

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

(updated 03/28/2023)

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 to the AVDC.
- 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 2022 annual reports (to be submitted in 2023):**

- **January 31, 2023:** A resident planning to submit a credentials application in July 2023 MUST submit a Jan 1 - Dec 31, 2022 annual report and indicate on the annual report form their plan to credential in July 2023.
- **January 31, 2023:** ALL Equine residents submit an annual report regardless of residency start date.
- **January 31, 2023:** ALL Dual track residents submit an annual report regardless of residency start date.

- **March 15<sup>th</sup>, 2023:** A Small animal resident in a program more than 1 year by March 1, 2023 (program started **before** March 1, 2022) and DOES NOT plan to credential in July 2023 submits Jan 1 - Dec 31, 2022 annual report.
- A resident in a program less than 1 year by March 1, 2023 (program started **after** March 1, 2022) submits a brief annual report. Due dates for brief annual reports are:
  - **June 15<sup>th</sup>, 2023:** Residency started between March 1<sup>st</sup> and June 30<sup>th</sup> 2022.
  - **August 15<sup>th</sup>, 2023:** Residency started between July 1<sup>st</sup> and September 30<sup>th</sup> 2022.
  - **October 1<sup>st</sup> 2023:** Residency started after October 1<sup>st</sup> 2022.

### **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.