

Departmental Resident and Fellow Preparation Plan

*For participation in undergraduate medical education (UME)
through the Paul L. Foster School of Medicine*

Department: Family Medicine

Date proposed: 10/31/16

Date Curriculum and Educational Policy Committee approved: 4/10/17

	Description	Timing/cycle	Monitoring^
<p>Process for verified distribution to all current residents and fellows of the following:</p> <ul style="list-style-type: none"> • EPGOs* • Clerkship syllabus (Year 3, EM, or Neurology) • Selective syllabi (Critical care and/or Sub-Internship) 	<p>We will have an annual lecture entitled “Residents and Teachers and Mentors” given by the CD for all FM residents. There will be a sign in sheet and we will distribute the EPGOs and briefly review materials uploaded to the department’s “Box” under the Medical Student Education folder. Residents not in attendance will get materials from residency coordinator and sign for them. This is all mandatory. If this is not sufficient, will schedule an evening or lunch meeting with residents needing to complete activities.</p>	<p>This will occur every July and August</p>	<p>This will be monitored by the Clerkship Coordinator and negotiated with the residency faculty in charge of resident didactics.</p> <p>During our Mid-Clerkship Feedback sessions with students, we will have them evaluate residents as teachers in an open forum (similar to how faculty evaluate medical students) This will occur three times per academic year.</p>

<p>Process for verified distribution to all <u>incoming</u> residents and fellows of the following:</p> <ul style="list-style-type: none"> • EPGOs* • Clerkship syllabus (Year 3, EM, or Neurology) • Selective syllabi (Critical care and/or Sub-Internship) 	<p>We will have an annual lecture entitled “Residents and Teachers and Mentors” given by the CD for all FM residents. There will be a sign in sheet and we will distribute the EPGOs and briefly review materials uploaded to the department’s “Box” under the Medical Student Education folder. Residents not in attendance will get materials from residency coordinator and sign for them. This is all mandatory. If this is not sufficient, will schedule an evening or lunch meeting with residents needing to complete activities.</p>	<p>Happens when residents first get here in July/August.</p>	<p>This will be monitored by the Clerkship Coordinator and negotiated with the residency faculty in charge of resident didactics.</p>
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Required activities for participation in UME elements (clerkships and selectives) sponsored by the department.

- Specify who is required to participate (i.e., what group or subset of residents and fellows)
- List each activity in a separate row below. Add rows as necessary.

Activity	Description	Timing/cycle	Monitoring^
RAT-M (Residents as Teachers and Mentors)	Didactic given to <u>all residents</u> during their Thursday afternoon didactics.	July / August every year	Clerkship Coordinator
Feedback didactic or simulation	<u>All FM residents</u> will attend.	December / January each year	Clerkship Coordinator

Other ROUTINE AND SYSTEMATIC processes for disseminating clerkship session or activity-related learning objectives, instructions, and expectations:

- List each process in a separate row below. Add rows as necessary.

Process	Description	Timing, trigger, or cycle	Monitoring^

Any **OPTIONAL OR SUPPLEMENTAL** activities or resources provided to residents by the department to enhance their knowledge and abilities for participation in UME (specifying when and how often they occur, and who is eligible):

- Specify who is eligible (i.e., what type or subset of residents and fellows)
- List each process in a separate row below. Add rows as necessary.

Activity or resource	Description	Timing, trigger, or cycle	Monitoring
Community Faculty Development	This is a faculty development for departmental community faculty who teach clerkship students. FM PGY 2 and FM PGY-3 are invited to this CME event	Spring and Fall sessions	Community Faculty Coordinator.

*EPGOs: PLFSOM Education Program Goals and Objectives (updated version published and distributed annually – also publically available through the PLFSOM online academic catalog)

^Fulfillment of required activities and processes must be monitored. In addition, alternative means of fulfillment of required activities and processes should be identified as relevant/necessary. Utilization of optional activities or resources should be monitored when possible.