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	☐ Transforming Your Lecture Presentations to Enhance Conceptual Learning Date ☐ Research-Based Practices to Improve Your Didactic Presentations Date
2. Effective small-group teaching and learning	☐ Learning in Small Groups: How to Make It Work Date ☐ Facilitating Learning in the Clinical Reasoning Course Date
3. Communicating for improvement with learners and colleagues	☐ Using Feedback to Take Our Learners (and Ourselves) from Good to Great Date ☐ Feedback in Practice ☐ Providing Feedback & Evaluating Learning – eLME Online Course Date Completed ☐ Drawing Out the Best in Your Learners: Clinical and Classroom Applications of Motivational Interviewing Date Completed
4. Learning science foundations for teaching practice	☐ Designing Active Learning around Learners' Behaviors & Motivations Date ☐ How People Learn Date ☐ Up Your Teaching Game: Use Evidence Based Learning Principles to Build Success and Satisfaction in Your Teaching Date ☐ Active Learning: What Is It? Why Does It Work? How Do I Do It? Date ☐ Why Aren't All of My Students Learning? Date
5. Mentoring researchers and developing research skills Upload Certificates to CPL using link below https://bit.ly/AMEP5Mentoring	☐ Communicating Effectively with Mentees Date ☐ Understanding Diversity among Mentees Date ☐ Leadership Skills & Opportunities: How to Build a Research Team Date *Provided by the HSC Faculty Mentor Development Program; provide copies of completion certificate*
6. Teaching while providing patient care	☐ A Toolbox for Effective Clinical Teaching (Hybrid) Educator Date ☐ Teaching, Learning and Time: Professional Juggling for the Clinical Educator Date ☐ Teaching in Clinic: A Toolbox for Efficient Outpatient Precepting Date ☐ 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	☐ Constructing Effective Multiple-Choice Tests Date ☐ How to Incorporation Flipped Learning into Your Teaching Date ☐ Combining Online and In-Person Learning Date
8. Excellence in education for equity and inclusion	☐ Recognizing and Implementing Anti-Racism Opportunities in Your Curriculum Date ☐ 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
Please see CPL's website (http://goto.unm.edu/amep) for guidelines and rubric.