

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

	Description	Timing/cycle	Monitoring^
<p>Process for verified distribution to all <u>current</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) 	<ul style="list-style-type: none"> • Didactic presentation outlining EPGOs specific to Pediatrics • Syllabi for Pediatric Clerkship, Subinternship, PICU and NICU Clerkships emailed to each resident 	<ul style="list-style-type: none"> • By 11/1/2016 • By 11/1/16 <p style="text-align: center;">This was a one-time event to get all residents for this academic year on board</p>	<ul style="list-style-type: none"> • Attendance sheet • Posting presentation to shared file with documented access • Read receipt of email
<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) 	<ul style="list-style-type: none"> • Didactic presentation online module outlining EPGOs specific to Pediatrics • Syllabi for Pediatric Clerkship, Subinternship, PICU and NICU Clerkships emailed to each resident 	<p>Annually during Resident Orientation</p>	<p>Tracking of access to online module</p> <p>Read receipt of emailed syllabi</p>

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 [^]
See above			

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 [^]
Clerkship Review	Review clerkship progress and highlight problem areas, give residents feedback from student	2 – 3 times per year	Attendance sheets.

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

*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.