

YEAR END

The “Year End” tab (Figure 49) is used to identify the residents completing their training during a specific academic year and generate the reports submitted annually to the RRC. On this tab, you can set the current reporting year, select the completing residents, and generate the completing resident’s reports.

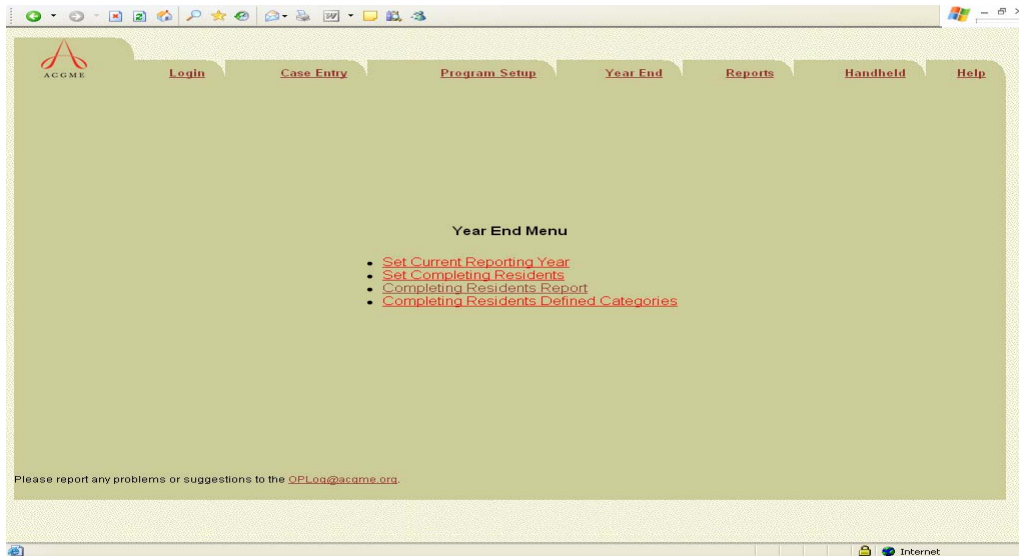


Figure 49: Year End Menu Screen

SET CURRENT REPORTING YEAR

The current reporting year enables the program to set the appropriate academic year (Figure 50). For the 2001-2002 academic year, the current reporting year should be set to 2002. The current academic year determines which residents’ data are printed when choosing the “Completing Residents Report.”

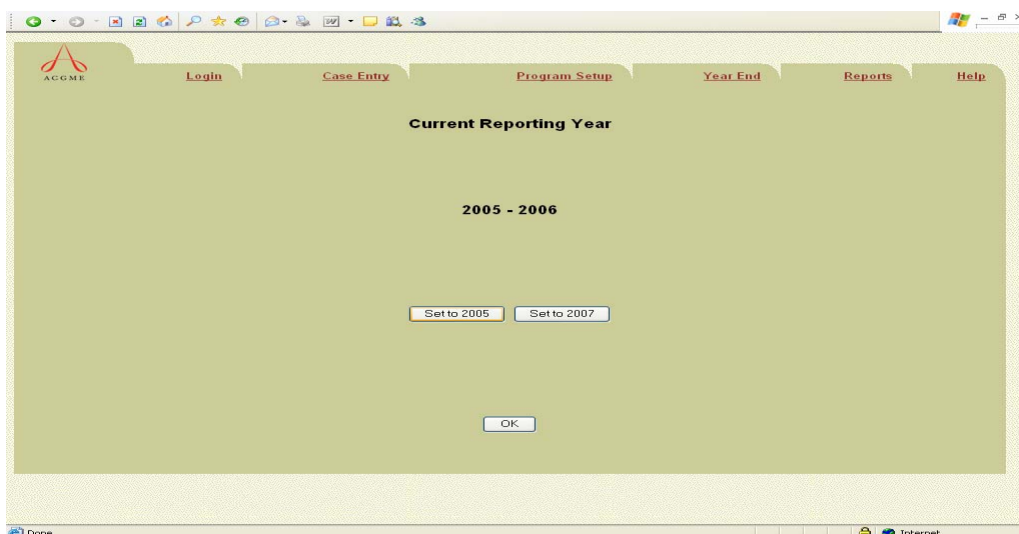


Figure 50: Set Current Reporting Year Screen

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YEAR END (cont.)

SET COMPLETING RESIDENTS

To identify which residents are completing the program within the current academic year (by August 31), click on “Set Completing Residents.” (Figure 51) This will display two lists. One with the resident(s) that the program has indicated are completing their training during the academic year specified by the program and two, residents who are not completing the program during the reporting year.



The screenshot shows the ACGME Year End interface. At the top, there is a navigation bar with the ACGME logo and links for Login, Procedure, Program Setup, Year End, Reports, Handheld, and Help. The main content area is titled "Residents Completing in Current Reporting Year" and "2002". It contains two tables. The first table, "Residents completing Program this reporting year", lists one resident: Jones, Susan O. for the year 2002, with a "Remove" link. The second table, "Residents not completing Program this reporting year", lists three residents: Smith, John (2001), Smith, John W. (2001), and Welby, Marcus (2001), each with an "Add" link. An "OK" button is located at the bottom center of the screen.

Resident Name	Year	
Jones, Susan O.	2002	Remove

Resident Name	Year	
Smith, John	2001	Add
Smith, John W.	2001	Add
Welby, Marcus	2001	Add

Figure 51: Set Residents Completing Current Reporting Year Screen

If you do not have two lists, there are no residents marked as completing training during the current reporting year. You would then choose the residents from the not completing list and click on the add link to move them to the top up the screen into the resident completing list. If any residents have been incorrectly identified, click on “Remove” to delete them *from the list of residents completing during this academic year*. This does not delete them from the system only from the completing resident list. Similarly, all the other residents in your program are listed below. If they have been marked as completing during a particular academic year, that year will be listed. Click on “add” to add them to the current academic year.

If you have a resident(s) that has completed your program after August 31 of that academic year, they should be submitted with the next set of graduates of the following academic year.

YEAR END (cont.)

COMPLETING RESIDENTS REPORT

To generate the appropriate report that must be signed and submitted to the RRC, click on "Completing Residents Report." This will print the report for all residents marked as completing the program during the current academic year.

To generate these reports individually click on the Reports tab and print out the "Resident Operative" report.

All Completing Residents Reports are due into ACGME on or before August 1 of that academic year.

The Completing Residents Report **must** be signed by the resident and the program director prior to August 1.