## AMERICAN COLLEGE OF VETERINARY SPORTS MEDICINE AND REHABILITATION PROGRAM

## **RESIDENT ANNUAL PROGRESS REPORT & CERTIFICATION STATEMENT**

To all American College of Veterinary Sports Medicine and Rehabilitation Program Directors and their Residents:

The following serves as a reminder that *all* residents in Veterinary Sports Medicine and Rehabilitation training programs 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 1<sup>st</sup> each year and should include the entire previous year of training. *All residents must follow the instructions detailed below,* which are based on the 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. <u>Please ensure that your Resident Program Director certifies your report.</u>
- ☐ Master Log
  - Ensure that all mentors have signed the mentor section of the Master Log. Ensure
    that the mentors are the same as those listed on the annual program updates
    approved by the Residency Training Committee. 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.
  - o 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, Specialty Practice with Specialist Mentoring, Independent Sports Medicine and Rehabilitation Study or Practice, Research, Rehabilitation, or Vacation. Credit can only be granted for one category for any given week. The total number of reported weeks per year will be 52. See the college residency guidelines for more information.
  - Seminars Requirements: List all seminars by date, subject, speaker or moderator, location, format, and hours attended, and include an annual seminar schedule with your submission. Please note that clinical student, 'cage-side' or other informal rounds do not meet these requirements and nor do non-sports medicine/rehabilitation topics.
  - 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.
  - o Example: <u>Publication Requirement</u>: Requirement fulfilled per CRC.
- ☐ 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

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CRC may not have access to materials properties. □ Please include a copy of the most received residency (the last progress report letter residency the last progress Report Countries. □ Please submit only the Progress Report Countries.	ent letter from the CRC that pertains to your eceived). ertification Form and MasterLog; do not include in. eam Director enough time to review your
The Master Log and Progress Report Certifica submitted online at www.vsmr.org. The due August 1, each year. Late submissions will not be	date is 11:59 pm (midnight Mountain Time)
Please don't hesitate to contact the Credentials at concerns.	nd Residency Committee with any questions or
ANNUAL TRAINING PROGRAM PROGRESS R	EPORT CERTIFICATION STATEMENT
This form must be completed and submitted to th with the completed progress report forms.	e Credentials and Residency Committee along
I hereby attest that I have satisfactorily completed period, according to the training program approved All information contained within this report is accurate.	d by the Credentials and Residency Committee.
Resident Name	Reporting Period
Resident Signature:	Date:
Resident Program Director Certification	
I hereby attest that the above resident has satisfathe reporting period, according to the training Residency Committee. I have reviewed and app Mentor signatures and documentation of imprequirements. I have also reviewed and approved and any necessary case logs.	program approved by the Credentials and roved the resident's progress report, including nersion, seminar, and continuing education
Resident Program Director Name	
Resident Program Director Signature:	Date:

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