

July	August	September	October	November	December	January	February	March	April	May	June
	<p>Q1 Faculty Advisor reports Issued 1st Week of August</p> <p>Advisors meet with Residents work in ILP</p>			<p>Q2 Faculty Advisor reports Issued 1st week of November Residents Rank themselves</p> <p>Advisors meet with Residents work in ILP and discuss milestones score</p>		<p>CCC Meeting 1st week in January</p> <p>Enter Milestones in ACGME</p>	<p>Q3 Faculty Advisor reports Issued 1st Week of February</p> <p>Advisors meet with Residents work in ILP</p>			<p>Q4 Faculty Advisor reports Issued 1st week of May Residents Rank themselves</p> <p>Advisors meet with Residents work in ILP and discuss milestones score</p>	<p>CCC Meeting 2nd week in June</p> <p>Enter Milestones in ACGME</p>

FACULTY ADVISOR AND CCC MEETING DETAILS

- GME Director or Program Coordinator will gather resident reports and email them to the faculty advisors on the following months (Q1 first week of August; Q2 first week of November; Q3 first week of February; Q4 first week of May).
- Faculty Advisors will need to reach out to residents once reports are received and set up one on one meetings with residents to review reports. Q1 – review reports establish an ILP for resident. Q2 – review reports and review milestones with residents and update ILP. Q3 – review reports with residents and update ILP. Q4 review reports and review milestones with residents and update ILP
- CCC Meetings: Faculty Advisors will bring forward to the CCC (Semi Annually) details on their assigned residents to discuss where said resident will be on the milestones reporting to ACGME

ADVENTIST HEALTH UKIAH VALLEY FAMILY MEDICINE RESIDENCY QUARTERLY ADVISOR FORM

You are required to meet with your advisee at least 4 times a year: 1 meeting per Quarter

Roles of Meeting:

- Career planning
- Review and oversee progress during the residency
- Review/remind of all requirements for graduation (attached)
- Help resident to identify challenges, solutions and areas to work on

Topics for Discussion:

- Get to know residents backgrounds and personal situation
- Review their performance from last CCC meeting
- Review their schedule for the year (or next few months) and point potential challenges
- Ask them about the plans for after graduation, fellowship, type of practice, region/location, scope of practice, academic opportunities, to help them design their electives.

CONFERENCE ATTENDANCE

1ST Quarter X 2nd Quarter x 3rd Quarter X 4th Quarter x
Q1 - 80% Q2 - 100% Q3 - 90% Q4 - 90%

DUTY HOUR VIOLATIONS COMPLIANCE AND LOG COMPLETION

1ST Quarter X 2nd Quarter X 3rd Quarter X 4th Quarter x
Q1 - 2 Violations (VA Rotation)

DUTY HOUR LOG COMPLETION

1ST Quarter X 2nd Quarter X 3rd Quarter X 4th Quarter x
Up to date on entering duty hours

PROCEDURES LOGGED

1ST Quarter X 2nd Quarter X 3rd Quarter X 4th Quarter x
Logged 148 procedures for entire year.

YEARLY VACATION PLANS / CONFERENCE PLANS (must submit Vacation requests 6 months in advance)

1ST Quarter X 2nd Quarter X 3rd Quarter X 4th Quarter
Has 2 days left

ELECTIVE PLANS (must submit 4 months in advance)

1ST Quarter X 2nd Quarter N/A 3rd Quarter N/A 4th Quarter _____

Has not turned in 4th Quarter Elective Away yet but he is working on it.

LAST CCC EVALUATION USING THE ACGME MILESTONES

Semi Annual 1 2.31 Semi Annual 2 _____

SCHOLARLY ACTIVITY

Must complete 1 QI project and 1 other scholarly project by graduation. By end of PGY-1 should have an idea for project, by end of PGY-2 should have an abstract. End of PGY-3 will have a research presentation.

1ST Quarter X 2nd Quarter X 3rd Quarter X 4th Quarter x

Please obtain from Charles any scholarly activity for the year so far

DOCUMENTATION – MEDICAL RECORDS Review of note completion, timeliness

1ST Quarter X 2nd Quarter X 3rd Quarter X 4th Quarter x

INBOX MANAGEMENT

Review of inbox completion, timeliness

1ST Quarter X 2nd Quarter X 3rd Quarter X 4th Quarter x

ROTATION EVALUATIONS:

Completion of evals by the resident, review of the faculty evals of the resident for any concerns.

1ST Quarter X 2nd Quarter X 3rd Quarter _____ 4th Quarter x

Has 1 past due

HEALTH STREAMS:

Completion of AHUV Health Streams.

1ST Quarter X 2nd Quarter X 3rd Quarter X 4th Quarter x

Up to date

PATIENT NUMBERS

1650 OUTPATIENT CONTINUITY

1ST Quarter 390 2nd Quarter 556 3rd Quarter 695 4th Quarter 812

As of April 30, 2023

CAREER PLANNING:

1ST Quarter _____ 2nd Quarter _____ 3rd Quarter _____ 4th Quarter _____

PERSONAL ISSUES

1ST Quarter _____ 2nd Quarter _____ 3rd Quarter _____ 4th Quarter _____

SUMMARY (4TH QUARTER):

RESIDENT'S SIGNATURE DATE

ADVISOR'S SIGNATURE DATE

Individualized Learning Plan (ILP)

Resident:	Resident name	Advisor:	Faculty name
		Date:	5/18/2023

Resident's Strengths: Relationship with patients. Interest in patients. Personable. Hard working.

Resident's Weaknesses: Communication with nursing staff

Upcoming Opportunities: Away rotation in southern CA to start networking.

Upcoming Threats: Step 3, Fear of passing

Target Behaviors	Strategies
Concern about step 3	<ul style="list-style-type: none"> - Doing 20-30 questions per day - Goal is 2,000 questions done buy time of test - Test date 8/18 and 8/21
Quality improvement project	<ul style="list-style-type: none"> - Looking into program to give kids age-appropriate books about health in the clinic for well child checks - Talk with Kristy about implementing it in the clinic
Communication with Nursing on OB	<ul style="list-style-type: none"> - Will try to make himself more present to the OB nurses. - Had idea about trying to create a "resident workstation" by the nurses -
Figure out job and after residency life	<ul style="list-style-type: none"> - Setting up away rotation in Las Angeles to get some exposure and to help with networking - Wants 100% outpatient
Log duty hours timely	<ul style="list-style-type: none"> - Will start logging duty hours weekly - May set alarm on same time every week to log hours
Procedure logging	<ul style="list-style-type: none"> - Will start paying more attention to procedures he does and make sure they are ones which can be logged - Discussed the necessity to prove these were done in residency to get credentialed at future job

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Preceptor Feedback and Meeting Documentation		
Date	Subject/Activity	Comments / Feedback
4/11/2023	Journal Club	Osteopenia vs Osteoporosis – AAFP article

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