# AAIM INDIVIDUALIZED LEARNER PLAN (ILP)

## Digital Survey Building Recommendations

#### Institution Survey Platform (e.g Qualtrics, REDCap) and Non-affiliated Survey Platform (e.g. Google Forms, SurveyMonkey)

### OVERVIEW

<table>
<thead>
<tr>
<th>Institution Survey Platform (e.g., Qualtrics, REDCap)</th>
<th>Non-affiliated Survey Platform (e.g., Google Forms, SurveyMonkey)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Benefits:</strong></td>
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<tr>
<td>- In nearly all instances, these platforms are HIPAA and FERPA-compliant, which ensures content is secure if additional information is requested in your ILP that would require such protections.</td>
<td>- These dedicated survey tools will provide great flexibility and tools for designing the survey.</td>
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<td><strong>Area(s) for considerations:</strong></td>
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<tr>
<td><strong>Area(s) for considerations:</strong></td>
<td><strong>Data may not be secured as these platforms are often non-institutional-supported platforms. Would require extra review in those circumstances.</strong></td>
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<tr>
<td>- More complex to navigate, though tutorials are often available.</td>
<td>- Still requires some work to distribute and centralize results.</td>
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<td><strong>Survey Platform Recommendations:</strong></td>
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</table>

- Begin by downloading the template of the AAIM ILP found [HERE](#).
  - **TIP:** Consider reviewing your survey platform if there is a shared template space from other institutions where you could copy an existing form if available to edit to your program’s needs.
- Create a new survey via your respective survey platform.
  - **Introduction**
    - Start with an information/header section for the instructions of the ILP.
    - **TIP:** Consider incorporating a line in your introduction to address trainees who may not have access to a medical school mentor such as “If you do not have a medical school mentor or advisor to assist you, please continue to complete the ILP on your own so that we have a better understanding of your needs as you join our program.”
    - Separate the student’s “Name” to two questions for “Your First Name” and “Your Last Name” for easier sorting.
    - Do not include the “Faculty Mentor Name” as a question in the beginning, but rather add this at the end to replace the faculty signature.
  - **ILP Questions**
    - **Goals for Internship**
      - Setup as a text entry with three lines.
    - **Preparedness for Internship**
      - Utilize a matrix if available to customize rows and columns for this respective section. If there is no clear matrix option, review the options within multiple-choice, as there may be options to create rows and columns that would create a matrix.
    - **Areas for Improvement**
      - Refer to the Goals for Internship framework for this question.
    - **Core IM Topic Preparedness**
• Utilize a multiple-choice question type with a setting for checkboxes. There would be an option to create an “other” with a fillable line as well.
  ▪ Desired Learning Experiences
    • Setup as text entry.
  ▪ Closing
    • Student signature.
      o A student digital signature could be possible to include along with the text entry for time spent on the ILP.
    • Faculty signature.
      o It would be rather difficult to set up a system for signature by faculty members following completion by the student. Instead, it would be recommended that this be adjusted to replace the faculty signature for the name of the faculty mentor that the student would populate in addition to the time confirmed to be spent by the faculty member.
        ▪ e.g. “Attestation of Faculty Review: Please list the name of the medical school mentor or advisor you have reviewed with for this ILP.”
        ▪ e.g. “Please list the Faculty time required to review this ILP (in minutes):”
      o If inclined to incorporate a faculty signature, another recommendation could be to create a form field to submit/attach a document, where a generic attestation form could be created for faculty signature and linked to this question for the student to then submit through the form.
        ▪ You could consider recommending a signature by DocuSign or Adobe for the separate document.
• Survey Distribution
  o You can initiate the ILP directly through the survey platforms, which would allow you to automate reminders to those who have not completed the ILP. However, note that sending directly through the platform creates custom links for each individual. The alternative could be to use a universal link for the ILP and incorporate into an email to matched trainees.
AAIM Internal Medicine Transition to Residency Individualized Learner Plan (ILP)

Instructions: Please complete this ILP and review it with a medical school mentor or advisor who knows you well. The goal is for you to submit this to your IM residency program by their deadline. This ILP will be utilized to get to know you and create personalized goals for you at the beginning of residency. By completing this form, you agree to share this information with your residency program.

First Name:

Last Name:

I. Goals for Internship

Describe your top 3 clinical and/or academic goals for the first 6 months of residency.

1. 
2. 
3. 
II. Preparedness for Internship

How prepared do you feel for your internship in the following areas? (Select one)

<table>
<thead>
<tr>
<th>Area</th>
<th>Not at all prepared (1)</th>
<th>Slightly Prepared (2)</th>
<th>Moderately prepared (3)</th>
<th>Very prepared (4)</th>
<th>Extremely prepared (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performing a relevant and appropriate physical exam</td>
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<td>Formulating and justifying a prioritized differential diagnosis</td>
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<tr>
<td>Interpreting and communicating results of basic radiology tests (CXR) and ECG</td>
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<tr>
<td>Obtaining consent for procedures</td>
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<tr>
<td>Performing day-to-day tasks and responsibilities in an organized and timely manner (personal organization)</td>
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<tr>
<td>Writing orders and prescriptions</td>
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<td>Looking up evidence-based recommendations for patient care</td>
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<tr>
<td>Presenting a patient in a clear, organized, hypothesis driven manner</td>
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<td>Documenting pertinent encounters efficiently in the patient record</td>
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<td>Providing and receiving handoffs in transitions of care</td>
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<td>Recognizing a patient requiring urgent or emergent care and</td>
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</tbody>
</table>
### III. Areas for Improvement

After reflecting on your preparedness for internship, describe your top 3 areas for improvement for the first 6 months of residency.

1.  
2.  
3.  

### IV. Core IM Topic Preparedness

Which 3 core IM topics do you feel least prepared for during internship? (Select three)

- [ ] Abdominal pain
- [ ] Acid base disorders
- [ ] Acute coronary syndrome
- [ ] Acute kidney injury
- [ ] Altered mental status
- [ ] Anticoagulation management
V. Desired Learning Experiences

Based on these reflections, what learning experiences would be of most value to you in the first 3 months of residency? (Although not all experiences may be available at your program, possible examples include: case discussion session, small group session, direct observation, simulation, standardized patient encounter, lecture, mentoring, enhanced supervision, EHR training, online learning module, elective rotation)

Student E-Signature:

SIGN HERE
Student time required for this ILP (in minutes):

Attestation of Faculty Review:
Please list the name of the medical school mentor or advisor you have reviewed with for this ILP.

Please list the Faculty time required to review this ILP (in minutes):

Click Next to Submit.