

Guidelines and Timelines for Hopkins GIM Fellows

Guidelines for 1st Year Fellows

1. Review interests and research of GIM Faculty on the GIM and Welch Center Websites, or in the Department of Medicine Annual Review Booklets for GIM and the Welch Center (ask Brenda Zacharko or Linda Garren to see these).
2. Think about the major research areas (e.g. clinical epidemiology, clinical trials, health services research, statistical methodology, database research, meta-analysis, decision analysis); prioritize which skills you want to develop during fellowship.
3. Think about the major teaching skills (e.g. precepting, curriculum development, small group teaching); prioritize which skills you want to develop during fellowship.
4. Think about clinical content areas (e.g. preventive care, cardiovascular disease); choose a focus area for your research and/or teaching.
5. Fill out Self-Evaluation form
6. Meet with your assigned Faculty members to learn about their research/teaching, to discuss your own interests, and to identify potential faculty matches. Review your Self-Evaluation form with them.
7. Meet with your assigned senior fellow.
8. Meet with GIM Division Faculty members to learn about their research/teaching and to discuss your own interests.
9. Identify a primary mentor.
10. With your mentor, outline a fellowship schedule. Do this as early as possible to take full advantage of the SPH and Faculty Development courses.
11. Choose a major research project and begin work on this.
12. If possible, submit abstract(s) and present at local and national meetings.
13. Attend your meetings with the Fellowship Advisory Committee as scheduled.

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Suggested Timeline for 1st years

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>
Prioritize areas for research and teaching skill development	█	█	█									
Meet with assigned senior fellow	█											
Meet with assigned faculty advisor or mentor	█			█			█			█		
Meet with GIM faculty	█	█	█									
Choose a primary mentor			█	█								
Develop a preliminary schedule for the fellowship			█	█								
Choose a major project				█	█	█						
Design and conduct project					█	█	█	█	█	█	█	█
Meet with Advisory Committee					█						█	

Guidelines and Timelines for Hopkins GIM Fellows

Guidelines for 2nd Year Fellows

(If this is your last year of fellowship, see guidelines for 3rd year fellows.)

1. Review self-evaluations from 1st year.
2. Review major research areas, major teaching skills and clinical content areas; prioritize which skills you want to develop further and refocus your area.
3. Fill out Self-Evaluation Form
4. Review Interests and Research of GIM Faculty on the GIM and Welch Center Websites, or in the Department of Medicine Annual Review Booklets for GIM and the Welch Center (ask Brenda Zacharko or Linda Garren to see these). Consider setting up meetings with any new faculty, or any faculty with similar interest areas.
5. Meet with your primary mentor or advisor at the start of 2nd year to review your evaluation form and discuss your interests and ongoing projects. Revise your fellowship schedule. Continue to meet quarterly with your primary mentor or advisor.
6. Continue work on and/or complete your ongoing projects. Develop new projects and start work on them.
7. Submit abstract(s) and present at local and national meetings.
8. Attend your meetings with the Fellowship Advisory Committee as scheduled.

Guidelines and Timelines for Hopkins GIM Fellows

Suggested Timeline for 2nd years

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>
Annual and quarterly meetings with 1 ^o mentor												
Revise schedule for the fellowship												
Meet with other faculty												
Complete ongoing projects (including manuscripts)												
Design and conduct new project(s)												
Submit Abstract to SGIM National Meeting												
Meet with Advisory Committee												

Guidelines and Timelines for Hopkins GIM Fellows

Guidelines for 3rd Year Fellows

1. Review self-evaluations from 1st and 2nd year.
2. Review major research areas, major teaching skills and clinical content areas; prioritize which skills you still want/need to develop and refocus your area.
3. Fill out Self-Evaluation Form, including a detailed description of your “ideal job”.
4. Think about geographic preferences or restrictions for future jobs
5. Review Interests and Research of GIM Faculty on the GIM and Welch Center Websites, or in the Department of Medicine Annual Review Booklets for GIM and the Welch Center (ask Brenda Zacharko or Linda Garren to see these). Consider setting up meetings with any new faculty, or any faculty with similar interest areas.
6. Meet with your primary (and any other) mentor to review your evaluation form and discuss your career plans. Revise your fellowship schedule.
7. Continue work on and/or complete your ongoing projects. Submit abstract(s) and present at local and national meetings.
8. Take course(s) related to grant writing and write a draft of a grant.
9. Make a list of job opportunities. Send initial inquiries by email or letter.
10. Schedule job interviews.
11. Attend job interviews, send follow-up correspondence.
12. Finalize job plans, sign contract.
13. Attend your meetings with the Fellowship Advisory Committee as scheduled.

Guidelines and Timelines for Hopkins GIM Fellows

Suggested Timeline for 3rd years

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>June</u>
Annual and quarterly meetings with 1 ^o mentor												
Revise schedule for the fellowship												
Meet with other faculty												
Complete ongoing projects (including manuscripts)												
Take course(s) and write a draft grant												
Submit abstract(s) to national SGIM meeting												
Make initial job list												
Make initial job inquires												
Schedule job interviews												
Interview for jobs												
Finalize job plans; sign contract												
Meet with Advisory Committee												