



INSTRUCTIONS

Annual Progress Report and MasterLog

Annual reports must be submitted by August 1st and must include:

1. Completed progress report
2. Correctly completed Master Log
3. PDF copy of all mentor signatures

Instructions for the MasterLog:

1. Download the species-specific MasterLog from vsmr.org.
2. Tab 'ACVSMR Requirements'
 - a. This tab lists the residency program requirements and is for reference; nothing needs to be entered on this page
3. Tab 'Residency Information'
 - a. Enter resident and practice information here
4. Tab 'Mentors'
 - a. List the name and specialty board for every mentor the resident trained with in the preceding year
 - b. Print the page and obtain signatures from each mentor listed
 - c. Scan the page and save as a PDF and submit with the yearly evaluation
5. Tab 'Training Weeks'
 - a. See table below for examples of how to correctly fill out this section
 - b. Week: Each week must be numbered sequentially from 1 to 156
 - c. Date: Enter the starting day of the week as Month, Day, Year. This should be entered as MM-DD-YY or written out; please do not enter DD-MM-YY. For a week starting on August 1st enter Aug 1, 2020 or 08/01/20; do not enter 01/08/20.
 - d. Activity: List practice name and a brief description of the specific activity
 - e. Supervising mentor: List the diplomate overseeing that training week. Each week, except vacation, must have a mentor assigned. If the week is self-directed, with approval from the Program Supervisor, the Program Supervisor should be listed as the mentor for that week.
 - f. Assign a category: Each training week must be tallied under one of six activity headlines: DACVSMR (supervised or unsupervised), Specialty Practice, Independent Study, Research, Cross or Same Species Sports Medicine/Rehabilitation Training, or Vacation.
 - i. Refer to the residency guidelines for a description of each immersion activity.
 - ii. Continuing education that is intensely focused on a specialized facet of sports medicine and rehabilitation may be logged concurrent with the independent study requirement on an individual basis at the discretion of the Credentials and Residency Committee; however, general continuing education requirements may not be logged concurrently with independent study time.
 - iii. Vacation is limited to a maximum of 2 weeks per year.

- iv. Independent study immersion weeks can include a wide variety of training and include topics related to, or immersion in, sports medicine and rehabilitation practice. Independent study can include elective rotations that have been approved by the residency program director, additional DACVSMR training weeks that exceed the 72 required weeks, cross species training, human physical therapist interactions, etc.

6. Tab 'Case Logs'

- a. Each case must be numbered sequentially throughout the entire training program.
- b. In order to be logged, cases must be specific to sports medicine or rehabilitation and must have a diagnosis or presumptive diagnosis.
- c. Logged cases must be new cases to the resident; rechecks on the same animal for the same problem should not be logged.
- d. An individual animal may be logged more than once when re-presented for a separate and distinct clinical sports medicine or rehabilitation problem(s).

7. Tab 'Experience Requirements'

- a. Experience requirements are achieved by the resident's direct observation and/or participation in the experience.
- b. The resident program director's signature serves as verification that these experiences have been sufficiently fulfilled

8. Tab 'Skill Requirements'

- a. Resident must meet or exceed a minimum level of competency for each skill requirement and upon doing so, is graded as acceptable by the resident program director or mentor.
- b. The resident program director's signature serves as verification that these skills have been sufficiently mastered.

9. Tab 'Seminar and CE'

- a. All seminars, rounds and reviews conferences must be documented (i.e., seminar, date, location, topics, and credit hours).

10. Tab 'Oral Presentations'

- a. Presentations must be at least 20 minutes and presented to an audience of the residents' peers. Log the date and title of the oral presentation.
- b. At least 1 diplomate of any specialty college must be present; the name and credentials of this person must be logged.

Examples of Correctly Logged Training Weeks:

Week Numbered Sequentially	Date Month then day	Activity Name of clinic; Brief description of activity	Supervising Mentor Name and credentials	Immersion Type Tally each week under appropriate category
1	July 1, 2020	Univ of Pennsylvania; Data collection for upper airway endoscopy study	Elizabeth Davidson, ACVS, ACVSMR	Research
2	07/08/2020	Colorado State Univ; Clinics w/ Equine Sports Medicine Service	Melissa King, ACVSMR	ACVSMR- Direct
3	7-15-20	InMotion Physical Therapy; Clinical rotation w/ human physical therapist	Adrienne Smithey, DPT	Independent Study
4	7/22/20	Newmarket Equine Hospital; Clinical equine sports med w/ indirect ACVSMR supervision	Jodie Daglish, ACVMR	ACVSMR- Indirect
5	Jul 29, 2020	Chi Institute; Acupuncture Course	List resident's program director here	Independent Study
6	Aug 5, 2020	Univ of Tennessee; Equine Rehabilitation	Steve Adair, ACVS, ACVSMR	Species Specific Rehab
7	08.13.20	Vacation	-	Vacation
8	8/20/2020	Univ of Florida. Equine Surgery Rotation	Alison Morton, ACVS, ACVSMR	Specialty Practice (Surgery)