Individual Development Plan

University of California
San Francisco

Instructions: Please Complete All 6 Steps Below

Step 1: Semi-Annual Evaluation Report

Review the following documents:
1. Semi-annual evaluation report
2. Resi-dash (clinical dashboard in APeX)

Step 2: Critical Reflection

Critical reflection is the process of analyzing, questioning and reframing an experience in order to make an assessment of it for the purposes of learning. Reflective professionals have open minds; think about their own thinking; learn more deeply; connect with their feelings; consider perspectives other than their own; strive to learn from rather than deny or ignore errors, problems and learning gaps; and reframe their thinking to formulate reasoned approaches to clinically uncertain and complex situations.

After reviewing your most recent Semi-Annual Evaluation Report, please reflect on:
- Strengths
- Areas of improvement
- Specific change ideas

Additional questions to consider include:
- What areas in the report match your own self-assessment?
- What areas in the report surprised you?
- What areas in the report do you disagree with?
- Did you meet your short-term learning goals from your last ILDP? If not, why not?

Insert your text here

Step 3: Short-Term Learning Goals (Clinical and Research)

By the next semi-annual evaluation report, I would like to accomplish the following three clinical learning goals and three research learning goals:

Clinical learning goals	*Research or scholarly learning goals*
1.	
2.	
3.	

Step 4: Short-Term Learning Plan

To achieve my learning goals, I propose the following actionable learning plans:

Insert your text here	
Clinical learning plan	*Research or scholarly learning plan*
1.	
2.	
3.	

Step 5: Current Career Aspiration, Vision, and Goal

Understanding that all answers are malleable and evolve over time, indicate how you view your career identity (by role and by sector). Not all fields need to be completed.

<u>Legend</u>
+++   Primary identity
++   Secondary identity
+   Minor identity

Role/Domain	Academic Sector	Public Sector	Private Sector
Clinician			
Researcher			
Educator			
Administrator			
Advocate			
Other:			

In no more than a paragraph or bulleted list, indicate describe your current career goals:

Insert your text here

Step 6: Future Career Aspiration, Vision, and Goal

Looking ahead, consider your career goals for the next 2-3 years. Identify three specific long-term career goals and assess how you'll know these goals are accomplished.

Insert your text here	
Long-term goals	*Expected outcome*
1.	
2.	
3.	

RRTP Expectations and Timelines

<u>Prior to PGY-1 Year</u>

1. Submit LCE Preferences:
LCE

LPPI:
Anxiety Disorders Clinic: Wed AM
Bipolar Disorders Clinic: Thurs PM
Early Psychosis Clinic: Thurs PM
Depression Clinic: Tues PM
LGBT Clinic: Wed AM
Women's Clinic: Mon PM
VAMC
Addiction Psychiatry Clinic: Thurs PM
Integrated Primary Care and MH Clinic – Downtown SF: Tues PM
General Psychiatry – Main Campus: Thurs AM
Geropsychiatry Clinic: Mon PM
Mood Disorders Clinic: Thurs PM
Psychosis Clinic: Tues PM
Women's Clinic: Mon PM
Public Psychiatry (ZSFG-affiliated)
Alliance Health Project: Wed AM
Citywide Case Management: Thurs AM
South of Market Mental Health: Mon PM

<u>PGY-1 RRTP Timeline</u>

1. Meet with your career mentor by October of your intern year.

2. Schedule meetings with potential research mentors by January of your intern year. 3 week open block.

3. In February/March, submit your preferences for clinical rotations for PGY-2.

4. In February, consider "yes" or "no" to the Designing Clinical Research (DCR) course. Occurs during VA time.
--Sign up and keep checking website around June. Take the online, one-month version in August or September.

5. Attend monthly Works-in-Progress dinners which occur the first Wed of each month.

6. Attend departmental grand rounds, neuroscience seminars, annual departmental research retreat, and California wide research retreat. Consider program retreats. (Neuroscience Sept, Biomedical Sciences Oct)

7. Meet with your career mentor again by June.

8. Consider Clinic & Translational Science Institute (CTSI) travel and research awards applications.

PGY-2 RRTP Outline

Time Allocation as determined by RTP/RRTP:
Research home clinic at VA=4 hrs/wk research time
Forgoing family therapy and either CBT or IPT=8 hrs/wk research time (optional)
1 month during AIP, 1 month during VA or C/L.

Research needs to achieve goals and expected outcomes:
e.g. Develop research plan, attend potential mentor lab meetings, skills training, preliminary experiments to determine feasibility, power analyses.

Training in Clinical Research (TICR) course?

Yes_____   No_____   N/A_____

Ethical conduct of research (CITI course) (required) taken?

Ethical treatment of animals   Yes_____   No_____ N/A_____

Other:

Clinical needs:

VA 1st half of year   Y_____   N_____

Psychotherapy   CBT_____   IPT_____

PGY-2 RRTP Timeline

1. CITI Responsible Conduct of Research (RCR) course. Also consider human subjects training and Designing Clinical Research (DCR) for clinical researchers through the UCSF CSTI during 6-month VA rotation.

2. Finalizing mentor choice and project choice by September of second year.

3. Meet with RRTP career advisor (or research chief) to discuss the RRTP application and research project by October of second year.

4. Present one's research trajectory up to now at a WIP dinner by January of second year
- finalizing mentor choice and project choice by September of second year

5. Submit RRTP application by ~December 31st of second year.

6. Submit preferences for PGY-3 in March: Consider time you will need for lab meetings, TICR courses, etc.

7. Continue attendance at departmental grand rounds, annual departmental research retreat, California-wide research retreat. Consider program retreats. (Neuroscience Sept, Biomedical Sciences Oct)

8. Consider CTSI travel and research awards applications.

~ Dec. 31: Research track application due

Research Track Application Format (MAXIMUM LENGTH 5 Pages, plus Biosketch, LOR, references

a. Title
b. Scientific Background
c. Specific Aims (~3, include research goals and major hypotheses tested)
d. Experimental Design for each Aim
----generally including 1-2 sentences of Rationale
----Preliminary Data if applicable
----then subdivide into Experiments, Methods as appropriate
----Data Analysis Plan, include a power analysis or some measure of rigor and reproducibility
----Expected Results
----Other Considerations (alternate interpretations, contingency plans)
----Conclusions
DO NOT cut and paste mentor's grants!
e. Timeline
f. References
g. Training Plan (<1 page)
i. Include courses, meetings with statisticians or other faculty
ii. Core skills to be learned, didactics
h. Plan for training in the responsible conduct of research (CTSI or OCPD in-person course)
  --For human subjects research, do CITI training (< 1 hr). Do this as soon as possible. Provide date of completion to Jody.Williams@ucsf.edu.
    https://www.citiprogram.org/index.cfm?pageID=154&icat=0&ac=0&region=1&message=0
i. Budget and Budget justification for educational, research and travel expenses
    related to RRTP (include RCR and DCR course fees as applicable).
    --Aim for $~12K. Travel 1.75K, Tuition 1K, Supplies 10K. No computers or personnel are allowed per NIH.
j. Letter of support/commitment from Research Mentor(s).
k. NIH Biosketch
-- http://grants.nih.gov/grants/forms/biosketch.htm
l. Register with NIH eRA Commons if you have not already done so, and include your username in biosketch. MSTP'ers likely have a Commons ID already.
---http://era.nih.gov/registration_accounts.cfm
Please contact Minnie Wong (WaiYan.Wong@ucsf.edu) for help with the registration process.
 m. Mentor's IACUC or IRB #s for project you will work on, dates of approval, title.
Once your application is accepted, your mentor must modify their IRB/IACUC protocol to list the R25 as a funding source, and list you as personnel on the protocol, and notify us when this is complete. None of us get paid if this is not done!
Per grants office, this info needs to be provided in the IRB/IACUC modification:
• 	Project title: TRAINING THE NEXT GENERATION OF MENTAL HEALTH RESEARCHERS
• 	P#: P0538553 / A#: A127674
• 	Agency name: NIH Natl Institute of Mental Health
• 	Grant number: 5R25MH060482

RRTP Expectations

Reporting/Deliverables. It is expected that you will complete at least one first-author manuscript from the work you proposed. If this is not the understanding of you and your mentor, please let us know so we can discuss it. Hopefully this occurs by the end of the PGY-4 year, but the committee understands this is not always possible.

Responsible Conduct of Research (RCR). This funding mechanism requires that you complete training in the Responsible Conduct of Research. You must also provide us with Institutional Review Board (IRBs) and IACUCC authorizations before PGY-3 appointment. Please see UCSF postdoc office and CTSI for RCR or contact your PI or your lab's Environmental Health and Safety (EHS) specialist.

Interim reporting. To successfully move into the RRTP in PGY-4, we ask that you submit a progress report of how your project is coming in time for PGY-4 planning, Dec. 31 of your PGY-3. We would appreciate being updated on any courses you complete, meetings you attend, papers you publish, or honors you receive along the way for our yearly NIMH progress report.

Final reporting. To successfully complete the program, you must submit a report on what was done over your time in the RRTP, by May 1 of the PGY-4

Talks. You will be expected to present at least once at WIP dinner, but hopefully once a year or so.

Acknowledge. Publications that result from time in the research track should acknowledge the grant, R25 MH060482, and must conform to NIH open access policy. If the journal you publish in is not open access, you will need to upload the final draft of the paper into NCBI. There are instructions on the web, but contact Jody Williams if you have trouble.

Expenses. The budget you made is an exercise in planning for your work, but admission into the RRTP does not guarantee all expenses will be approved. All budget items will need to be individually approved by me (and financial services) at the time of ordering and ordered through Jody Williams from UCSF/BearBuy sources when possible. In general, these are meant to be resources for you, your mentors should have sufficient resources to conduct their research program. No computers, monitors, or personnel allowed per National Institution Health (NIH) rules. Software is okay but check with Jody to see if UCSF has a site license for some of the more common ones.

Time Allocation as determined by RTP/RRTP:
~35% Research
65% Clinical Care/Didactics

Based on a 40 hour week of *scheduled* activities (not counting administrative time such as paperwork)

Clinical needs: See PGY-3 planning document

Research needs to achieve goals and expected outcomes:
e.g. Critical experiments and data collection, collaborations, support.

TICR course?   Yes_____   No_____   N/A_____

Ethical conduct of research (CITI course) (required) taken?

Ethical treatment of animals   Yes_____   No_____ N/A_____

Training needs (be specific and also identify how you will achieve these training needs, specific courses, etc):

Statistics:

Clinical research methods:

Technical or other research skills needed:

Travel, meetings?   Y_____   N_____   Timing/length:

PGY-3 RRTP Timeline:

1. Think about 4th and 5th year funding. See website, talk to your mentors. MD/PhD or minority NIMH supplements, VA, T32s, NRSA, NARSAD, APA, AP Giannini, etc. See RRTP Box folder and CTSI library for examples. For 4th year: NIH loan repayment program: September 1 - November 15 each year.
--You must engage in qualified research for an average of at least 20 hours per week during each quarterly service period of your LRP award.

2. Join organizations specific to your research and apply for travel awards (e.g. SOBP, APA, AAGP, ACAAP)

3. Meet with career mentor.

4. Attend research and lab meetings

5. Make sure you have Human Research Protections Program (HRPP) certification or Institutional Animal Care and Use Committee (IACUC) Training for animal Research (if applicable).

6. Consider submitting abstracts to meetings.

7. Consider CTSI travel and research awards applications.

8. Continue attendance at departmental grand rounds, annual departmental research retreat, California-wide research retreat. Consider program retreats. (Neuroscience Sept, Biomedical Sciences Oct)

<u>PGY-4 RRTP outline:</u>

Time Allocation as determined by RTP/RRTP:
75-90% Research
10-25% Clinical Care/Didactics

Research needs to achieve goals and expected outcomes:
e.g. Critical experiments and data collection, collaborations, support, dissemination plans.

Long term goals, thinking out 3-5 years:
e.g. Fellowship or faculty appointment, job search.

Training needs (be specific and also identify how you will achieve these training needs, specific courses, etc):

Statistics:

Clinical research methods:

Technical or other research skills needed:

Travel?

Presentations?

<u>PGY-4 RRTP outline:</u>

1. Applications for research fellowships. See website, talk to your mentors. MD/PhD, minority NIMH supplements, VA, T32s, NRSA, NARSAD, APA, etc. See RRTP Box folder and CTSI library for examples.

2. If considering faculty appointment, job search, attend Preparing Future Faculty series, consult HHMI/BWF scientific management curriculum, grant writing workshops (DOP and Dept Surgery), OCPD and CTSI resources.

3. Join organizations specific to your research and apply for travel awards (e.g. SOBP, APA, AAGP, ACAAP) and ACNP. Check website.

4. NIH loan repayment program: September 1 - November 15 each year.
--You must engage in qualified research for an average of at least 20 hours per week during each quarterly service period of your LRP award.

5. Consider CTSI travel and research awards applications.

6. Consider submitting abstracts to meetings.

7. Research: Data analysis, Preparation for presentation/publication. Acknowledge the grant, R25 MH060482, and must conform to NIH open access policy.

8. Submit Progress Report for RRTP by April 15. Research progress, honors, awards, pubs, presentations, meeting attendance, courses taken.