



AMERICAN VETERINARY DENTAL COLLEGE

TSC 414SA: Annual Report Process for Residents and Consequences of Missing Deadlines

Important General Notes:

- Know your deadlines and supervisor deadlines (look in document 420SA for small animal/NSS residents or TSC 400EQ for equine and dual track residents).
- Extension of Deadline: Submissions received after the deadline will not be accepted without prior approval of an extension. If you will be unable to meet the deadline, submit an e-mail request for a one-time 60-day extension to the Executive Secretary (ExecSec@avdc.org) prior to the deadline; include the reasons for the requested delay and request that your Supervisor send a note to ExecSec@avdc.org supporting your request. Examples of acceptable reasons for an extension include family deaths or personal medical issues. Note that without an extension, failure to meet the deadline can lead to suspension or ineligibility for credentials application.
- Please upload all Annual Report documents in DMS in Word doc (.doc) only. If it will alter your CV format, it is OK to upload both a Word doc and PDF version.
- 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.
- 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.
- TSC reserves the right to request additional documentation (x-rays, photos and charts, etc.) on any MRCL case when necessary for clarification.

STEPS ON HOW TO COMPLETE ANNUAL REPORT:

1. Download the Annual Report Document "TSC420SA" for small animal/NSS residents or "TSC 400EQ" for equine and Dual Track residents from the list of Resident Forms from AVDC.org
2. Save it to your computer as "YOURLASTNAME, First name_AnnRep_20XX"
3. Fill in each and every box on the document, either with X or pertinent information, or select the most appropriate option if choices are given
 - a. If Pre-Approved requirement: include pre-approval number
 - b. If box does not apply, write NA

- c. Please make sure all dates are in American format (mm/dd/year)
- 4. Your supervisor will complete their form. Supervisor forms are due 14 days after resident deadlines
 - a. Communicate with your supervisor to ensure they fill in every box and that the numbers and weeks match with your form.
- 5. Upload your CV. It is reviewed by TSC as part of the Annual Report
 - a. See the CV examples uploaded on AVDC.org. This is the only format accepted for your annual report.
 - b. For a given conference, you must list every lecture and lab attended, with the name of presenter. Just listing "Veterinary Dental Forum 2019" is not sufficient.
 - c. It is OK for CV to be up to date to time of submission (not limited to reporting period)
- 6. Upload your forms CRED500 containing Specialty hours for Anesthesia, Radiology, Surgery. You must upload a form even if the hours total zero for that year. If pre-approved, you do not need to upload individual forms.
- 7. There is a section at the end of the report for you to make comments. Use this for any/all of the following:
 - a. Describe why/which changes you made to documents that were previously TSC-OK
 - b. Explain that you did (or why you did not) complete the changes recommended in the previous years annual report
 - c. Describe changes to your residency 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 TSC to know about or keep in mind when they evaluate your report
- 8. Upload your annual report documents by the deadline! Deadlines are available in TSC Annual Report form TSC-420SA
- 9. Click the yellow box to the right and ALWAYS click Save Changes after uploading documents
 - a. Check to ensure it says "submitted" or "pending AVDC® Secretary". If it says "not submitted" then email execsec@AVDC.org.
 - b. You will miss your deadline if you do not hit "save changes" because it is not submitted
- 10. Ensure your email is up to date within DMS. If it is not correct you will not receive communications that you are still responsible for.
- 11. 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 logs
 - b. TSC will not look at more than the required number of MRCL cases in a given category. If you log 27 cases in OM category but 25 are required, the last 2 will not be evaluated
 - c. TSC will only look at the cases within the annual reporting time frame (January 1- December 31st of the reporting year)

- i. Exception: If you are submitting Annual Report in the same year you plan to submit Credentials application-all MRCL cases logged will be reviewed
 - d. ALL MRCL cases must have an uploaded Diplomate form and you must have accepted it
 - e. If your case is logged correctly and in the correct category, it will be given TSC-OK or Auto-ok will remain
 - f. If your case is not logged correctly, or in the wrong category, or 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'
 - b. 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 very confusing to the reviewers who needs to keep track of where they were in your logs.
 - c. The TSC reviewer will fill out a TSC 431SA form evaluating your progress within your residency for the designated time frame. (TSC405 EQ for equine residents). This evaluation will indicate all the areas you need to fix/clarify in your report.
 - d. 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.
12. The TSC Chair submits the completed review to the AVDC® secretary.
13. 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.
14. Download the Review (TSC 431SA) to your desktop in Word (Save as: LASTNAME, Firstname_AnnRepYEAR_RESPONSE)
15. Now you can change / fix / alter everything indicated in your report as well as responding to each comment in the 431SA document. This includes your case logs, your CV, and anything else indicated in the review. TSC may ask for further documentation (radiographs, photos, records) to be uploaded with your MRCL case to clarify the case – this is your chance to add these to your cases. **You have 21 days to complete the review.**
- a. Add your responses to the TSC-431SA review report in **different font color** just below the reviewer/chair comments. 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 an explanation) or comment on the evaluation.
16. Once you are finished with your response, upload any corrected documents, and the TSC-431SA containing both the comments from the TSC and your response.
- e. Title the document: LASTNAME, Firstname_AnnRep_YEAR_RESPONSE
 - f. Make sure you upload as Word doc
 - g. Submit the document and click 'Save Changes'
17. The TSC is notified that you have responded.
- h. The original reviewers will both have an opportunity to look over your response.
 - i. Any 'Not-OK' cases that you corrected will now be made 'OK'
 - j. If you made changes to a previously 'OK' case, the 'Changed' case will now be made 'OK' as long as the changes were correct.

- k. 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.
- l. 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 FINAL 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.

18. If your report was sent back to you as "Unreviewed":

- m. 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.
- n. You re-submit your report within 21 days.
- o. The TSC reviewer evaluates your logs.
- p. The TSC Chair evaluates your logs.
- q. 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 and could affect your ability to apply for credentials
 - 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.

Questions during this process:

- Please email questions to execsec@AVDC.org if you cannot find an answer in any of the corresponding documents
- Please refrain from emailing TSC members directly so all communication is logged for future reference
- An unanswered question is not an excuse to miss a deadline, submit and you can also add the question in the Comment section within your Annual Report Document TSC-420SA (or TSC 400 EQ for equine residents).

Consequences for “Unreviewed” Annual Reports and Missed Deadlines: Annual Reports, Annual Report Responses, or Radiograph Set Submissions

The AVDC® understands that there are circumstances that may legitimately prevent a resident from being able complete a required task in the stated time frame; if such circumstances occur, send an explanatory email note to the Executive Secretary (support@avdc.org). The Board, RPAC, and TSC want to help you achieve your goals when there are legitimate obstacles in your path! When there is an absence of legitimate obstacles, the following will apply.

Missed Deadlines Will Result in Suspension of a Residency Program if:

- Radiograph set(s) are not submitted in the first year.
- Radiograph set(s) are not approved by the end of the second year.
- Annual report not submitted by the required deadline (see below for review of deadlines).
- Resident does not respond to an annual report review within 21 days without a letter requesting an extension and explaining extenuating circumstances to the late response.
- Resident does not make the requested corrections as outlined in the returned annual report review, and/or does not upload a response to the Training Support Committee (TSC) addressing corrections via DMS.
- If a resident repeatedly does not make corrections as directed by the annual report, their training program may be terminated.

Suspension Consequences:

- During the time period of a suspension, the resident will NOT be able to log cases, acquire clinical weeks, obtain specialty hours (anesthesia, surgery, and radiology), and submit publications documents
- The resident cannot submit a credentials package when a residency is suspended.

Re-instatement of Suspended Residency Programs:

A suspended program will be considered for re-instatement when the following criteria are met:

- Resident uploads a response to the TSC explaining reasons the deadline was missed and why the program should be re-instated.
- Resident rectifies ALL areas of delinquency that may include:
 - a. Making ALL recommended corrections from annual report reviews.
 - b. Submitting delinquent radiographs sets for review.

Duration of Suspensions:

Annual reports: The resident’s residency program will remain suspended until TSC reviews the letter of explanation and corrections to the annual report. TSC has a priority to review

reports of candidates that are currently preparing to credential or who have met submission deadlines. Re-instatement reviews have a secondary priority. Once TSC has reviewed these items, a recommendation to the Board will be made to either re-instate or terminate the resident's program. The Board will make the final decision *when* and *if* the resident's program will be re-instated.

Radiograph sets: The resident's program will remain suspended until the Credentials Committee (CC) has reviewed and accepted the radiograph sets. The CC's primary priority is to review credentials applications from July through September.

Once re-instated:

- Cases logged while the resident's program was ACTIVE will continue to count, as long as the cases are not in excess of the 'six-year rule.' MRCLs must be reviewed by a diplomate within one year of the procedure date. Suspension of the program does not 'stop the clock' for the one-year and six-year requirements.
- ALL MRCL cases must have a signed Supervisor form attached, so ALL MRCL cases can be evaluated at the next annual report if they have not already been OK'd by TSC.
- Pre-approval certificates issued previously during the residency program (e.g., case reports, radiograph sets, and specialty training hours) will continue to be accepted. Supervised and unsupervised clinical hours/weeks logged while the resident's program was ACTIVE will continue to count.

Deadlines for annual reports: See TSC-420

Annual Reports given an “Unreviewed” Status by the Training Support Committee:

1. If an Annual Report is noted to have multiple errors, such that the number of corrections is extensive and it appears the resident and/or mentor has not read or understood the instructions in the SA Case Log Guidelines, TSC will not evaluate the entire report in detail and it will be returned to the resident as “Unreviewed.”
2. Explanations will be provided for why the report did not meet reviewable standards.
3. Guidelines for corrections will be provided.
4. The TSC evaluation form will be used to communicate with the resident. The mentor will receive a separate email informing them that the resident's report was “Unreviewed”.
5. The resident is able to contact TSC via DMS with specific questions, but it is expected that the resident utilizes the Case Log Guidelines and their mentor first to make the necessary corrections.

Unreviewed Consequences:

- Multiple Unreviewed Annual Reports will result in recommendation from TSC to RPAC for suspension of the individual resident's program so that RPAC can determine where the lack of understanding of the AVDC residency process is occurring.

- Multiple Unreviewed Annual Reports will result in recommendation from TSC to RPAC for inquiry into the mentor's understanding of the AVDC residency process.
- A residency site or residency director producing multiple residents with Unreviewed Annual Reports is subject to inquiry by RPAC and/or the AVDC Board.