TSC-420SA
Annual Report Document:
Small Animal Activity Log
and
Check List

Reviewed and revised December 2018

This form is to be used only by trainees who do NOT plan to submit a credentials application in July 2019 and whose training program registration date is prior to March 1, 2018

Items shown in underlined italic font are available on the AVDC web site, on the *Information for Registered Trainees* web page unless otherwise stated.

Purpose of the 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. To allow TSC to perform these tasks, **all trainees registered with AVDC are required to submit an annual report each year**. The "reporting year" is January 1st – December 31st.

Trainees who have been on a leave-of-absence for the entire year are required to submit only a brief report, updating AVDC on their leave-of-absence status.

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

Your Annual Report document is to be submitted **on or before March 15, 2019**.

AVDC strongly recommends that you review your case log and upload the required Annual Report files in early January – 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 DMS 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 until March 15th. Your Supervisor can review the files and upload her/his Supervisor's report. **Supervisor reports are to be submitted by March 31st.**

Extension of Deadline: Submissions received after the March 15th 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 March 15th 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 as part of your DMS Annual Report document.
Name the file: LASTname, Firstname AnnRep 2018

Trainee Name	
Report period	**January 1st – December 31st, 2018**
Supervisor	

Start date, end date, and proposed credentials submission date	Registered Start Date of your training program: _____

Proposed End Date of your training program: _____

> Are you planning to submit a Credentials Application in 2019?
> YES   or   NO
> If YES, do not use this form.

Program type	*Delete as appropriate:* **Alternate Pathway** **Residency**

Activity Log and Check List

Activity Log	2018	Total All Years to date
Specialty hours – hours completed: **Anesthesia** *(If your specialty hours have been **approved** by* **Radiology** *the Credentials Committee, write in **Pre-Approved**).* **Surgery**		
Case Reports and Publications: If you have any **Pre-Approved** items, write in the code number and discipline for Case Reports, and code number, discipline, and number of CREP points awarded for CREP items, or code number and First/Second article status for the 2014 Publications Requirement.		
Full-mouth Radiograph Sets: For **pre-approved** radiograph sets, write in the code numbe[r] **Canine** If submitted but 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 mon[ths] **Feline** of a training program and are **required** to be approved by the end of the first 24 months of a training program.		
Equipment List: If your Credentials Equipment List is Pre-Approved, write in Credentials List - Pre-Approved. If your Initial Equipment List included comment that some items are on order, include a comment in the Report to TSC window later in this form updating the status of those items.		
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.		
Mentor/Diplomate Visitation **hours or** Residency supervision clinical **weeks** completed**.**		
Meetings, lectures, labs **attended** (# hours here, details in CV)		
Seminars, lectures, labs **presented** (# hours here, details in CV)		

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.

☐ *Updated Curriculum Vitae.*
Submit your CV updated through December 31st. Format your CV as described in the AVDC *Curriculum Vitae* document. Name the file: **YourLASTNAME, FirstName CV {year}**.
- Under **Education**, list professional meetings, lectures and laboratories attended (date, sponsoring organization, type of presentation [lecture, practicum], presenter and lecture or laboratory topics). There is no specific hour requirement for seminars and wet labs attended. Enter hours in the *Activity Log* above.
- Under **Professional Presentations**, list presentations made chronologically (include date, sponsoring organization, location, topic, type of audience and number of people in audience). There is no specific hour requirement for presentations given. Enter hours in the *Activity Log* 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.

☐ *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, and that any cases marked TSC Not OK in last year's Annual Report review have been corrected or replaced. 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 Pre-Approved in the appropriate line in the current year column in the *Activity Log*. If you have not completed the required hours, include in your Annual Report document your incomplete Specialty Training Forms (separate form for Anesthesia, Radiology and Surgery) for each specialty for which you have not yet received Pre-Approval. Name the file: **YourLASTNAME, FirstName Spec Anes OR Rad OR Surg {year}**. Enter the number of hours for each specialty 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*.

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:

Response to TSC comments on last year's final Annual Report review and a brief comment on any case log changes that resulted in a Changed notation for previously TSC OK cases:

Other Comments for the TSC reviewer: