Achievement in Medical Education Program (AMEP)

Advanced Level Progress Checklist ADVANCED

Name _____ Dept. _____

Email _____ Start _____

Use this tool to track your progress toward completing the AMEP Advanced Level. Participation verification for these activities, unless otherwise noted, is available from the Office for Continuous Professional Learning (CPL) at hsc-cpl@salud.unm.edu.

☐ **PREREQUISITE:** Complete the AMEP Foundational Level (or equivalent educational development experience) before the Advanced Level — Date completed _____

REQUIREMENT 1: Complete four (4) additional workshops in any of the eight (8) Core Professional Learning Areas below		DATE COMPLETED
1. Effective large-group teaching and learning	☐ Transforming Your Lecture Presentations to Enhance Conceptual Learning ☐ Research-Based Practices to Improve Your Didactic Presentations	
2. Effective small-group teaching and learning	☐ Learning in Small Groups: How to Make It Work ☐ Facilitating Learning in the Clinical Reasoning Course	
3. Communicating for improvement with learners and colleagues	☐ Using Feedback to Take Our Learners (and Ourselves) from Good to Great ☐ Feedback in Practice ☐ Providing Feedback & Evaluating Learning – eLME Online Course ☐ Drawing Out the Best in Your Learners: Clinical and Classroom Applications of Motivational Interviewing ☐ Effective Feedback and Written Evaluation: Developing Competent Clinicians	
4. Learning science foundations for teaching practice	☐ Designing Active Learning around Learners' Behaviors & Motivations ☐ How People Learn ☐ Up Your Teaching Game: Use Evidence-Based Learning Principles to Build Success and Satisfaction in Your Teaching ☐ Active Learning: What Is It? Why Does It Work? How Do I Do It? ☐ Why Aren't All of My Students Learning?	
5. Mentoring researchers and developing research skills *Provided by the HSC Faculty Mentor Development Program. Upload completion certificates to CPL:* goto.unm.edu/amep5mentoring	☐ Communicating Effectively with Mentees ☐ Understanding Diversity among Mentees ☐ Leadership Skills & Opportunities: How to Build a Research Team	
6. Teaching while providing patient care	☐ A Toolbox for Effective Clinical Teaching ☐ Teaching, Learning and Time: Professional Juggling for the Clinical Educator ☐ Teaching in Clinic: A Toolbox for Efficient Outpatient Precepting ☐ Teaching with Limited Time while Providing Patient Care in the Outpatient Setting – eLME Online Course	
7. Developing curriculum at session to course level: objectives, learning activities, assessment	☐ Constructing Effective Multiple-Choice Tests ☐ How to Incorporate Flipped Learning into Your Teaching ☐ Combining Online and In-Person Learning	
8. Excellence in education for equity and inclusion	☐ Recognizing and Implementing Anti-Racism Opportunities in Your Curriculum ☐ Advancing Inclusive Teaching and Learning Opportunities in Your Curriculum	
Other educational activity *(not offered by CPL)*	☐ Approved by CPL for inclusion – describe: _____	

REQUIREMENT 2: One additional reciprocal pair of POSET observations

DATE COMPLETED

☐ *Complete POSET training: eLME Online Course, Peer Observation in Support of Effective Teaching **or** a 1.5-hour session led by a CPL facilitator (when offered) _____

☐ **Have a POSET-trained observer observe one of your teaching sessions _____

☐ **Observe a colleague's teaching session using the POSET methodology _____

*Required only if POSET training was not previously completed for the Foundational certificate or another UNM SOM program.
**CPL must receive self-reflection forms from both the Observee and Observer perspectives for participant verification.

REQUIREMENTS 3 & 4: Final Steps

☐ **3.** Develop a proposal for a scholarly education project, or design, facilitate and assess a CPL workshop
Date _____

☐ **4.** Submit an updated educational portfolio
Date _____

Help with steps 3 & 4: hsc-cpl@salud.unm.edu