

# Supplemental Guide: Neurotology



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#### **Milestones Supplemental Guide**

This document provides additional guidance and examples for the Neurotology Milestones. This is not designed to indicate any specific requirements for each level, but to provide insight into the thinking of the Milestone Work Group.

Included in this document is the intent of each Milestone and examples of what a Clinical Competency Committee (CCC) might expect to be observed/assessed at each level. Also included are suggested assessment models and tools for each subcompetency, references, and other useful information.

Review this guide with the CCC and faculty members. As the program develops a shared mental model of the Milestones, consider creating an individualized guide (Supplemental Guide Template available) with institution/program-specific examples, assessment tools used by the program, and curricular components.

Additional tools and references, including the Milestones Guidebook, Clinical Competency Committee Guidebook, and Milestones Guidebook for Residents and Fellows, are available on the Resources page of the Milestones section of the ACGME website.

Patient Care 1: Internal Auditory Canal (IAC) and Cerebellopontine Angle (CPA) Lesions  Overall Intent: To evaluate, surgically treat and treat surgical complications of patients with IAC and CPA pathology	
Milestones	Examples
Level 1 Performs a history and physical examination in patients with IAC and CPA pathology	Differentiates between cranial nerve, cerebellar, peripheral, and central symptoms and signs; differentiates between sporadic, familial and syndromic pathologies
Assists in the initial approach to the temporal bone (e.g., soft tissue dissection, patient positioning incision planning)	Assists in the initial approach to a soft tissue dissection
Recognizes common complications of surgery of the IAC/CPA	<ul> <li>Recognizes signs and symptoms of cerebral spinal fluid (CSF) leak, hematoma, wound infection, facial nerve paralysis, vestibular dysfunction, sensorineural hearing loss, ocular movement deficits</li> </ul>
Level 2 Formulates a diagnostic and treatment plan for a patient with IAC and CPA lesions	Orders and interprets magnetic resonance imaging (MRI) studies and sequences, vestibular tests, audiological tests, and facial nerve studies; formulates watchful waiting, medical, rehabilitative, and surgical strategies
Assists in approach to tumor exposure (e.g., labyrinthectomy, elevation of dura or decompression of sigmoid sinus)	Assists in the decompression of sigmoid sinus
Initiates work-up of common complications of surgery of the IAC/CPA	Orders and interprets radiologic and audiologic studies, consults appropriate services, performs wound cultures/aspirates
Level 3 Explains the risks and benefits of treatment plans for IAC and CPA lesions	Discusses observation, radiation, and surgical approaches to lesions of the IAC/CPA including risks, alternatives, and benefits
Performs surgical approach to tumor exposure and cranial nerve dissection identification of IAC lesions	Initiates approach to tumor exposure
Manages common complications and recognizes uncommon/infrequent complications of surgery of the IAC/CPA	<ul> <li>Manages CSF leak, places lumbar puncture (LP) drain or involves the appropriate service, re-opens wound and identifies then manages the source of CSF leak, performs eustachian tube obliteration)</li> <li>Manages wound infections medically and surgically</li> </ul>

Surgery. 7th ed. Philadelphia, PA: Elsevier; 2021.
Arriaga MA, Brackmann DE. Chapter 179: neoplasms of the posterior fossa. In: Flint PW, Francis HW, Haughey BH, et al., eds. <i>Cummings Otolaryngology: Head and Neck</i>
Simulation and models (temporal bone dissection, virtual models) Standardized oral examination Standardized patient examination
Reflection
Objective structured clinical examination (OSCE)  Record review
Direct observation
Checklist evaluation of live or recorded performance
Teaches more junior learners, leads multidisciplinary conferences on complications, publishes review articles, presents at national meetings
Performs tumor dissection
Orders and interprets radiologic studies, consults appropriate services, takes back to operating room if needed, initiates long term therapy (refers to rehabilitation or neurology)
Completes tumor exposure
Modifies treatment modality or surgical approach to the patient's specific circumstance, such as with an only hearing ear, vestibular dysfunction, atypical pathology
Manages facial nerve palsy in the short term and long term, manages hearing loss and vestibular symptoms (vestibular suppressants and refers to rehabilitation)  Recognizes uncommon complications such as temporal lobe or cerebellar stroke/ischemia/hemorrhage, hydrocephalus, meningitis, cerebritis, venous sinus occlusion, chronic headaches, chronic vestibular dysfunction

• Liu JK, Saedi T, Delashaw JB, McMenomey SC. Management of complications in Nneurotology. *Otolaryngologic Clinics of North America* 2007:40(3): 651-667.

Patient Care 2: Lateral Skull Base Tumors  Overall Intent: To evaluate, surgically treat, and treat complications of patients with lateral skull base pathology	
Milestones	Examples
Level 1 Performs a history and physical examination in patients with lateral skull base tumors	Differentiates between upper and lower cranial nerve and vascular compression symptoms and signs
Assists in the initial approach to the temporal bone (e.g., soft tissue dissection, patient positioning incision planning)	Assists in initial approach to the temporal bone
Recognizes common complications	Recognizes signs and symptoms of cranial nerve neuropathies, hematoma, wound infection, and CSF leak
<b>Level 2</b> Formulates a diagnostic and treatment plan for a patient with lateral skull base tumors	Orders and interprets radiologic studies (MRI, computed tomography (CT), angiography), audiograms, laboratory studies (e.g., blood and urine chemistry for paragangliomas), and formulates watchful waiting, medical, rehabilitative (dysphagia/dysphonia), and surgical strategies
Assists in approach to tumor exposure	Assists in approach to tumor exposure
Initiates work-up of common complications	Orders and interprets radiologic studies, speech and swallow consults, aspirates, or cultures wound
<b>Level 3</b> Explains the risks and benefits of treatment plans for lateral skull base tumors	Discusses risks, benefits, and alternatives of surgical and non-surgical treatments of lateral skull base tumors
Performs surgical approach up to tumor exposure and identification of critical structures	Performs surgical approach to tumor exposure
Manages common complications and recognizes uncommon/infrequent complications	For common complications, manages CSF leak, wound infection, or hematoma, conservatively and surgically; manages cranial nerve neuropathies and deficits in the short and long term
Level 4 Adapts standard treatment plans and techniques to atypical circumstances	<ul> <li>For uncommon complications, recognizes cerebral ischemia, vascular occlusion</li> <li>Modifies treatment modality, surgical approach, or extent of resection to the patient's specific circumstance, taking into consideration factors such as pre-existing dysphagia/dysphonia, life expectancy, comorbidities, socioeconomic factors</li> </ul>

Performs complete tumor exposure and begins tumor dissection	Performs tumor exposure
Manages uncommon/ infrequent complications	Orders and interprets radiologic studies, consults appropriate services, takes back to operating room if needed, initiates long term therapy (neurology, rehabilitative therapy)
Level 5 Performs tumor dissection	Performs tumor dissection
Serves as a peer resource for managing uncommon/infrequent complications	Teaches more junior learners, leads multidisciplinary conferences on complications, publishes review articles, presents at national meetings
Assessment Models or Tools	<ul> <li>Checklist evaluation of live or recorded performance</li> <li>Direct observation</li> <li>Objective structured clinical examination (OSCE)</li> <li>Record review</li> <li>Reflection</li> <li>Simulations and models (temporal bone dissection, virtual models)</li> <li>Standardized oral examination</li> <li>Standardized patient examination</li> </ul>
Curriculum Mapping	•
Notes or Resources	<ul> <li>Thomas AJ, Wiggins RH, Gurgel RK. Nonparaganglioma jugular foramen tumors.         Otolaryngologic Clinics of North America 2015;48(2):343-359.</li> <li>Wanna GB, Sweeney AD, Haynes DS, Carlson ML. Contemporary management of jugular paragangliomas. Otolaryngologic Clinics of North America 2015; 48(2): 331-341.</li> </ul>

Patient Care 3: Facial Nerve Disorders  Overall Intent: To evaluate, surgically treat, and treat complications of patients with facial nerve disorders	
Milestones	Examples
Level 1 Performs a history and physical examination in patients with facial nerve disorders	Accurately assesses and grade facial nerve function
Provides routine peri-operative care for patients with facial nerve disorders, including planning of surgical approach and coordination of care with subspecialties	<ul> <li>Provides routine eye care in patients with facial paralysis</li> <li>Incorporates hearing status in the approach for facial nerve surgery</li> </ul>
Recognizes common complications of facial nerve surgery	Recognizes risks to hearing and vestibular function
<b>Level 2</b> Formulates a diagnostic and treatment plan for patients with facial nerve disorders, including neurophysiologic testing	Appropriately orders and interprets neurophysiologic testing (electroneuronography (ENoG), electromyography)
Surgically identifies and/or skeletonizes the facial nerve lateral to the geniculate ganglion	Identifies the facial nerves
Initiates work-up of common complications	<ul> <li>Recognizes the effect of local anesthetics on facial nerve function</li> <li>Assesses for exposure keratitis</li> </ul>
<b>Level 3</b> Explains the risks and benefits of treatment plans for facial nerve disorders	Understands the risks and benefits of observation, steroids, antivirals, and surgery in the treatment of facial paralysis.
Performs surgical exposure of all segments of the facial nerve, including peri-geniculate, labyrinthine and intracanalicular (via middle fossa and transtemporal approaches)	Understands transtemporal and middle fossa approaches
Manages common complications and recognizes uncommon/infrequent complications	<ul> <li>Manages hearing loss and vestibular complications</li> <li>Recognizes epidural and subdural complications (hematoma)</li> </ul>
Level 4 Adapts standard treatment plans and techniques to atypical circumstances	Adopts a treatment plan to facial nerve disorders in an only hearing ear

Performs surgery on the nerve (separates nerve from tumor, performs primary repair of sheath)	Surgically separates nerve from the tumor
Manages uncommon/ infrequent complications	Manages intracranial complications of skull base surgery
Level 5 Develops innovative techniques for management of facial nerve disorders; leads a multidisciplinary conference on facial nerve disorders	Publishes original research on facial nerve disorders
Performs facial nerve graft, including harvesting graft from local and distal sight, and performs nerve anastomosis	Harvests and grafts facial nerves
Serves as a peer resource for managing uncommon/infrequent complications	Teaches a course to manage intracranial complications
Assessment Models or Tools	Checklist evaluation of live or recorded performance
	Direct observation     Objective structured eliminal exemination (OSCE)
	Objective structured clinical examination (OSCE)     Record review
	Reflection
	Simulations and models (temporal bone dissection, virtual models)
	Standardized oral examination
	Standardized patient examination
Curriculum Mapping	•
Notes or Resources	<ul> <li>American Academy of Otolaryngology. OTOSource. Htpps://www.otosource.org/.</li> <li>Accessed 2021.</li> <li>Guntinas-Lichius O, et al. Facial nerve electrodiagnostics for patients with facial palsy: A</li> </ul>
	clinical practice guideline. Eur Arch Otorhinolaryngol. 2020; 277(7): 1855-1874. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7286870
	<ul> <li>House JW, Brackmann DE. Facial nerve grading system. Otolaryngol Head Neck Surgery 1985;93(2):146-7</li> </ul>

Overall Intent: To evaluate and treat patients	Patient Care 4: Non-Operative Patient Care with neurotology disorders
Milestones	Examples
Level 1 Evaluates patients; orders and interprets routine diagnostic testing	Interprets audiograms and videonystagmography (VNG)     Performs microscopic ear exam
Level 2 Orders and interprets specialty testing	<ul> <li>Appropriately orders and interprets ENoG, auditory brainstem response (ABR), vestibular evoked myogenic potential (VEMP)</li> </ul>
<b>Level 3</b> Implements a plan to manage patients with typical presentation patterns, including medical and procedural options	<ul> <li>Manages patients with conductive hearing loss, routine sensorineural hearing loss (SNHL)</li> <li>Manages the dizzy patient with medications, intratympanic injections, and particle repositioning maneuvers</li> </ul>
<b>Level 4</b> Implements a plan to manage patients with complex presentation patterns, including medical and procedural options, and refers to the multidisciplinary team	<ul> <li>Recognizes and manages migraine-associated dizziness</li> <li>Recognizes the need for multidisciplinary team involvement in pediatric hearing loss including speech-language pathology and audiology team members</li> </ul>
<b>Level 5</b> Leads the multidisciplinary team for complex patients	<ul> <li>Leads a vestibular case conference</li> <li>Leads a neurofibromatosis 2 (NF2) case conference</li> </ul>
Assessment Models or Tools	<ul> <li>Direct observation</li> <li>Multisource feedback</li> <li>Objective structured clinical examination (OSCE)</li> <li>Record review</li> <li>Reflection</li> <li>Standardized oral examination</li> <li>Standardized patient examination</li> </ul>
Curriculum Mapping	•
Notes or Resources	<ul> <li>American Academy of Otolaryngology. OTOSource. <a href="https://www.otosource.org/">https://www.otosource.org/</a>. Accessed 2021.</li> <li>Carlson, M, et al. Comprehensive Management of Vestibular Schwannoma. Thieme; 2019.</li> <li>Furman J, Cass S, Whitney S. Vestibular Disorders A Case Study Approach to Diagnosis and Treatment, 3rd Edition. Oxford University Press; 2010.</li> </ul>

	Patient Care 5: Pediatric Neurotology
	ence-based medical and surgical management in the diagnosis and treatment of pediatric
neurotologic disease  Milestones	<b>Examples</b>
Level 1 Performs an age-appropriate history	Performs routine pre-operative care including binocular microscopy as well as
and physical examination with developmental assessment	interpretation of routine CT temporal bone and MRI of the internal auditory canals scans
Performs standard pediatric otology procedures (e.g., chronic ear, implants)	Performs routine pediatric otologic procedures including tympanoplasty, mastoidectomy, and cochlear implants in the anatomically typical child
Provides routine peri-operative care for pediatric otology procedures	Understands post-operative complications including cerebrospinal fluid leak, hematoma, infection, and/or meningitis
<b>Level 2</b> Formulates a diagnostic and treatment plan for a pediatric patient	Creates a differential diagnosis, diagnostic plan, and treatment plan including appropriate use of age and developmentally suitable audiologic testing and imaging as well as medical and surgical management
Assists with advanced otologic procedures and pediatric neurotology procedures	Assists in the surgical management of the complex cochlear implantation (the malformed ear such as common cavity, cochlear hypoplasia, and incomplete partition), aural atresia, as well as skull base surgeries such as cerebrospinal fluid leaks, encephaloceles, or skull base tumors
Recognizes and initiates work-up of routine complications of treatment	Identifies post-operative complications (cerebrospinal fluid leak, hematoma, infection), the patients at higher risk for post-operative complications and starts work-up including physical exam and imaging
Level 3 Explains the risks and benefits of pediatric procedures; adapts diagnoses to agerelated variations	Discusses with pediatric patients and families risks unique to congenital malformations including increased risk of CSF leak with enlarged vestibular aqueduct or misplacement of electrode array into the internal auditory canal with an incomplete partition type 3 (IP3) malformation
Performs advanced otology procedures and components of neurotology procedures	Performs complex cochlear implantation (the malformed ear such as common cavity, cochlear hypoplasia, and incomplete partition), aural atresiaplasty, as well as components of skull base surgeries such as cerebrospinal fluid leaks, encephaloceles, or skull base tumors
Manages routine complications and recognizes complex complications of treatment	Manages complications including post-operative CSF leak, hematoma, and infection

	Recognizes meningitis and seizures as complex complications
<b>Level 4</b> Adapts standard treatment plans to special circumstances (e.g., syndromic children and infants)	Adapts treatment plan for complex patients
Performs pediatric neurotology procedures	Performs independently pediatric skull base surgeries such as cerebrospinal fluid leaks, encephaloceles, or skull base tumors
Manages uncommon complications of treatment	Manages complications including meningitis and seizure
Level 5 Actively participates in discussion at an interdisciplinary pediatric case conference or specialty clinic	Leads a multidisciplinary conference for pediatric patients with syndromic disorders
Performs rare pediatric neurotology procedures	Performs acoustic tumor and NF2 removals
	Preforms auditory brain stem implants
Serves as a peer resource for managing uncommon/infrequent complications associated with pediatric procedures	Creates a curriculum to manage uncommon complications
Assessment Models or Tools	Direct observation
	Multisource feedback
	Objective structured clinical examination (OSCE)
	Record review
	Reflection
	Standardized oral examination     Standardized nations assemble to the standardized patient examination.
Curriculum Mapping	Standardized patient examination
Notes or Resources	House Institute Professional Education. Congenital aural atresia. YouTube.
Notes of Nesouroes	https://www.youtube.com/watch?v=93QjlTiMHi0&list=PL7aLGUtUaoDShTANAQt62Nyl0zzndD6vE&index=28. Published 2021.
	• Jahrsdoerfer RA, Yeakley JW, Aguilar EA, Cole RR, Gray LC. Grading system for the selection of patients with congenital aural atresia. <i>Am J Otol.</i> 1992 Jan;13(1):6-12. PMID: 1598988.
	Sennaroğlu L, Bajin MD. Classification and current management of inner ear malformations. <i>Balkan Med J.</i> 2017Sep 29;34(5):397-411. doi:

10.4274/balkanmedj.2017.0367. Epub 2017 Aug 25. PMID: 28840850; PMCID: PMC5635626.  • Sennaroğlu L, Tahir E. A novel classification: anomalous routes of the facial Nerve in
relation to inner ear malformations. <i>Laryngoscope</i> 2020Nov;130(11):E696-E703. doi: 10.1002/lary.28596. Epub 2020 Mar 5. PMID: 32134124.

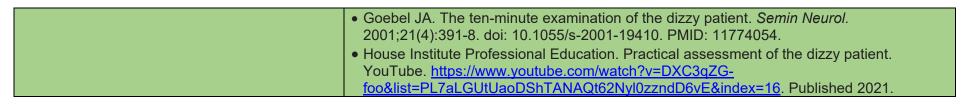
Milestones	Examples
Level 1 Demonstrates understanding of the anatomy and physiology of the middle and inner ear, as well as common causes of pediatric and adult hearing loss	<ul> <li>Understands the role of the GJB2 gene in the etiology of hearing loss</li> <li>Understands the different causes of conductive hearing loss including otosclerosis and ossicular discontinuity</li> </ul>
Demonstrates basic understanding of comprehensive audiologic testing	Understands pure tone audiometry, speech testing, and immittance testing
Demonstrates basic understanding of non- surgical and surgical options for aural rehabilitation	Understands basic hearing aid options
<b>Level 2</b> Demonstrates proficient knowledge of normal and abnormal temporal bone and cochleovestibular histopathology	Identifies the specific histologic elements involved in different types of hearing loss (inner hair cell versus outer hair cell)
Lists unusual causes for hearing loss in pediatric and adult patients, and orders/interprets appropriate advanced audiometric, laboratory, and imaging studies	<ul> <li>Understands third window hearing loss</li> <li>Understands syndromic causes of hearing loss</li> <li>Interprets ABR, CT, and MRI studies of the temporal bone</li> </ul>
Demonstrates comprehensive knowledge of non-surgical and surgical options for aural rehabilitation	Understands the indications for contralateral routing of signals hearing aids and implantable auditory devices
Level 3 Demonstrates comprehensive understanding of the pathophysiology of cochlear hearing loss	Identifies molecular events leading to cochlear hearing loss
Demonstrates understanding of the medical and surgical management of conductive, mixed, and sensory-neural hearing loss	Counsels patients on the surgical and non-surgical options to improve hearing

Demonstrates understanding of indications, outcomes, risks, and complications of cochlear implants and active middle/inner ear implants	Understands risks of cochlear implants including facial nerve injury, perilymphatic leak, or dizziness
Level 4 Demonstrates a comprehensive understanding of the pathophysiology of retrocochlear and central auditory disorders	Understands the functional changes in the cochlea, auditory nerve and/or CNS that lead to SNHL
Demonstrates understanding of the medical and surgical management of complex conductive, mixed, and sensory-neural hearing loss	Understands the diagnosis and management of cochlear otosclerosis
Demonstrates understanding of indications, outcomes, risks, and complications of cochlear implantation in patients with temporal bone abnormalities and advanced surgical reconstruction of aural atresia	Uses Jahrsdoerfer's criteria for aural atresia
Level 5 Conducts original research related to hearing loss	Performs basic science or genetic research to investigate causes of SNHL
Develops a course or conference related to hearing loss for a regional or national meeting	<ul> <li>Participates in a program planning committee meeting for a regional or national meeting</li> <li>Presents an instructional course or panel discussion at a regional or national meeting</li> </ul>
Demonstrates understanding of indications, outcomes, risks and complications of auditory brainstem implants	Understands risks of ABI including cranial nerve stimulation, brainstem edema and or bleeding
Assessment Models or Tools	Direct observation
	Multisource feedback     Objective structured clinical examination (OSCE)
	Record review
	Reflection
	<ul><li>Standardized oral examination</li><li>Standardized patient examination</li></ul>
Curriculum Mapping	Otanuardized patient Grammation
Notes or Resources	Jahrsdoefer RA, Yeakley JW, Aguilar EA, Cole RR, Gray LC. Grading system for the selection of patients with congenital aural atresia. <i>AM J Otol</i> 1992;13(1):6-12.

- McRackan TR and Brackmann DE. Historical perspective on evolution in management of lateral skull base tumors. *Otolaryngol Clin North Amer.* 2015June:48(3):397-405.
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- O'Connell BP, Haynes SS, Wanna GB. Auditory rehabilitation in sporadic vestibular schwannoma. In *Comprehensive Management of Vestibular Schwannoma*. Carlson et al. eds. 2019:412-417.
- Otto SN, Brackmann DE, Hitselberger WE, Shannon RV, Kuchta J. Multichannel auditory brainstem implant: Update on performance in 61 patients. *J Neurosurg*. 2002: 96(6);1063-1071.
- Shearer AE, Hildebrand MS, Smith R. Hereditary hearing loss and deafness overview. 1999 February 14 (updated 2017 July 27). In *GeneReviews*. Seattle, Washington: University of Washington; 1993- 2022. Pubmed ID: 20301607.

Medical Knowledge 2: Dizziness  Overall Intent: To develop knowledge of the evaluation and management of patients with dizziness	
Milestones	Examples
<b>Level 1</b> Describes normal anatomy and physiology of the peripheral vestibular system	Describes the excitatory and inhibitory roles of the vestibule and semicircular canals
Lists common causes of peripheral and central vertigo	Common causes of peripheral vertigo include benign paroxysmal positional vertigo (BPPV), labyrinthitis and vestibular neuronitis
	Common causes of central vertigo include vestibular migraine, stroke, and multiple sclerosis
Demonstrates understanding of non-surgical	Lists common particle repositioning maneuvers for each type of BPPV
management of positional vertigo, labyrinthitis, vestibular neuritis, and Meniere's disease	Lists medical management of labyrinthitis and vestibular neuronitis, Meniere's disease (oral and injected steroids, diuretics, antivirals, suppressants)
<b>Level 2</b> Describes the integration of the peripheral vestibular system with other sensory and motor systems (e.g., vision, proprioception)	Explains the mechanisms of the vestibulo-ocular and vestibulocollic reflex
Differentiates otologic from non-otologic causes of vertigo	Discusses the classical history of vestibular neuronitis and the physical exam findings which differentiate it from a central etiology
Describes mechanisms underlying central compensation for peripheral vestibular disorders	Explains adaptation in terms of sensory and behavioral substitution
Level 3 Describes diagnostic criteria and treatment options for central vestibular disorders (e.g., multiple sclerosis, vestibular migraine, stroke)	Describes diagnostic criteria of migraine and vestibular migraine and lists abortive and prophylactic measures and medications including diet modifications, trigger avoidance, and sleep hygiene
Develops a complete differential diagnosis for a complicated dizzy patient and orders appropriate vestibular testing	Considers multifactorial contributions to dizziness including concurrent Meniere's disease, vestibular migraine, vestibular hypofunction, and BPPV, and orders vestibular testing only to narrow the differential diagnoses
Demonstrates knowledge of physical therapy and other rehabilitative options for peripheral and central vestibular disorders	Recognizes that physical therapy for vestibular hypofunction should include vestibulo- ocular reflex exercises

<ul> <li>Explains the procedure and expected findings of VNG, ocular vestibular-evoked myogenic potential (oVEMP), rotary chair, and posturography, video head impulse test (v-HIT)</li> <li>Demonstrates understanding of a multidisciplinary approach to evaluate and manage complex cases of dizziness (e.g., vestibular rehabilitation, neurologic consultation)</li> <li>Describes the importance of neurologic consultation for down-beat nystagmus in terms of coordinating additional diagnostic work-up and directing medication trials and for habituation exercises, respectively</li> <li>Describes the role of vestibular rehabilitation for a post-concussion patient or post-ablativ vestibular dysfunction</li> <li>Lists intratympanic steroid injections and endolymphatic sac decompression as non-ablative vestibular interventions (e.g., for semicircular canal dehiscence, Meniere's disease)</li> <li>Explains the procedure and expected findings of VNG, ocular vestibular evoked myogenic potential (cVEMP), rotary chair, and posturography, video head impulse test (v-HIT)</li> <li>Describes the importance of neurologic consultation for down-beat nystagmus in terms of coordinating additional diagnostic work-up and directing medication trials and for habituation exercises, respectively</li> <li>Describes the role of vestibular rehabilitation for a post-concussion patient or post-ablative vestibular dysfunction</li> <li>Lists intratympanic steroid injections and endolymphatic sac decompression as non-ablative options for Meniere's disease patients with persistent symptoms despite dietary changes and initial trials of medications, and identifies risks of tympanic membrane perforation and hearing loss, amongst others</li> </ul>
<ul> <li>Demonstrates understanding of a multidisciplinary approach to evaluate and manage complex cases of dizziness (e.g., vestibular rehabilitation, neurologic consultation)</li> <li>Demonstrates knowledge of the indications, outcomes, risks, and complications of ablative and non-ablative vestibular interventions (e.g., for semicircular canal dehiscence, Meniere's disease)</li> <li>Describes the importance of neurologic consultation for down-beat nystagmus in terms of coordinating additional diagnostic work-up and directing medication trials and for habituation exercises, respectively</li> <li>Describes the role of vestibular rehabilitation for a post-concussion patient or post-ablative vestibular dysfunction</li> <li>Lists intratympanic steroid injections and endolymphatic sac decompression as non-ablative vestibular interventions (e.g., for semicircular canal dehiscence, Meniere's disease)</li> </ul>
multidisciplinary approach to evaluate and manage complex cases of dizziness (e.g., vestibular rehabilitation, neurologic consultation)  Demonstrates knowledge of the indications, outcomes, risks, and complications of ablative and non-ablative vestibular interventions (e.g., for semicircular canal dehiscence, Meniere's disease)  coordinating additional diagnostic work-up and directing medication trials and for habituation exercises, respectively  Describes the role of vestibular rehabilitation for a post-concussion patient or post-ablative vestibular dysfunction  Lists intratympanic steroid injections and endolymphatic sac decompression as non-ablative options for Meniere's disease patients with persistent symptoms despite dietary changes and initial trials of medications, and identifies risks of tympanic membrane perforation and hearing loss, amongst others
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Level E Conducto existing I respect to the Position and multiple as any time of attributed to distribute
Level 5 Conducts original research related to dizziness  • Designs and publishes any type of study related to dizziness
Develops a course or conference related to dizziness for a regional or national meeting  • Develops a multidisciplinary institution-sponsored dizziness course
Demonstrates understanding of indications, outcomes, risks, and complications of emerging technology, including vestibular implants  • From early literature on vestibular implants for patients with bilateral vestibular hypofunction, cites improvements in some measures of gait and posture and risks of hearing loss
Assessment Models or Tools   • Direct observation
Multisource feedback
Objective structured clinical examination (OSCE)     Record review
Record review     Reflection
Standardized oral examination
Standardized patient examination
Curriculum Mapping •
Notes or Resources  • Basura GJ, et al. Clinical practice guideline: Ménière's disease. Otolaryngol Head Neck
Surg. 2020;162(2_suppl):S1-S55. doi: 10.1177/0194599820909438. PMID: 32267799.  • Chow MR, et al. Posture, gait, quality of life, and hearing with a vestibular implant. N English
J Med. 2021;384(6):521-532.



Medical Knowledge 3: Clinical Reasoning  Overall Intent: To consistently develop a complete and prioritized differential diagnosis while minimizing the impact of cognitive errors	
Milestones	Examples
<b>Level 1</b> Demonstrates sound clinical reasoning in common neurotology problems	<ul> <li>Relates physiology and pathophysiology of the auditory and vestibular systems as well as anatomy of the skull base to common neurotologic conditions</li> <li>Effectively performs evaluation, recommends testing, and diagnoses common skull base tumors</li> </ul>
<b>Level 2</b> Identifies errors in clinical reasoning within neurotology	<ul> <li>Identifies atypical presentations of common skull base pathology and displays knowledge of uncommon pathology along with diagnostic and treatment paradigms</li> <li>Identifies and explains common errors in the evaluation or treatment of neurotologic conditions</li> </ul>
<b>Level 3</b> Applies clinical reasoning principles to direct patient care in complex neurotology problems	Identifies and directs roles for multidisciplinary team for all phases of treatment of neurotologic pathology
<b>Level 4</b> Reviews the clinical decision making of oneself and the team to identify areas for improvement	<ul> <li>Identifies and incorporates emerging literature into clinical decision making</li> <li>Identifies and explains alternate treatment paradigms for common and uncommon neurotologic conditions along with the benefits and trade-offs of each</li> </ul>
<b>Level 5</b> Coaches and mentors others in clinical reasoning and helps them to recognize and avoid cognitive errors	<ul> <li>Actively participates in the medical and surgical education of residents for diagnosis and treatment of relevant pathology</li> <li>Identifies areas of need for clinical research and can develop study designs that might answer outstanding clinical questions</li> </ul>
Assessment Models or Tools	<ul> <li>Chart-stimulated recall</li> <li>Direct observation</li> <li>Medical record (chart) audit</li> <li>Multisource feedback</li> <li>Reflection</li> <li>Simulation</li> <li>Evaluation of formal case presentations incorporating explicit discussion of clinical reasoning (case conferences, morbidity and mortality (M and M) conferences, etc.)</li> </ul>
Curriculum Mapping	•
Notes or Resources	<ul> <li>American College of Physicians. Getting it Right: Cases to Improve Diagnosis.</li> <li><a href="https://www.acponline.org/cme-moc/online-learning-center/getting-it-right-cases-to-improve-diagnosis">https://www.acponline.org/cme-moc/online-learning-center/getting-it-right-cases-to-improve-diagnosis</a>. Accessed 2020.</li> </ul>

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- Reasoning Cognitive Biases Knowledge Deficits and Dual Process Thinking.
- Society to Improve Diagnosis in Medicine. <a href="https://www.improvediagnosis.org/">https://www.improvediagnosis.org/</a>. Accessed 2020.

Systems-Based	l Practice 1: Patient Safety and Quality Improvement (QI)
<b>Overall Intent:</b> To engage in the analysis and management of patient safety events, including relevant communication with patients, families, and health care professionals; to conduct a QI project	
Milestones	Examples
Level 1 Demonstrates knowledge of common patient safety events	Lists patient misidentification or medication errors as common patient safety events
Demonstrates knowledge of how to report patient safety events	Describes how to report errors in your environment
Demonstrates knowledge of basic quality improvement methodologies and metrics	Describes fishbone tool
Level 2 Identifies system factors that lead to patient safety events	Identifies lack of deep vein thrombosis (DVT) prevention checklist
Reports patient safety events through institutional reporting systems (simulated or actual)	Reports lack of DVT prevention checklist to the institution
Describes local quality improvement initiatives	Summarizes protocols resulting in decreased incidence of DVTs
<b>Level 3</b> Participates in analysis of patient safety events (simulated or actual)	Participates in M and M conference
Participates in disclosure of patient safety events to patients and patients' families (simulated or actual)	Participates in a family discussion regarding a patient safety events
Participates in local quality improvement initiatives	Participates in project identifying root cause of patient flow delays
Level 4 Conducts analysis of patient safety events and offers error prevention strategies (simulated or actual)	Collaborates with a team to conduct the analysis of medication administration errors and can effectively communicate with patients/families about those events
Discloses patient safety events to patients and patients' families (simulated or actual)	Discloses a patient's DVT diagnosis to the family

Demonstrates the skills required to identify, develop, implement, and analyze a quality improvement project	Participates in the completion of a QI project to improve interprofessional communication regarding DVT prevention
<b>Level 5</b> Actively engages teams and processes to modify systems to prevent patient safety events	Assumes a leadership role at the departmental or institutional level for patient safety
Role models or mentors others in the disclosure of patient safety events	Conducts a simulation for disclosing patient safety events
Creates, implements, and assesses quality improvement initiatives at the institutional or community level	Initiates and completes a QI project to improve interprofessional communication regarding DVT prevention and shares results with stakeholders
Assessment Models or Tools	Direct observation
	E-module multiple choice tests
	Medical record (chart) audit
	Multisource feedback
	Portfolio
	Reflection
	Simulation
Curriculum Mapping	•
Notes or Resources	• Institute of Healthcare Improvement. <a href="http://www.ihi.org/Pages/default.aspx">http://www.ihi.org/Pages/default.aspx</a> . Accessed 2021.

Systems-Based Practice 2: System Navigation for Patient-Centered Care		
Overall Intent: To effectively navigate the health care system, including the interdisciplinary team and other care providers, to adapt care to		
a specific patient population to ensure high-quality patient outcomes		
Milestones	<b>Examples</b>	
<b>Level 1</b> Demonstrates knowledge of care coordination	For a patient with a vestibular schwannoma, identifies medical and radiation oncologist, rehabilitation therapist, home health nurse, and social workers as members of the team	
Identifies key elements for safe and effective transitions of care and hand-offs	Lists the essential components of a standardized sign-out tool for care transition and hand-offs	
Demonstrates knowledge of population and community health needs and inequities	Identifies that patients in rural areas may have different needs than urban patients	
<b>Level 2</b> Coordinates care of patients in routine clinical situations effectively using the roles of interprofessional team members	Coordinates care with radiation oncology and rehabilitation therapist at the time of discharge from the hospital	
Performs safe and effective transitions of care/hand-offs in routine clinical situations	Routinely uses a standardized sign-out tool for a stable patient during night float sign-out	
Identifies specific population and community health needs and inequities for the local population	Identifies that limited transportation options may be a factor in rural patients getting to radiation and rehabilitation therapy appointments	
<b>Level 3</b> Coordinates care of patients in complex clinical situations effectively using the roles of interprofessional team members	Works with the social worker to coordinate care for a homeless patient that will ensure follow-up to the neurotologist, radiation oncologist and rehabilitation therapist after discharge from the hospital	
Performs safe and effective transitions of care/hand-offs in complex clinical situations	Routinely uses a standardized sign-out tool when transferring a patient to the intensive care unit (ICU)	
Uses local resources effectively to meet the needs of a patient population and community	Refers patients to a local pharmacy which provides a sliding fee scale option and prints pharmacy coupons for patients in need	
Level 4 Role models effective coordination of patient-centered care among different disciplines and specialties	During inpatient rotations, leads team members in approaching consultants to review cases/recommendations and arranges multidisciplinary rounds for the team	
Role models and advocates for safe and effective transitions of care/hand-offs within and	Prior to going on vacation, proactively informs the covering resident about a plan of care for a post-operative ICU patient with hydrocephalus	

across health care delivery systems, including outpatient settings	
Participates in changing and adapting practice to provide for the needs of specific populations  Level 5 Analyzes the process of care	Assists to design post-operative pain management protocols for prescribing standard regimens to patients to reduce variations in opioid prescribing habits      Leads a program to create standardized CSE leak program to create standardized control create standardized control create
coordination and leads in the design and implementation of improvements	Leads a program to create standardized CSF leak precautions teaching for family members of patients after skull base surgery
Improves quality of transitions of care within and across health care delivery systems to optimize patient outcomes	Develops a protocol to improve transitions to long-term care facilities
Leads innovations and advocates for populations and communities with health care inequities	Leads development of telehealth diagnostic services for a rural ears, nose, and throat (ENT) clinic
Assessment Models or Tools	Direct observation
	Medical record (chart) audit
	Multisource feedback     OSCE
	Quality metrics and goals mined from electronic health records (EHR)
	Review of sign-out tools, use and review of checklists
Curriculum Mapping	
Notes or Resources	Centers for Disease Control and Prevention (CDC). Population Health Training.
	https://www.cdc.gov/pophealthtraining/whatis.html. Accessed 2021.
	Skochelak SE, Hawkins RE, Lawson LE, Starr SR, Borkan J, Gonzalo JD. <i>Health Systems Science</i> . 1st ed. Philadelphia, PA: Elsevier; 2016. ISBN:9780702070372.

Systems-Based Practice 3: Physician Role in Health Care Systems  Overall Intent: To understand the physician's role in the complex health care system and how to optimize the system to improve patient care and the health everage performance.	
and the health system's performance  Milestones	Examples
Level 1 Identifies key components of the complex health care system (e.g., hospital, skilled nursing facility, finance, personnel, technology)	Articulates differences between skilled nursing and long-term care facilities
Describes basic health payment systems, including government, private, public, uninsured care, and practice models	Understands the impact of health plan coverage on prescription drugs for individual patients
Level 2 Describes how components of a complex health care system are interrelated, and how they impact patient care	Explains how improving patient satisfaction impacts patient adherence and payment to the health system
Delivers care with consideration of each patient's payment model (e.g., insurance type)	Takes into consideration patient's prescription drug coverage when choosing a therapy for treatment of Meniere's disease
<b>Level 3</b> Discusses how individual practice affects the broader system (e.g., length of stay, readmission rates, clinical efficiency)	Ensures that patient comorbidities are addressed at time of discharge to reduce readmission rate
Engages with patients in shared decision making, informed by each patient's payment model	Discusses risks and benefit of repeat surveillance MRI in the setting of identified schwannoma
<b>Level 4</b> Manages various components of the complex health care system to provide efficient and effective patient care and transitions of care	Ensures proper documentation of three-day qualifying hospital stay prior to discharging a patient to a skilled nursing facility for physical therapy
Advocates for patient care needs (e.g., community resources, patient assistance resources) with consideration of the limitations of each patient's payment model	Works collaboratively to improve patient assistance resources for a patient with cranial nerve def and limited resources
<b>Level 5</b> Advocates for or leads systems change that enhances high-value, efficient, and effective patient care and transitions of care	Works with community or professional organizations to advocate for hearing loss rehabilitation services

Participates in health policy advocacy activities	Improves informed consent process for non-English-speaking patients requiring
	interpreter services
Assessment Models or Tools	Direct observation
	Medical record (chart) audit
	Patient satisfaction data
	Portfolio
Curriculum Mapping	
Notes or Resources	Agency for Healthcare Research and Quality (AHRQ). Measuring the Quality of Physician Care. <a href="https://www.ahrq.gov/professionals/quality-patient-">https://www.ahrq.gov/professionals/quality-patient-</a>
	safety/talkingquality/create/physician/challenges.html. Accessed 2021.
	AHRQ. Major Physician Measurement Sets: <a href="https://www.ahrq.gov/professionals/quality-">https://www.ahrq.gov/professionals/quality-</a>
	patient-safety/talkingquality/create/physician/measurementsets.html. Accessed 2021.
	The Commonwealth Fund. Health System Data Center.
	https://datacenter.commonwealthfund.org/#ind=1/sc=1. Accessed 2021.
	• Dzau VJ, McClellan M, Burke S, et al. Vital directions for health and health care: priorities
	form a national academy of medicine initiative. <i>JAMA</i> . 2017;317(14):1461-1470.
	https://nam.edu/vital-directions-for-health-health-care-priorities-from-a-national-academy-
	of-medicine-initiative/.
	The Kaiser Family Foundation. <u>www.kff.org</u> . Accessed 2021.
	The Kaiser Family Foundation. Topic: health reform. <a href="https://www.kff.org/topic/health-reform/">https://www.kff.org/topic/health-reform/</a> . Accessed 2021.

Practice-Based Learning and Improvement 1: Evidence-Based and Informed Practice  Overall Intent: To incorporate evidence and patient values into clinical practice	
Milestones	Examples
Level 1 Demonstrates how to access available evidence, and incorporates patient preferences and values to take care of routine neurotologic conditions	Identifies evidence-based guidelines for Bell's palsy from American Academy of Otolaryngology – Head and Neck Surgery (AAO-HNSF)
<b>Level 2</b> Articulates clinical questions and elicits patient preferences and values to guide evidence-based care	Assists patients in accessing reliable online educational content
<b>Level 3</b> Locates and applies the best available evidence, integrated with patient preference, to manage complex neurotologic conditions	Utilizes AAO-HNSF guidelines for sudden sensorineural hearing loss
<b>Level 4</b> Critically appraises the current literature and presents management in either a grand rounds or journal club setting	Evaluates the primary literature to categorize the level of evidence in treating neurotologic disorders
<b>Level 5</b> Coaches others to critically appraise and apply evidence for complex patients, and/or participates in the development of guidelines	Leads clinical teaching on the application of best practices in critical appraisal of vestibular schwannoma
Assessment Models or Tools	<ul> <li>Direct observation</li> <li>Oral or written examinations</li> <li>Presentation evaluation</li> <li>Research portfolio</li> </ul>
Curriculum Mapping	•
Notes or Resources	<ul> <li>Institutional Review Board (IRB) guidelines</li> <li>National Institutes of Health. Write Your Application. <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/write-your-application.htm">https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/write-your-application.htm</a>. Accessed 2021.</li> <li>US National Library of Medicine. PubMed Tutorial.     <a href="https://www.nlm.nih.gov/bsd/disted/pubmedtutorial/cover.html">https://www.nlm.nih.gov/bsd/disted/pubmedtutorial/cover.html</a>. Accessed 2021.</li> <li>Various journal submission guidelines</li> </ul>

Practice-Rased Learning and Ir	nprovement 2: Reflective Practice and Commitment to Personal Growth
Overall Intent: To seek clinical performance information with the intent to improve care; reflects on all domains of practice, personal	
interactions, and behaviors, and their impact on colleagues and patients (reflective mindfulness); develop clear objectives and goals for	
improvement in some form of a learning plan	g
Milestones	Examples
<b>Level 1</b> Accepts responsibility for personal and professional development by establishing goals	Sets a goal to improve management of skull base lesions
Identifies the factors that contribute to gap(s) between expectations and actual performance	Asks for feedback from patients, families, and patient care team members
Actively seeks opportunities to improve	Identifies opportunities to observe additional skull base surgeries
<b>Level 2</b> Demonstrates openness to performance data (feedback and other input) to inform goals	Accepts constructive feedback in the management of skull base lesions
Analyzes and reflects on the factors that contribute to gap(s) between expectations and actual performance	Assesses time management skills and how they impact timely completion of clinic notes and literature reviews
Designs and implements a learning plan, with prompting	When prompted, develops individual education plan to improve evaluation of skull base lesions
<b>Level 3</b> Seeks performance data episodically, with adaptability	Conducts a chart audit to assess the hearing results in patients undergoing cochlear implant
Analyzes, reflects on, and institutes behavioral change(s) to narrow the gap(s) between expectations and actual performance	Completes a comprehensive literature review to address gaps in knowledge in the treatment of skull base lesions
Independently creates and implements a learning plan	Using web-based resources, creates a personal curriculum to improve personal evaluation of vestibular schwannoma patients
<b>Level 4</b> Intentionally seeks performance data consistently, with adaptability	Completes a quarterly chart audit to assess facial nerve outcomes in acoustic tumor removal
Challenges assumptions and considers alternatives in narrowing the gap(s) between expectations and actual performance	After patient encounter, debriefs with the attending and other patient care team members to optimize future collaboration in the care of the patient and family

Uses performance data to measure the effectiveness of the learning plan, and, when necessary, improves it	Performs a chart audit on personal documentation of facial nerve outcome results in vestibular schwannoma surgery
<b>Level 5</b> Role models consistently seeking performance data with adaptability	Models practice improvement and adaptability
Coaches others on reflective practice	Develops educational module for collaboration with other patient care team members
Facilitates the design and implementation of learning plans for others	Assists residents in developing individualized learning plans
Assessment Models or Tools	<ul><li>Direct observation</li><li>Review of learning plan</li></ul>
Curriculum Mapping	
Notes or Resources	<ul> <li>Burke AE, Benson B, Englander R, Carraccio C, Hicks PJ. Domain of competence: Practice-based learning and improvement. <i>Acad Pediatr</i>. 2014;14:S38-S54. <a href="https://linkinghub.elsevier.com/retrieve/pii/S1876-2859(13)00333-1">https://linkinghub.elsevier.com/retrieve/pii/S1876-2859(13)00333-1</a>.</li> <li>Hojat M, Veloski JJ, Gonnella JS. Measurement and correlates of physicians' lifelong learning. <i>Academic Medicine</i>. 2009;84(8):1066-1074. <a href="https://journals.lww.com/academicmedicine/fulltext/2009/08000/Measurement and Correlates of Physicians Lifelong.21.aspx">https://journals.lww.com/academicmedicine/fulltext/2009/08000/Measurement and Correlates of Physicians Lifelong.21.aspx</a>.</li> <li>Lockspeiser TM, Schmitter PA, Lane JL, Hanson JL, Rosenberg AA, Park YS. Assessing residents' written learning goals and goal writing skill: validity evidence for the learning goal scoring rubric. <i>Academic Medicine</i>. 2013;88(10):1558-1563. <a href="https://journals.lww.com/academicmedicine/fulltext/2013/10000/Assessing Residents Written Learning Goals and.39.aspx">https://journals.lww.com/academicmedicine/fulltext/2013/10000/Assessing Residents Written Learning Goals and.39.aspx</a>.</li> </ul>

Professionalism 1: Professional Behavior and Ethical Principles		
Overall Intent: To recognize and address lapses in ethical and professional behavior, demonstrates ethical and professional behaviors, and		
use appropriate resources for managing ethical  Milestones	Examples	
Level 1 Identifies and describes potential triggers for lapses in professionalism	Identifies fatigue as a potential cause for a lapse in professionalism	
Demonstrates knowledge of the ethical principles underlying patient care	Understands being late to sign-out has adverse effect on patient care and on professional relationships	
	<ul> <li>Identifies principles to include informed consent, surrogate decision making, advanced directives, confidentiality, error disclosure, stewardship of limited resources, and related topics</li> </ul>	
<b>Level 2</b> Demonstrates insight into professional behavior in routine situations and	Respectfully approaches a colleague who is late to sign-out about the importance of being on time	
how to appropriately report lapses in professionalism	Notifies appropriate supervisor when a colleague is routinely late to sign-out	
Analyzes straightforward situations using ethical principles	Identifies and applies ethical principles involved in informed consent when the colleague is unclear of all the risks	
<b>Level 3</b> Demonstrates professional behavior in complex or stressful situations	Appropriately responds to a distraught family member following an unsuccessful resuscitation attempt of a relative	
Analyzes complex situations using ethical principles and recognizes the need to seek help	After noticing a colleague's inappropriate social media post, reviews policies related to posting of content and seeks guidance	
in managing and resolving complex ethical situations	Offers treatment options for a terminally ill patient, while recognizing own limitations, and consistently honoring the patient's choice	
Level 4 Recognizes situations that might trigger	Actively considers the perspectives of others	
lapses in professionalism and intervenes to prevent lapses in oneself and others	Models respect for patients and promotes the same from colleagues, when a patient has been waiting an excessively long time to be seen	
Recognizes and uses appropriate resources for managing and resolving ethical dilemmas as needed	Recognizes and uses ethics consults, literature, risk-management/legal counsel to resolve ethical dilemmas	
<b>Level 5</b> Coaches others when their behavior fails to meet professional expectations	Coaches others when their behavior fails to meet professional expectations and creates a performance improvement plan to prevent recurrence	

Identifies and seeks to address system-level factors that induce or exacerbate ethical problems or impede their resolution	Engages stakeholders to address excessive wait times in the clinic to decrease patient and provider frustrations that lead to unprofessional behavior
Assessment Models or Tools	<ul> <li>Direct observation</li> <li>Global evaluation</li> <li>Multisource feedback</li> <li>Oral or written self-reflection</li> <li>Simulation</li> </ul>
Curriculum Mapping	•
Notes or Resources	<ul> <li>American Board of Internal Medicine (ABIM) Foundation. American Board of Internal Medicine. Medical professionalism in the new millennium: a physician charter. <i>Annals of Internal Medicine</i>. 2002;136(3):243-246. https://annals.org/aim/fullarticle/474090/medical-professionalism-new-millennium-physician-charter. Accessed 2021.</li> <li>American Medical Association. Ethics. https://www.ama-assn.org/delivering-care/ama-code-medical-ethics. Accessed 2021.</li> <li>Bynny RL, Paauw DS, Papadakis MA, Pfeil S, Alpha Omega Alpha. <i>Medical Professionalism Best Practices: Professionalism in the Modern Era</i>. Menlo Park, CA: Alpha Omega Alpha Honor Society; 2017. https://alphaomegaalpha.org/pdfs/Monograph2018.pdf.</li> <li>Levinson W, Ginsburg S, Hafferty FW, Lucey CR. <i>Understanding Medical Professionalism</i>. 1st ed. New York, NY: McGraw-Hill Education; 2014. https://accessmedicine.mhmedical.com/book.aspx?bookID=1058.</li> </ul>

Professionalism 2: Accountability/Conscientiousness  Overall Intent: To take responsibility for one's own actions and the impact on patients and other members of the health care team		
Milestones	Examples	
Level 1 Performs tasks and responsibilities in a timely manner with appropriate attention to detail in routine situations	Completes administrative tasks, documents safety modules, procedure review, and licensing requirements by specified due date	
Responds promptly to requests or reminders to complete tasks and responsibilities	<ul> <li>Responds promptly to reminders from program administrator to complete work hour logs</li> <li>Has timely attendance at conferences</li> <li>Completes pre-rounding lists</li> </ul>	
Level 2 Takes responsibility for failure to complete tasks and responsibilities, identifies potential contributing factors, and describes strategies for ensuring timely task completion in the future	Responds to pages and emails in a timely fashion	
Recognizes situations that might impact one's own ability to complete tasks and responsibilities in a timely manner	Before going out of town, completes tasks in anticipation of lack of computer access while traveling	
Level 3 Performs tasks and responsibilities in a timely manner with appropriate attention to detail in complex or stressful situations	Notifies attending of multiple competing demands on call, appropriately triages tasks, and asks for assistance from other fellows or faculty members as needed	
Proactively implements strategies to ensure that the needs of patients, teams, and systems are met	In preparation for being out of town, forwards patient care notifications to another colleague	
Level 4 Recognizes situations that might impact others' ability to complete tasks and responsibilities in a timely manner	Takes responsibility for inadvertently omitting key patient information during sign-out	
Gives appropriate feedback to individuals or groups to facilitate task completion in a timely manner	Identifies a backlog of consult requests and offers advice to junior learners on time management	
<b>Level 5</b> Leads a conference on accountability and task completion	Sets up a meeting with the nurse manager to streamline patient discharges and leads team to find solutions to the problem	

Leads a quality improvement study on accountability	
Assessment Models or Tools	<ul> <li>Compliance with deadlines and timelines</li> <li>Direct observation</li> <li>Global evaluations</li> <li>Multisource feedback</li> <li>Self-evaluations and reflective tools</li> <li>Simulation</li> </ul>
Curriculum Mapping	
Notes or Resources	Code of conduct from fellow/resident institutional manual     Expectations of residency program regarding accountability and professionalism

Professionalism 3: Knowledge of Systemic and Individual Factors of Well-Being Overall Intent: To identify, use, manage, improve, or seek help for personal and professional growth within self and others		
Milestones	Examples	
Level 1 Recognizes the importance of getting help when needed to address personal and professional well-being	After concerns are expressed by a program leader regarding well-being or burnout, is receptive to considering options for assistance	
Recognizes departmental factors affecting well- being	Identifies the influence of administrative support, clinic resources, call-handling procedures on well-being	
Level 2 Lists resources to support personal and professional well-being	In annual advisor meeting, discusses institutional resources that support personal and professional well-being	
Participates in departmental well-being committee activities	Attends departmental well-being events	
<b>Level 3</b> With prompting, reflects on how personal and professional well-being can impact one's clinical practice	After hearing a speaker discuss physician well-being at a retreat, writes a brief reflection on the impact of well-being on own current and future practice of medicine	
Recognizes the institutional factors affecting well- being	<ul> <li>At semiannual review, identifies specific institutional factors that positively or negatively affect personal well-being including lack of access to healthy food in the cafeteria and insufficient social work support for complex discharges</li> <li>Identifies the need for additional mentorship to enhance personal and professional development after discussion with the associate program director reveals that initial career plans do not align with personal goals</li> </ul>	
Level 4 Reflects on actions in real time to proactively respond to the inherent emotional challenges of physician work	<ul> <li>Proactively reaches out to program leadership for support when the fellow grieves a personal loss of a family member, including requesting resources for psychological support</li> <li>Identifies fear of leading a surgical team as a "stress point" in education and seeks advice from an experienced physician</li> </ul>	
Describes institutional factors that affect one's own well-being and that of others	Identifies access to childcare, time allotted for personal health care, and mandatory training activities as institutional factors that can affect well-being     Describes mistreatment and microaggressions committed by the interprofessional team and patients as negatively impacting well-being	

Level 5 Participates in institutional changes to promote personal and professional well-being	<ul> <li>When pandemic conditions limit options for communication and socialization with peers, actively explores new approaches such as telecommunication and distanced socializing to build and maintain relationships that offer peer emotional support</li> <li>When important future personal or religious events are anticipated, works with program leadership to develop a plan that balances personal and professional responsibilities</li> </ul>
Suggests potential solutions to institutional	Leads a committee to address inefficiencies in the EHR
factors that affect well- being	Advocates with hospital leadership as a Well-Being Committee leader to provide educational interventions and mental health services to address experiences of shame during residency and fellowship education
Assessment Models or Tools	Direct observation
	Group interview or discussions for team activities
	<ul> <li>Individual interview</li> <li>Institutional online training modules</li> </ul>
	Reflective writing
	Self-assessment and personal learning plan
	Semi-annual evaluation
Curriculum Mapping	•
Notes or Resources	<ul> <li>This subcompetency is not intended to evaluate a fellow's well-being. Rather, the intent is to ensure each fellow has the fundamental knowledge of factors that affect well-being, the mechanism by which those factors affect well-being, and available resources and tools to improve well-being.</li> <li>ACGME. "Well-Being Tools and Resources." <a href="https://dl.acgme.org/pages/well-being-tools-resources">https://dl.acgme.org/pages/well-being-tools-resources</a>. Accessed 2022.</li> <li>ACP. Imposter Syndrome: Break on Through to the Other Side. <a href="https://www.acponline.org/about-acp/about-internal-medicine/career-paths/residency-career-counseling/impower/imposter-syndrome-break-on-through-to-the-other-side">https://www.acponline.org/about-acp/about-internal-medicine/career-paths/residency-career-counseling/impower/know-your-colleagues-know-yourself-checking-in-on-mental-health</a>. Accessed 2021.</li> </ul>
	ACP. Physician Well-being for Residents and Fellows. <a href="https://www.acponline.org/meetings-courses/acp-courses-recordings/acp-">https://www.acponline.org/meetings-courses/acp-courses-recordings/acp-</a>

- <u>leadership-academy/acp-leadership-academy-webinars/physician-well-being-for-residents-and-fellows. Accessed 2021.</u>
- ACP. Physician Well-Being and Professional Fulfillment.
   <a href="https://www.acponline.org/practice-resources/physician-well-being-and-professional-fulfillment">https://www.acponline.org/practice-resources/physician-well-being-and-professional-fulfillment</a>. Accessed 2021.
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Interpersonal and Communication Skills 1: Batient, and Family Contared Communication		
Interpersonal and Communication Skills 1: Patient- and Family-Centered Communication  Overall Intent: To use language and behaviors deliberately to form constructive relationships with patients, to identify communication		
barriers including self-reflection on personal biases, and minimize them in the doctor-patient relationships; to organize and lead		
communication around shared decision making		
Milestones	Examples	
<b>Level 1</b> Uses language and non-verbal behavior to demonstrate respect and establish rapport	Introduces self and faculty members, identifies patient and others in the room, and engages all parties in health care discussion	
Identifies common barriers to effective communication (e.g., language, disability) while accurately communicating one's own role within the health care system	Identifies need for trained interpreter with non-English-speaking patients	
Identifies the need to adjust communication strategies based on assessment of a patient's/patient's family's expectations and understanding of their health status and treatment options	Uses age-appropriate language when discussing procedures/surgery with pediatric patients	
<b>Level 2</b> Establishes a therapeutic relationship in straightforward encounters using active listening and clear language	Avoids medical jargon and restates patient perspective when discussing preventive measures, such as weight loss	
Identifies complex barriers to effective communication (e.g., health literacy, cultural differences)	Recognizes the need for handouts with diagrams and pictures to communicate information to a patient who is unable to read	
Organizes and initiates communication with a patient/patient's family by introducing stakeholders, setting the agenda, clarifying expectations, and verifying understanding of the clinical situation	Assesses patient's understanding of their diagnosis and treatment plan	
Level 3 Establishes a therapeutic relationship in challenging patient encounters	Acknowledges patient's request for an MRI for new dizziness or hearing loss without red flags and arranges timely follow-up visit to align diagnostic plan with goals of care	
When prompted, reflects on personal biases while attempting to minimize communication barriers	Recognizes personal biases related to ableism, ageism, weight, etc.	

With guidance, sensitively and compassionately delivers medical information; elicits a patient's/patient's family's values, goals, and preferences; and acknowledges uncertainty and conflict	Organizes a family meeting to determine a plan for withdrawal of treatment in a neurologically devastated patient
Level 4 Easily establishes therapeutic relationships, with attention to a patient's/patient's family's concerns and context, regardless of complexity	Continues to engage representative family members with disparate goals in the care of a patient with growing vestibular schwannoma
Independently recognizes personal biases while attempting to proactively minimize communication barriers	Reflects on personal bias related to vestibular schwannoma treatment of colleague's family member
Independently, uses shared decision-making to align the patient's/patient's family values, goals, and preferences with treatment options to make a personalized care plan	Uses patient and family input to develop a plan for vestibular schwannoma management, aligned with the patient's values
<b>Level 5</b> Mentors others in situational awareness and critical self-reflection to consistently develop positive therapeutic relationships	Leads a discussion group on personal experience of moral distress
Role models self-awareness while identifying a contextual approach to minimize communication barriers	Develops a fellowship curriculum on social justice which addresses unconscious bias
Role models shared decision making in patient/family communication including those with a high degree of uncertainty/conflict	Serves on a hospital bioethics committee
Assessment Models or Tools	Direct observation
	<ul> <li>Kalamazoo Essential Elements Communication Checklist (Adapted)</li> <li>Multisource feedback</li> </ul>
	Self-assessment including self-reflection exercises
	• Skills needed to Set the state, Elicit information, Give information, Understand the patient, and End the encounter (SEGUE)
Curriculum Mapping	

Notes or Resources	Laidlaw A, Hart J. Communication skills: an essential component of medical curricula.
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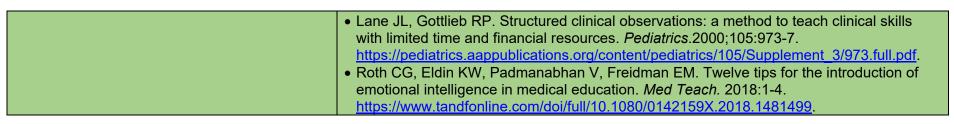
# Interpersonal and Communication Skills 2: Interprofessional and Team Communication

Overall Intent: To communicate effectively with the health care team, including consultants, in both straightforward and complex situations

Milestones	Examples
<b>Level 1</b> Respectfully requests/receives a consultation	<ul> <li>When asking for a cardiology consultation for a patient with elevated troponin post-operation, respectfully relays the diagnosis and need for assistance in management</li> <li>When receiving a consult request for a patient with hearing loss, asks clarifying questions politely, and expresses gratitude for the consult</li> </ul>
Uses language that values all members of the health care team	Acknowledges the contribution of each member of the ICU team
<b>Level 2</b> Clearly and concisely requests/responds to a consultation	Communicates diagnostic evaluation recommendations clearly and concisely in an organized and timely manner
Communicates information effectively with all health care team members	<ul> <li>Performs debrief in the post-anesthesia care unit</li> <li>Sends a message in EHR to other teams (ICU or neurological surgery) regarding care of medically complex skull base patients</li> </ul>
Respectfully receives feedback on performance as a member of the health care team	Shows changes in practice habits based on feedback from the attending
<b>Level 3</b> Receives follow-up and feedback on the outcome of the consultation	Asks if the consult addressed the needs of the primary team
Uses active listening to adapt communication style to fit team needs	When receiving treatment recommendations from an attending physician, repeats back the plan to ensure understanding
Solicits feedback on performance as a member of the health care team	Asks for feedback from operating room nurses or anesthesiologists on communication in the operating room
Level 4 Coordinates recommendations from different members of the health care team to optimize patient care	Initiates a multidisciplinary meeting to developed shared care plan for a patient with a new skull base tumor
Facilitates health care team-based feedback in routine situations	<ul> <li>States that family members were hoping to meet with attending surgeon after the surgery ended</li> <li>Shares feedback from other disciplines to attending neurotologist</li> </ul>

Communicates concerns and provides feedback to peers, learners, and superiors	Asks other members of the health care team to repeat back recommendations to ensure understanding
Level 5 Role models flexible communication	Mediates a conflict resolution between different members of the health care team
strategies that value input from all health care team members, resolving conflict when needed	
Facilitates health care team-based feedback in complex situations	. Acts as a local moutisin out in processority ations out modeling attention, use of clarifying
	• Acts as a lead participant in preoperative time-out, modeling attention, use of clarifying questions and encouraging feedback.
Facilitates teaching of team-based communication and feedback	
Assessment Models or Tools	Direct observation
	Global assessment
	Medical record (chart) audit
	Multisource feedback
	Simulation
Curriculum Mapping	•
Notes or Resources	Braddock CH, Edwards KA, Hasenberg NM, Laidley TL, Levinson W. Informed decision      The distribution of the state of the process of the state
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	<ul> <li>Dehon E, Simpson K, Fowler D, Jones A. Development of the faculty 360.</li> </ul>
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	• François, J. Tool to assess the quality of consultation and referral request letters in family medicine. <i>Can Fam Physician</i> . 2011;57(5):574–575.
	https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3093595/pdf/0570574.pdf
	• Green M, Parrott T, Cook G. Improving your communication skills. <i>BMJ</i> . 2012;344:e357. https://www.bmj.com/content/344/bmj.e357.
	Henry SG, Holmboe ES, Frankel RM. Evidence-based competencies for improving
	communication skills in graduate medical education: a review with suggestions for
	implementation. <i>Med Teach</i> . 2013;35(5):395-403.
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Interpersonal and Communication Skills 3: Communication within Health Care Systems  Overall Intent: To communicate effectively using a variety of methods	
Milestones	<b>Examples</b>
<b>Level 1</b> Accurately records information in the patient record	Creates accurate documentation but may include extraneous information
Safeguards patients' personal health information	Shreds patient list after rounds; avoids talking about patients in the elevator
<b>Level 2</b> Demonstrates organized diagnostic and therapeutic reasoning through notes in the patient record	Creates organized and accurate documentation outlining clinical reasoning supporting the treatment plan
Documents required data in formats specified by institutional policy	Uses approved institutional templates to capture all required data elements
Level 3 Concisely reports diagnostic and therapeutic reasoning in the patient record	Concisely documents complex clinical thinking but may not contain anticipatory guidance at discharge
Appropriately selects direct (e.g., telephone, in- person) and indirect (e.g., progress notes, text messages) forms of communication based on context	Communicates with patient's care team immediately about potentially critical test result
Level 4 Communicates clearly, concisely, timely, and in an organized written form, including providing anticipatory guidance	Creates consistently accurate, organized, and concise documentation and frequently incorporates anticipatory guidance at discharge
Produces written or verbal communication (e.g., patient notes, email) that serves as an example for others to follow	<ul> <li>Creates exemplary notes that are used by the chief resident to teach others</li> <li>Speaks directly to referring physicians and ensures recommendations are clear and understood</li> </ul>
Level 5 Models feedback to improve others' written communication	Coaches residents on written communication
Guides departmental or institutional communication around policies and procedures	Leads a task force established by the hospital QI committee to develop a plan to improve house staff hand-offs
Assessment Models or Tools	Direct observation     Medical record (chart) audit     Multisource feedback

Curriculum Mapping	•
Notes or Resources	Bierman JA, Hufmeyer KK, Liss DT, Weaver AC, Heiman HL. Promoting responsible
	electronic documentation: validity evidence for a checklist to assess progress notes in the
	electronic health record. <i>Teach Learn Med.</i> 2017;29(4):420-432.
	https://www.tandfonline.com/doi/full/10.1080/10401334.2017.1303385
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	communication between clinicians. <i>Jt Comm J Qual Patient Saf.</i> 2006;32(3)167-175.
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	content/uploads/2016/06/I-PASS-mnemonic.pdf

To help programs transition to the new version of the Milestones, the ACGME has mapped the original Milestones 1.0 to the new Milestones 2.0. Indicated below are where the subcompetencies are similar between versions. These are not exact matches, but are areas that include similar elements. Not all subcompetencies map between versions. Inclusion or exclusion of any subcompetency does not change the educational value or impact on curriculum or assessment.

Milestones 1.0	Milestones 2.0
PC1: Internal Auditory Canal and Cerebellopontine Angle	PC1: Internal Auditory Canal and Cerebellopontine Angle
Lesions	Lesions
PC2: Lateral Skull Base Tumors	PC2: Lateral Skull Base Tumors
PC3: Facial Nerve Disorders	PC3: Facial Nerve Disorders
No match	PC4: Non-Operative Patient Care
No match	PC5: Pediatric Neurotology
MK1: Hearing Loss	MK1: Hearing Loss
MK2: Dizziness	MK2: Dizziness
No match	MK3: Clinical Reasoning
SBP1: Patient Safety	SBP1: Patient Safety and Quality Improvement
SBP2: Resource Utilization	SBP3: Physician Role in Health Care Systems
PBLI1: Evidence-based Medicine	PBLI1: Evidence-Based and Informed Practice
PBLI2: Self-directed Learning	PBLI2: Reflective Practice and Commitment to Personal
	Growth
PROF1: Behavior	PROF1: Professional Behavior and Ethical Principles
	PROF2: Accountability/Conscientiousness
PROF2: Leadership	No match
No match	PROF3: Knowledge of Systemic and Individual Factors of Well-
	Being
ICS1: Health Care Team Communications	SBP2: System Navigation for Patient-Centered Care
	ICS2: Interprofessional and Team Communication
ICS2: Patient-and Family-centered Care	ICS1: Patient- and Family-Centered Communication
No match	ICS3: Communication within Health Care Systems

#### **Available Milestones Resources**

Milestones 2.0: Assessment, Implementation, and Clinical Competency Committees Supplement, 2021 - <a href="https://meridian.allenpress.com/jgme/issue/13/2s">https://meridian.allenpress.com/jgme/issue/13/2s</a>

Milestones Guidebooks: https://www.acgme.org/milestones/resources/

- Assessment Guidebook
- Clinical Competency Committee Guidebook
- Clinical Competency Committee Guidebook Executive Summaries
- Implementation Guidebook
- Milestones Guidebook

Milestones Guidebook for Residents and Fellows: <a href="https://www.acgme.org/residents-and-fellows/the-acgme-for-residents-and-fellows/">https://www.acgme.org/residents-and-fellows/</a> the acgme-for-residents-and-fellows/</a>

- Milestones Guidebook for Residents and Fellows
- Milestones Guidebook for Residents and Fellows Presentation
- Milestones 2.0 Guide Sheet for Residents and Fellows

Milestones Research and Reports: https://www.acgme.org/milestones/research/

- Milestones National Report, updated each fall
- Milestones Predictive Probability Report, updated each fall
- Milestones Bibliography, updated twice each year

Developing Faculty Competencies in Assessment courses - <a href="https://www.acgme.org/meetings-and-educational-activities/courses-and-workshops/developing-faculty-competencies-in-assessment/">https://www.acgme.org/meetings-and-educational-activities/courses-and-workshops/developing-faculty-competencies-in-assessment/</a>

Assessment Tool: Direct Observation of Clinical Care (DOCC) - <a href="https://dl.acgme.org/pages/assessment">https://dl.acgme.org/pages/assessment</a>

Assessment Tool: Teamwork Effectiveness Assessment Module (TEAM) - https://team.acgme.org/

Improving Assessment Using Direct Observation Toolkit - <a href="https://dl.acgme.org/pages/acgme-faculty-development-toolkit-improving-assessment-using-direct-observation">https://dl.acgme.org/pages/acgme-faculty-development-toolkit-improving-assessment-using-direct-observation</a>

Remediation Toolkit - <a href="https://dl.acgme.org/courses/acgme-remediation-toolkit">https://dl.acgme.org/courses/acgme-remediation-toolkit</a>

Learn at ACGME has several courses on Assessment and Milestones - https://dl.acgme.org/