

**Advisor Best Practices:**

1. Reach out to advisee (may need to multiple times!) to schedule a meeting quarterly (4x/year); Send meeting dates to Diana (or copy her on meeting confirmation emails)
2. Review rotation block schedule to decide when to schedule a meeting
3. Emphasize confidentiality (and seek permission to share any relevant information with CCC)
4. Plan ahead for the meeting and review biannual reports and agenda items below
5. Use coaching style to help set goals and create success plans

Resources: [CFCM Provider Website: Faculty Resources](#)

**Below, you will find below a guide with suggested topics to review with your advisee based on their level of training.**

<b>ALL MEETINGS</b>	<p>( ) Upcoming rotations and learning goals (complete ILP attached to this email and share with CCC)</p> <p>( ) Personal wellbeing</p> <p>( ) Relationships with colleagues, patients/families</p> <p>( ) Time management and efficiency</p> <p>( ) In Basket management</p> <p>( ) Address/support for any concerns/areas for growth brought up by CCC</p> <p>( ) Review ITE exam scores + discuss longitudinal study plan, resources below:</p> <ul style="list-style-type: none"> <li>● Index of learning styles: <a href="https://www.webtools.ncsu.edu/learningstyles/">https://www.webtools.ncsu.edu/learningstyles/</a></li> <li>● ABFM recommends studying for 1 hour sessions x 36 hours total (more effective than 6 hour sessions x 6 which is less fruitful and inefficient)</li> <li>● Review old ITE exam results</li> <li>● All residents have access to CERE learning specialist: Dr. Shubha Dathatri <a href="mailto:sd369@cumc.columbia.edu">sd369@cumc.columbia.edu</a> (email her to set up meeting)</li> </ul>
<b>EARLY PGY-1</b>	<p>( ) Review role of advisor and expectations for advisor-advisee relationship</p> <p>( ) Provide contact information for how/when they can reach you outside of meetings</p> <p>( ) Discuss confidentiality of issues brought up (seek permission to share any information with CCC)</p> <p>( ) Specifics of inbasket management</p>

<b>LATE PGY-1</b>	( ) Senior/PGY-2 readiness: leadership skill development ( ) Review ITE exam scores + discuss longitudinal study plan (resources above and on website) ( ) concentration/elective plans
<b>EARLY PGY-2</b>	( ) Plan for Step 3/Level 3 + test taking support if needed (review past ITE scores) ( ) Elective planning
<b>LATE PGY-2</b>	( ) Elective planning ( ) Career goals ( ) Fellowship application requirements and deadlines, letters of recommendations, etc ( ) CMAS/QI project progress
<b>EARLY PGY-3</b>	( ) Elective planning ( ) Career goals ( ) Fellowship application requirements and deadlines, letters of recommendations, etc ( ) CMAS/QI project progress
<b>LATE PGY-3</b>	( ) Career goals ( ) Job search