**TEMPLATES (Programs may modify)**

**Education Plan / Ongoing Learner Reflection / Enhanced Education Plan**

**Learner to use to prepare for initial and subsequent meetings with the Academic Coach or can be used to create an enhanced education plan**

The purpose of the Education Plan is to provide a framework for a cycle of continuing professional development and review. The plan should support and encourage an open dialogue between learner and the Academic Coach and Program Director regarding professional and career development. This document is intended to assist in the process by providing a framework to create informed, focused learning goals with tangible outcomes, used in conjunction with the overall goals and objectives for this stage of training.

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| **Name:** | **Date:** |
| **PGY Level:**  **Stage of training, as applicable:** | **Academic Coach:** |

**Initial Meeting:**

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| **Overall Career Goals:**  **Specific Interests:**  **Self-identified gaps or learning needs:** |

**Learner Reflection (ongoing)**

**Learner to use to prepare for initial and subsequent meetings with the Academic Coach**

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| Reflect on the multiple sources of feedback received to date. This will be specialty specific in terms of what tools the program is using. Use feedback to determine 2 - 3 specific goals for the next XXX months, in consultation with mentor/advisor, using the table below. | | | | | | | |
| **Name:** | | | **Date:** | | | | |
| **PGY Level:**  **Stage of training, as applicable:** | | | **Academic Coach:** | | | | |
| **Date of Review with AC / PD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **What are my Learning Objectives?** | **What is my trigger/ stimulus for learning?** | **What is the timeline for completion?** | | **What resources will I require?** | **What do I need to do to achieve this goal?** | **What are potential barriers?** | **Outcome: How will I identify success?** |
| **1** |  |  | |  |  |  |  |
| **2** |  |  | |  |  |  |  |
| **3** |  |  | |  |  |  |  |

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| **Name:** | **Date:** |
| **PGY Level:**  **Stage of training, as applicable:** | **Academic Coach:** |
| **Progress Review December (Mid-Year)** | |

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| **Name:** | **Date:** |
| **PGY Level:**  **Stage of training, as applicable:** | **Academic Coach:** |

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| **Progress Review April (Annual)** |

This document will be reviewed by the Competence committee as part of the package of documents to assess resident promotion.

**Learner Progress Form**

**Academic Coach to use to prepare for Competence Committee meeting.**

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| **Name:** | **Date:** |
| **PGY Level:**  **Stage of training, as applicable:** | **Academic Coach:** |

**Outline for review:**

1. Review assessment data available and gaps.
2. Discuss their reactions to data and what it means to them.
3. Develop action plan based on the data.

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| **Setting the stage:** | |
| ⬜ **Review learner stage of training** | What is learner currently working on? ⬜ N/A  What is their plan for meeting EPAs in their current block? |
| ⬜ **Review EPAs for stage** | What EPAs are your current focus? ⬜ N/A |
| **Review of workplace based assessment data and education plan:** | |
| ⬜ **Review assessments on file** | Concerns/issues raised  Yes ⬜ No ⬜  If yes, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ⬜ **Reviewed EPA progress** | Concerns/issues raised on these assessment s? ⬜ N/A  Yes ⬜ No ⬜  \* See attached EPA summary charts for individual EPA assessment data |
| ⬜ **Reviewed procedure log and/or Procedure forms** | Learner keeping procedure log? Yes ⬜ No ⬜  Procedures successfully completed in log: |
| ⬜ **MSF reviewed** | - Concerns/issues raised on MSF?  Yes ⬜ No ⬜  If yes, specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Review non-workplace based assessments/objective testing:** | |
| ⬜ **Reviewed performance on OSCE** | OSCE score \_\_\_\_\_\_\_\_\_\_ ⬜ N/A  Stations passed: \_\_\_\_\_\_\_ PGY year average: \_\_\_\_\_\_  Issues/concerns raised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ⬜ **Discussed MCQ ITE performance** | ITE score \_\_\_\_\_\_\_\_\_\_\_\_ ⬜ N/A  PGY year average \_\_\_\_\_\_ |
| ⬜ **Reviewed simulation based assessments** | Date(s) completed: \_\_\_\_\_\_\_\_\_\_\_\_  Achieved? Yes ⬜ No⬜ Feedback: |
| **Facilitated feedback:** | |
| **Probe learner for their reactions to and perceptions of assessment data** |  |
| **Explore learner’s understanding of the content of assessment data:** |  |
| **Discuss quality/adequacy of**  **assessment data** |  |
| **Academic Coaching:** | |
| ⬜ **Discussed career plans/goals** | Electives completed/planned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Career/elective plans: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ⬜ **Discussed progress in research** | Research project(s) in progress: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Research concerns/issues arising: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| ⬜ **Discussed self-assessment and self-directing learning plan** | \*\* See learning plan created\*\* |
| **Areas for improvement:** |  |
| **Areas of strength:** |  |
| **Academic Coach Summary:** | |
| **Priority area(s)/skill/competency:** |  |

April 12, 2018

Approved by CBME Executive March 2018

Sent to PGEC for information March 2018