|  |  |
| --- | --- |
| A picture containing drawing, light  Description automatically generatedSAMPLE Individual Learning Plan:  Program Coordinator | |
| Directions: The topics are broad descriptions. The Office of GME Resource List will provide some of these topics. You can also “Google” the topics (always insert “GME”). | |
| Adult Learning Principles:   1. Adults prefer to choose their own learning activities. 2. Learning is individual – no one method fits all | |
| First 2 Months (ALL Required):   1. Basics of GME 2. Alphabet Soup of GME | 1. Program Structure – Beginner 2. Common Program Requirements – Introduction 3. Working remotely |
| |  |  | | --- | --- | | **Basics of GME** (60 minutes):  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | **Alphabet Soup of GME** (60 minutes):  List learning modes (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | **GME Program Structure & Requirements** (60 minutes):  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | **Common Program Requirements – Introduction**  (60 minutes):  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | |
| Next 4 months (choose 6):   1. Evaluations & Assessment - Beginner 2. Program Evaluation Committee 3. Clinical Competency Committee 4. Program Management 5. Resident Remediation | 1. Understanding Milestones 2. Orientation 3. Recruitment 4. ADS Update 5. Working relationships in GME 6. NRMP Basics 7. Other |
| |  |  | | --- | --- | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | |
| Year One Goals (Set after first 6 months) | |
| |  |  | | --- | --- | | Thinking about the learning activities you have learned about, what goals do you have for the next six months: |  | | |

|  |  |
| --- | --- |
| Coordinator Individual Learning Plan | |
| **Second 6 months (Choose 6):**   1. Evaluations & Assessment - Beginner 2. Program Evaluation Committee 3. Clinical Competency Committee 4. Program Management 5. Resident Remediation -- Advanced | 1. Understanding Milestones 2. Orientation 3. Recruitment 4. ADS Update 5. Working relationships in GME 6. NRMP Basics 7. Other |
| |  |  | | --- | --- | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | |
| **End of Year Activities** | |
| Map the academic year: Using your specialty and the expectations from the sponsoring institution, map out the academic year listing activities in each month. |  |
| Complete the Self-Assessment Tool for Program Coordinators. | Identify your strongest competency:  Identify the competency that you would like to target this next year: |
| Setting goals: Thinking about the learning activities you have learned about, what goals do you have for the next year |  |

|  |  |
| --- | --- |
| Coordinator Individual Learning Plan | |
| **Year Two (Choose 4)**   1. Evaluation – Advanced Topics 2. Curriculum Development in GME 3. Well-being in GME 4. Continuous Program Improvement | 1. Practice-based learning and residents 2. Mentoring quality improvement projects 3. Developing a network 4. Common Program Requirements – Advanced 5. Other |
| |  |  | | --- | --- | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | |
| **End of Year Activities** | |
| Finding a Mentor |  |
| Complete the Self-Assessment Tool for Program Coordinators. | Identify your strongest competency:  Identify the competency that you would like to target this next year: |
| Setting goals: Thinking about the learning activities you have learned about, what goals do you have for the next year |  |

|  |  |
| --- | --- |
| Coordinator Individual Learning Plan | |
| **Year Three (Choose 4)**   1. Evaluation – Advanced Topics 2. Curriculum Development in GME 3. Well-being in GME 4. Continuous Program Improvement | 1. Practice-based learning and residents 2. Mentoring quality improvement projects 3. Developing a network 4. Common Program Requirements – Advanced 5. Other |
| |  |  | | --- | --- | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | TOPIC:  List learning modes used (online module, small group session, reading, other)       Key Learning Point:  Date completed: | | |
| **End of Year Activities** | |
| Career Planning: Attend a professional conference (ACGME, AHME, or your specialty educational conference) |  |
| Setting goals: Thinking about the learning activities you have learned about, what goals do you have for the next year |  |