

Achievement in Medical Education Program (AMEP) Foundational Level Progress Checklist

Please use this tool to assist in tracking progress towards completion of the AMEP Foundational Level. Participation verification for these activities, unless otherwise noted, is available by contacting the Office for Continuous Professional Learning (CPL) at hsc-cpl@salud.unm.edu.

Attend at least four (4) workshops within different categories of the eight (8) Core Professional Learning Area categories listed below

1. Effective large-group teaching and learning	<input type="checkbox"/> Transforming Your Lecture Presentations to Enhance Conceptual Learning Date <input type="checkbox"/> Research-Based Practices to Improve Your Didactic Presentations Date
2. Effective small-group teaching and learning	<input type="checkbox"/> Learning in Small Groups: How to Make It Work Date <input type="checkbox"/> Facilitating Learning in the Clinical Reasoning Course Date
3. Communicating for improvement with learners and colleagues	<input type="checkbox"/> Using Feedback to Take Our Learners (and Ourselves) from Good to Great Date <input type="checkbox"/> Feedback in Practice <input type="checkbox"/> Providing Feedback & Evaluating Learning – eLME Online Course Date Completed <input type="checkbox"/> Drawing Out the Best in Your Learners: Clinical and Classroom Applications of Motivational Interviewing Date Completed
4. Learning science foundations for teaching practice	<input type="checkbox"/> Designing Active Learning around Learners' Behaviors & Motivations Date <input type="checkbox"/> How People Learn Date <input type="checkbox"/> Up Your Teaching Game: Use Evidence Based Learning Principles to Build Success and Satisfaction in Your Teaching Date <input type="checkbox"/> Active Learning: What Is It? Why Does It Work? How Do I Do It? Date <input type="checkbox"/> Why Aren't All of My Students Learning? Date
5. Mentoring researchers and developing research skills	<input type="checkbox"/> Communicating Effectively with Mentees Date <input type="checkbox"/> Understanding Diversity among Mentees Date <input type="checkbox"/> Leadership Skills & Opportunities: How to Build a Research Team Date <i>Provided by the HSC Faculty Mentor Development Program; provide copies of completion certificate</i>
6. Teaching while providing patient care	<input type="checkbox"/> A Toolbox for Effective Clinical Teaching (Hybrid) Educator Date <input type="checkbox"/> Teaching, Learning and Time: Professional Juggling for the Clinical Educator Date <input type="checkbox"/> Teaching in Clinic: A Toolbox for Efficient Outpatient Precepting Date <input type="checkbox"/> Teaching with Limited Time while Providing Patient Care in the Outpatient Setting – Online Course Date completed
7. Developing curriculum at session to course level: objectives, learning activities, assessment	<input type="checkbox"/> Constructing Effective Multiple-Choice Tests Date <input type="checkbox"/> How to Incorporation Flipped Learning into Your Teaching Date <input type="checkbox"/> Combining Online and In-Person Learning Date
8. Excellence in education for equity and inclusion	<input type="checkbox"/> Recognizing and Implementing Anti-Racism Opportunities in Your Curriculum Date <input type="checkbox"/> Advancing Inclusive Teaching and Learning Opportunities in Your Curriculum Date

Participate in Peer Observation in Support of Effective Teaching (POSET)

*Complete POSET training through 1.5-hour session led by an CPL facilitator (ex.: Learn @ Lunch Peer Observation in Support of Effective Teaching)

~~~or~~~ complete eLME Online Course, Peer Observation in Support of Effective Teaching); Date

\*\*Have a POSET trained observer observe one of your teaching sessions; Date

\*\*Observe a colleague's teaching session utilizing the POSET methodology; Date

*(Notes: \*If POSET training has not been completed previously for the Foundational certificate or some other UNMSOM program. \*\*Self-reflection forms from both the Observee and Observer perspective must be received by CPL for participant verification.)*

### Write and submit an educational philosophy Date

If completing the AMEP Foundational Level as a personal choice in professional development, please see CPL's website (<http://goto.unm.edu/amep>) for guidelines and rubric.

If completing the AMEP Foundational Level for a promotion dossier, please contact the Office of Academic Affairs and Career Development, [SOM-FacultyAffairs@salud.unm.edu](mailto:SOM-FacultyAffairs@salud.unm.edu), for preparation guidelines and rubric.

Visit <http://goto.unm.edu/amep> for more information, or scan this QR code:

