
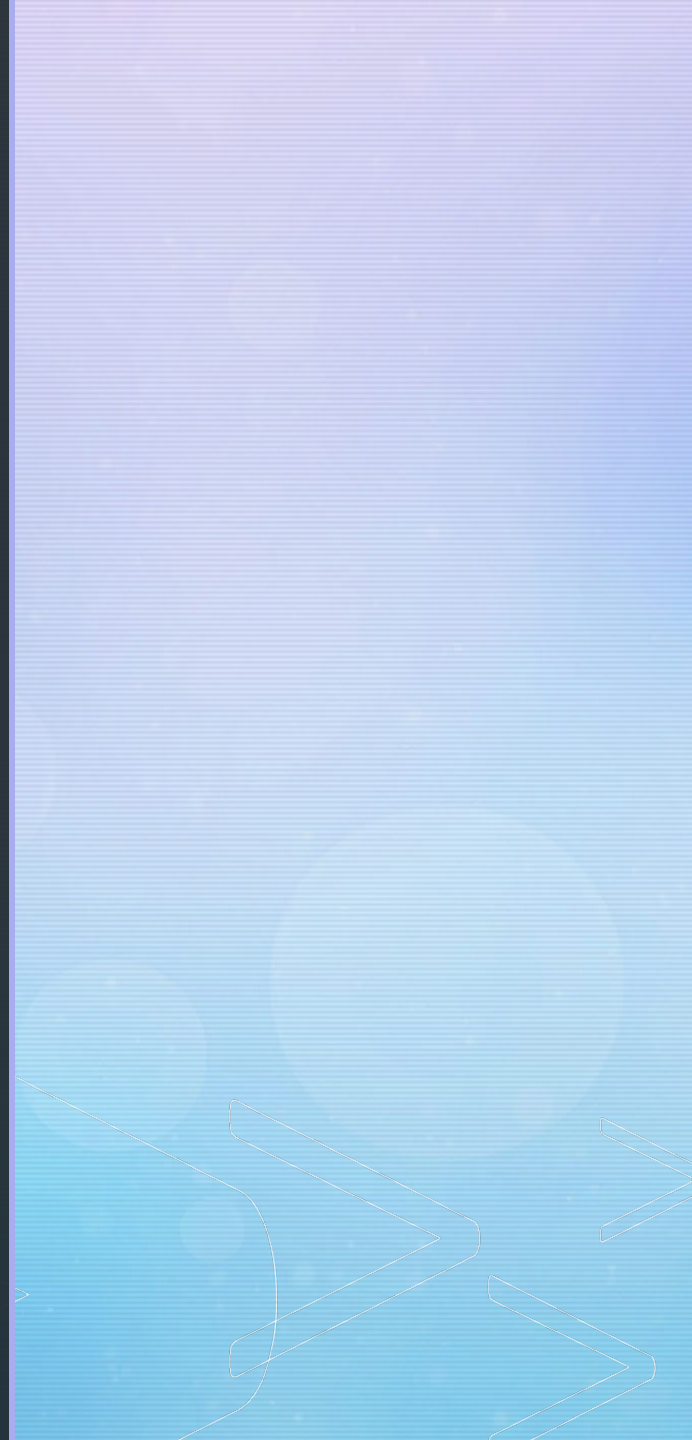


Rural Leadership Institute



Individualized Learning Plans





Disclosures

- I have no financial relationships with any commercial interest related to the content of this activity



Presenter

- Bevin Zei, BS
- Mercyhealth GME Program Coordinator



Background of the Presenter

Worked as a Professional Mathematics Educator for 7 years in public high school.

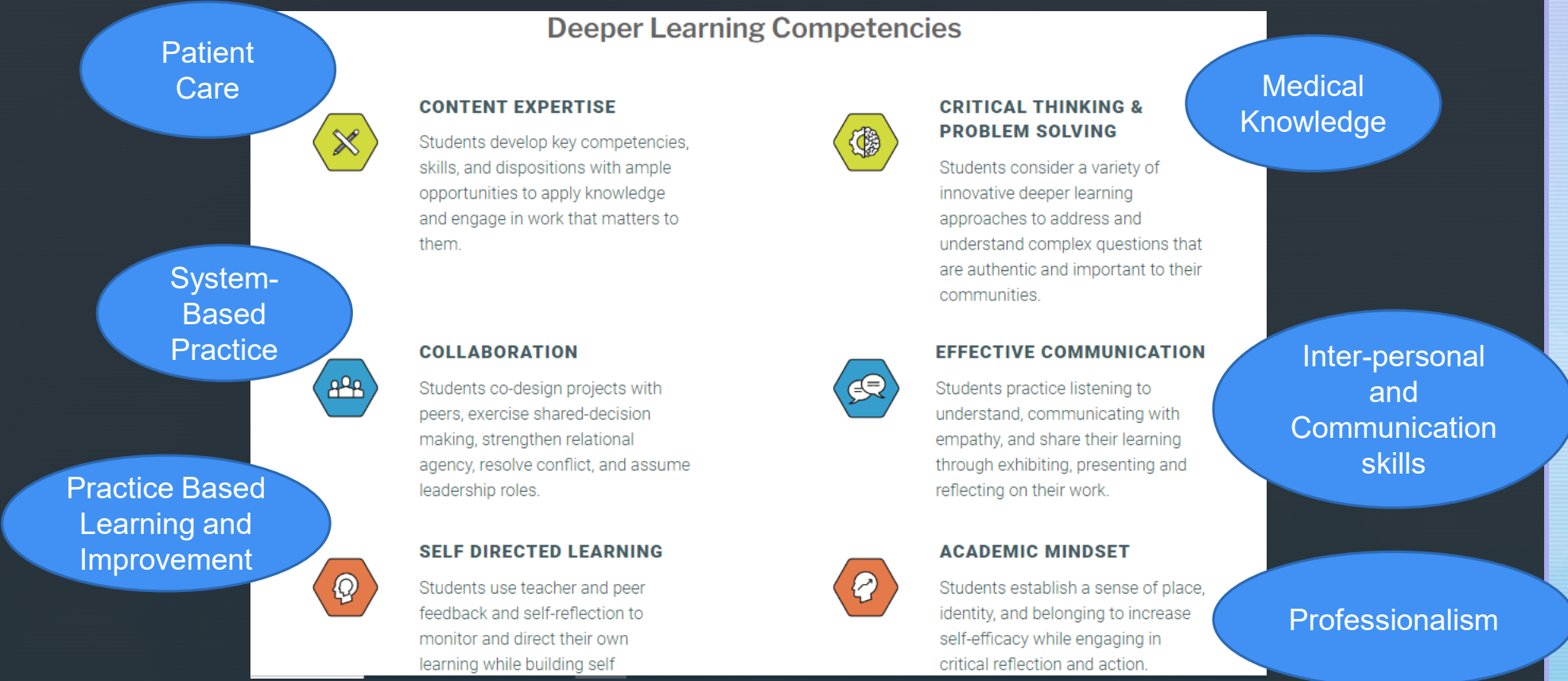
Joined the GME world in Feb 2022 as a program secretary Mercyhealth Family Medicine Residency. Promoted in September 2023 to GME program coordinator of two family medicine residencies. (7-7-7 and RTT: 2-2-2)



**I am an EXPERT at
Individual Learning
Plans**



Deeper Learning & ACGME Competencies





Learning Objectives: “Audience Members will learn..”

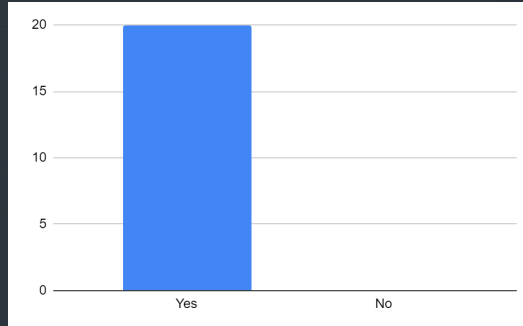
1. The meaning and origin of a Resident ILP's
2. How to culture an learning environment that promotes and values an ILP process
3. Learn how to develop a process that the ILP to make program wide improvements to the design and structure of the educational program.



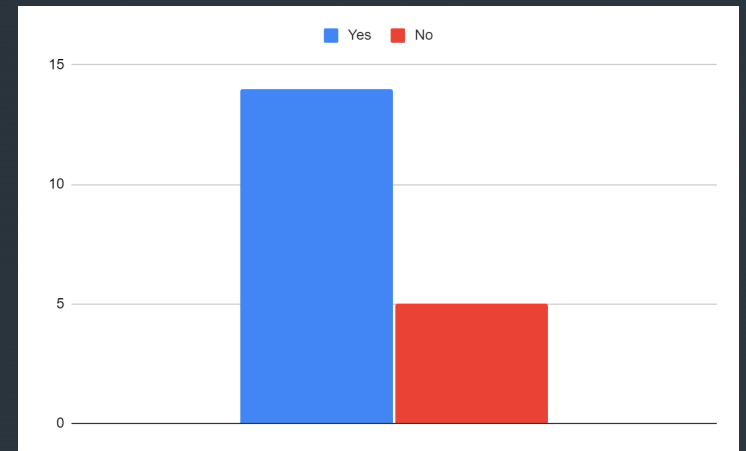
Project Goal

- Develop a process to support the creation of Resident's Individual learning plans (ILP). I will measure the success of implantation with a pre-post survey results.

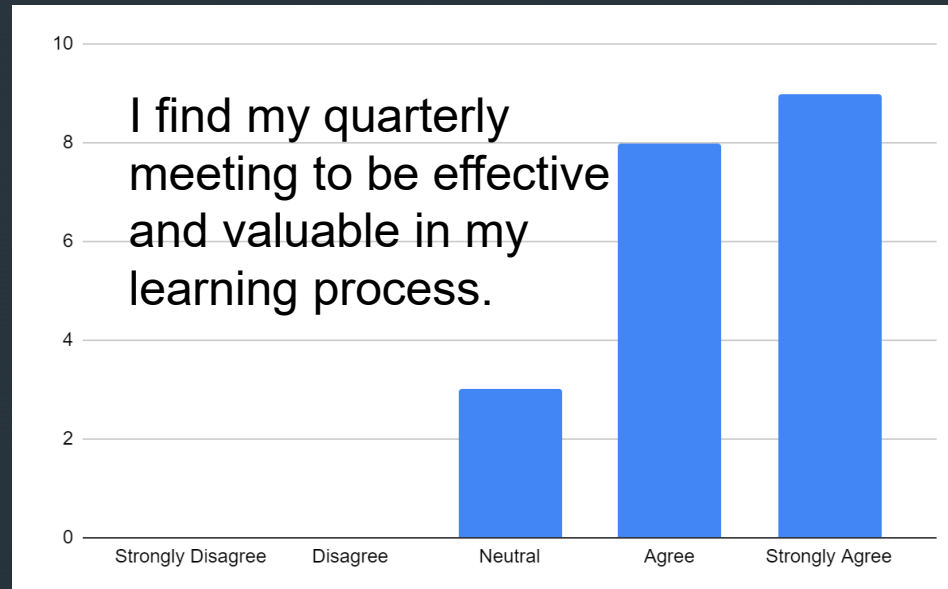
Pre-Survey Results – Baseline



I had enough time with my advisor at this appointment.



My advisor help me choose or discussed with me a upcoming elective choice?



I find my quarterly meeting to be effective and valuable in my learning process.

Learning Objective #1

The meaning and origin of a Resident ILP's

- ACGME Requirement update July 1 2023
- V.A.1.d).(2) assist residents in developing individualized learning plans to capitalize on their strengths and identify areas for growth; (Core)
- V.A.1.d).(5) create and document an individualized learning plan at least annually; and, (Core) V.A.1.d).(6) provide a system to assist residents in the individualized learning plan process, including: (Core) V.A.1.d).(6).(a) faculty mentorship to help residents create learning goals, as well as educational experiences to meet those goals; and, (Core) V.A.1.d).(6).(b) systems for tracking and monitoring progress toward completing the individualized learning plan.

What are ILP?

Long-Term and Short-Term Actions/Goals

Components of an ILP:

- Reflection on goals and honest self-assessment of strengths and weaknesses
- Generation of goals, which should include focus on the Core Competencies
- Explicit plans or strategies to achieve each goal
- Description of the assessment method or tool that will be used to measure progress on each goal
- Eventual revision of goals or creation of new goals based on performance
- Identified faculty facilitator

ILPs ARE:

- tools for every resident/fellow;
- formulated by the individual (resident/fellow);
- guided by a facilitator (faculty member, associate program director, or program director);
- an exercise in self-assessment and self-reflection;
- iterative;
- a requirement; and,
- an indicator of insight and ability to become an independent lifelong learner.

ILPs are NOT:

- set in stone – they can and should be revisited by both the learner and the facilitator;
- a portfolio;
- evaluations; and,
- created by faculty members or the program.

Learning Objective #2:
How to culture an learning environment that
promotes and values an ILP process

Model and Inspire!

- Growth Mindset
- SMART Goals
- Talk about it
- Relate feedback to ILP
- Live the ILP not talk the ILP

Learning Objective #3:

- Learn how to develop a process that the ILP to make program wide improvements to the design and structure of the educational program.

2 SMART Goals (July after milestones)

Self Assessment on Milestones (October)

2 SMART Goal Reflection:(December)

2 SMART Goals (Jan. after milestones)

Self Assessment on Milestones (April)

2 SMART Goal Reflection:(December)

2 SMART Goal Reflection:(June)

ILP (June, as needed)

4 Quarterly Advisor Meetings a year – giving direct feedback to resident



Mercyhealth Family Medicine Residency Program
849 Kellogg Ave., Janesville, WI 53546
(608) 755-7964
MercyFPres.com

Individualized Learning Plan (ILP)

Directions: This ILP is to be created by the resident with support and guidance from the advisor. This ILP is a fluid document that will change based on resident experiences, reflections and choice. At a minimum the ILP should be edited and reviewed annually.

Resident Name:

Training Years:

Date of Review of ILP:

Current PGY Level:

Advisor/Mentor:

SMART Goals



SMART Goal Example:	Non-SMART Goal Example:
<p><i>By November 2023, at my 6 month milestone meeting I will increase by medical knowledge score from 2 to 2.5. I will accomplish this goal by reading, study, listening to podcast by way of AAFP journals and other medical reviews. I will layout a study plan of dedicating 3 hours a week to my learning. My benchmarks to indicate I am on track for this goal will be feedback from preceptors, quarterly reviews with my advisor, ITE exam scores, and q- world question bank quizzes.</i></p>	<p><i>I will increase my medical knowledge.</i></p>

Mercyhealth Family Medicine Residency Program
SMART Goals Overview

While every ACGME core competencies should be a focus at all times, the following core competencies were selected as a focus, because it is more realistic to see a potential for growth during this selected time frame.

Directions: During Q1 and Q3 select two new SMART goals to obtain by the end of Q2 and Q4. Use the [SMART Goal Worksheet](#) to help write your goal. Please email your completed goals to Bevin Zei and CC your advisor.

PGY	Goal Set: Q1 Goal Reviewed: Q2	Goal Set: Q3 Due by Jan. 1 st Goal Reviewed: Q4
PGY1	<ul style="list-style-type: none"> • Medical Knowledge • Professionalism 	<ul style="list-style-type: none"> • Interpersonal and Communication Skills • Patient Care and Procedural Skills
PGY2	<ul style="list-style-type: none"> • Medical Knowledge • Patient Care and Procedural Skills 	<ul style="list-style-type: none"> • Practice-Based Learning and Improvement • Professionalism
PGY3	<ul style="list-style-type: none"> • Medical Knowledge • Interpersonal and Communication Skills 	<ul style="list-style-type: none"> • Systems-based Practice • Practice-Based Learning and Improvement

- Use the [ACGME Milestones with Examples and Resources](#) to identify potential goals.
- Use this quick reference for how you will measure your success with your goal.

Competency	Competency-Based Assessment Options
Medical Knowledge	<ul style="list-style-type: none"> • In-training exam • Faculty work-based assessments • Chart stimulated recall, Assessment of Reasoning Tool, others
Patient Care and Procedural skills	<ul style="list-style-type: none"> • Work-based clinical assessment through direct observation of the individual during care delivery • Faculty and peer assessment • Standardized assessments • Simulation
Professionalism	<ul style="list-style-type: none"> • Informed self-assessment • Multi-source feedback, such as a 360-degree evaluation • Patient experience surveys
Interpersonal and Communication Skills	<ul style="list-style-type: none"> • Patient reported feedback and experience surveys • Multi-source feedback, such as a 360-degree evaluation, especially regarding interprofessional care
Practice-based Learning and Improvement	<ul style="list-style-type: none"> • Evaluation of knowledge, skills, and attitudes from participation in systematic efforts to improve the quality, safety, or value of health care services • Audit and feedback of the medical record • Review of medical errors and patient safety events • Evidence-based practice logs
Systems-based Practice	<ul style="list-style-type: none"> • Feedback from multiple faculty evaluations regarding ability to practice in a complex health care system • Multi-source feedback, such as a 360-degree evaluation, especially regarding interprofessional care • Assessment of cost-conscious care

SMART Goal Resources are located on the shared drive>>Residents>> SMART Goals

When do they set GOALS?

Set (2) 6 month Goals in June & December

- After Milestones
- Must be tied to Core Competencies
- Must be milestone that needs growth

Electronic Files

- SMART Goals:

<https://forms.mercyhealthsystem.org/machform/view.php?id=382064>

- Goal Reflection:

<https://forms.mercyhealthsystem.org/machform/view.php?id=381753>

Resident: _____

Advisor: _____

Resident Milestone Self-Assessment

As you prepare for your Milestone meeting with your advisor it is important you take some time to self-reflect on the ACGME Core Competencies and assess your milestone level for each sub-competency.

Directions: Assess your milestone level for each sub-competency. Use the table below as a guideline of the standard range of milestones per PGY level. This will allow your advisor and faculty time to review your self-assessment prior to your advisor meeting, during your 1-1 advisor meeting you will then finalize the milestone numbers with your advisor.

Please note, these numbers are based on you entering your PGY level. If you feel you are beyond the threshold of your PGY level, you will need to provide evidence to Faculty of how you are meeting that milestone.

Resource: Use the [Supplemental Guide published by ACGME for detail rubric of Milestones with examples](#). Also found on Shared Drive>Residents>Milestone

RESIDENT			Entering PGY Level November 2022	Standard Range of Milestone Numbers Per PGY Level	(PGY-2&3) What hospital/residency committee are you on? Have you attended these meetings this academic year?
Milestone	Self	Advisor			
PC1			PGY1	Not Yet Assessable Not Yet Completed Level 1 1 – 1.5	
PC2					
PC3					
PC4					
PC5					
MK1			PGY2	1.5 - 2.5	
MK2					
SBP1			PGY3	2.5 - 4	
SBP2					
SBP3					
SBP4					
PBL11					
PBL12					
PRO1					
PRO2					
PRO3					
C1					
C2					
C3					

What are your Q1/2 SMART Goals? What is your progress on reaching this goal by the end of Q2?

Self-Assessment of Milestones

Quarterly Advisor Meetings

Mercyhealth Family Medicine Residency Program
Quarterly Review Form for Faculty

Resident Name: _____
 Advisor: _____

Date: _____
 Months Being Evaluated: L A S O N D J F M A M J

Year of Residency Training: PGY- 1

I. Resident Evaluation

Part I : Instructions : Advisor please complete this form to review the past 3 months of residency training, through direct observation and rotation evaluations.

Core Competency	Area of Strength	Area for Growth	Area of Concern (Y/N)
Patient Care (PC)			
Medical Knowledge (MK)			
Practice-Based Learning (PBL)			
Interpersonal & Communication Skills (ICS)			
Professionalism (Prof)			
System Based Practice (SBP)			

Requirements

Patient Visits: : ____ / 1800 (Q1: 60 / Q2: 120 / Q3: 180/ Q4: 210)

Professional/Administrative Task Completion—Circle the appropriate response

Is the resident completing the following tasks in a timely manner?	Has the resident completed their elective forms Q3? Due 30 days in advance.																					
<p>Administration: (To be filled out by Admin)</p> <table> <tr> <td>Completing NI evaluations?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Timely chart completion?</td> <td><u>Yes</u></td> <td>No</td> </tr> <tr> <td>Arrives to required duties on time?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Completing Lecture Surveys?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Logging Duty Hours?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Q1/Q2 SMART Goals Reflection Completed?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Q3/Q4 SMART Goals Completed?</td> <td>Yes</td> <td>No</td> </tr> </table> <p>Administration Notes:</p>	Completing NI evaluations?	Yes	No	Timely chart completion?	<u>Yes</u>	No	Arrives to required duties on time?	Yes	No	Completing Lecture Surveys?	Yes	No	Logging Duty Hours?	Yes	No	Q1/Q2 SMART Goals Reflection Completed?	Yes	No	Q3/Q4 SMART Goals Completed?	Yes	No	<p>Yes—Complete No</p> <p>List Electives:</p> <p>1) _____</p> <p>2) _____</p> <p>3) _____</p> <p><i>If NO, what are the barriers to completion?</i></p>
Completing NI evaluations?	Yes	No																				
Timely chart completion?	<u>Yes</u>	No																				
Arrives to required duties on time?	Yes	No																				
Completing Lecture Surveys?	Yes	No																				
Logging Duty Hours?	Yes	No																				
Q1/Q2 SMART Goals Reflection Completed?	Yes	No																				
Q3/Q4 SMART Goals Completed?	Yes	No																				
<p>Advisor: (To be filled out by Advisor)</p> <table> <tr> <td>Managing EPIC inbox Promptly?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Logging procedures?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Review Roadmap to Graduation?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Completing cKSAs?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Completing Metric?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Discussed/Approved Q2 Reflection?</td> <td>Yes</td> <td>No</td> </tr> <tr> <td>Discussed/Approved Q3/Q4 SMART Goals?</td> <td>Yes</td> <td>No</td> </tr> </table> <p>Advisor Notes:</p>	Managing EPIC inbox Promptly?	Yes	No	Logging procedures?	Yes	No	Review Roadmap to Graduation?	Yes	No	Completing cKSAs?	Yes	No	Completing Metric?	Yes	No	Discussed/Approved Q2 Reflection?	Yes	No	Discussed/Approved Q3/Q4 SMART Goals?	Yes	No	
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Completing Metric?	Yes	No																				
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Discussed/Approved Q3/Q4 SMART Goals?	Yes	No																				

Current Status

- Progression towards independent practice
- On Performance Improvement Plan
- On ITE Remediation Plan
- On Probation

Acknowledgement: I have met and discussed this evaluation with the named resident.

Advisor Signature: _____ Date: _____

Advisor Print Name: _____

Acknowledgement: I have discussed this evaluation with my advisor.

Advisee Signature: _____ Date: _____



Post Survey Results

- I plan to give this survey out in June after the first ILP annualy review.



Thank You!

