

Who Does What in the RLS Decision Process

Step	Task Description	Required Input	Performed by	Product
Step 1: Identify the Residency Program's Purpose and Desired Outcomes	<p>Reach consensus on the program's purpose – type of practice for which the program will prepare residents.</p> <p>Select all required educational outcomes.</p> <p>By consensus determine any additional desired educational outcomes by selecting from list of electives or creating own.</p>	List of COC-approved required and elective educational outcomes, goals, and objectives	All preceptors as a team	<p>Statement of program purpose</p> <p>List of program educational outcomes</p>
Step 2: Establish Program Structure	<p>Determine general types of learning experiences available</p> <p>Match learning experiences with opportunity to achieve each of the educational goals associated with the program's desired educational outcomes</p> <p>Categorize learning experiences by type (rotation, longitudinal, concentrated, extended) accounting for the amount of time required to achieve the educational goals falling under the assigned outcomes</p> <p>Determine learning experience sequence</p>	<p>Statement of program purpose</p> <p>List of program educational outcomes</p>	All preceptors as a team	Designation of learning experiences and how they are organized
Step 3: Assign Educational Goals and Objectives to Specific Learning Experiences	Determine in which learning experience(s) each educational goal will be taught and where it	<p>Program structure document</p> <p>List of program educational outcomes with</p>	All preceptors as a team	Designation of where each educational goal will be taught and where each

	will be evaluated	the educational goals and objectives associated with each		goal will be evaluated
Step 4: Designate Learning Activities for Each Learning Experience and Write Learning Experience Descriptors	Examine each educational goal and objective assigned to the learning experience and determine resident activities that will assure opportunity to achieve each goal.	List of educational goals and associated objectives to be taught in each learning experience RLS listing of instructional objectives (IOs) falling under educational objectives for required and elective outcomes	Each preceptor for his or her learning experience	For each learning experience a narrative description of the learning experience and a list of learning activities to take place
Step 5: Design Program Assessment Strategy, Design Assessment Strategy for Each Learning Experience, and Design Evaluation Tools	Determine overall program strategy for evaluating resident performance, resident self-assessment, & preceptor performance Determine assessment strategy to be used in each learning experience using the program's framework & add to learning experience description Create formative and summative assessment tools	Document showing assignment of educational goals and objectives to each learning experience Descriptors for each learning experience	All preceptors acting as a team for program strategy Each preceptor for his or her learning experience	Document describing the overall program approach to evaluation – covering three areas Addition to each learning experience descriptor describing specifics of assessment in the learning experience Evaluation tools for use in all learning experiences
Step 6: Design Customized Training Plan for Each Resident	Evaluation of incoming resident's experience, interests, & career plans Criteria-based evaluation of incoming resident's performance of any of the program educational goals where there is a high likelihood that they may already have been completely achieved Make any necessary modifications in the generic training plan to accommodate significant resident needs Create schedule for resident	Program educational outcomes, goals & objectives Program structure Program assessment strategy Program assessment tools RLS listing of criteria for the evaluation of educational objectives falling under required and elective educational outcomes Resident-specific information	Residency program director	Customized residency training plan for each resident who requires one to include resident schedule

<p>Step 7: Precept the Learning Experiences</p>	<p>Orient resident to program, use of the RLS, and each learning experience according to program plan</p> <p>Precept according to sound educational practice</p> <p>Evaluate according to assessment plan</p>	<p>Individual learning experience descriptors</p> <p>Program assessment tools</p>	<p>Each preceptor for his or her learning experience</p>	<p>The resident experience</p> <p>Completed formative and summative assessments of resident progress, completed formative and summative resident self-evaluations, completed preceptor and program evaluations</p>
<p>Step 8: Monitor Resident Progress</p>	<p>Track of resident progress toward achieving the program's educational goals and objectives</p> <p>Periodic review of the resident's progress against his or her customized training plan</p> <p>Redesign of resident's customized plan as necessary</p>	<p>Accumulated completed formative and summative assessment instruments completed by resident and preceptors</p> <p>Resident's individualized training plan</p> <p>Program strategy for assessment of resident performance</p>	<p>Either all preceptors or a representative group of preceptors</p>	<p>Redesigned individualized training plans as needed</p>
<p>Step 9: Conduct Quality Improvement Activities on the Program</p>	<p>Evaluate preceptor performance & identify opportunities for improvement</p> <p>Provide opportunities for preceptors to enhance preceptor skills</p> <p>Evaluate program performance for overall success in resident achievement of program's desired educational outcomes</p> <p>Modify program design as needed to improve achievement of program's desired educational outcomes</p>	<p>Resident evaluations of preceptor and program</p> <p>Other input on quality of preceptor performance</p> <p>Other input on quality of resident achievement of program's desired educational outcomes</p>	<p>Residency program director</p>	<p>Revision of preceptor selection as required</p> <p>Preceptor training opportunities</p> <p>Revision of program design as required</p>