

Case Log Instructions: Gynecologic Oncology Review Committees for Obstetrics and Gynecology

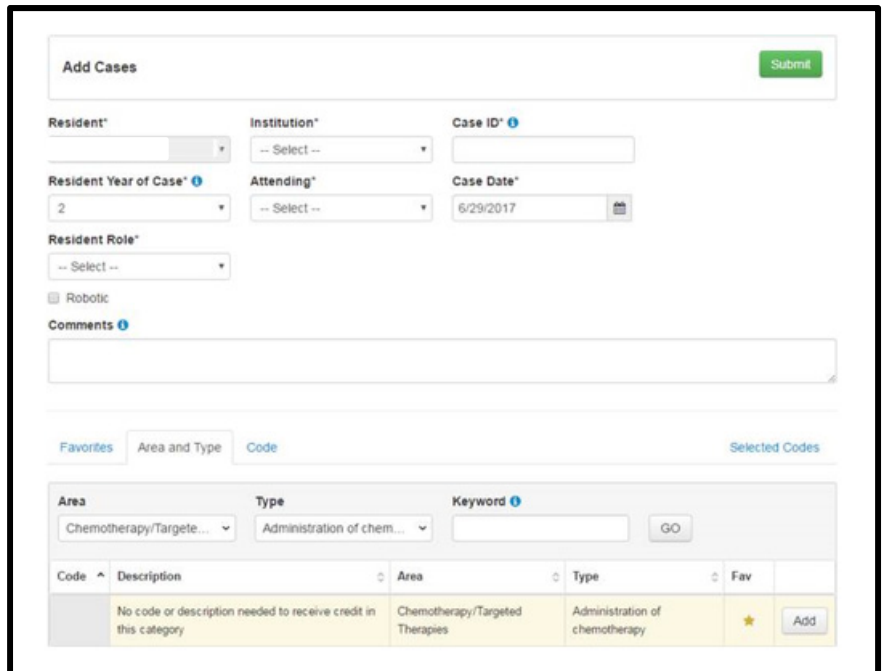
BACKGROUND

The ACGME Case Log System was established in 2001. It is a data repository to support programs in complying with requirements and to provide a uniform mechanism to verify the clinical experience of residents and fellows in ACGME accredited programs. The Case Log System is HIPAA-compliant and has the necessary agreements in place, created by the ACGME, between the covered entities and the Sponsoring Institution. Fellows will be familiar with the Case Log System from their residency.

The Case Log System helps assess the breadth and depth of the clinical experience provided to fellows by a gynecologic oncology fellowship program. It is the responsibility of the fellows to enter their case data accurately and in a timely manner, and the responsibility of the program director to ensure that the fellows' Case Logs are accurate. The case volume provided by each program is analyzed by the ACGME. Reports are created for the fellows, program directors, and the Review Committee. Minimum numbers of procedures and experiences have not been determined at this time.

Fellows are required to log cases starting August 1, 2017. The 2017-2018 academic year will be a learning period for both programs and the Review Committee. The year provides an opportunity for program leadership and fellows to become accustomed to the Case Log System. It also allows the Review Committee to make changes to the Case Log System based on feedback received. Please send comments and suggestions to Jenny Campbell, associate executive director of the Review Committee for Obstetrics and Gynecology: jcampbell@acgme.org.

Send any technical questions about the system to ADS@acgme.org.



The screenshot displays the 'Add Cases' form in the ACGME Case Log System. The form includes fields for Resident*, Institution*, Case ID*, Resident Year of Case* (set to 2), Attending*, Case Date* (6/29/2017), Resident Role* (set to -- Select --), and a checkbox for Robotic. There is also a Comments field. Below the form, there are tabs for Favorites, Area and Type, and Code. The 'Code' tab is active, showing a table with columns for Code, Description, Area, Type, Fav, and an Add button. The table contains one entry: 'No code or description needed to receive credit in this category' with Area 'Chemotherapy/Targeted Therapies' and Type 'Administration of chemotherapy'. A 'GO' button is visible next to the Keyword field.

| Code | Description | Area | Type | Fav | |
|------|--|---------------------------------|--------------------------------|-----|-----|
| | No code or description needed to receive credit in this category | Chemotherapy/Targeted Therapies | Administration of chemotherapy | ★ | Add |

GUIDELINES

- Fellows should enter cases on a regular basis, ideally daily.
- The following experiences are being tracked for gynecologic oncology in the Case Log System:
 - Procedures: hysterectomies, surgical treatments for cervical cancer, surgical treatments for ovarian cancer, lymphadenectomies/sentinel node biopsies, vulvar/vaginal resections, and surgical procedures of the gastrointestinal and urinary tracts
 - Chemotherapy/Targeted Therapies
- Fellows may indicate if a procedure was performed robotically by checking the “Robotic” box (under “Resident Role”).

COMMON QUESTIONS

Are fellows required to enter cases into the Case Log System starting August 1, 2017?

Yes—logging is required. As noted above, the 2017-2018 academic year will be a learning period for both programs and the Review Committee. Case Log data from this year will not be used to determine Case Log minimums.

Do fellows currently in the program need to go back and log patient encounters that occurred prior to August 1, 2017?

No, fellows are not expected to back-enter any data. They can do so if they wish to have the information for their own records.

When will the Case Log data start to “count”?

Starting July 1, 2018, the Review Committee will begin using Case Log data to determine Case Log minimums. It is anticipated that required minimum numbers for gynecologic oncology will be established in late 2021.

How do the fellows get an ID and password to access the Case Log System?

New fellows will have an ID and password assigned and e-mailed to them when they are first entered into the Accreditation Data System (ADS) by the program. For fellows who were in the program prior to the Case Log application, program directors or coordinators should go to the Resident Roster in ADS and click on “Grant User.” This will create and e-mail IDs and passwords to existing fellows. In either case, fellows will be required to change their passwords the first time they log into the system.

Can attending physicians not included in the program’s Faculty Roster in ADS be included in the Attending list?

Yes. To add an attending physician to the Case Log System: Quick Links > Case Log Attendings > Add Case Log Attending. Only a name and e-mail address are needed. The Case Log System will verify if the attending is already in the database.

How do fellows log the administration of chemotherapeutic drugs and targeted therapeutics?

Fellows must log these experiences just as they do surgical procedures. The difference is that they do not need to log the specific type of therapy, but instead will log them using one broad area: Chemotherapy/Targeted Therapies.

When will Case Log required minimum numbers be established?

It is anticipated that required minimum numbers for gynecologic oncology will be established in late 2021.