

Departmental Resident and Fellow Preparation Plan

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

Department: OBGYN Date proposed: 12/15/16

Date Curriculum and Educational Policy Committee approved: 4/10/2017

	Description	Timing/cycle	Monitoring [^]
Process for verified distribution to all <u>current</u> residents and fellows of the following: <ul style="list-style-type: none"> • EPGOs* • Clerkship syllabus (Year 3, EM, or Neurology) • Selective syllabi (Critical care and/or Sub-Internship) 	EPGO: PowerPoint Presentation Syllabus: PDF <power point will be available with narration>	Annually/July > September (per resident didactic schedule) Syllabus: emailed to all residents & fellows July of academic year	Clerkship coordinator will keep log. (ensure read receipt)
Process for verified distribution to all <u>incoming</u> residents and fellows of the following: <ul style="list-style-type: none"> • EPGOs* • Clerkship syllabus (Year 3, EM, or Neurology) • Selective syllabi (Critical care and/or Sub-Internship) 	EPGO: PowerPoint presentation. Syllabus: PDF	Emailed in July of academic year.	Read receipt
Required activities for participation in UME elements (clerkships and selectives) sponsored by the department. <ul style="list-style-type: none"> • 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 [^]
EPGO and syllabus lecture	Power Point Presentation	Yearly in Fall Semester	sign in sheet monitored by clerkship and residency coordinators
Proper treatment of Medical Students lecture	Video series and interactive discussion given by clerkship director and prepared by Dr Horn	Yearly in Fall semester	sign in sheet monitored by clerkship and residency coordinators

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 [^]
Email		On an as needed basis prior to activity or session	Read receipt

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
Mistreatment Presentation	Power Point and break out groups	Annually	Attendance Log

*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.