APPENDIX 4

AMERICAN COLLEGE OF VETERINARY SPORTS MEDICINE AND REHABILITATION

PRACTICE EXPERIENCE RESIDENCY ANNUAL PROGRESS REPORT

Instructions and Check list for annual progress reports due by August 1:

To all American College of Veterinary Sports Medicine and Rehabilitation Supervisors and their Practice Experience Resident:

The following serves as a reminder that *all* Practice Experience Residents in Veterinary Sports Medicine and Rehabilitation residencies are required to submit annual reports to the Credentials and Residency Committee (CRC) in accordance with the current Guidelines. Progress reports are due by August 1st each year and should include the entire previous year of training. ***All residents must follow the instructions detailed below,*** which are based on the Practice Experience Residency Guidelines. **Reports must be typed and must be complete or they will not be reviewed.**

The following are recommended to ensure a successful annual review:

- ☐ Include a signed and dated Progress Report Certification Statement. Please ensure that *your* Resident Supervisor certifies your report.
- ☐ MasterLog
  - Ensure that all mentors have signed the mentor section of the MasterLog. Ensure that the mentors are the same as those listed on the annual program updates approved by the CRC. If more than one individual supervised any particular week, all names and signatures must be provided.
  - Check that your final tabulations match the number of immersion weeks and seminar/ continuing education hours submitted.
  - All weeks should be listed in the order that they were performed.
  - **Immersion requirements:** Specify each weekly rotation as either: Sports Medicine/Rehabilitation Immersion with American College of Veterinary Sports Medicine and Rehabilitation supervision, Immersion in Specialty Practice with Specialist Mentoring, Independent Study or Practice, or Individualized Rotations or Vacation. Credit can only be granted for one category for any given week. The total number of reported weeks will be 52. See the college residency guidelines for more information.
  - **Clinical Cases:** List all cases as they occur.
  - **Continuing Education Requirements:** List all CE lectures attended individually by date, meeting, location, subject/title, speaker, and hours attended. Please note that non-sports medicine/rehabilitation topics do not meet these requirements.
  - **Publication Requirements:** List all any publications submitted and their status (in review or accepted, published) and include citation information.
- ☐ If you have fulfilled a requirement, and received verification in a previous annual report letter, you may indicate this in the area provided.
  - Example: Publication Requirement: Requirement fulfilled per CRC 11/1/12.

- ☐ If you are resubmitting material from prior reporting periods for credit not previously granted, please ensure that this is clearly stated in a cover letter and include specific details such as dates, location, etc. on the forms provided. Ensure that you also include a copy of the letter from the CRC hat pertains to the credits in question. Remember that the CRC may not have access to materials previously submitted.
- ☐ Please include a copy of the most recent letter from the CRC that pertains to your residency (the last progress report letter received).
- ☐ Please submit only the Progress Report Certification Form and MasterLog; do not include the instruction pages with your submission.
- ☐ **Please give yourself and your Supervisor enough time to review your progress report and make any necessary corrections prior to submission.**

The MasterLog and Progress Report Certification Form (including signatures) should be submitted by email to the CRC at **secretary@vsmr.org.** The due date is 12 pm August 1, each year. Late submissions will not be reviewed.

AMERICAN COLLEGE OF VETERINARY SPORTS MEDICINE AND REHABILITATION
PRACTICE EXPERIENCE ANNUAL RESIDENCY PROGRESS REPORT CERTIFICATION STATEMENT

This form must be completed and submitted to the Credentials and Residency Committee along with the MasterLog.

I hereby attest that I have satisfactorily completed all of the requirements for the stated reporting period, according to the residency approved by the Credentials and Residency Committee. All information contained within this report is accurate, complete, and truthful.

_____ _____

Practice Experience Residents Name Reporting Period

_____ _____

Practice Experience Residents Signature Date (month/day/year)

Practice Experience Residents Supervisor Certification

I hereby attest that the above Practice Experience Residents has satisfactorily completed all of his/her requirements for the reporting period, according to the residency submitted to the Credentials and Residency Committee. I have reviewed and approved the Practice Experience Resident's MasterLog, including Mentor signatures and documentation of immersion, and continuing education requirements that are contained in the Master Log. I have also reviewed any necessary case logs.

_____

Practice Experience Residents Supervisor Name

_____ _____

Practice Experience Residents Supervisor Signature Date (month/day/year)