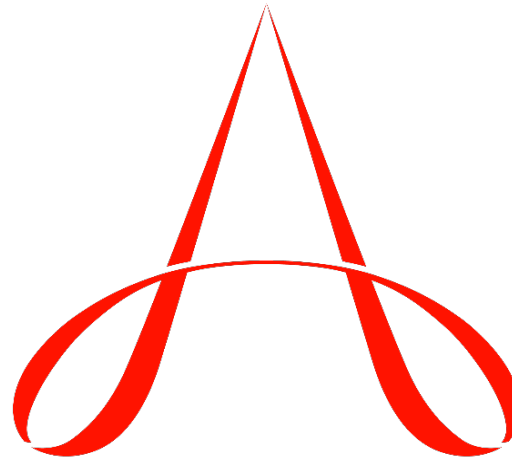




Dermatology Milestones

The Accreditation Council for Graduate Medical Education



ACGME

Second Revision: April 2020

First Revision: June 2014

Dermatology Milestones

The Milestones are designed only for use in evaluation of residents in the context of their participation in ACGME-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 competence in a specialty or subspecialty. 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.

Dermatology Milestones

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American Board of Dermatology
Review Committee for Dermatology

Understanding Milestone Levels and Reporting

This document presents the Milestones, which programs use in a semi-annual review of resident performance, and then report to the ACGME. Milestones are knowledge, skills, attitudes, and other attributes for each of the ACGME Competencies organized in a developmental framework. The narrative descriptions are targets for resident performance throughout their educational program.

Milestones are arranged into levels. Tracking from Level 1 to Level 5 is synonymous with moving from novice to expert resident in the specialty or subspecialty. For each reporting period, the Clinical Competency Committee will review the completed evaluations to select the milestone levels that best describe each learner's current performance, abilities, and attributes for each subcompetency.

These levels *do not* correspond with post-graduate year of education. Depending on previous experience, a junior resident may achieve higher levels early in his/her educational program just as a senior resident may be at a lower level later in his/her educational program. There is no predetermined timing for a resident to attain any particular level. Residents may also regress in achievement of their milestones. This may happen for many reasons, such as over scoring in a previous review, a disjointed experience in a particular procedure, or a significant act by the resident.

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

Additional Notes

Level 4 is designed as a graduation *goal* but *does not* represent a graduation *requirement*. Making decisions about readiness for graduation and unsupervised practice is the purview of the program director. Furthermore, Milestones 2.0 include revisions and changes that preclude using Milestones as a sole assessment in high-stakes decisions (i.e., determination of eligibility for certification or credentialing). Level 5 is designed to represent an expert resident whose achievements in a subcompetency are greater than the expectation. Milestones are primarily designed for formative, developmental purposes to support continuous quality improvement for individual learners, education programs, and the specialty. The ACGME and its partners will continue to evaluate and perform research on the Milestones to assess their impact and value.

Examples are provided for some milestones within this document. Please note: the examples are not the required element or outcome; they are provided as a way to share the intent of the element.

Some milestone descriptions include statements about performing independently. These activities must occur in conformity to ACGME supervision guidelines as described in the Program Requirements, as well as to institutional and program policies. For example, a resident who performs a procedure independently must, at a minimum, be supervised through oversight.

A Supplemental Guide is also available to provide the intent of each subcompetency, examples for each level, assessment methods or tools, and other available resources. The Supplemental Guide, like examples contained within the Milestones, is designed only to assist the program director and Clinical Competency Committee, and is not meant to demonstrate any required element or outcome.

Supplemental Guides and other resources are available on the Milestones page of each specialty section of the ACGME website. On www.acgme.org, choose the applicable specialty under the “Specialties” menu, then select the “Milestones” link in the lower navigation bar.

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

Systems-Based Practice 2: System Navigation for Patient 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	Leads 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	Advocates for safe and effective transitions of care/handoffs within and across healthcare delivery systems including outpatient settings	Improves quality of transitions of care within and across healthcare 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Not Yet Completed Level 1 <input type="checkbox"/>				
<div style="border: 1px solid black; padding: 5px;"> Selecting a response box in the middle of a level implies that milestones in that level and in lower levels have been substantially demonstrated. </div>		<div style="border: 1px solid black; padding: 5px;"> Selecting a response box on the line in between levels indicates that milestones in lower levels have been substantially demonstrated as well as some milestones in the higher level(s). </div>		

Patient Care 1: Medical Dermatology				
Level 1	Level 2	Level 3	Level 4	Level 5
Obtains basic dermatologic history and physical exam	Evaluates patients with common dermatologic conditions, with assistance	Independently evaluates patients with common dermatologic conditions	Independently evaluates patients with complex dermatologic conditions	Independently evaluates and manages patients with rare, atypical, or refractory dermatologic conditions
Identifies management options for common dermatologic conditions	Manages patients with common dermatologic conditions, with assistance	Independently manages patients with common dermatologic conditions	Independently manages patients with complex dermatologic conditions and/or comorbidities	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;"> Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/> </div>				

Patient Care 2: Pediatric Dermatology				
Level 1	Level 2	Level 3	Level 4	Level 5
Obtains basic dermatologic history and physical exam in a pediatric patient	Evaluates patients with common pediatric dermatologic conditions, with assistance	Independently evaluates patients with common pediatric dermatologic conditions	Independently evaluates patients with complex pediatric dermatologic conditions	Independently evaluates and manages pediatric patients with rare, atypical, or refractory dermatologic conditions
Identifies management options for common pediatric dermatologic conditions	Manages patients with common pediatric dermatologic conditions, with attention to age, weight, and psychosocial considerations, with assistance	Independently manages patients with common pediatric dermatologic conditions with attention to age, weight, and psychosocial considerations	Independently manages patients with complex pediatric dermatologic conditions and/or comorbidities, with attention to age, weight, and psychosocial considerations	
Describes the challenges of procedures on pediatric patients	Assists in procedures on pediatric patients	Performs basic procedures on pediatric patients with assistance using patient comfort strategies	Independently performs basic procedures on pediatric patients using patient comfort strategies	Independently performs a range of procedures in pediatric patients using patient comfort strategies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;"> Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/> </div>				

Patient Care 3: Dermatologic Procedures and Surgery				
Level 1	Level 2	Level 3	Level 4	Level 5
Performs pre-operative assessment for basic procedures, with guidance	Performs pre-operative assessment for basic procedures	Performs pre-operative assessment and counseling of risk for excisions and layered closures, with guidance	Performs pre-operative assessment and counseling of risk for complex procedures	
Performs basic procedures, with guidance	Performs basic procedures	Performs excisions and layered closures, with guidance	Performs excisions with layered closures; designs flaps and grafts where indicated	Performs flaps and grafts, micrographic surgery, or other advanced procedures
Provides basic wound care instructions	Provides anticipatory guidance for procedural outcomes	Identifies and manages procedural complications, with guidance	Identifies and manages procedural complications	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/>

Patient Care 4: Dermatopathology				
Level 1	Level 2	Level 3	Level 4	Level 5
Identifies key structural and cellular components of the skin, hair, and nails	Identifies microscopic features of common neoplasms and inflammatory reaction patterns	Interprets microscopic features of common disorders of the skin, hair, and nails, with guidance	Independently interprets microscopic features of common and uncommon disorders of the skin, hair, and nails	Independently interprets atypical or subtle microscopic features of disorders of the skin, hair, and nails
Reviews reported histologic findings	Performs clinicopathologic correlation, with guidance	Independently performs clinicopathologic correlation for straightforward presentations	Independently performs clinicopathologic correlation for atypical or complex presentations	
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Comments: <div style="text-align: right;"> Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/> </div>				

Patient Care 5: Cosmetic Care				
Level 1	Level 2	Level 3	Level 4	Level 5
Identifies patients with a cosmetic concern	Gathers patient data, including cosmetic and relevant medical history Describes available cosmetic treatments	Evaluates patient and recommends interventions to meet patient goals for cosmetic care, with assistance Selects cosmetic treatment, with assistance	Independently evaluates routine patient and recommends interventions to meet patient goals for cosmetic care Delivers cosmetic treatment and manages complications, with assistance	Independently evaluates and counsels the patient with complex cosmetic concerns Delivers cosmetic treatment and manages complications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;"> Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/> </div>				

Patient Care 6: Diagnostics				
Level 1	Level 2	Level 3	Level 4	Level 5
<p>Describes indications and steps involved in in-office testing</p> <p>Describes laboratory, imaging, and other diagnostic testing used in dermatology</p>	<p>Selects and performs in-office tests, with assistance</p> <p>Selects laboratory, imaging, and other diagnostic tests for common presentations, with assistance</p>	<p>Independently selects and performs in-office test; interprets in-office diagnostic tests, with assistance</p> <p>Independently interprets laboratory, imaging, and other diagnostic tests for common presentations</p>	<p>Independently selects, performs, and interprets a full spectrum of in-office tests</p> <p>Independently interprets laboratory, imaging, and other diagnostic tests for complex or rare presentations</p>	<p>Evaluates the application of novel and emerging diagnostic tests</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p> <p style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></p> <p style="text-align: right;">Not Yet Assessable <input type="checkbox"/></p>				

Patient Care 7: Critical Thinking/Differential Diagnosis				
Level 1	Level 2	Level 3	Level 4	Level 5
Develops a differential diagnosis for common presentations, with guidance	Independently develops a differential diagnosis for common presentations	Develops a prioritized differential diagnosis for complex presentations and identifies clinical reasoning errors	Pursues and synthesizes additional information to reach high-probability diagnoses with continuous re-appraisal	Integrates additional data and coaches others to minimize clinical reasoning errors
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="float: right; text-align: right;"> Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/> </div>				

Patient Care 8: Therapeutics Management				
Level 1	Level 2	Level 3	Level 4	Level 5
Identifies patients who are candidates for topical and systemic therapy	Provides appropriate counseling regarding adverse effects and reasonable risks	Consistently evaluates treatment response and counsels patients on expectations of therapy	Consistently identifies refractory disease and independently escalates therapy as necessary	Independently manages rare and complex diseases based on emerging evidence
Identifies available treatment options for common skin disorders	Selects treatment options for common skin disorders, with guidance	With guidance, selects therapeutic modalities for common and uncommon skin disorders while balancing risks and benefits	Independently selects therapeutic modalities for common and uncommon skin disorders based on stepwise therapeutic ladders	Evaluates the application of novel and emerging therapeutic modalities or unique applications of existing drugs
Identifies therapeutic agents which require laboratory monitoring	Selects appropriate laboratory monitoring for systemic treatments, with guidance	Selects appropriate laboratory monitoring and manages adverse effects, with guidance	Independently orders appropriate laboratory monitoring and manages adverse effects	Develops systems for safety monitoring
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Comments:				
				Not Yet Completed Level 1 <input type="checkbox"/>
				Not Yet Assessable <input type="checkbox"/>

Medical Knowledge 1: Knowledge of Dermatologic Disease				
Level 1	Level 2	Level 3	Level 4	Level 5
<p>Describes fundamental cutaneous anatomy and physiology</p> <p>Demonstrates knowledge of the clinical features of common dermatologic disorders</p>	<p>Describes pathophysiology of common skin disorders</p> <p>Demonstrates knowledge of the clinical features, associations, treatments, and expected course of common dermatologic disorders</p>	<p>Demonstrates knowledge of the pathophysiology of complex skin disorders</p> <p>Demonstrates knowledge of the clinical features, associations, treatments, and expected course of uncommon and complex dermatologic disorders</p>	<p>Synthesizes knowledge of pathophysiology of skin disorders from multiple sources</p> <p>Demonstrates comprehensive knowledge of the clinical features, associations, treatments, and expected course of common, uncommon, and complex dermatologic disorders</p>	<p>Teaches emerging concepts in cutaneous pathophysiology</p> <p>Teaches emerging concepts in clinical features, associations, treatments, or expected course of common, uncommon, and complex dermatologic disorders</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p> <p style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/></p>				

Medical Knowledge 2: Visual Recognition				
Level 1	Level 2	Level 3	Level 4	Level 5
Identifies common diseases with characteristic findings	Identifies uncommon diseases with characteristic findings	Identifies variable presentations of common disease	Identifies variable presentations of uncommon and rare disease	
Defines primary lesions and secondary features	Describes morphology, with assistance	Describes morphology with fluency	Identifies subtle morphologic variability	Integrates visual diagnostic tools for a wide range of diagnoses of the skin, hair, and nails
		Integrates visual diagnostic tools (e.g., dermoscopy), with assistance	Independently integrates visual diagnostic tools	
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Comments: <div style="text-align: right;"> Not Yet Completed Level 1 <input type="checkbox"/> Not Yet Assessable <input type="checkbox"/> </div>				

Systems-Based Practice 1: Patient Safety and Quality Improvement				
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates knowledge of common safety events	Identifies system factors that lead to safety events	Participates in analysis of safety events (simulated or actual)	Conducts analysis of safety events and offers error prevention strategies (simulated or actual)	Actively engages teams and processes to modify systems to prevent safety events
Demonstrates knowledge of how to report patient safety events	Reports patient safety events through institutional reporting systems	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)	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., handwashing, needle stick prevention, wrong site surgery prevention)	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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></div>				

Systems-Based Practice 2: System Navigation for Patient-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 using the roles of the interprofessional teams	Coordinates care of patients in complex clinical situations effectively using the roles of their interprofessional teams	Leads 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 hand-offs	Performs safe and effective transitions of care/hand-offs in routine clinical situations	Performs safe and effective transitions of care/hand-offs in complex clinical situations	Advocates for safe and effective transitions of care/hand-offs 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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></div>				

Systems-Based Practice 3: Physician Role in Health Care Systems				
Level 1	Level 2	Level 3	Level 4	Level 5
Identifies key components of the complex health care system	Describes how components of a complex health care system are interrelated, and how this impacts patient care	Discusses how individual practice affects the broader system	Manages various components of the complex health care system to provide efficient and effective patient care	Advocates for or leads systems change that enhances high-value, efficient, and effective patient care
Describes basic health payment systems and practice models	Delivers care with consideration of each patient's payment model	Engages with patients in shared-decision making, informed by each patient's payment models	Advocates for patient care needs with consideration of the limitations of each patient's payment model	Participates in health policy advocacy activities
Identifies basic practice management knowledge domains for effective transition to practice	Describes core administrative knowledge needed for transition to practice	Demonstrates use of information technology required for medical practice	Analyzes individual practice patterns and professional requirements in preparation for practice	Educates others to prepare them for transition to practice
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></div>				

Practice-Based Learning and Improvement 1: Evidence-Based and Informed Practice				
Level 1	Level 2	Level 3	Level 4	Level 5
Demonstrates how to access and use available evidence, and incorporate patient preferences and values in order to take care of a routine patient	Articulates clinical questions and elicits patient preferences and values in order to guide evidence-based care	Locates and applies the best available evidence, integrated with patient preference, to the care of complex patients	Critically appraises and applies evidence even in the face of uncertainty and conflicting evidence to guide care, tailored to the individual patient	Coaches others to critically appraise and apply evidence for complex patients; and/or participates in the development of guidelines
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				Not Yet Completed Level 1 <input type="checkbox"/>

Practice-Based Learning and Improvement 2: Reflective Practice and Commitment to Personal Growth				
Level 1	Level 2	Level 3	Level 4	Level 5
<p>Accepts responsibility for personal and professional development by establishing goals</p> <p>Identifies the factors which contribute to gap(s) between expectations and actual performance</p> <p>Actively seeks opportunities to improve</p>	<p>Demonstrates openness to performance data (feedback and other input) in order to inform goals</p> <p>Analyzes and reflects on the factors which contribute to gap(s) between expectations and actual performance</p> <p>Designs and implements a learning plan, with prompting</p>	<p>Seeks performance data episodically, with adaptability and humility</p> <p>Analyzes, reflects on, and institutes behavioral change(s) to narrow the gap(s) between expectations and actual performance</p> <p>Independently creates and implements a learning plan</p>	<p>Intentionally seeks performance data consistently with adaptability and humility</p> <p>Challenges own assumptions and considers alternatives in narrowing the gap(s) between expectations and actual performance</p> <p>Uses performance data to measure the effectiveness of the learning plan and when necessary, improves it</p>	<p>Role models consistently seeking performance data with adaptability and humility</p> <p>Coaches others on reflective practice</p> <p>Facilitates the design and implementing learning plans for others</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				Not Yet Completed Level 1 <input type="checkbox"/>

Professionalism 1: Professional Behavior and Ethical Principles				
Level 1	Level 2	Level 3	Level 4	Level 5
<p>Identifies and describes potential triggers for professionalism lapses</p> <p>Describes when and how to appropriately report professionalism lapses, including strategies for addressing common barriers</p> <p>Demonstrates knowledge of medical ethical principles</p>	<p>Demonstrates insight into professional behavior in routine situations</p> <p>Takes responsibility for own professionalism lapses</p> <p>Analyzes straightforward situations using ethical principles</p>	<p>Demonstrates professional behavior in complex or stressful situations</p> <p>Recognizes need to seek help in managing and resolving complex ethical situations</p> <p>Analyzes complex situations using ethical principles</p>	<p>Recognizes situations that may trigger professionalism lapses and intervenes to prevent lapses in self and others</p> <p>Recognizes and uses appropriate resources for managing and resolving ethical dilemmas, as needed</p>	<p>Coaches others when their behavior fails to meet professional expectations</p> <p>Identifies and seeks to address system-level factors that induce or exacerbate ethical problems or impede their resolution</p> <p>Serves as resource for colleagues who face ethical dilemmas</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p> <p style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></p>				

Professionalism 2: Accountability/Conscientiousness				
Level 1	Level 2	Level 3	Level 4	Level 5
<p>Responds promptly to requests or reminders to complete tasks</p> <p>Takes responsibility for failure to complete tasks and responsibilities</p>	<p>Performs tasks and responsibilities in a timely manner with appropriate attention to detail in routine situations</p> <p>Recognizes situations that may impact own ability to complete tasks and responsibilities in a timely manner</p>	<p>Performs tasks and responsibilities in a timely manner with appropriate attention to detail in complex or stressful situations</p> <p>Proactively ensures that the needs of patients are met</p>	<p>Mitigates situations that may impact others' ability to complete tasks and responsibilities in a timely manner</p> <p>Implements strategies to enhance accountability of team members involved in patient care</p>	<p>Takes ownership of system outcomes and revises systems to enhance accountability</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p> <p style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></p>				

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	Proposes a plan to optimize personal and professional well-being, with assistance	Independently develops a plan to optimize personal and professional well-being	Coaches others to optimize personal and professional well-being
Recognizes limits in one's own knowledge/skills, with assistance	Independently recognizes limits in one's own knowledge/skills and seeks help when appropriate	Proposes a plan to remediate or improve limits in one's own knowledge/skills, with assistance	Independently develops a plan to remediate or improve limits in one's own knowledge/skills	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></div>				

Interpersonal and Communication Skills 1: Patient- and Family-Centered Communication				
Level 1	Level 2	Level 3	Level 4	Level 5
<p>Uses language and nonverbal behavior to demonstrate respect and establish rapport</p> <p>Identifies common barriers (e.g., language) to effective communication</p> <p>Identifies the importance of engaging in shared decision making</p>	<p>Establishes a therapeutic relationship in straightforward encounters using active listening and clear language</p> <p>Identifies complex barriers (e.g., health literacy) to effective communication</p> <p>Identifies elements of shared decision making</p>	<p>Establishes a therapeutic relationship in challenging patient encounters, with guidance</p> <p>When prompted, reflects on personal biases while attempting to minimize communication barriers</p> <p>Uses shared decision making to make a personalized care plan, with guidance</p>	<p>Independently establishes a therapeutic relationship in challenging patient encounters</p> <p>Independently recognizes personal biases while attempting to proactively minimize communication barriers</p> <p>Independently uses shared decision making to make a personalized care plan</p>	<p>Mentors others in situational awareness and critical self-reflection to consistently develop positive therapeutic relationships</p> <p>Independently uses shared decision making to make a personalized care plan when there is a high degree of uncertainty</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p> <p style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></p>				

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		
Uses language that values all members of the health care team	Solicits feedback on performance as a member of the health care team	Communicates concerns and provides feedback to peers and learners		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <div style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></div>				

Interpersonal and Communication Skills 3: Communication within Health Care Systems				
Level 1	Level 2	Level 3	Level 4	Level 5
<p>Accurately records information in the electronic health record (EHR) in a timely manner</p> <p>Safeguards protected health information by using appropriate communication channels</p>	<p>Demonstrates organized diagnostic and therapeutic reasoning through notes in the EHR</p> <p>Uses documentation tools and short cuts (e.g., copy/paste) accurately and appropriately, per institutional policy</p>	<p>Concisely reports diagnostic and therapeutic reasoning in the EHR</p> <p>Appropriately selects and uses direct (e.g., telephone, in-person) and indirect (e.g., progress notes, text and inbox messages) forms of communication based on context</p>	<p>Communicates clearly, concisely, and in an organized written form, including anticipatory guidance</p> <p>Achieves written or verbal communication (e.g., patient notes, email) that serves as an example for others to follow</p>	<p>Coaches others to improve written communication</p> <p>Guides departmental or institutional communication around policies and procedures</p>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p> <p style="text-align: right;">Not Yet Completed Level 1 <input type="checkbox"/></p>				