Annual Reporting Process for AVDC Residents

Important General Notes:

♦ This document serves as "crib notes" for the process outlined in detail in DMS. It is not a substitute for reading the document. **Read the <u>entire</u> document in DMS**. You are responsible for all information therein.

♦ Know your deadlines and due dates! Penalties accrue for missed dates. Any deviation from your annual reporting due date should be requested in writing to execsec@avdc.org **before** it is missed.

♦ Unless it will alter your formatting (it might for something such as a CV) please upload all Annual Report documents to DMS in Microsoft Word **only**. This will ensure that all committee members can access your documents and respond in an accurate fashion.

♦ If it will alter the format of your CV, please upload your document as a PDF <u>and</u> in Word.

♦ Your cases **must** be signed off by your mentor within 1 year of the procedure. Don't give them all to your mentor the week before an important case expires!

♦ If you submit an Annual Report and the TSC member finds a highly consistent error within your logs, you may be notified by the AVDC secretary that there is an opportunity to fix this error within one week. This is to avoid the TSC member designating many 'Not-OK's to cases that can be fixed with a simple correction.

♦ If you submit an Annual Report and the TSC member finds multiple errors where it appears that you have not read or understood the instructions in DMS on how to log MRCL cases, **they do not have to continue reviewing your report**. **Your report will be sent back to you with the status of 'Unreviewed'**. You will be provided with a general recommendation to improve your logs. It is not the TSC's responsibility to teach the residents or mentors how to log cases, but rather to help fine tune a resident's logs. You will have 21 days to fix your MRCLs and resubmit your annual report. See the Small Animal Case Instructions Document for consequences to a resident and a mentor of an 'Unreviewed' report.

1. Download the Annual Report Document from DMS in Microsoft Word.
2. Save it to your desktop.
3. Fill in each and every single yellow box on the document.
   a. An 'X' will usually suffice.
   b. If a requirement has been pre-approved, include a pre-approval number, if applicable.
   c. If a box does not apply, write N/A within it.
   d. Please make sure all dates are in American, not European, format – mm/dd/year. You can also write out the name of the month.

4. Your supervisor will also fill out their own form.
   a. Communicate with your supervisor. Make sure they fill in each and every box.
   b. Make sure the numbers match on both forms – for example – the number of weeks or hours spent in clinical practice.
5. Upload your CV. It is reviewed by TSC as part of the annual report.
   a. Read the AVDC DMS section on how to format your CV. **ONLY this format is accepted for your annual report!**
   b. For a given conference, you must list **every** lecture and lab attended, with the name of the presenter. Just listing "Veterinary Dental Forum 2019" is not acceptable.
6. Upload your forms containing the hours for your Specialties (anesthesia, surgery, radiology). *You must upload a form even if the number of hours is zero.*
7. There is a section at the end of the report for you to make comments in. Use this for any / all of the following:
   a. Describe why / which changes you made to documents that were previously marked 'TSC-OK'
   b. Explain that you did (or why you did not) complete the changes recommended in the previous year's annual report.
   c. Describe any changes to your residency program such as:
      i. New diplomate supervision
      ii. Leave of absence
      iii. Previous program suspension
      iv. Alteration in plans or ability to complete specialty hours
      v. An official name change
      vi. Other items you want the TSC to know about or keep in mind when they evaluate your report
8. Upload your specialty hour forms and any other paperwork. The way to name those documents is described in DMS.
9. Upload your annual report by the deadline! Your deadline is dependent on the start date of your residency and is described in DMS.
10. Click the yellow box on the right to indicate you have submitted your report.
11. Click **Save Changes**! *Always, always, always click Save Changes!*
12. Check the next day to make sure that it says "Submitted" or "Pending AVDC Secretary" next to the uploaded document. If it says "Not Submitted", email the execsec@avdc.org. **You will miss your deadline** if it fails to upload and be recognized prior to the due date.
13. Make sure the email you have on file with the AVDC is accurate and up to date. If it is not correct you will not receive communications that you are still responsible for.
14. Make sure your MRCL case logs are ready for review. TSC will have access to all of your MRCL logs.
    a. TSC will not look at your chronological / non- MRCL logged cases.
    b. TSC will not look at more than the required number of MRCL cases in a given category. If you need 20 OM cases and you logged 27, the last 7 will not be reviewed.
    c. TSC will only look at the cases within the annual reporting time frame.

       i. For example: In 2019 you will submit a report for your residency from January 1, 2018 to December 31, 2018. If your report is reviewed in April of 2019, none of the cases you log from January – April 2019 are reviewed.

           1. Exception: If you are submitting to credential that year, all cases available at the time of annual report review will be looked at.

d. Make sure that the dates are all in the following format – mm/dd/year. If the month and day are switched, as occasionally happens with European residents, your case may not meet the 1 year rule and will be rejected.

e. Every case to be reviewed must have an uploaded Mentor review form.

f. If your case is logged correctly and in the correct category, it will be given a designation of 'TSC-OK'

g. If your case is not logged correctly, in the wrong category, if there are spelling errors, or if the reviewer cannot understand the procedure the way it was logged, it will be given a designation of 'TSC-Not OK'

       i. An explanation is provided for every case that is 'Not OK'

h. If you are continuing to log cases during the annual report time, or are looking at your logs, you will see 'OK' or 'Not OK' pop up next to your case logs. ==DO **NOT** CHANGE / FIX / ALTER YOUR LOGS DURING THE REVIEW PROCESS.==

       i. It is tempting. However, it is also very confusing to the reviewer, who often has to perform the review in stages and needs to keep track of where they were in your logs.

       ii. There are usually 2 reviewers for each annual report. You will make things confusing for multiple people.

       iii. Making things difficult for the TSC reviewer may result in the report being sent back to you without a complete review.

i. The TSC reviewer will fill out a TSC Annual Report form evaluating your progress within your residency for the designated time frame. This evaluation will indicate all the areas you need to fix in your report.

j. The TSC member's evaluation will then be reviewed by the prior, current or future TSC Chair. This second reviewer will make comments and possibly revisions.

15. The TSC Chair summits the completed review to the AVDC secretary.

16. The Secretary posts the review to your DMS page. You will also receive an email through DMS that it is ready. Most of the reviews say "Action Required" because there is always something to fix. *Don't panic*.

17. Download the Review to your desktop **in Word**.

18. Now you can change / fix / alter everything indicated in your report. This includes your case logs, your CV, and anything else indicated in the review. ==You have 21 days to complete the review==.

19. On the review you have now put on your desktop, you can respond directly to the TSC comments by putting your responses in another font color just below theirs. Continue to use this font color throughout the document, including at the end, where you can type any further questions, appeal a 'Not-OK' (with a valid explanation, of course) or comment on the evaluation.

20. Once you are finished with your response, upload your altered CV, any other corrected forms, and the Annual Report containing both the comments from the TSC and your response.
    a. Title the document as described in DMS
    b. Make sure you upload it in Word, **not in a PDF**
    c. Submit the document and click 'Save Changes'
21. The TSC is advised that you have responded.
    a. The original reviewers will both have an opportunity to look over your response.
    b. Any 'Not-OK' cases that were corrected will now be made 'OK'
    c. If you made changes to a previously 'OK' case, the 'Changed' case will now be made 'OK' as long as the changes were correct.
    d. The TSC will note any areas where a recommendation is made and you did not make a correction.
        i. We **highly recommend** that if 8 changes are recommended, you make all 8. Changing only 5 things without an explanation in your Response is noted as a lack of attention to detail and will impact your report the following year.
    e. The TSC will make follow up comments to your response in a 3rd font color under your response, within the same Word document. This keeps all communication in one place. This <u>FINAL</u> annual report document is sent to the secretary, who uploads it and lets you know when it is ready.
        i. You do not have another opportunity to improve your logs or report until the next annual report cycle.
22. If your report was sent back to you as "Unreviewed":
    a. You re-read the DMS documents on how to log cases, make sure you have read any documents in DMS regarding Changes to logging, talk to your mentor, communicate with other residents and do whatever you can to make sure the cases are improved.
    b. You re-submit your report within 21 days.
    c. The TSC reviewer evaluates your logs.
    d. The TSC Chair evaluates your logs.
    e. You receive a Final annual report document.
        i. Note that having an 'Unreviewed' set of case logs means that you will only have one opportunity that year for the TSC reviewers to look at your complete MRCL logs, rather than two.
        ii. Planning to submit for credentials does not create immunity to having an 'Unreviewed' Report.
        iii. Multiple Unreviewed reports will result in suspension or termination of your residency. Chronic issues with residents submitting Unreviewed reports may result in suspension or termination of a residency site.