Toolkit Format

Each Toolkit should be a one page document with the following information:

1. **Create a list of key concepts/learning objectives.** This should include online/offline tools and resources for the learner to *develop their understanding* of those concepts/learning objectives. If the toolkit is tied to an education grand rounds, the link to the grand rounds recording should be associated as a resource.
2. **Provide a link to a best practice resource(s).** This should be a practical resource which can quickly help the learner *implement* tools/concepts into their practice. Actionable worksheets or step-by-step timelines are excellent resources.
3. **Provide a link to any appropriate OHSU resource(s) and brief explanation of how best to use this resource.** OHSU centers, programs, departments and EC PODS that can help the learner further their understanding or use of a tool/concept should be included in this section.
4. **Provide a link to any external resource(s) and brief explanation of how best to best use this resource.**
5. **All Toolkits expire after one year if the resource has not been updated**. Each Toolkit must include the date of initial publication, date of next review/expiration. Toolkits will be part of a digital repository which can be cited within your Educator’s Portfolio.