, or skills testing that occur during the course. These recordings will be used for student assessment purposes only and will not be shared or used for any other purpose.

Media recording for self-assessment of teaching practices

The instructor may use media recordings as a tool for self-assessment of their teaching practices. Although the recording device will be fixed on the instructor, it is possible that student participation in the course may be inadvertently captured. These recordings will be used for instructor self-assessment only and will not be used for any other purpose.

Student Recording of Lectures

Audio or video recording of lectures is prohibited except where explicit permission has been received from the instructor.

UNIVERSITY OF CALGARY POLICIES AND SUPPORTS

ACADEMIC ACCOMMODATIONS

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>

IMPORTANT INFORMATION

Any research in which students are invited to participate will be explained in class and approved by the appropriate University Research Ethics Board

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by professor(s) (including course outlines, presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the professor(s). These materials may NOT be reproduced, redistributed or copied without the explicit consent of the professor. The posting of



course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

COPYRIGHT LEGISLATION

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

ACADEMIC INTEGRITY

The Cumming School of Medicine expects intellectual honesty from its students. Course participants should be aware of University policies relating to Principles of Conduct, Plagiarism and Academic Integrity. These are found in the printed Faculty of Graduate Studies Calendar, or online under Academic Regulations in the Faculty of Graduate Studies Calendar, available at [Faculty of Graduate Studies Academic Regulations](#)

ACADEMIC MISCONDUCT

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

EMERGENCY EVACUATION AND ASSEMBLY POINTS

Assembly points for emergencies have been identified across campus. The primary assembly points for South Campus (Health Science Centre (HSC); Health & Research Innovation Centre (HRIC); Heritage Medical Research Building (HMRB) and Teaching, Research and Wellness (TRW)) are:

- HSC and HMRB: HRIC Atrium (alternate assembly point is Parking Lot 6)
- HRIC: HMRB Atrium (alternate assembly point is Parking Lot 6)
- TRW: McCaig Tower (alternate assembly point is HMRB – Atrium)

APPEALS

If there is a concern with the course, academic matter or a grade, first communicate with the instructor. If these concerns cannot be resolved, students can proceed with an academic appeal, as per Section N of the Faculty of Graduate Studies Calendar. Students must follow the official process and should contact the Student Ombuds Office (<http://www.ucalgary.ca/provost/students/ombuds>) for assistance with this and with any other academic concerns, including academic and non-academic misconduct

THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) ACT

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) and students should identify themselves on written assignments (exams and term work.) by their name and ID number on the front page and ID on each subsequent page. Assignments given by you to your course instructor will remain confidential unless otherwise stated before submission. The assignment cannot be returned to anyone else without your expressed permission to the instructor. Grades will be made available on an individual basis and students will not have access to other students' grades without expressed consent.



Similarly, any information about yourself that you share with your course instructor will not be given to anyone else without your permission

WELLNESS AND MENTAL HEALTH RESOURCES

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre), <https://www.ucalgary.ca/wellnesscentre/services/mental-health-services> and the Campus Mental Health Strategy website <https://www.ucalgary.ca/mentalhealth/>

SUPPORTS FOR STUDENT LEARNING, SUCCESS, AND SAFETY

Student Ombudsman: The Student Ombuds' Office supports and provides a safe, neutral space for students. For more information, please visit www.ucalgary.ca/ombuds/ or email ombuds@ucalgary.ca

Student Union: The SU Vice-President Academic can be reached at (403) 220-3911 or suvpaca@ucalgary.ca; Information about the SU, including elected Faculty Representatives can be found here: <https://www.su.ucalgary.ca>

Graduate Student's Association: The GSA Vice-President Academic can be reached at (403) 220- 5997 or gsa.vpa@ucalgary.ca; Information about the GSA can be found here: <https://gsa.ucalgary.ca>

SAFEWALK

Campus security will escort individuals, day or night, anywhere on campus (including McMahon Stadium, Health Sciences Centre, Student Family Housing, the Alberta Children's Hospital and the University LRT station). Call 403-220-5333 or visit <http://www.ucalgary.ca/security/safewalk>. Use any campus phone, emergency phone or the yellow phone located at most parking lot pay booths. Please ensure your personal safety by taking advantage of this service.