Family Medicine Residency Learning Networks   
Planning Workbook

A family medicine residency learning network comprises multiple family medicine residency programs working together to accomplish mutually agreed upon objectives and obtain or create new knowledge.

Some networks are time-limited – they are formed implement a specific project; others are enduring.

This workbook will help learning network leaders identify and document foundational plans for residency learning networks.

Identifying Your Purpose and Shared Interests

**In what ways could your residency program benefit from being in a learning network?**

**What common concerns, problems, or interests do family medicine residency programs in your potential community share?**

**How will participation in the learning network help address these common concerns, problems, or interests?**

**List some possible collaborative activities that could help address these common interests.**

**Who in your potential learning network might have common interests and be willing to help steer development of the network?**

**Who needs to “buy in” early to help imagine a residency learning network?**

**What are the risks of collaborating?**

**What challenges might come your way and how might you meet them?**

Goals/Objectives/Tactics

Learning networks frequently work collaboratively on a common goal and use incremental tactics and measurement to achieve the desired goal. Tactics and measurements are framed around SMART (specific, measurable, achievable, relevant, and time-bound) objectives.

A goal is broad. It is what you ultimately want to achieve, which is not the same thing as what you want to do. A goal might be somewhat practical, such as exceeding a particular ACGME requirement or addressing a bold ambition, such as increasing racial diversity of family medicine residency graduates.

SMART objectives are, essentially, smaller, measurable goals you plan to meet on the way to achieving your goal. SMART objectives specify who, by how much, and by when. Accomplishment of SMART objectives is a way to measure if you're making progress toward your goal.

Tactics/activities/steps are what you're actually going to do to achieve your SMART objectives and, ultimately, your goal. Implementing a curriculum is a tactic. Faculty development is a tactic. Working with experts in your community is a tactic.

**What is an initial goal for your network? In other words, what is an outcome you desire to achieve?**

**List objectives that will help you in your progress toward your goal:**These objectives should be smaller, measurable goals that lead to achieving your desired outcome. Each objective should specify who, how much, and when.

Recruiting for your network

**The number of programs that will participate:**

**The type of programs that will participate:**

**Who from programs (e.g. PD, coordinators, faculty, residents, clinic leadership) will participate:**

**Elevator pitch:**An elevator pitch is a brief, descriptive speech that outlines your network idea and benefits of collaboration within your network. You might use this to introduce your network to potential participants.

Network Structure

**Describe your possible governance model:**A governance structure is a framework for accountability and decision making. Your network could be governed by rotating chairs (past, present, future), a steering committee, a board of directors, a principal investigator, or some other, specified team.

**Leadership titles, responsibilities, and terms:**

**Do you anticipate needing subcommittee or project committees? If so, describe how those would be structured (e.g. how many committees, roles of the committees)**

**Describe what is expected of participating programs (consider attendance, assignments, implementing and measuring change, data collection, reporting, etc.):**

**Describe what is expected of participating individuals (consider attendance, assignments, etc):**

**Note who will provide staff support and how they will get protected time to do this work:**

**Describe your expectations for data collection, sharing, and storage:**

Consider:

* What type of data you would you like the network to collect
* Whether the network data can be used by everyone in the network and shared or if individual residency programs collect and store their own data
* How often and in what ways network members should report on their progress

**Do you anticipate using a coach for your network? If so, describe your expectations for coaching.**

Meeting Structure

**How often your network will meet:**

**How/where the Learning Network will meet (virtually, in-person, at a conference):**

**Expectations for attendance by programs/participants:**

Network Funding

**What, if any, funding is currently available?**

**The amount of funding needed to get started:**

**Expected needs for ongoing funding:**

**What are some ongoing funding options?**