

Policy: Individualized Learning Plans (ILPs) for Residents and Fellows Policy		
Original Approval: 5/20/2026	Effective date: 7/1/2026	Revision Dates:

Purpose

To standardize the creation, review, documentation, and use of Individualized Learning Plans (ILPs) for ACGME residents and fellows (>1 year training programs) and J-1 Fellows, supporting competency development and meeting ACGME expectations.

Value to Learner

1. Better understanding learner's skills & prior exposure prior to starting residency/fellowship
2. Development of clear goals and structure to achieve those goals in a set timeframe
3. Development and use of a tool to help promote individualized learning and advancement throughout the resident/fellows training
4. Add structure to a competency based medical education landscape

Definitions

- **Individualized Learning Plan (ILP):** A learner-centered, data-informed plan with goals, strategies, measures, and timelines, developed by the trainee with faculty guidance and discussion.
- **ILP Mentor/Coach:** Faculty member who facilitates ILP development and follow-up.

Scope

In this document, "Resident" refers to both specialty Residents and subspecialty Fellows.

The University of Colorado School of Medicine ensures compliance with the Accreditation Council for Graduate Medical Education (ACGME) Institutional and Common Program Requirements and/or other accrediting, governing, or recognizing bodies (when applicable), relevant to Individual Learning Plans (ILPs).

- a. ACGME-accredited programs must adhere to the Institutional, Common (Residency, Fellowship, One-Year Fellowship, or Post-Doctoral), and Specialty-Specific Program Requirements. ACGME exempts one-year fellowships from an ILP requirement.

- b. Non-Standard Training (NST) programs must adhere to the ACGME Recognition for Sponsoring Institutions with Non-Standard Training Programs for J-1 Visa Sponsorship requirements and CU's Evaluation Policy requiring ILPs.
- c. Programs accredited, governed, or recognized by a body other than ACGME must adhere to any ILP requirements of that body.

Policy

1. Every resident/fellow must maintain an active ILP reviewed at least every six months with an ILP mentor/coach, an Assistant/Associate Program Director, or the Program Director.
2. All programs must communicate to trainees and faculty their applicable ILP process, components, and timelines in the Program Handbook & Policy Manual.
 - a. Process: 5.1.d. The program director or their designee must assist residents in developing individualized learning plans to capitalize on their strengths and identify areas for growth. (Core)
 - b. Recommended Components:
 - i. Informed by Milestones & Assessments
 - ii. Self-rating/Self-assessment
 - iii. Includes SMART goals and/or strategies
 - iv. Accountability Plan
 - v. Dates and signatures by Trainee with (coach/mentor/APD/PD) on review
 - c. Recommended Timelines
 - i. PGY-1 Residents or any resident or fellow new to the University of Colorado: must begin work on the ILP by the end of their first 3 months of training. A meeting with the ILP mentor/coach should occur within the first couple of months of the program to establish baseline goals, readiness, and desired early learning experiences.
 - ii. PGY-2+ Residents and Fellows: must update their ILP at least every 6 months. The ILP is informed by Milestones and assessments, include SMART goals, strategies, measures, and an accountability plan.
3. Aggregate ILP themes inform curricular review annually.

Recommended Program Documentation

1. Use standardized templates with required fields; label with effective dates; link to relevant Milestones.
2. ILPs are stored in a residency management system (MedHub) or approved program specific platform.