

FEEDBACK SCHEDULE FOR DIVERSITY RESIDENCY TOOLKIT FIELD TESTING

- August 15, 2022, is the start of beta testing! Submit reports [using this form](#).
- Participation by residents is completely voluntary. If residents do not wish to participate, the feedback from the supervisors, coordinators, and committees will still be very valuable.
- Individual residents who are part of a cohort with different start dates may submit responses based on their own start dates.
- Feel free to modify the toolkit for your purpose. We are very interested in obtaining information on modifications and adjustments. Please include these in your report along with information on the reasons for making these adjustments, e.g., consortial residency, public library, institution size, etc.
- If you use additional or complementary processes, assessments, or other documents specifically developed for your institution, we would be very grateful if you would share information on these, e.g., internally developed assessment tools.

BASELINE REPORT

To be submitted 30 days after the start date of residency or by September 15 (whichever is later). Institutions should use the latest start date, where residents have different start dates.

TO BE COMPLETED BY RESIDENCY CO-ORDINATOR/SUPERVISOR

- Actual start date and planned end date of residency
- Number of residents in residency (including any who are not participating)
- Information on residency planning & support focusing on the Planning Committee & Steering Committee (or if these committees did not or do not exist, information on residency planning tasks) reflecting the below elements so far as is possible
 - Details of the composition of each committee (by positions, not names)
 - A redacted copy of the planning document, including goals/objectives, timeline, planned evaluation/assessment methods
 - Copy of position description
 - Details of any planned rotations (purpose, scope, hosting departments)
 - Other residency planning tasks
 - Plan/outline for identifying resident's goals and creating a learning plan
 - Plan/outline for supporting resident in post-residency job search
- Completed Pre-Residency Checklist
- Mentorship Program Guidelines for pre-mentorship completed by Residency Coordinator/Supervisor

TO BE COMPLETED BY RESIDENT

None

FIRST IMPLEMENTATION REPORT

to be submitted 21 days after the end of 6 months after the start of the residency or by February 5, 2023 (whichever is later)

TO BE COMPLETED BY THE RESIDENCY CO-ORDINATOR/SUPERVISOR/MENTOR

- Updated information on residency planning & support/work of the Steering Committee
- Updated remediation plans in Pre-Residency Checklist
- Mentorship Program Guidelines report on each bullet point for months 0-3 Mentorship Program Guidelines for months 0-3 completed by Mentor
- Completed Residency Support Survey - by Residency Coordinator/Supervisor

TO BE COMPLETED BY RESIDENT

- Completed Residency Support Survey
- Mentorship Program Guidelines responses for months 0-3

SAVE THE DATE - MARCH 15, 2023

- Residents Community call
- Residency Coordinators Community call

Second Implementation Report

To be submitted 21 days after the end of 12 months of the residency or September 5, 2023 (whichever is later)

TO BE COMPLETED BY THE RESIDENCY CO-ORDINATOR/SUPERVISOR/MENTOR

- Updated information on residency planning & support/work of the Steering Committee
- Updated remediation plans in Pre-Residency Checklist
- Mentorship Program Guidelines report on each bullet point for months 4-12 by the Residency Coordinator/Supervisor
- Updated Residency Support Survey - by Residency Coordinator/Supervisor
- Mentorship Program Guidelines for months 4-12 completed by Mentor

TO BE COMPLETED BY RESIDENT

- Mentorship Program Guidelines for months 4-12 completed by Resident
- Updated Residency Support Survey - by Resident

Third Implementation report

To be submitted 21 days after the end of 18 months or January 5, 2024 (whichever is later)

Only applicable to residencies that exceed 1 year

TO BE COMPLETED BY THE RESIDENCY CO-ORDINATOR/SUPERVISOR/MENTOR

- Updated information on residency planning & support/work of the Steering Committee
- Updated remediation plans in Pre-Residency Checklist
- Mentorship Program Guidelines report on each bullet point for 1 year in by the Residency Coordinator/Supervisor
- Updated Residency Support Survey - by Residency Coordinator/Supervisor
- Mentorship Program Guidelines for months 1 year in completed by Mentor

TO BE COMPLETED BY THE RESIDENT

- Mentorship Program Guidelines for 1 year in completed by Resident
- Updated Residency Support Survey - by Resident

FINAL REFLECTIVE REPORT

TO BE COMPLETED BY THE RESIDENCY CO-ORDINATOR/SUPERVISOR/MENTOR

Reflective reports are to be submitted by July 15, 2024

- Reflective report on the impact of the Diversity Residency Toolkit on the residency program by the Residency Steering Committee, or if there is no Steering Committee, the Residency Coordinator and/or Supervisor

TO BE COMPLETED BY THE RESIDENT

- Reflective report on the impact of the Diversity Residency Toolkit on the residency experience