**Individualized Development Plan Template**

The Development Plan is designed as a template to be individualized by each fellow at the start of the fellowship, and revisited and revised yearly. As such, it is a living document that will evolve as each trainee progresses in their career development.

The goal of the template is to formalize the plan for the mentee to develop the clinical, research, teaching and quality improvement skills necessary for a successful academic career. The plan was developed with guidance from the six core competencies for research fellows developed by the National Post-Doctoral Association. (see <http://www.nationalpostdoc.org/publications/mentoring-plans/> for more details) and ACGME requirements for cardiology fellowship training

This template will initially be filled out prior to the first Fellowship Evaluation meeting, which should take place no later than six months after the beginning of the fellow’s first research year.

Once completed, the template will be reviewed and updated before each Spring Evaluation (years 1, 2, 3). Fellowship Directors will assess how well the fellow has followed the Development Plan and suggest how it might be altered to attain new or different goals.

**Section 1: Identifying Information**

**Fellow:**

**Primary Mentor:**

**Additional Mentors:**

**Fellowship Training Track:**

**Focus Area(s):**

**Dates of Completion and Updating of Development Plan Template:**

|  |  |  |
| --- | --- | --- |
|  | Month/Day/Year | Signature |
| Original Completion |  |  |
| Updated |  |  |
| Updated |  |  |
| Updated |  |  |

**Section 2: Fellow Career Goals**

**I. Overall Career Goal:**

**II. 5-Year Career Goal:**

**Section 3: Acquisition of Discipline-Specific Clinical Knowledge/Skill Development**

**I. Identification of specific clinical skills that will be needed to achieve career goals**

**II. Structured plan on how these skills are to be acquired**

(Level 3 training, advanced fellowship training)

**III. Milestones achieved to date**

**Section 4: Acquisition of Discipline-Specific Research Skill Development including effective communication of Research findings and Receipt of Constructive Feedback.**

**I. Identification of specific research skills needed to achieve career goals.**

**II. Structured plan on how these skills will be acquired**

(Training in laboratory techniques and safety to be provided by primary mentor; statistical methods and trial design taught by mentor with additional classes to be taken through the UW School of Public Health; attendance at workshops, cyber-seminars or lectures on specific methods offered by ITHS, etc.)

**III. Milestones achieved to date**

(publications, abstracts, presentations)

**Section 5: Acquisition of Teaching Skill Development**

**I. Objectives/goals for teaching skills.**

**II. Plan to achieve specific teaching skills**

(one on one mentoring from teaching experts, specific courses/lecture series)

**III. Milestones**

(conferences, grand rounds, HuBio)

**Section 6: Acquisition of Skill in Quality Improvement**

**I. Objectives/goals in Quality Improvement**

**II. Plan**

(project, IHI open coursework, committees)

**III. Milestones**

**Section 7: Career Development/Leadership Skills**

Identification of specific involvement in professional societies

Mentoring of residents/medical students

**Section 8. Please identify any additional resources or assistance needed to achieve the objectives in your one-year plan.**

**Section 9. Self-Assessment of Progress**