ABMGG Mentorship/Supervision Activity to Fulfill the Practice Improvement (Part IV) Activity for the Continuing Certification (MOC) Program

This activity is designed to meet the requirements for ABMGG’s Improvement in Professional/Clinical Practice component of Continuing Certification.

Activities that will fulfill this activity can involve learners (i.e. students, residents, fellows), care givers (i.e. nurse practitioners, genetic counselors, physician assistants, and other ancillary healthcare personnel), physicians (i.e. newly hired members of a practice, junior faculty, etc), researchers (i.e. investigators, technical personnel) and administrative staff whose activities are essential to the provision of care (i.e. clinic supervisors). The common thread of the activities satisfying this module are that the individual being supervised/mentored plays an important role in the direct care, or in improving the care of patients or in the development of new knowledge relevant to the field of Medical Genetics and Genomics.

Listed are several examples, not intended to be a complete list, of acceptable supervisory goals/efforts:

- **Learners**—acquisition of new skill such as taking a pedigree/family history assessment, physical exam, management of certain genetic condition, genetic counseling
- **Care givers**—acquisition of new skill or improvement in current practice activities
- **Physicians**—demonstration of abilities in a new clinical setting, acquisition or improvement in academic responsibilities
- **Researchers**—development of skills in protocol development, demonstration of proper laboratory procedure, acquisition of new skill involving technical equipment of a new avenue of inquiry, improvement in analysis of data and preparation of presentations/manuscripts
- **Administrators**—improvement in clinic efficiency, patient and physician satisfaction, activities to address and diminish physician burnout

The mechanisms by which the chosen activities are undertaken, evaluated, communicated and assessed can also be quite varied and will be the choice of the diplomate undertaking this activity. Such mechanisms could include formal course work, one on one counseling, direct observation, special training sessions, directed reading into literature appropriate to the skill/knowledge being assessed or acquired. Monitoring could be performed by using check lists, regular notations regarding activities being assessed, use of an oversight committee to evaluate progress of the supervisee, and many other creative ways to provide supervision and assess its success are not only possible but encouraged.
APPLICATION

Name of Supervisor/Mentor: ________________________________
(Diplomate who is seeking credit)

E-Mail Address: __________________________________________

Best Telephone # to Contact You: ___________________________

Name(s) of Supervisee/Mentee: ______________________________

Job Title of Supervisee/Mentee: ______________________________
(Job Title or Position of Responsibility of Supervisee/Mentee)

Brief description of the nature of the interaction between Supervisee/Mentee and Supervisor/Mentor:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

1. Activity/skill/knowledge to be acquired, improved, assessed:
   (Clearly define the improvement activity to be worked on - i.e. ability to perform accurate
   family history/pedigree, genetic history, physical examination and ability to develop
   differential diagnosis for a medical genetics problem, acquire and/or improve skill or
   technological expertise, ability to design and carry out a scientific experiment properly,
   ability to improve a process of care)

   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
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2. Goals for the individual being supervised:
   (The person to be supervised/mentored should understand and be able to state the goals
   and metrics to be used)

   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
3. **Tools used (if any) to complete this activity – i.e. course work, publications, check lists, formal testing/evaluation:**
   (Pre and post-test, ACGME Milestones, ABMGG Form for Evaluation of fellows, tutorials, classes, demonstrations [live or video], chart review, interviews used, direct observation, literature used to justify the goals/measures used, clinical lab QI measures, etc. These are only examples)

4. **Methods of Assessment:**
   (Committee oversight, direct observation, formal or informal reports, other)

5. **Number/pattern of independent assessments:**
   (Should be minimum of three to five for such activities being trained on or for acquisition of new skills/procedures, example skin biopsy)

6. **Method of communication between supervisor/mentor and supervisee/mentee regarding success in reaching goals:**
   (Exit interview, written report, other – please elaborate on findings)
7. Conclusions drawn: Degree to which goals were achieved and identification of barriers to success encountered. Plans to address barriers to success (if any):
(Plans to address obstacles or barriers to success if such are identified)

Electronic copies of tools and literature used and/or developed would be welcomed by the ABMGG. It is the intention of ABMGG to develop a list/library of best practices that could be shared with others wishing to address similar issues within their particular environment of care/research.

Please forward them to moc@abmgg.org and put “Supervision Module List/Library” into the subject.