

COLLABORATING TOWARDS COMMON GOALS: *A COMPREHENSIVE PROGRAM FOR FELLOW CAREER DEVELOPMENT ACROSS SUBSPECIALTIES*

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Objectives

1. Identify common goals for fellowship training across subspecialties at your institution
2. Design a career development program to meet the needs of subspecialty fellows at your institution
3. Utilize individual development plans to assess and document progress of subspecialty fellows

Outline

1. Introductions and icebreaker
2. Overview of our program – the fellow Individual Development Plan
3. Create your own IDP
4. Fellows' IDPs – review and feedback

Ice breaker

Reflect on your approach to the career development of fellows in your program:

1. How do you help your fellows reach their career goals
2. How do you know a fellow is on track?
3. How and when do you provide feedback to help those that are not on track?

UCSF's Career Development Program for Pediatric Fellows

Centralized program for all fellows across divisions

1. Monitoring process utilizing “Individual Development Plans” (IDP) to monitor progress towards career development including completion of scholarly project
2. Skills-based career development sessions for all fellows (“Fellows College”), mandatory, 4x/year
3. Annual Research Day for fellows to present their scholarly, practice presentations and network

Individual Development Plan

Modeled after faculty career development plans

1. Mentoring plan
2. Career track, long term goals
3. Accomplishments and short term goals/specific plans
 - Research, Patient Care, Professional Development, Education
4. Barriers and suggestions
5. Abstract describing (proposed) scholarly work

Individual Development Plan

Process:

1. All fellows complete IDP once a year (spring year 1 and fall year 2 and 3)
2. Web-based platform, fellows give access to their SOC, their fellowship director and the departmental SOC director
3. SOC mentors and program directors give feedback through on-line platform
4. SOC director reviews and signs off, contacts fellow/mentors in case of concerns

IDP template

IDP Template 2015-2016

by Sandrijn

Template for year 1 - 3 fellowship

For instructions on how to complete the template please follow the link >> [IDP Portfolio Instructions](#)

GENERAL INFORMATION

Full Name:

Division and Appointment:

Year of Fellowship:

Support: Where does your salary come from? Grant funding, divisional funds, other? Please state both current support and plans for future training years. If you don't know where your salary comes from make sure to ask your program director.

Post-graduate degrees: (MPH/PhD etc)

Fast-tracking fellowship? Y/N

CV INSTRUCTIONS

Please follow the instructions for the creation of an academic UCSF CV. Include narrative sections for research, clinical and teaching activities. Use the provided template and upload the finished CV to your files, then link to your view in the box below - see instructions on [Academic CV](#). **Acrobat PDF format is strongly suggested.**

My ACADEMIC CV

YEAR IN REVIEW AND SHORT RANGE GOALS

Please list what you have accomplished this year to-date in each of the following areas as well as your specific short range goals for the next 6-12 months of fellowship. This section is to enhance information not captured on your CV such as works in progress, milestones, and timelines, etc.

Research/scholarship activities:

Accomplishments:

Short term goals:

Patient Care (clinical activities):

Accomplishments:

Short term goals:

Professional Self-Development (activities that help you develop skills): Include any formal coursework that you have completed in the current year and/or are planning to complete in the next year

Accomplishments:

Short term goals:

Education (teaching others):

Accomplishments:

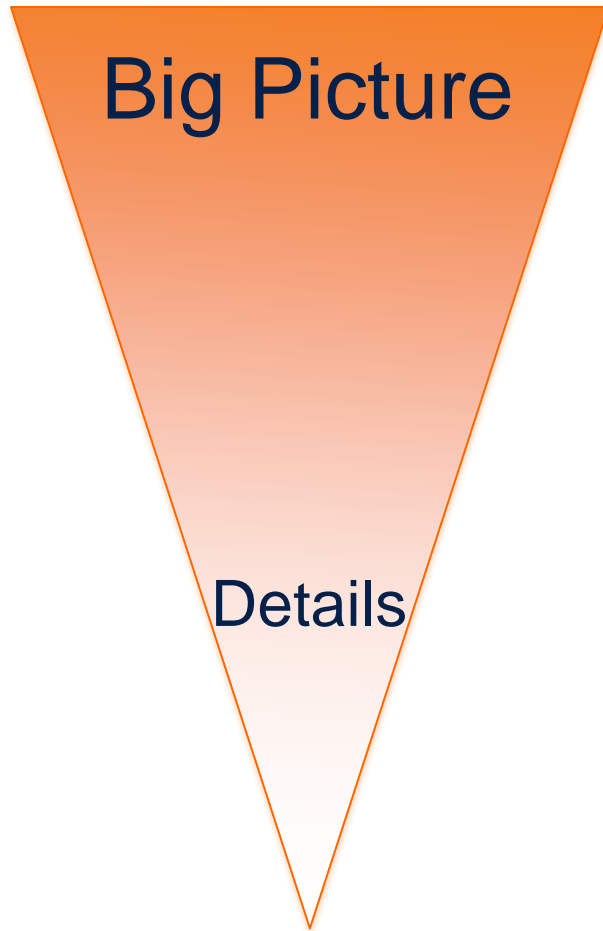
Short term goals:

Other professional accomplishments:

Accomplishments:

Short term goals:

Helping Fellows Develop a Plan for Success



- Develop your Vision and Mission Statements
- Identify mentors
- Identify and develop an idea for your scholarly activity
- Using the IDP to develop a plan for success

Developing vision & mission statements

- **Vision Statement:** A formal summary of your goals, values, and purpose that guides actions and decision-making.
- **Mission Statement:** Defines the path that will guide you to successfully accomplishing your vision.



Developing your mission statement

If someone were to Google your name, what would you want associated with it?

Think about your future (3, 5, 10, 20 yrs from now). You are on the cover of the NYT magazine

What is the title of your article?

What is the inside quote on what is your passion or driving force?

What is the quote from a patient or recipient of your services?

What are the unique measures/outcomes of your work?

Developing your mission statement



The IDP is a roadmap for successfully fulfilling your mission!!

Using your mission/vision statements to develop your IDP

Mentoring Plan

Please explain who your mentors are for your scholarly project and what their roles will be. How often will you meet, how will they help you with your project? Who are your career/clinical mentors that will help you stay on track and integrate the multiple aspects of your training?

- Who are the best mentors to help you successfully fulfill your vision and accomplish your mission?
- How can which mentor help you best?

Using your mission/vision statements to develop your IDP

CAREER TRACK AND LONG RANGE GOALS

What is your career track? Choose any of the following and explain what your major focus is.

Physician Scientist (Clinical, Basic, Translational, Education, etc.) - large

Clinical Educator - large commitment to educational leadership/administrative

Master Clinician

Research Scientist - no or very little clinical commitment

Other (explain)

Undecided

What are your long range career goals within this career track? What type of community, etc) do you envision?

Is this congruent with your **vision** and **mission**?

Hint: The answers are defined by your vision statement!!

Using your mission/vision statements to develop your IDP

ABP SCHOLARLY ACTIVITY

Anticipated work product/methods of scholarly activity:
(check main one)

<input type="checkbox"/>	Biomedical research (laboratory, clinical)
<input type="checkbox"/>	Meta-analysis of literature
<input type="checkbox"/>	Systematic review of clinical practice (rigor of Cochrane review)
<input type="checkbox"/>	Critical analysis of public policy relevant to subspecialty
<input type="checkbox"/>	Other: (explain if different from currently approved ABP workproducts)

Anticipated work product of scholarly activity (to be submitted as part of ABP subspecialty certification on completion of fellowship)

<input type="checkbox"/>	Peer reviewed publication
<input type="checkbox"/>	Manuscript (in-depth) describing completed project
<input type="checkbox"/>	Thesis or dissertation written in connection with the pursuit of advanced degree
<input type="checkbox"/>	Extramural grant application that has either been accepted or favorably reviewed
<input type="checkbox"/>	Progress report for projects of exceptional complexity, such as a multi-year clinical trial

- Is the product you anticipate congruent with your **mission and vision** for your career?
- Is it a logical and useful vehicle for developing the skills you need to accomplish your **mission**?

Complete your own IDP

Take a few minutes to complete your own IDP, using the template provided.

- Based on your current career status

OR

- Think back to when you were a first year fellow

Table discussion: the use of IDPs

1. Where there elements that were difficult to complete?
 2. Which ones do you think would/would have been most useful for your career development
 3. What questions come up?
- Assign a reporter at your table and identify one issue/question during your discussion that you would like to bring to the larger group

IDP and Feedback

All SOC members, the program director and the SOC director review IDP and provide feedback, based on:

- Adequacy of mentoring plan
- Alignment of long term and short term goals
- Are the goals “SMART” (Specific, Measurable, Acceptable, Realistic, Time bound)?
- Quality of scholarly abstract and alignment with goals

In addition, provide further suggestions, including on how to overcome barriers noted

Table discussion: Providing feedback

Review the example IDP's and discuss the feedback you might provide to each fellow

In particular, think about:

- Alignment of long term and short term goals
- How “SMART” are the goals: (Specific, Measurable, Acceptable, Realistic, Time bound)?
- Is the work product

Taking this home: how to adapt

- What would you need to make this work at your own institution?
- What barriers do you foresee?



Questions?

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