

## 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](mailto:hsc-cpl@salud.unm.edu).

**Attend at least four (4) workshops within the seven (7) Core Professional Learning Area categories as described below**

<b>1. Evidence-based practices for effective large-group teaching and learning</b> <b>Attend at least one workshop in this category</b>	<b>2. Evidence-based practices for effective small-group teaching and learning</b> <b>Attend at least one workshop in this category</b>
<input type="checkbox"/> Transforming Your Lecture Presentations to Enhance Conceptual Learning Date <input type="checkbox"/> Research-Based Practices to Improve Your Didactic Presentations Date	<input type="checkbox"/> Learning in Small Groups: How to Make It Work Date <input type="checkbox"/> Facilitating Learning in the Clinical Reasoning Course Date

**Attend at least two (2) workshops, selected from two different categories:**

<b>3. Best practices in communicating for improvement with learners and colleagues</b>	<input type="checkbox"/> Using Feedback to Take Our Learners (and Ourselves) from Good to Great Date <input type="checkbox"/> Providing Feedback & Evaluating Learning – eLME Online Module Date completed <input type="checkbox"/> Drawing Out the Best in Your Learners: Clinical and Classroom Applications of Motivational Interviewing Date
<b>4. Learning science foundations for an evidence-based framework for teaching practice</b>	<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
<b>5. Best practices for mentoring researchers and developing research skills</b>	<input type="checkbox"/> Communicating Effectively with Mentees (online) Date <input type="checkbox"/> Understanding Diversity among Mentees (online) Date <input type="checkbox"/> Leadership Skills & Opportunities: How to Build a Research Team (online) Date <i>Provided by the <a href="#">HSC Faculty Mentor Development Program</a>; provide copies of completion certificate</i>
<b>6. Evidence-based practices for teaching clinical reasoning and bedside practice</b>	<input type="checkbox"/> A Toolbox for Effective Clinical Teaching (Hybrid) 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 – eLME Online Module Date completed
<b>7. Developing curriculum at session to course level: objectives, learning activities, assessment</b>	<input type="checkbox"/> Constructing Effective Multiple-Choice Tests Date <input type="checkbox"/> How to Incorporation Flipped Learning into Your Teaching Date

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

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

**~ or ~** complete eLME online module, 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

(\*Note: Self-reflection forms from both the Observee and Observer perspective must be received by OMED for participant verification.)

**Write and submit a teaching philosophy** Date

If completing the AMEP Foundational Level as a personal choice in professional development, please see OMED'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:

