

REMINDER TO AOCOO-HNS RESIDENTS

The AOA requires that all residents submit year-end reports to their Specialty College within 30 days following the completion of each training year. The AOCOO-HNS sends Resident Progress/Status Reports and emails throughout the year to keep active residents up-to-date concerning upcoming residency evaluating committee meetings. Documents not received by the deadline could incur a monetary penalty. **Note:** Otolaryngology year-end reports may be found at <http://www.aocoohns.org/wp-content/uploads/2017/06/Otolaryngology-PD-Report-002.pdf>. Year-end reports must be signed where applicable by the Program Director and Resident.

The AOA also requires that training institutions keep on file copies of year-end reports. It is the responsibility of the Program Director and the Resident to make sure that training institutions/ DMEs receive their required copies. We recommend that all residents take the time to make copies of year-end reporting forms and file them away for future credentialing use.

MATERIALS NEEDED FOR OTOLARYNGOLOGY/FACIAL PLASTIC SURGERY RESIDENTS *(See Basic Standards for Residency Training in Otolaryngology/Facial Plastic Surgery)*

First Year (Combined Internship/OGME-1R):

Program Directors:

- Program Director's Annual Report (completed by Program Director OR General Surgery Director)
- Residency Training Requirements Checklist

Residents:

- Resident's Annual Report for General Surgery and/or Specialty Track Internship
- Intern Rotation Logs (12 months) w/signed cover pages by the Resident/Intern AND either the Program Director, Rotation Director or DME for the following required rotations:
 - 4 months hospital-based general surgery;
 - 1 month medical pediatrics;
 - 1 month anesthesia;
 - 1 month intensive care unit;
 - 1 month emergency room;
 - 1 month surgical subspecialty (neurological, vascular, maxillofacial, plastic, cardiovascular, general);
 - 1 month medical subspecialty (pulmonary, neurology, family medicine, gastroenterology, dermatology, internal medicine, ophthalmology);
 - 2 months Elective (from surgical subspecialty or medical subspecialty lists above)
- Resident's Annual Report (if applicable for **otolaryngology cases**), including
 - Resident Requirements Checklist
 - Accumulated Tracking Log Form
- In-Service Exam Scores

Second (OGME-2), Third (OGME-3) & Fourth (OGME-4) Years

Program Directors:

- Program Director's Annual Report
- Checklist for Resident Professional Paper Requirement
- Residency Training Requirements Checklist

Residents:

- Resident's Annual Report
- Resident Requirements Checklist
- Accumulated Tracking Log Form (complete with at least totals from OGME-1 year)
- Professional Paper Requirement (*See* Basic Standards, VIII. Evaluation, Sections 8.6 & 8.7):
 - 1) Professional paper including Institutional Review Board (IRB) or Ethics Committee approval/waiver/exemption language in body of paper; Resident must include Professional Paper IRB Reporting Form and/or letter from IRB or Ethics Committee.
OR, in lieu of **ONE** professional paper, Resident may submit **ONE** of the following alternatives:
 - 2) Poster presentation at Annual Clinical Assembly (ACA); residents are strongly encouraged to submit Resident Professional Paper IRB Reporting Form and/or letter from IRB or Ethics Committee indicating approval/waiver/exemption for contents of poster; **OR**
 - 3) Statistics course transcript or certificate of completion documenting satisfactory completion of previously-approved university level statistics course (minimum of 1 university-based course credit) taken in current or prior year.
- Home Study/Basic Clinical Science Course verification of completion from American Academy of Otolaryngology-Head & Neck Surgery (AAO-HNS); Sections 1-8 must be complete by end of 4th (OGME-4) year of residency training
- In-Service Exam Scores

Fifth Year (OGME-5):

Program Directors:

- Program Director's Annual Report
- Program Complete Summary – Final Resident Assessment
- Residency Training Requirements Checklist

Residents:

- Resident's Annual Report
- Resident Requirements Checklist
- Accumulated Tracking Log Form (complete with at least totals from OGME-1 year)
- In-Service Exam Scores