Departmental Resident and Fellow Preparation Plan  
*For participation in undergraduate medical education (UME)*  
through the Paul L. Foster School of Medicine

Department: Pediatrics  
Date proposed: **10/18/16**

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

| Process for verified distribution to all current residents and fellows of the following:  
  | Description | Timing/cycle | Monitoring^  |
|-----------------|-------------|--------------|--------------|
| EP戈s*  
  Clerkship syllabus (Year 3, EM, or Neurology)  
  Selective syllabi (Critical care and/or Sub-Internship) | Didactic presentation outlining EP戈s specific to Pediatrics  
  Syllabi for Pediatric Clerkship, Subinternship, PICU and NICU Clerkships emailed to each resident | By 11/1/2016  
  By 11/1/16 | Attendance sheet  
  Posting presentation to shared file with documented access  
  Read receipt of email |

This was a one-time event to get all residents for this academic year on board

| Process for verified distribution to all incoming residents and fellows of the following:  
  | Description | Timing/cycle | Monitoring^  |
|-----------------|-------------|--------------|--------------|
| EP戈s*  
  Clerkship syllabus (Year 3, EM, or Neurology)  
  Selective syllabi (Critical care and/or Sub-Internship) | Didactic presentation online module outlining EP戈s specific to Pediatrics  
  Syllabi for Pediatric Clerkship, Subinternship, PICU and NICU Clerkships emailed to each resident | Annually during Resident Orientation | Tracking of access to online module  
  Read receipt of emailed syllabi |
**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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
<th>Timing/cycle</th>
<th>Monitoring^</th>
</tr>
</thead>
<tbody>
<tr>
<td>See above</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Process</th>
<th>Description</th>
<th>Timing, trigger, or cycle</th>
<th>Monitoring^</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerkship Review</td>
<td>Review clerkship progress and highlight problem areas, give residents feedback from student</td>
<td>2 – 3 times per year</td>
<td>Attendance sheets.</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Activity or resource</th>
<th>Description</th>
<th>Timing, trigger, or cycle</th>
<th>Monitoring</th>
</tr>
</thead>
</table>

*EPGOs: PLFSOM Education Program Goals and Objectives (updated version published and distributed annually – also publicly 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.