



TSC-415SA Brief Annual Report Document and Check List

Reviewed and revised December 2018

This form is to be used only by trainees whose training program registration date is March 1st, 2018 or later

Purpose of the Brief Annual Report

The Training Support Committee (TSC) exists to help trainees prepare for the credentials application process. TSC reviews the progress of the training programs of all trainees, to recognize progress, point out deficiencies, and make suggestions for improving your program. Because your training program had not completed a full 12 months by December 31st, a brief version of the Annual Report is required, as described below.

Deadline for submission of your Brief Annual Report:

If your training program registration date is between **March 1st and June 30th, 2018**, **submit this form by June 15th**. Supervisor reports are to be submitted by June 30, 2019.

If your training program registration date is between **July 1st and September 30th, 2018**, **submit this form by August 15th**. Supervisor reports are to be submitted by August 31, 2019.

If your training program registration date is **later than October 1st, 2018**, **submit this form by October 1st**. Supervisor reports are to be submitted by October 15, 2019.

Reminder: Be sure to read the Changes for 2019 and the various specific online documents relating to items that will be reviewed as part of your Annual Report, in particular the Case Log information – TSC will now only review MRCL case log entries, only information relevant to the MRCL category is required to be entered, and use of the delimiter system (//) is no longer required.

Content and Submission of the Annual Report

See deadlines above. AVDC strongly recommends that you review your case log and upload the required Annual Report files before the deadline – this will give your Supervisor time to review the files, inform you whether any additions or corrections need to be made and allow you to revise and upload files that require correction – **you will not be able to upload revised files after the deadline.** Instructions for submitting files to DMS are available in the [DMS User's Guide](#) – the link is

on the DMS Welcome screen.

When you have submitted your Annual Report document, your Supervisor will receive e-mail notification from DMS that your report is available for his or her review. You can delete files and upload revised files as necessary anytime up to the deadline based on your program start-date (see above). Your Supervisor then has two weeks to review the final version of the files and submit her/his Supervisor's report. **Supervisor reports are to be submitted by the deadline stated above.**

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, up to 60-day extension to the Executive Secretary (ExecSec@AVDC.org) **prior to the submission deadline**; include the reasons for the requested delay **and** request that your Supervisor sends a note to ExecSec@AVDC.org supporting your request. Examples of acceptable reasons for an extension include family deaths or personal medical issues.

While you are logged into DMS to upload your annual report document, be sure to check your personal information in the DMS data-base (click on [View/Edit Your Personal Information](#) on the menu on the right side of the Welcome page, then click Edit This Information if changes need to be made – be sure to click Save Changes if you make any changes).

Following TSC review, the report of the review will be posted in the Certification Response section of your Annual Training Program Report document on DMS. You will receive an e-mail notification when the TSC review has been posted to DMS.

Action Required Report - Response from Trainee

When the TSC reviewer and chair see the need for correction or clarification of items in an Annual Report, an **Action Required** report is sent to the trainee. A DMS email is sent to the trainee and supervisor; the Action Required report is included in the Certification Response section of the Annual Report document.

When the Action Required report is received, **the trainee is required to respond within 21 days.** The response can consist of revisions in the Case Log and/or submission of files requiring revision – upload a letter explaining the reason for and resolution of items for which action is required to the Annual Report document (remember to click Save Changes after you have uploaded the files. The Annual Report document will not be classified as Review Completed until the items requiring action are resolved. In the absence of an acceptable explanation for missing the 21 day deadline and a plan to correct the deficiency, the registration status of a training program will be reviewed by TSC and may be suspended, in which case accumulation of Specialty Training Hours, Visitation Hours and Case Logging during the program suspension period will not be permitted – **the six year case logging 'clock' will not be stopped during a program suspension as a result of lack of a response to an Action Required report.** An Annual Report for the subsequent year will not be reviewed if no response to the items identified as Action Required has been received, and TSC may recommend termination of the registration of the program. **A Credentials Application will not be reviewed if an Action Required TSC review report is awaiting response from the trainee.**

Complete this Form and submit it in your DMS Annual Report document.

Name the file: **LASTname, Firstname AnnRep 2018**

Trainee Name	
Report period	Program start date through December 31st, 2018
Program start date and proposed end date	Start Date: End Date:
Supervisor	
Program type	<i>Delete as appropriate:</i> Full Time Part Time Residency

Activity Log and Check List

Activity Log	2018
<p>Radiology Sets: For pre-approved radiograph sets, write in the code nu Canine submitted but For either Pending Committee review or Not Approved, write in Submitted-Pending or Submitted-Not Approved for the most recent submission. Radiograph sets are required to be submitted by the end of the first 12 months of a training Feline Set program and are required to be approved by the end of the first 24 months of a training program.</p>	
<p>Equipment List: If your Initial Equipment List included comment that some items are 'on order', include a comment in the <u>Report to TSC</u> window later in this form updating the status of those items.</p>	
<p>Dental Charts: If your Dental Charts have been Pre-Approved, write in Pre-Approved. If submitted but either Pending Committee review or Not Approved, write in Submitted-Pending or Submitted-Not Approved for the most recent submission.</p>	
<p>Mentor/Diplomate Visitation hours or Residency supervision clinical weeks completed.</p>	
<p>Specialty Hours: Note here the number of hours completed for Anesthesia, Radiology and Surgery if you completed any Specialty Training Hours in 2015. If you have completed the full 40 hour requirement in one or more of the required disciplines and the hours have been approved by the Credentials Committee, note e.g. 'Anesthesia – Approved' in the box to the right.</p>	

The following items are to be submitted as part of your annual report. Check the yellow boxes to confirm that they are included in your Annual Report document.

- Activity Log.** Complete the **Activity Log and Check List** above.
- MRCL Case Log.** Check the yellow box to confirm that you have reviewed your MRCL case log and **confirmed** that there are no more than the minimum required number of cases in each MRCL category, and that no more than 67% of the cases in OM, PE3, PE4, EN3, RE, OS3, OS4, OS5, OR1, or OR3 categories consist of only one type of procedure. A case log that includes more than the minimum required number of cases in particular categories will be returned for adjustment, which will delay completion of the review of your Annual Report.
- MRCL Forms (Case Reviewed by AVDC Diplomate forms).** Check the yellow box to confirm that there is an MRCL form available on DMS for **all** cases listed as MRCL cases in your log. Read the DMS User's Guide for information on using the case log and generating MRCL forms via DMS.
- Specialty Training Forms.** If you have a Pre-Approval certificate for one or more specialties, write e.g. 'Anesthesia – Approved' in the appropriate line in the current year column in the **Activity Log**.
- Visitation Log/Residency Dental Clinical Weeks.**
Alternate Pathway applicants: Submit your up-dated Visitation Log as **YourLASTNAME, FirstName Visit**. Enter the number of visitation hours in the **Activity Log**.
Residents: Insert the number of Dental Service clinical weeks in the **Activity Log**.

Continued

Program changes and response to TSC comments and other comments.

In the box below, describe any Program Changes and include any responses to comments from TSC and any other comments you wish to make to TSC in this box. The box will expand as necessary.

Program Changes:

Comments for the TSC reviewer: