Supervision Paperwork Naming Convention

[First Initial] [Last Name] [P1/P2] [Document Abbrev.]

INTERNS
In your “Intern” folder, all documents should be named as follows (no P1/P2):
FA21 [First Initial] [Last Name] [Document Abbrev.]
Example: FA21 M Mann Intern Activity Log

DOCUMENT ABBREVIATIONS

SOE Supervision Checklist: “Checksheets”
Example: M Mann P2 Checksheets

Mid-Semester Evaluation: “Midterm Eval”
Example: M Mann P2 Midterm Eval

Final Evaluation: “Final Eval”
Example: M Mann P2 Final Eval

Observations: “Ob [#]”
Example: M Mann P2 Ob 1

Clinical Practice Checklist: “CP Checklist”
Example: M Mann P2 CP Checklist

Teaching Self-Evaluation: “Self-Eval”
Example: M Mann P1 Self-Eval

Induction Individual Development Plan: “Induction Plan”
Example: M Mann P2 Induction Plan

Letter of Reference: “Letter of Rec”
Example: M Mann P2 Letter of Rec

Intern Requirement Checklist & Activity Log: “Intern Checklist”
Example: M Mann Intern Checklist

*Please note, if you need to upload multiple pages of a document (for example, you have two pages of a GoReact observation), please use the following way to annotate the different pages:

[Observation #].[Page #]
Example: M Mann P2 Ob 1.1
M Mann P2 Ob 1.2

Revised November 2021