

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:** Ophthalmology year-end reports may be found at <http://www.aocoohns.org/wp-content/uploads/2017/06/fillableform1.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 OPHTHALMOLOGY RESIDENTS (SEE BASIC STANDARDS FOR RESIDENCY TRAINING IN OPHTHALMOLOGY)

First & Second Year (OGME-2 & OGME-3):

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
- 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 Ophthalmology (AAO); Sections 1-13 must be complete by end of 2nd (OGME-3) year of residency training
- Ophthalmic Knowledge Assessment Program (OKAP) Exam Scores

Third Year (OGME-4):

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
- Ophthalmic Knowledge Assessment Program (OKAP) Exam Scores