

APPENDIX 5

AMERICAN COLLEGE OF VETERINARY SPORTS MEDICINE AND REHABILITATION PROGRAM

RESIDENT 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 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 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 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 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.
 - 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.
 - **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.
 - 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 that 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 Mentor 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.

Please don't hesitate to contact the Credentials and Residency Committee with any questions or concerns:

**AMERICAN COLLEGE OF VETERINARY SPORTS MEDICINE AND REHABILITATION
RESIDENCY ANNUAL TRAINING PROGRAM PROGRESS REPORT CERTIFICATION
STATEMENT**

This form must be completed and submitted to the Credentials and Residency Committee along with the completed progress report forms.

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

Resident Name

Reporting Period

Resident Signature

Date (month/day/year)

Resident Supervisor Certification

I hereby attest that the above resident has satisfactorily completed all of his/her requirements for the reporting period, according to the training program approved by the Credentials and Residency Committee. I have reviewed and approved the resident's progress report, including Mentor signatures and documentation of immersion, seminar, and continuing education requirements. I have also reviewed and approved any required procedures performed checklists and any necessary case logs.

Resident Supervisor Name

Resident Supervisor Signature

Date (month/day/year)

The progress report (including signatures) should be submitted as a single word or pdf document and submitted by email to the CRC at secretary@vsmr.org. Please do not submit multiple individual files on your electronic copy. The due date is 12 pm August 1, each year. Late submissions will not be reviewed.