

## ACGME-I Case Logs *QUICK GUIDE* for Faculty and Staff in Radiation Oncology

Consider the following when reviewing resident case log reports or counselling residents on their case log entry:

- The following are definitions for the resident role options:

**Observed** - Resident observes or assists during the procedure with another physician who is an attending or more senior resident and who is responsible for the case. Cases entered as Observed do not count toward minimum case requirements.

**Performed** - Resident has substantial responsibility for the case, and performs the majority of the procedure. All cases entered as Performed count toward minimum case requirements.

- Note how the following count toward minimum requirements

Endovascular (both high and low dose rate) do not count toward the category of brachytherapy intracavitary.

Leukemia is not counted toward the category of pediatric solid tumor.

For definitions of intracavitary and interstitial brachytherapy and unsealed sources, particularly those that do not fit neatly into one of the categories available, such as breast or brain balloons, or eye plaque, see the following guidelines: [American Board of Radiology](#)

### Available Reports

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| <i>Experience by Role</i>         | This report lists all procedures, including those that do not count toward the required minimum numbers, the number of each performed by the selected resident in each of the three roles, as well as the total number for each procedure.  |
| <i>Case Entry Activity Report</i> | This report allows program directors to note the number of cases or procedures logged by residents and the date and time that cases or updates were entered. This report is a quick way to keep track of how frequently residents are entering their cases. For example, if the program has a requirement that residents must enter cases weekly, running this report on a weekly basis is an easy way to identify residents who are not meeting the residency's requirements.                    |
| <i>Case Detail Report</i>         | All information for each case entered into the case log system is displayed in this report, making it most useful for getting an in-depth view of a resident's experience during a defined period. For example, this report could be generated for each resident for the preceding 3- month period and used as part of the quarterly evaluation meeting with the program director or designated faculty mentor. The use of filters can provide additional insight into the resident's activities. |

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| <i>Radiation<br/>Oncology<br/>Minimum<br/>Report</i> | This report will track resident progress toward achieving minimum numbers. A separate report should be generated for each resident using the default settings. Note that the cases reported in the Observer role do not count for credit. |
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For technical support with the Accreditation Data System (ADS) and the Case Log System, e-mail [ADS@acgme.org](mailto:ADS@acgme.org).