

PHM Fellowship Program Orientation Form

Fellow Name:

Meeting Date:

Review form before meeting and come with ideas/questions:

I. Core Rotations/IC - review block schedule

- Schedule requests/vacations/holidays
- Review rotation expectations/night (take call until 8pm on admitting days), weekend call (~ 6 weekends/year)
- IC plan – Work on scheduling requested IC (See Teams IC Roster/Contacts):

II. Scholarly & Systems

- Review areas of interest, mentors, ideas for primary and secondary research
- Track of interest (QI/Safety, Med Ed, Advocacy, Leadership/Business, or Clinical Research): Mentor:
- SS Blocks & Education plan – contact PHM leaders for informal discussion/education

III. Administrative

- Access to teams (review resources) & OneNote to log biannual, ILP, CCC, SOC
- PALS, NRP certifications
- SOHM Library/listserv access
- Fellow funds other questions for Sheryl?, rotation resources
- Moonlighting credentials
- Professionalism, fatigue mitigation, burnout
- Medhub evals/procedure log – responsibilities to assign at end of rotations

To Review at Biannual Meetings – one with PD, one with APD

Title of Primary Project/Idea	Supervisory Faculty Member	Track

Plan for Secondary clinical research project(s)

Title of Project/Idea	Supervisory Faculty Member	Track

Committee participation

Plan for Extra Coursework? (Master’s coursework, teaching seminars, QI training, other career development programs, etc.)

Publications in Process (submitted &/or accepted/published) & Other Ideas for Scholarly Output

Title	Author(s)	Journal	Status

Potential Grant funding?
Phm funding via Jaspreet?

Plan for Meeting(s) attended (international, national & regional)

Meeting (e.g., PAS, PHM, APPD)	Location	Date

IV. Education

- **Review PHM & Fellow lecture series** - fellow conf. schedule on Teams
- **Case development 1-2/yr** - present at PHM clinical/residency
- **Other opps** – Chief's case

Plan for Teaching

Date	Title of Presentation	Venue (e.g., Division Meeting, Journal Club, Resident Noon Conference, etc)

In addition to the above, the following will be reviewed at bi-annuals

- CCC Evaluation including global comments on strengths and opportunities for improvement, professionalism (attached CCC form to this document)
 - Procedure Log
 - Evaluations
- SOC
 - Review expectation
- Wellness
 - Fatigue mitigation, stress
- Professionalism
 - Conference attendance
 - Completing work hours
 - Signout
 - Assigning evals
- Career Development - Updated CV (Speaking opps, lectures, publications, presentations)
 - Where want to work? Setting? Location?
 - Board PREP
 - SOHM Website/AAP Listserve
 - Conferences/Networking/Societies
- ILP (Goals & Self-Eval)
- Programmatic Feedback

Questions/TO DOs