

Instructions for residents finishing in 2019

(Current 12.30.18)

- The first Tab in your Google Sheet is labeled Resident Summary Log
 - There are 4 areas on the first tab
 - Clinic time
 - Educational topic review
 - Case numbers (Summary)
 - Food/fiber is a combination of Bovine, Porcine, Ovine, and Caprine
 - Exotics is a combination of rodents, rabbit, avian, camelid, amphibian, reptile, primate
 - Surgical log cumulative (Only required level 2s on this summary page)- please input this data

- In general, go ahead and place your cumulative numbers in the correct six month time period (5th or 7th 6 months). For the final 6 months, place those 6 month numbers and the sheet will cumulate it for you at the bottom. This will mean leaving some rows blank which the sheet will read as zero. If you start with your cumulative numbers, this will still cumulate correctly at the end.

| | Total # Weeks On Clinics | Total # Weeks Off Clinics | Percent Clinical Supervision |
|-------------------------|--------------------------|---------------------------|------------------------------|
| 1st six months | | | |
| 2nd six months | | | |
| 3rd six months | | | |
| 4th six months | | | |
| 5th six months | 98 | 29 | 100 |
| 6th six months | | | |
| 7th six months 4yr | | | |
| 8th six months 4yr | | | |
| Cumulative Total | 98 | 29 | 100 |

- The second Tab in your Google Sheet is labeled Surgery Log Cumulative
 - **Do not bother filling this out** unless you surgery log is already in this format. We will have you attach your final surgery log as required at your final 6 month evaluation

- The third Tab in your Google Sheet is labeled Surgery Log Summary (see below example)

- Go ahead and place your cumulative numbers in the correct six month time period. For the final 6 months, place those 6 month numbers and the sheet will cumulate it for you at the bottom
- You do not need to back fill information
- The 4th Tab in your Google Sheet is labeled Educational Req Cumulative (see below example)
 - You can input your educational log for the 2 final 6 month periods

ALL Educational Requirements including histopath (hours)

| Date | Rounds Type | Duration (Hours) | Initials of Mentor(s) in attendance |
|----------------|------------------|------------------|-------------------------------------|
| 1/5/17 | Journal club | 1 | XX, XM |
| 1/9/17 | Topic rounds | 1 | XX, XM |
| 1/12/17 | Mock exam | 2 | XX, XM |
| 1/19/17 | Histopath rounds | 1 | XX |
| 1/23/17 | Journal club | 1 | XX, XM, XZ |
| 1/23/17 | Image rounds | 1 | XX, XM, XZ |

- The 5th and final Tab in your Google Sheet is labeled Case Log Cumulative
 - Go ahead and place your cumulative numbers in the correct six month time period. For the final 6 months, place those 6 month numbers and the sheet will cumulate it for you at the bottom
- Every 6 months, when completely filled out, **you will download the google sheet as a Microsoft excel document and attach it to your 6 month submission.** This single document will contain your summary, surgery and case logs, and educational requirements, all in one place. Since you are finishing in June/July 2019, your final surgery log may still be kept separately and also attached to your final 6 month evaluation

