## Obstetrics and Gynecology Milestones for the Middle East



May 2017

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The Milestones are designed only for use in evaluation of residents in the context of their participation in ACGME-I-accredited residency programs. The Milestones provide a framework for the assessment of the development of the resident in key dimensions of the elements of physician competency in a specialty. They neither represent the entirety of the dimensions of the six domains of physician competency, nor are they designed to be relevant in any other context.

## **Milestones Reporting**

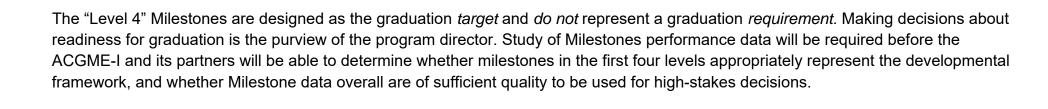
This document presents milestones designed for programs to use in semi-annual review of resident performance and reporting to the ACGME-I. Milestones are knowledge, skills, attitudes, and other attributes for each of the ACGME-I competencies organized in a developmental framework from less to more advanced. They are descriptors and targets for resident performance as a learner moves from entry into their program through graduation.

For each period, review and reporting will involve selecting milestone levels that best describe each resident's current performance and attributes. Milestones are arranged in numbered levels. Tracking from "Critical Deficiencies"/"Level 1" to "Aspirational"/"Level 5" is synonymous with moving from novice to expert in the specialty. These levels do not correspond with time in the educational program. Dependent upon previous education and experience, residents may enter a program at varying points in the Milestones.

Selection of a level implies that the resident substantially demonstrates the milestones in that level, as well as those in lower levels (see the diagram on page v).

- **Level 1:** The resident demonstrates milestones expected of an incoming resident.
- **Level 2:** The resident is advancing and demonstrates additional milestones, but is not yet performing at a mid-residency level.
- **Level 3:** The resident continues to advance and demonstrate additional milestones, consistently including the majority of milestones targeted for residency.
- **Level 4:** The resident has advanced so that he or she now substantially demonstrates the milestones targeted for residency. This level is designed as the graduation target.
- **Level 5:** The resident has advanced beyond performance targets set for residency and is demonstrating "aspirational" goals, which might describe the performance of someone who has been in practice for several years. It is expected that only a few exceptional residents will reach this level.

## **Additional Notes**



Answers to Frequently Asked Questions about Milestones are posted on the ACGME-I website.

The diagram below presents an example set of milestones for one sub-competency in the same format as the ACGME-I Report Worksheet. For each reporting period, a learner's performance on the milestones for each sub-competency will be indicated by selecting the level of milestones that best describes that learner's performance in relation to those milestones.

Systems-Based Practice	1: Patient Safety and Quali	ty Improvement		
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of common patient safety events	Identifies system factors that lead to patient safety events	Participates in analysis of patient safety events (simulated or actual)	Conducts analysis of patient safety events and offers error prevention strategies (simulated or actual)	Actively engages teams and processes to modify systems to prevent patient safety events
Demonstrates knowledge of how to report patient safety events  Demonstrates knowledge of basic quality improvement methodologies and metrics	Reports patient safety events through institutional reporting systems (actual or simulated)  Describes local quality improvement initiatives (e.g., community vaccination rate, infection rate, smoking	Participates in disclosure of patient safety events to patients and families (simulated or actual)  Participates in local quality improvement initiatives	Discloses patient safety events to patients and families (simulated or actual)  Demonstrates the skills required to identify, develop, implement, and analyze a quality improvement project	Role models or mentors others in the disclosure of patient safety events  Creates, implements, and assesses quality improvement initiatives at the institutional or community level
Comments:  Selecting a response box in of a level implies that mile that level and in lower level substantially demonstrate	the middle stones in els have been	Selecting a response between levels indicate lower levels have been demonstrated as well the higher level(s).	ox on the line in es that milestones in a substantially	et achieved Level 1

Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates basic knowledge of normal obstetrical care and common medical complications seen in pregnancy	Provides complete antepartum care for women with uncomplicated pregnancies	Manages common medical complications (e.g., hypertension, diabetes, infectious diseases)	Demonstrates a comprehensive understanding of the varying patterns of presentation and treatment options for a variety of medical and obstetrical complications	Works in a multidisciplinary team to manage patients with complex and atypical medical and obstetrical complications
	Recognizes basic risk factors, symptoms, and signs of common medical complications (e.g., hypertension, diabetes, infectious diseases)  Recognizes basic risk factors, symptoms, and signs of common obstetrical conditions (e.g., post-term gestation, abnormal placentation, third trimester bleeding)	Manages common obstetrical complications (e.g., previous Cesarean section scar, abnormal fetal growth, multifetal gestation)	Recognizes atypical presentations of medical and obstetrical complications; identifies indications for consultation, referral, and/or transfer of care for patients with medical and obstetrical complications  Effectively supervises and educates lower-level residents in antepartum care  Collaborates and provides consultation to other members of the health care team in antepartum care	Applies innovative approaches to complex and atypical antepartum conditions and implements treatment plans based on emerging evidence

Patient Care 2: Care of Pati	ents in the Intrapartum Period	I		
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates basic knowledge of routine/uncomplicated intrapartum obstetrical care including, conduct of normal labor	Provides intrapartum obstetrical care for women with uncomplicated pregnancies (e.g., identification of fetal lie, interpretation of fetal heart rate monitoring)	Manages abnormal labor	Provides care for women with complex intrapartum complications and conditions	Applies innovative approaches to complex and atypical intrapartum conditions and implements treatment plans based on emerging evidence
	Differentiates between normal and abnormal labor	Manages intrapartum complications (e.g., cord prolapse, placental abruption)	Identifies indications for consultation, referral, and/or transfer of care for patients with intrapartum complications	
	Recognizes intrapartum complications (e.g., chorioamnionitis, shoulder dystocia)		Effectively supervises and educates lower-level residents in intrapartum care  Collaborates and provides	
			consultation to other members of the health care team in intrapartum care	
Comments:			Not Yet A	Achieved Level 1

_evel 1	Level 2	Level 3	Level 4	Level 5
Demonstrates basic knowledge of normal postpartum care	Provides postpartum care for women with uncomplicated pregnancies, including lactation counseling	Manages common postpartum complications	Manages patients with complex complications of the postpartum period (e.g., septic pelvic thrombophlebitis, pulmonary embolism)	Applies innovative approaches to complex and atypical postpartum conditions and implements treatment plans based on emerging evidence
	Recognizes basic risk factors, symptoms, and signs, of common postpartum complications (e.g., postpartum hemorrhage, infection, venous thromboembolism, depression)	Correctly interprets the results of obstetric pathology and laboratory reports to ascertain the etiology of obstetrical outcomes	Determines the need for consultation, referral, or transfer for patients with complex complications in the postpartum period	Works within a multidisciplinary team to manage patients with complex postpartum complications based on current evidence
	Provides counseling to patients with obstetric complications, such as operative vaginal delivery and emergency Cesarean section	Provides counseling to patients with obstetric complications, such as postpartum hemorrhage, infection, venous thromboembolism, depression	Counsels patients about the risk of recurrence of antepartum, intrapartum, and postpartum complications (e.g., preeclampsia, pre-term delivery, shoulder dystocia, depression)	
			Effectively supervises and educates lower-level residents in postpartum care	
			Collaborates and provides consultation to other members of the health care team in postpartum care	

_evel 1	Level 2	Level 3	Level 4	Level 5
Demonstrates basic surgical principles, including use of universal precautions and aseptic technique  Performs basic procedures, including speculum examination and cervical examination	Performs basic obstetrical skills, including:  assessment of cervical dilation  spontaneous vaginal delivery  ultrasound for assessment of fetal number, lie, presentation, viability, and placental location	Performs obstetrical procedures, including:  ultrasound for fetal viability and biometry  biophysical profile  repair of second-degree perineal or vaginal lacerations  primary Cesarean section  uterine evacuation in the second trimester (e.g., induction, postpartum curettage)	Performs complex obstetrical procedures, including:  operative vaginal delivery repair of third- and fourth-degree perineal lacerations repeat Cesarean section cervical cerclage breech vaginal delivery (including second twins) cystotomy repair surgical management of postpartum hemorrhage (e.g., Cesarean hysterectomy, peripartum hysterectomy)  Manages and repairs uterine rupture or perforation  Educates and supervises lower-level residents in performing obstetrical procedures  Collaborates and provides consultation to other members of the health care team in performing obstetrical procedures	Applies innovative and complex approaches obstetrical care and implements treatment planbased on emerging evidence

Patient Care 5: Immediate	Patient Care 5: Immediate Care of the Newborn				
Level 1	Level 2	Level 3	Level 4	Level 5	
Performs initial warming and drying of a non-depressed infant	Demonstrates the performance of Apgar testing	Performs initial resuscitation of a depressed infant	Performs neonatal resuscitation that does not include administration of medications (may be demonstrated by satisfactory completion of the Neonatal Resuscitation Program [NRP] Provider Course [including hands-on skills stations and simulation] and receipt of a Provider Course Completion Card)	Manages both the resuscitation and the team in caring for infants who require resuscitation	
	Identifies an infant in need of resuscitation	Alerts appropriate team for assistance			
Comments:			Not Ye	t Achieved Level 1	

Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of basic abdominal and pelvic anatomy	Works effectively as a surgical assistant	Demonstrates appropriate tissue handling, request for instruments, and flow of the procedure	Independently performs gynecologic procedures	Applies innovative and complex approaches to laparotomy and implements treatment plans based on emerging evidence
Demonstrates basic surgical principles, including use of universal precautions and aseptic technique	Performs simple abdominal incision and closure	Understands and uses various forms of energy sources used in surgery	Demonstrates good intra- operative decision making, including the ability to modify a surgical plan based on operative findings	
Positions patient appropriately for surgery	Demonstrates basic surgical skills, including:  • knot tying  • simple suturing  • suture and staple removal	Performs uncomplicated gynecologic procedures	Demonstrates the ability to recognize and manage surgical complications, including the appropriate use of intra-operative consultation	
		Recognizes surgical complications and formulates an initial management plan	Effectively supervises and educates lower-level residents regarding laparotomy	
			Collaborates and provides consultation to other members of the health care team regarding laparotomy	

Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of basic pelvic anatomy	Works effectively as a surgical assistant	Displays appropriate tissue handling, request for instruments, and flow of the procedure	Independently performs vaginal procedures	Applies innovative and complex approaches to vaginal surgery and implements treatment plans based on emerging evidence
Demonstrates basic surgical principles, including use of universal precautions and aseptic technique	Performs simple vaginal or vulvar incision and repair	Understand and uses various forms of energy sources used in surgery	Demonstrates good intra- operative decision making, including the ability to modify a surgical plan based on operative findings	
Positions patient appropriately for surgery	Demonstrates basic surgical skills, including: • knot tying • simple suturing	Performs uncomplicated procedures	Recognizes and manages surgical complications, including the appropriate use of intra-operative consultation	
		Recognizes surgical complications and formulates an initial management plan	Effectively supervises and educates lower-level residents regarding vaginal surgery	
			Collaborates and provides consultation to other members of the health care team regarding vaginal surgery	

_evel 1	Level 2	Level 3	Level 4	Level 5
Demonstrates basic understanding of abdominal and pelvic anatomy	Assembles endoscopic instruments and checks proper functioning	Performs diagnostic procedures	Performs operative endoscopy independently (e.g., hysterectomy, myomectomy)	Applies innovative and complex approaches to endoscopy and implements treatment plans based on emerging evidence
Demonstrates basic surgical principles, including use of universal precautions and aseptic technique	Performs proper insertion of endoscopic instruments	Performs operative procedures	Demonstrates good intra- operative decision making, including the ability to modify surgical plan based on operative findings	
Positions patient appropriately for surgery	Demonstrates an understanding of the indications for endoscopy	Displays appropriate tissue handling, request for instruments, and flow of the procedure  Uses various forms of energy sources used in surgery	Recognizes and manages surgical complications, including the appropriate use of intra-operative consultation  Applies an evidence-based approach to the adoption of new technologies	
		Recognizes complications and formulates an initial management plan	Effectively supervises and educates lower-level residents regarding endoscopy  Collaborates and provides consultation to other members of the health care team regarding endoscopy	

Patient Care 9: Family Plan	nning			
Level 1	Level 2	Level 3	Level 4	Level 5
Verbalizes basic knowledge about common contraceptive options	Demonstrates a basic understanding of the effectiveness, risks, benefits, complications, and contraindications of contraception, including emergency contraception, and pregnancy termination	Counsels on the effectiveness, risks, benefits, and contraindications of available forms of contraception	Formulates comprehensive management plans for patients with medical diseases complicating their use of contraceptive methods	Applies innovative and complex approaches to family planning and implements treatment plans based on emerging evidence
Applies local legal requirement in relation to family planning		Counsels on the effectiveness, risks, benefits, and contraindications for male and female sterilization	Manages complications of contraceptive methods and pregnancy termination	
		Performs intra-uterine and implantable contraceptive placement	Determines the need for consultation, referral, or transfer of patients with complex complications	
		Demonstrates ability to perform basic first trimester uterine evacuation (medical and surgical)	Demonstrates ability to perform basic second trimester uterine evacuation (medical and surgical)	
Comments:			Not Y	et Achieved Level 1

Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates basic knowledge about common ambulatory gynecologic problems	Performs the initial assessment, formulates a differential diagnosis, and initiates treatment for common ambulatory gynecologic problems (e.g., sexually transmitted infections, vaginitis)	Formulates management plans and initiates treatment for complex ambulatory gynecologic problems (e.g., cervical dysplasia, infertility, ovulatory disorders, breast disorders)	Effectively cares for patients with complex presentations (e.g., refractory to initial management, unusual presentations, complications)	Applies innovative approaches to complex and atypical ambulatory gynecology and implements treatment plans based on emerging evidence
	Performs gynecological examination and investigation, including speculum examination, vaginal examination, taking a cervical smear, endometrial sampling, and genital swabs	Performs colposcopy, basic gynecologic ultrasound, and other indicated office procedures	Uses a multi-disciplinary approach and makes appropriate referrals when caring for patients with complex ambulatory gynecologic problems (e.g., sexual dysfunction, menopausal symptoms, vulvovaginal syndromes and lesions)  Leads an inter-professional team, including supervision, education, and coordination of care  Monitors one's own outcomes to improve practice	Performs outpatient surgical office procedures (e.g., polypectomy, colposcopic directed loop electrosurgical excision procedure [LEEP])

_evel 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of basic abdominal and pelvic anatomy	Demonstrates knowledge of:     relevant surgical anatomy     common procedural indications     comorbidities relevant to gynecologic surgery     prophylactic strategies to reduce post-operative complications	Demonstrates knowledge about the management of:  • medical comorbidities relevant to gynecologic surgery  • appropriate procedural options for the relevant gynecological condition	Demonstrates advanced knowledge necessary for management of medically complex patients	Applies innovative approaches to complex and atypical peri-operative care and implements treatment plans based on emerging evidence
			Demonstrates the ability to recognize and manage perioperative complications  Effectively supervises and educates lower-level residents regarding perioperative care	
			Collaborates and provides consultation to other members of the team regarding peri-operative care  Manages or co-manages critically-ill patients requiring care in an intensive care unit	

Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates a basic understanding of patients presenting with a pelvic mass, including:  • differential diagnosis  • signs and symptoms	Demonstrates the ability to formulate a focused differential diagnosis	Demonstrates the ability to:  utilize focused diagnostic approaches  formulate a comprehensive management plan	Demonstrates in-depth knowledge regarding patients presenting with a pelvic mass relevant to:  • varying patterns of presentation  • comprehensive treatment options	Applies innovative approaches to complex and atypical pelvic mass and implements treatment plans based on emerging evidence
	Demonstrates an understanding of initial: • evaluation • treatment options		Determines the need for consultation, referral, or transfer of patients	
			Demonstrates the ability to formulate comprehensive management plans for patients with multiple and/or complex comorbidities	
			Effectively supervises and educates lower-level residents regarding pelvic mass	
			Collaborates and provides consultation to other members of the health care team regarding pelvic mass	

Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates basic nowledge of normal pelvic oor anatomy	Demonstrates knowledge of basic pelvic floor physiology and functional anatomy	Demonstrates knowledge of abnormal pelvic floor anatomy and physiology	For patients with uncomplicated pelvic floor disorders:  • utilizes focused diagnostic approaches  • uses non-surgical and surgical therapies  • formulates comprehensive management plans for patients with comorbidities  • determines the need for consultation, referral, or transfer of patients	Collaborates and provides consultation to other members of the health care team regarding pelvic floor disorders
	Demonstrates a basic understanding of patients presenting with pelvic floor disorders relevant to: • risk factors • symptoms • physical exam findings	Demonstrates an understanding of patients presenting with pelvic floor disorders relevant to:  • evaluation and interpretation of results • treatment options		Treats patients with complicated, atypical, or recurrent pelvic floor disorders
	Demonstrates the ability to formulate a differential diagnosis	Formulates an initial plan of management for patients with uncomplicated pelvic floor disorders		Applies innovative approaches to complex and atypical pelvic floor disorder and implements treatment plans based on emerging evidence

Medical Knowledge 4: First	st Trimester Bleeding			
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates basic understanding of normal early pregnancy development, including implantation, early embryology, and placental development	Demonstrates the ability to formulate a differential diagnosis (e.g., ectopic pregnancy, spontaneous abortion, non-obstetric etiologies)	Counsels patients regarding natural history and treatment options	Manages patients with complications of first trimester bleeding or its management (e.g., hemorrhage, infection)	Applies innovative approaches to complex or atypical first trimester bleeding and implements treatment plans based on emerging evidence
		Utilizes non-surgical and surgical methods to manage patients with: ectopic pregnancy abortion (spontaneous, induced) other etiologies	Effectively supervises and educates lower-level residents regarding first trimester bleeding	
		Demonstrates an understanding of complications related to first trimester bleeding and its management	Collaborates and provides consultation to other members of the health care team regarding first trimester bleeding	
Comments:			Not Y	et Achieved Level 1

Medical Knowledge 5: Hea	lth Care Maintenance and Di	sease Prevention		
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of the characteristics of a good screening test	Demonstrates knowledge of evidence-based, age- appropriate guidelines for women's health maintenance and disease prevention (e.g., breast screening, cervical cancer screening)	Interprets age- and risk- appropriate tests (e.g., bone mineral density, mammogram, lipids, thyroid studies)	Formulates comprehensive management plans for highrisk patients (e.g., vulnerable populations)	Manages patients with highly complex medical diseases for health care maintenance and disease prevention
Demonstrates knowledge of indications and limitations of commonly used screening tests	Recommends age- and risk-appropriate vaccinations	Develops patient-centered management plans to maintain health and prevent disease	Monitors one's own outcomes to improve practice	Applies innovative and complex approaches to health care maintenance and disease prevention and implements treatment plans based on emerging evidence
Comments:			Not Ye	t Achieved Level 1

Systems-Based Practice 1	: Patient Safety and Quality In	nprovement		
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of common patient safety events	Identifies system factors that lead to patient safety events	Participates in analysis of patient safety events (simulated or actual)	Conducts analysis of patient safety events and offers error prevention strategies (simulated or actual)	Actively engages teams and processes to modify systems to prevent patient safety events
Demonstrates knowledge of how to report patient safety events	Reports patient safety events through institutional reporting systems (actual or simulated)	Participates in disclosure of patient safety events to patients and families (simulated or actual)	Discloses patient safety events to patients and families (simulated or actual)	Role models or mentors others in the disclosure of patient safety events
Demonstrates knowledge of basic quality improvement methodologies and metrics	Describes local quality improvement initiatives (e.g., community vaccination rate, infection rate, smoking cessation)	Participates in local quality improvement initiatives	Demonstrates the skills required to identify, develop, implement, and analyze a quality improvement project	Creates, implements, and assesses quality improvement initiatives at the institutional or community level
Comments:			Not Y	et Achieved Level 1

Systems-Based Practice 2	: System Navigation for Patie	nt-Centered Care		
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of care coordination	Coordinates care of patients in routine clinical situations effectively utilizing the roles of the interprofessional teams	Coordinates care of patients in complex clinical situations effectively utilizing the roles of their interprofessional teams	Role models effective coordination of patient-centered care among different disciplines and specialties	Analyzes the process of care coordination and leads in the design and implementation of improvements
Identifies key elements for safe and effective transitions of care and handoffs	Performs safe and effective transitions of care/handoffs in routine clinical situations	Performs safe and effective transitions of care/handoffs in complex clinical situations	Role models and advocates for safe and effective transitions of care/handoffs within and across health care delivery systems, including outpatient settings	Improves quality of transitions of care within and across health care delivery systems to optimize patient outcomes
Demonstrates knowledge of population and community health needs and disparities	Identifies specific population and community health needs and inequities for their local population	Uses local resources effectively to meet the needs of a patient population and community	Participates in changing and adapting practice to provide for the needs of specific populations	Leads innovations and advocates for populations and communities with health care inequities
Comments:			Not Y	et Achieved Level 1

Level 1	Level 2	Level 3	Level 4	Level 5
Identifies components of the complex health care system	Describes the physician's role and how the interrelated components of complex health care system impact patient care	Analyzes how personal practice affects the system (e.g., length of stay, readmission rates, clinical efficiency)	Manages the interrelated components of the complex health care systems for efficient and effective patient care	Advocates for or leads change to enhance systems for high value, efficient, and effective patient care
Describes basic health payment systems, including government, private, public, and uninsured care and different practice models	Delivers care informed by patient specific payment model	Utilizes shared decision making in patient care, taking into consideration payment models	Advocates for patient care understanding the limitations of each patient's payment model (e.g., community resources, patient assistance resources)	Participates in advocacy activities for health policy to better align payment systems with high value care
		Identifies resources and effectively plans for transition to practice (e.g., information technology, legal, billing and coding, financial, personnel)	Describes basic elements needed to transition to practice (e.g., contract negotiations, malpractice insurance, government regulation, compliance)	

Demonstrates how to access and use available evidence, and incorporate Articulates cl questions an patient prefer	d elicits best available evic		
patient preferences and values in order to care for a routine patient values in order to care for evidence-base	er to guide preference, to the	care conflicting evidence to	y and evidence for complex patients, and/or participates

Level 1	Level 2	Level 3	Level 4	Level 5
Accepts responsibility for personal and professional development by establishing goals	Demonstrates openness to performance data (feedback and other input) in order to inform goals	Seeks performance data episodically, with adaptability and humility	Intentionally seeks performance data consistently, with adaptability and humility	Role models consistently seeking performance data, with adaptability and humility
Identifies the factors that contribute to gap(s) between expectations and actual performance	Analyzes and reflects on the factors that contribute to gap(s) between expectations and actual performance	Analyzes, reflects on, and institutes behavioral change(s) to narrow the gap(s) between expectations and actual performance	Challenges assumptions and considers alternatives in narrowing the gap(s) between expectations and actual performance	Coaches others on reflective practice
Actively seeks opportunities to improve	Designs and implements a learning plan, with prompting	Independently creates and implements a learning plan	Uses performance data to measure the effectiveness of the learning plan and, when necessary, improves it	Facilitates the design and implementation of learning plans for others

evel 1	Level 2	Level 3	Level 4	Level 5
Identifies and describes potential triggers for professionalism lapses	Demonstrates insight into professional behavior in routine situations	Demonstrates professional behavior in complex or stressful situations	Recognizes situations that may trigger professionalism lapses and intervenes to prevent lapses in self and others	Coaches others when their behavior fails to meet professional expectations
Describes when and how to appropriately report professionalism apses, including strategies for addressing common barriers	Takes responsibility for own professionalism lapses	Analyzes complex situations using ethical principles	Recognizes and utilizes appropriate resources for managing and resolving ethical dilemmas as needed (e.g., ethics consultations, literature review, risk management/legal consultation)	Identifies and seeks to address system-level factors that induce or exacerbate ethical problems or impede their resolution
Demonstrates knowledge of the ethical principles underlying informed consent, surrogate decision making, advance directives, confidentiality, error disclosure, stewardship of limited resources, and related topics	Analyzes straightforward situations using ethical principles	Recognizes need to seek help in managing and resolving complex ethical situations		

₋evel 1	Level 2	Level 3	Level 4	Level 5
Takes responsibility for failure to complete tasks and responsibilities, dentifies potential contributing factors, and describes strategies for ensuring timely task completion in the future	Performs tasks and responsibilities in a timely manner with appropriate attention to detail in routine situations	Performs tasks and responsibilities in a timely manner with appropriate attention to detail in complex or stressful situations	Recognizes situations that may impact others' ability to complete tasks and responsibilities in a timely manner	Takes ownership of system outcomes
Responds promptly to requests or reminders to complete tasks and responsibilities	Recognizes situations that may impact own ability to complete tasks and responsibilities in a timely manner	Proactively implements strategies to ensure that the needs of patients, teams, and systems are met		

Professionalism 3: Self-Awareness and Help-Seeking				
Level 1	Level 2	Level 3	Level 4	Level 5
Recognizes status of personal and professional well-being, with assistance	Independently recognizes status of personal and professional well-being	With assistance, proposes a plan to optimize personal and professional well-being	Independently develops a plan to optimize personal and professional well-being	Coaches others when emotional responses or limitations in knowledge/skills do not meet professional expectations
Recognizes limits in the knowledge/skills of self or team, with assistance	Independently recognizes limits in the knowledge/skills of self or team	With assistance, proposes a plan to remediate or improve limits in the knowledge/skills of self or team	Independently develops a plan to remediate or improve limits in the knowledge/skills of self or team	
	Demonstrates appropriate help-seeking behaviors			
Comments:  Not Yet Achieved Level 1				

Interpersonal and Communication Skills 1: Patient- and Family-Centered Communication				
Level 1	Level 2	Level 3	Level 4	Level 5
Uses language and non- verbal behavior to demonstrate respect and establish rapport	Establishes a therapeutic relationship in straightforward encounters using active listening and clear language	Establishes a therapeutic relationship in challenging patient encounters	Easily establishes therapeutic relationships, with attention to patient/family concerns and context, regardless of complexity	Mentors others in situational awareness and critical self-reflection to consistently develop positive therapeutic relationships
Identifies common barriers to effective communication (e.g., language, disability) while accurately communicating own role within the health care system	Identifies complex barriers to effective communication (e.g., health literacy, cultural)	When prompted, reflects on personal biases while attempting to minimize communication barriers	Independently recognizes personal biases while attempting to proactively minimize communication barriers	Role models self- awareness practice while identifying teaching a contextual approach to minimize communication barriers
Identifies the need to adjust communication strategies based on assessment of patient/family expectations and understanding of their health status and treatment options	Organizes and initiates communication with patients/families by introducing stakeholders, setting the agenda, clarifying expectations, and verifying an understanding of the clinical situation	With guidance, sensitively and compassionately delivers medical information; elicits patient/family values, goals and preferences; and acknowledges uncertainty and conflict	Independently uses shared decision making to align patient/family values, goals, and preferences with treatment options to make a personalized care plan	Role models shared decision making in patient/family communication in situations with a high degree of uncertainty/conflict
Comments:  Not Yet Achieved Level 1				

Interpersonal and Communication Skills 2: Interprofessional and Team Communication				
Level 1	Level 2	Level 3	Level 4	Level 5
Respectfully requests a consultation	Clearly and concisely requests a consultation	Checks own understanding of consultant recommendations	Coordinates recommendations from different members of the health care team to optimize patient care	Role models flexible communication strategies that value input from all health care team members, resolving conflict when needed
Respectfully receives a consultation request	Clearly and concisely responds to a consultation request	Checks understanding of recommendations when providing consultation	Communicates feedback and constructive criticism to superiors	Facilitates regular health care team-based feedback in complex situations
Uses language that values all members of the health care team	Communicates information effectively with all health care team members	Uses active listening to adapt communication style to fit team needs		
	Solicits feedback on performance as a member of the health care team	Communicates concerns and provides feedback to peers and learners		
Comments:  Not Yet Achieved Level 1				

evel 1	Level 2	Level 3	Level 4	Level 5
Accurately records information in the patient record	Demonstrates organized diagnostic and therapeutic reasoning through notes in the patient record	Concisely reports diagnostic and therapeutic reasoning in the patient record	Communicates clearly, concisely, in a timely manner, and in an organized written form, including anticipatory guidance	Models feedback to improve others' written communication
Safeguards patient personal health information	Demonstrates accurate, timely, and appropriate use of documentation shortcuts	Appropriately selects direct (e.g., telephone, in-person) and indirect (e.g., progress notes, text messages) forms of communication based on context	Produces written or verbal communication (e.g., patient notes, e-mail, etc.) that serves as an example for others to follow	Guides departmental or institutional communicatio around policies and procedures
Communicates through appropriate channels as required by institutional policy (e.g. patient safety reports, cell phone/pager usage)	Documents required data in formats specified by institutional policy  Respectfully	Uses appropriate channels to offer clear and constructive suggestions to improve the system	Initiates difficult conversations with appropriate stakeholders to improve the system	Facilitates dialogue regarding systems issues among larger community stakeholders (e.g., institution, health care system, field)
	communicates concerns about the system			