#### First Trimester June - October

### **Program Reminders for the first Trimester**

- USMLE Step 3 Completion Deadline
- <u>Inpatient Observation</u> complete 1 by end of academic year during swing shift (either during VA wards/Swing or University wards/Swing)
- Upload 24-25 Journal Club (once presented)
- In-training exam in Aug/Sept (you will be assigned a date)
- Influenza Vaccine due end of October
- Any MedHub Learning Portfolio Entries

#### Items due at the end of this trimester: October 27nd

- Complete Outstanding MedHub Evaluations Completed by third Friday of clinic block
- Check MedHub for any missing evaluations
- Complete Outstanding NEJM Quizzes
- Submit large R2/R3 Scholarship plan
- Scholarly Activity Overview

### **Program items**

IMRP Website - Heartbeat: Who to contact, where to report, curriculum, policies, etc.

<u>IMRP Missed Deadline Policy</u> – Formal policy on consequences for failure to meet program requirements (i.e. unexcused WES absences, missing deadlines for module completion, TB testing, etc.) You are responsible for understanding this policy.

#### Second Trimester October - March

### **Program Reminders for the Second Trimester**

- <u>Inpatient Observation</u> complete 1 by end of academic year during swing shift (either during VA wards/Swing or University wards/Swing)
- Upload <u>24-25 Journal Club</u> (once presented)
- Any MedHub Learning Portfolio Entries

## **Items to Complete During Clinic Block**

- Continuity Clinic Observation
- Complete Outstanding MedHub Evaluations Complete by third Friday of clinic block

A Block Due Dates	B Block Due Dates
Block 1: Nov 24	Block 2: Dec 22
Block 3: Feb 2	Block 4: March 2

#### Items due at the end of this trimester: March 2

- Submit R2 Scholarly Activity Progress Report AY 24-25v
- Check MedHub for any missing evaluations
- Complete Outstanding NEJM Quizzes
- Scholarly Activity Overview

#### **Program items**

IMRP Website – Heartbeat: Who to contact, where to report, curriculum, policies, etc.

<u>IMRP Missed Deadline Policy</u> – Formal policy on consequences for failure to meet program requirements (i.e. unexcused WES absences, missing deadlines for module completion, TB testing, etc.) You are responsible for understanding this policy.

#### Third Trimester March - June

### **Program Reminders for the Third Trimester**

- <u>Inpatient Observation</u> complete 1 by end of academic year during swing shift (either during VA wards/Swing or University wards/Swing). Add this to your calendar now to note when you will be on one of these rotations
- <u>Journal Club Presentation</u> Reminder to upload once you've presented
- Any MedHub Learning Portfolio Entries
- HTP residents QuIP presentation completed

#### Items due at the end of this trimester: June 15

- Fellowship Application Process Beings: LORs, CV, Personal Statement for ERAS (fellowship)
- AAMC ID# (fellowship) by June 1
- HTP residents presentation slide deck attestation sent to Dr. Emily Gottenborg
- Ensure completion of fellowship application by July 1 (fellowship)
- Submit R2 Scholarly Activity Progress Report 24-25 or Upload completed 24-25 R2/R3 Final Large Scholarship Product
- Upload Patient Surveys Due last ambulatory block
- Upload QI/Panel Management Summary: <u>UCH</u> <u>VA</u> <u>DH</u>
- Complete Outstanding MedHub Evaluations Complete by third Friday of clinic block
- Check MedHub for any missing evaluations
- 24-25 Summary of Research for ACGME
- Complete Outstanding NEJM Quizzes
- Scholarly Activity Overview

### **Program items**

IMRP Website - Heartbeat: Who to contact, where to report, curriculum, policies, etc.

<u>IMRP Missed Deadline Policy</u> – Formal policy on consequences for failure to meet program requirements (i.e. unexcused WES absences, missing deadlines for module completion, TB testing, etc.) You are responsible for understanding this policy.

## **MedHub Learning Portfolio**

Items that should go into your portfolio and what type of entry to enter them as:

To Upload:	Type of Entry:
Conference invites and presentations	General Entry

How to name portfolio entries:

Last Name, First Name - AY, type of entry Example: Doe, John 23-24 ATS Invite

#### How to Self-Initiate an Evaluation – Observation Forms

For Residents:

- 1. Log into MedHub
- 2. Click on the Evaluation Tab
- 3. Scroll to the bottom of the page where you will see this box:

Request Performance Evaluation

## 4. Observation form types: How to choose

• Ambulatory Observation: Can be done during RAC, any elective, any ambulatory rotation

• Clinic Observation: Can only be done at clinic during clinic block

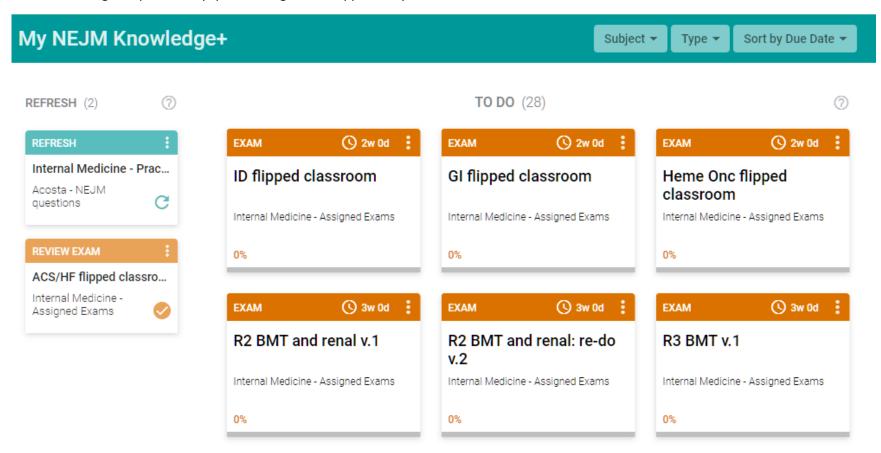
• Inpatient Observation: Ideally done on VA Wards, VA Swing, UCH Wards, UCH Swing, can be done on any

In-patient rotation

- 5. Select Faculty member from drop down list
- 6. Complete Evaluation

## **New England Journal of Medicine (NEJM)**

You will be assigned quizzes. Any quizzes assigned will appear on your dashboard like this.



To sign into Knowledge+ for completion of modules and quizzes, click anywhere here

You will also use NEJM 360 for Rotation Prep, for that link, click anywhere here