

Departmental Resident and Fellow Preparation Plan

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

Department: Internal Medicine Date proposed: 11/7/16

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) 	MS3: PowerPoint lecture given at TT and WBAMC. Video made with PowerPoint and office mix for those not in attendance. Residency Coordinators to track this.	Yearly during July/ August will be the live presentation. The video must be seen within 30 days of the live presentation.	Residency coordinators will track live sessions with a sign in sheet. Videos will be monitored with tracking on office mix also by the residency coordinator.
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) 	Same as above.	Same as above	Same as above
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^
Proper treatment of Medical Students lecture	Video series and interactive discussion given by clerkship director and prepared by Dr Horn	Yearly. Planned Nov 22 at noon	sign in sheet monitored by residency 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 [^]
Email		On an as needed basis	Receipt of mandatory messages will be monitored by outlook responses.

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.