

## Individual Development Plan (IDP) – Must be done Bi-Annually

Individual development plans (IDPs) provide a structure for the identification and timely, focused achievement of career goals. Prior to meeting with your career advisor, update your Individual Development Plan (IDP). Your Career Advisor will review your IDP before each meeting. The IDP site can be found here: <https://ampup.medschool.pitt.edu/>

The National Institutes of Health (NIH) mandates that institutions to develop and use IDPs for graduate students and postdoctoral fellows supported by NIH awards. Following new NIH guidelines, MSTP developed an online IDP administered centrally by the MSTP office for our trainees. Therefore, IDP updates will be required annually of all MSTP trainees. Compliance with the completion of an annual IDP is monitored by the MSTP office.



Student Tools -> MSTP Information

Please complete these sections:

- Biosketch (Dr. Steinman will help you create a biosketch during your RBMK course)



- Program Information
  - Every 6 months you must update with a date:
    - Student Progress/Satisfaction
    - Students Strengths/Opportunities and

□ Help Achieving Goals

The screenshot shows the University of Pittsburgh School of Medicine website. At the top, there is a navigation bar with links for 'PITT HOME', 'HEALTH SCIENCES PORTAL', and 'FIND PEOPLE'. Below this, the page title is 'School of Medicine | Home' and it indicates the user is 'Logged in as Carleton, Neil'. There are links for 'Help', 'Change Password', and 'Logout'.

The main navigation menu is organized into several categories:
 

- HOME**
- STUDENT TOOLS**: Add / Drop, Add / Drop Professional Enrichment, Awards, Bio Survey, Clinical Experience, Course Catalog, Course Evaluations, Exam/Section Grades, Extramural Domestic Electives, Extramural International Electives, Featured Students, Final Grades, Graduate Student Directory, Graduation, GSO Registration
- STUDENT AFFAIRS**: Health Insurance, Immunizations, International Visiting Electives, LOA/Special Studies Request, Lottery Preferences, Mailing Lists, Master Schedules, Medical Student Documents, MSPE Questionnaire, MSTP Documents, **MSTP Information** (highlighted), MSTP Request Profile Change, MSTP View Progress Report, Peer Evaluations, Print Current Schedule
- UTILITIES**
- ADMISSIONS**
- GAP**
- MEDICAL ADMISSIONS**: PSTP Information, PSTP Request Profile Change, Room Request, Scrub Sales, Student Directory, Student Info for VA, Student Photos, Visiting Electives
- MSTP ADMISSIONS**

On the right side of the page, there is a photograph of a building and a section titled 'Getting Started' with the following text:
 

Getting Started  
 is one of the menus above to begin.  
 rvided on an as-needed basis. Menus when  
 ve sub-menus that run horizontally under  
 u bar. "Breadcrumbs", a list of the menus

engineering best practices. The system, now available in June 2013, offers an improved user experience, is highly stable, easy to maintain and flexible to change with the rapid changes experienced by medical schools

that you have navigated, are listed above the main menu bar. If you require assistance, or believe that additional access is required, please contact our help desk, at [help@hs.pitt.edu](mailto:help@hs.pitt.edu), or 412-648-2222

**Progress Satisfaction**

**Student Progress/Satisfaction**

Remarks	Created By	Date Created	Actions
This is to test the grid.	Bobby	10/15/2021	Edit
Showing progress and satisfaction.	Bobby	10/15/2021	Edit

[+ Add Progress/Satisfaction](#)

**Strengths/Opportunities**

**Student Strengths Opportunities**

Identify two of your strengths and two opportunities for improvement. Include specific plans for addressing those improvements in the coming year. Please summarize progress on goals made in each area from the preceding year. When thinking about strengths/areas for improvement, consider the following areas: Academic (e.g., study habits, time management, clinical skills, team work), Research (e.g., grant writing, familiarity with literature, oral and written communication, experimental/study design, hypothesis generation, knowing when to stop a nonproductive research direction) and/or Career (e.g., leadership, mentoring, teaching, networking).

Remarks	Created By	Date Created	Actions
This is to test the strength and opps grid.	Larry	10/17/2021	Edit
Showing Strengths an Opportunities Dto.	Mike	10/29/2021	Edit

[+ Add Strengths/Opportunities](#)

**Help Achieving Goals**

How can the following groups or individuals help you address any challenges and achieve your goals this coming year? MSTP (directors, career advisors, program staff, clinical and/or residency mentors), Research mentor and/or Thesis committee.

MD years 1 & 2 Show

- MD years 1 & 2
  - Please complete:
    - Summer Lab Rotation
      - In the student feedback: enter your first summer laboratory rotation with your mentor's name and project description
    - Problem Courses
      - This is for medical school years, please enter this information during your MS1 and MS2 years
    - Mentor Feedback
      - This will be entered by the administrators
    - Event Attendance
      - Please enter conferences attended in MS1 and MS2 years here
    - Course Attendance
- Please enter MSTP Courses here
  - Awards and Honors
    - Please enter awards, honors, travel award here as well as the dates
  - Experience/Opportunities
- Enter volunteering or other opportunities with the dates

Summer Lab Rotation

Student Feedback

Start Date	End Date	Mentor Name	Project Description	Actions
08/01/2016	08/31/2016	[Redacted]	Redacting Confidential Student Information Redacting Confidential Student Information Redacting Confidential Student Information	Edit
09/01/2017	08/31/2017	[Redacted]	Redacting Confidential Student Information Redacting Confidential Student Information	Edit

+ Add Feedback

Problem Courses

I am looking forward to doing my second LCC in the spring but am concerned about making the schedule work with COVID

Save This Entry

Mentor Feedback

Start Date	End Date	Preceptor/ Mentor	Grade	Remarks
09/01/2016	08/12/2016	[Redacted]	Satisfactory	Redacting Confidential Student Information Redacting Confidential Student Information Redacting Confidential Student Information Redacting Confidential Student Information Redacting Confidential Student Information

Attendance and Course Completion

Problem Courses

[Empty text area]

Save This Entry

Event Attendance

No Attendance Records

+ Add

Course Attendance

No Records Found

+ Add

Awards and Honors (list any awards or honors including travel awards)

Awards and Honors

Title	Description	Start Date	End Date	Certificate	Actions
Poster Award	[Redacted]			Fall 2016/17	Edit

+ Add

Experience/Opportunities

List any experiences or accomplishments and identify any specific plans you have in these areas for the coming year.

Experience Type	Description	Start Date	End Date	Plans	Actions
Clinical Experiences	I volunteered with two rural medicine service trips, one investigating the health	09/15/2021		Investigating health	Edit

+ Add

