

MedEdPORTAL

Ensuring the Educational Summary Report addresses MedEdPORTAL scholarly criteria.

Authors should use the Educational Summary Report (ESR) to explain how their submission meets the criteria for educational scholarship. Here is a guide that identifies where each criteria should be addressed in the standard ESR template. Note that the full submissions comprises the ESR and the associated appendices. For additional information and templates please visit www.mededportal.org/esr.

MedEdPORTAL
Educational Summary Report Template

The Educational Summary Report (ESR) is a required part of all submissions to MedEdPORTAL Publications. The ESR provides a summary overview of the entire submission and should serve as a guide for understanding the purpose and scope of the resource. Authors should be aware that a MedEdPORTAL publication consists of the ESR and all component resources contained within the submission.

This template is designed to help you develop your ESR in preparation for a successful submission. Ensure you have read our [Submission Instructions](#) prior to completing the template. Staff will format templates of accepted submissions upon publication.

Directions: Provide complete and succinct responses for each section, minimizing the use of lists and bullets. Ensure that your responses are publication-ready with accurate spelling, grammar, and word choice. Submit your ESR as a Word document using the same font and formatting found in this template (10 point Calibri font, bolded headings, 1 inch margins). PDFs will not be accepted. For guidelines on headings, tables and figures review the [ESR Style Guide](#).

Title (limit to 18 words)
Use a descriptive title that provides prospective users with a good understanding of your resource materials, the intended learner population, and the resource's implementation.

Author Byline
List each author (First name Last name, terminal degree) separated by a comma in order of contribution.

Abstract (limit to 250 words)
Provide a one paragraph structured abstract that includes the following distinct sections: Introduction, Methods, Results, and Discussion. Do not use references in your abstract.

Educational Objectives
All objectives should be numbered and SMART (Specific, Measurable, Action-oriented, Relevant/Realistic, Timely/Time-bound). Remember to use appropriate levels of Bloom's taxonomy. Objectives should be learner/learning-focused and reflect clearly the targeted knowledge, skills/performance, and/or attitudes/values.

Most submissions have three to five learning objectives. The suggested format is:
By the end of this session, learners will be able to:

- 1.
- 2.
- 3.

Introduction
Describe the background of the problem or opportunity addressed by the resource—why and how the resource was created. For what purpose can one use this resource? Include the target audience(s), noting any prerequisite knowledge, skills, and/or experiences needed, and the ideal context for implementation. Briefly describe the existing scholarship relevant to this educational resource. Connect the development of this resource with prior work (i.e., work developed by yourself and by others), including theories, conceptual frameworks, and/or models. Include observations, experiences, and/or evidence-based best practices from outcome studies.

Be sure to cite relevant references, including related or similar resources in MedEdPORTAL Publications. Explain how your experiences informed development of this resource.

Clear Goals

- Aligned with content
- Numbered and in SMART format
- Utilize Bloom's taxonomy

Adequate Preparation

- How/why the resource was created
- Purpose of the resource
- Relevant existing scholarship
- Target audience

Appropriate Methods

- Approaches used: which one/why?
- Describe all the files in the submission
- Note other resources or materials included
- Note anything that would help future users

Significant Results

- Number and characteristics of learners/students
- Number and characteristics of leaders/instructor
- Any qualitative/quantitative data showing results
- Evidence of effectiveness of resource

Methods

- Describe the educational approach used and the rationale for selecting that approach. Convince the reader you have selected an educational approach that will successfully address the problem or opportunity described in the introduction.

Describe in detail each of the files in your submission, including all instruments, assessment tools, templates, protocols, videos, or faculty development resources you have provided. Files should be referenced by their appendix letter: "The students completed the evaluation (Appendix D) at the end of the lecture." Every Appendix should be referenced in this section. Note any other resources, preparation guidance, and necessary materials (e.g., audiovisual equipment, simulators, room setup, notepads, flip charts, etc.) and other key steps or instructions that would facilitate success of users of your resource (e.g., promotional materials).

Be clear and specific enough that a user could implement the material(s)/activities with the same or similar quality and outcomes without having to contact you for additional explanation. Include information that answers these questions: Who? What? When? Where? Why? How?

Results

- Describe the results of implementation. How many and what type of learners experienced your materials? How many faculty members have used your resource, and what is their level of training or background in content areas relevant to the materials of the resource? Qualitative and/or quantitative data may be provided. This may include learner satisfaction data, learner pre- and posttest data, an analysis of a post hoc focus group, etc. The results should provide some level of evidence that the resource or experience was successful.

Discussion

- Reflect on the entire process of design, development, evaluation, and dissemination. Reflect on the extent to which the results successfully addressed the problem or opportunity described in the introduction. Convince the reader that this resource will likely be useful to others.

Describe the challenges encountered, insights gained, limitations, future opportunities, and planned revisions.

References

List all references in AMA style, as set out in the *AMA Manual of Style* (10th edition, section 1, chapter 3). The reference list should be arranged in the order that references are first cited in the ESR and appendices.

In the text, cite references via superscript arabic numerals (¹, ², ³, etc.) based on the corresponding number on the list. For instance, the 13th reference on the list should be cited as ¹³ in text. When superscript numerals appear next to punctuation marks, they should be placed *after* periods and commas but *before* colons and semicolons.

A helpful link on the basics of AMA style for references is <http://www.biomedicaleditor.com/ama-style.html>.

Appendices

In a published resource, all peer-reviewed files will be linked to the ESR as appendices. Each appendix should be its own file, separate from the ESR and labeled by letter, beginning with Appendix A. Use file names as appendix titles.

For example:

- A. Student Training Materials.docx
- B. Introduction to Clinical Observations.pptx
- C. Clinical Role Play Video.mp4
- D. Session Evaluation.pdf

Author Note

Describe the primary role, department (if applicable) and institution of each author in one sentence. For example:

Dr. Full Name is an associate professor in the Department of Medicine at The University of Learning Medicine.

Reflective Critique

- Extent to which resource achieved purpose
- Generalizability of resource
- Challenges encountered
- Lessons learned
- Limitations
- Opportunities to use/improve resource

Effective Presentation

- All resource files, other than ESR, in order of mention in the Methods.