

INSTRUCTIONS FOR COMPLETING TRAINING IN THE ACVS RESIDENT TRAINING LOG

1. The **resident** needs to enter all outstanding training into the logs – cases, weeks, seminars and specialty service rotations. The resident should check that the sum of items in the Awaiting RA, Awaiting Semi-Annual Review, Awaiting Deadline, Awaiting RCC, and Approved columns is *greater than or equal to the minimum requirement for each area* of the log, including the Core Curriculum Summary of cases. Note: any items still listed as New or Declined in the system will not count toward meeting the minimum requirement.
2. The **resident** should verify that the Specialty Rotation supervisors have signed off on all rotations and that they are in the Awaiting Semi-Annual Review or Awaiting Deadline status.
3. The **Resident Advisor** needs to review/approve the final cases and weeks. All columns Labeled "Awaiting RA" on the Resident Summary screen should show zero items before the next step is taken. The RA should double check that no Specialty Service Rotations are still Awaiting Supervisor. The Resident Advisor should verify that the resident has at least 6 Semi-Annual Reviews (last Review to be created in Step 4), covering the entirety of the program. There should be 2 reviews for each program year. There may be more than 6 reviews if the resident changed program locations, Resident Advisors, or Program Directors during the course of training.
4. Once all training has been reviewed, the **Resident Advisor** should create the final Semi-Annual Review. The review will automatically populate the start and end dates for the next six-month period. *The end date of the Semi-Annual review time period should be changed to the end date of the residency.* Note, you cannot create the final review on the last day of the residency – it needs to be created the day after the residency ends. Select “The resident has finished training.”. The RA should submit the review. (Note: If the Resident Advisor and Program Director are the same person, step 5 must also be completed to approve the newly submitted review.)
5. The **Program Director** needs to approve the final Semi-Annual Review (and any other review that still shows Awaiting PD as the status). Note the end date for the residency program as listed by the Resident Advisor. Be sure to use the same date for program completion (step 7).
6. The **resident** should log in and acknowledge that he or she has seen the final Semi-Annual Review(s). Any review with the status of Awaiting Resident needs resident acknowledgement.
7. The **Program Director** needs to *initiate program completion*. The link for doing so will show up after the final Semi-Annual Review has been approved by the Program Director and the *system recognizes all minimum requirements as having been met* (the total of items Awaiting Deadline/Awaiting RCC and Approved items is greater than or equal to the required minimum). The link appears underneath the list of completed Semi-Annual Reviews. If this link does not appear, verify that the sum of the Total and Approved columns meets or exceeds the number in the minimum requirement column for each row on the Resident Summary and Core Curriculum Summary Screens.
8. Once the **Program Director** fills out the program completion form and submits it, the resident will be sent the email notification. **The resident will no longer be able to make changes to the log.**
9. The **resident** needs to include a PDF/screenshot of that email, as well as a copy of the Program History screen in the Credentials Application.
10. The **resident** should export the case log, if desired. Residents will have access to the log system for a limited time after their programs are completed.