

Departmental Resident and Fellow Preparation Plan

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

Department: Surgery Date proposed: 11/1/2016

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"> • Annual presentation in July (after new interns start) by clerkship director and clerkship coordinator as part of departmental administrative orientation for all residents (PGY1-PGY5, no fellows presently in department of surgery) • Most recently took place July 7,2016 • Electronic copies of EPGO's, clerkship syllabus for Year 3, Year 4 sub-I and ICU were provided to all residents with signed attestation of receipt and review • Presentation on student mistreatment will be done annually at start of academic year beginning 2017. For 2016 will be done in December • Meeting with WBAMC annual to present EPGO's, clerkship syllabus for Year 3, and student mistreatment also to be performed annually in July • This was done most recently on September 14 at WBAMC. Electronic copies provided to WBAMC staff and residents with signed attestation of receipt and review 	<p>Annually in July</p>	<p>Clerkship Director Clerkship Coordinator</p>

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) 	As above		
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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 [^]
Resident presentation to Department from ACS course	Resident that attended ACS Residents as Teachers and Leaders Course (see below) presents key topics to department (all residents and faculty) 1-2 hours	Annually in May/June	Clerkship Director

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
Surgical education research projects	Under faculty supervision	Ad lib	Clerkship Director

American College of Surgeons Residents as Teachers and Leaders Course	National career development course by American College of Surgeons	One resident (usually PGY2) sent to participate (funded by Department of Surgery) annually in April	Clerkship Director
<p>*EPGOs: PLFSOM <u>E</u>ducation <u>P</u>rogram <u>G</u>oals and <u>O</u>bjectives (updated version published and distributed annually – also publically available through the PLFSOM online academic catalog) ^Fulfillment of required activities and processes must be monitored. <u>In addition</u>, 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.</p>			

Addendum:

Formal teaching assigned to residents for which residents receive feedback and/or assessment of their teaching:

Activity	Description	Cycle	Feedback/assessment
Trauma TEAM Simulation Workshop	Trauma simulation taught by pairs of faculty and residents; residents receive feedback on teaching from faculty following this session	3 times per year	Clerkship Director