Goal: The general, "big picture" statements of outcomes a program intends to accomplish to fulfill its mission.				
SMART Objective (Specific, Measureable, Attainable, Relevant, Timely)	Activities: Specific tasks, to meet the objective and ultimately fulfill its goal.	Persons responsible	Timeframe for assessing progress	Data/Evaluation= Learner Assessment (Miller) and program evaluation Kirkpaktrick's

Career Development

Session: Career Goals Mentor Group Day 3 10:30-11:30
Time: 60minutes

Goal: Finalize and share objectives and begin to develop a workplan.

Specific Learning Objectives:

1) Define and apply the SMART objective template to top 3 individual objectives.
2) Develop a work plan for the highest priority objective
3) Discuss work plan with the mentor group to gain support and elicit feedback.

Methods:

1. For 15 minutes- pair with another from your table to review your top objectives 1-3 depending on how long it takes and your peer will check them for SMART (Specific, Measureable, Achievable, Relevant, and Time-based). When you finish, move on to #2.
    a. Check if it is specific, measureable and achieveable by asking "how will I know if I have accomplished this?
    b. Check if it is relevant by asking "who will care about this?"
    c. Finally, check that it is time based by asking, "When would it be that you would be assessing if it is complete?
    d. If it is too hard to meet several of the SMART requirements, and you can't modify to do so then ask your mentor. You may need to break the objective up into several separate ones.

2. For the next 20 minutes, with your partner, develop a work plan for <u>one</u> of the objective (samples provided). What do you need to do to achieve your objective? Think of your "to do list". This will become dynamic as a way to track and record.
    a. What will you do on your way home today?
    b. Next week
    c. Who will you need to get to help you and how will you follow up?
    d. Important things to think of are little things like -set up meetings, review literature, get buy-in, etc. These are activities that are often forgotten.
    e. Include a plan for following up on your workplan! How are you going to keep this updated/active.

3. Present first steps of your work plan to the mentor group and elicit feedback 20 min

SAMPLE: "BETTER" Rotation Communication | 2013

Goal				
ACGME PBLI/Professionalism: Graduates will have the ability to improve patient care based on self reflection, improved knowledge of the business of medicine and the application of QI principles.				

Objective	Activities: Examples-setting up meetings, review literature, create tool, get buy-in from X (in person vs email), planning curriculum g & o, etc.	Persons responsible	Timeframe for assessing progress	Data/Evaluation (Kirkpatrick's pyramid-reflection, learning, transfer, results)
By August 2013, we will modify the communication and project organization of the "BETTER" QI/research curriculum in order to summarize outcomes for stakeholders, engage program leaders, enhance faculty participation, and allow greater resident flexibility for continous work on their QI projects between BETTER weeks.	- Set meeting to plan session 4, and discuss set up of the oversight faculty meeting (see below) - Create a BETTER curriculum link on the website- - start with PB works for the planning committee and then move over projects, instructions for sessions, links to sites and worksheets - DRAFT- poster summarizing current outcomes - reAssemble the team via email and set oversight faculty meeting- Ask to identify best practices - Agenda: Set up monthly meetings, review feedback from current curriculum, reports on review of current curriculum - Discuss goals and objectives for each theme (QI, QI project, billing and coding, medical legal, advanced communication) - Create a list of current programs/best practices for their QI projects. Including literature review. - Send poster to BGSMC, Banner and VA leaders (to gain additional buy-in). - Develop list of projects for residents to be involved with and post on the website. Updated with VA and Banner initiatives. - Faculty development session	Cheryl/Dick Marria Cheryl Jayne/Ruth/Cheryl Cheryl/Dick/Others	This week Feb 28 July 2013 Feb 28 Feb 28 Feb 28 July 2013 July 2013 August 2013	1. Use of the website 2. Number of website updates 3. Number and quality of QI projects completed by residents 4. QIKAT 5. Resident satisfaction with the curriculum