

## **Sample Emails and Templates**

### **Emails Automatically Generated by the ABOS:**

**Welcome Email from ABOS to Residents-** This is a template of what the ABOS will send out to new residents joining the ABOS KSB Program

**Welcome Email from ABOS to Program Director/Program Coordinator-** This is a template of what the ABOS will send out to new Program Directors and Coordinators joining the ABOS KSB Program.

### **Optional Emails that ABOS will Send on Request:**

**Welcome Email from ABOS to Faculty/Staff-** This is a template of what the ABOS will send out to new faculty/staff joining the ABOS KSB Program

### **Optional Emails for Program Directors Use:**

**Welcome Note from Program Director to Residents and Faculty about KSB:** This is a letter that Program Directors can personalize to send out to their residents and faculty to inform them that they are participating in the KSB. **Please fill in names and dates, as necessary.**

## Welcome Email from ABOS to Residents

**From:** [ksb@abos.org](mailto:ksb@abos.org)

**Date:**

**To:**

**Subject: ABOS Knowledge, Skills, and Behavior Program (ABOS KSB) - Welcome!**

Dear Dr. \_\_\_\_\_,

Welcome to the American Board of Orthopaedic Surgery's Knowledge, Skills, and Behavior (ABOS KSB) Program. We appreciate your residency program's dedication to this important ABOS program, which was developed in conjunction with the American Orthopaedic Association's Council of Orthopaedic Residency Directors (AOA/CORD), the Accreditation Council for Graduate Medical Education (ACGME), and the American Academy of Orthopaedic Surgeons (AAOS).

The ABOS KSB Program allows you to request evaluations, through the ABOS KSB Assessment Portal ([www.abos.org/r](http://www.abos.org/r)), from faculty members in the areas of *Surgical Skills* and *Professional Behavior*.

By participating, you also gain access to your ABOS Resident Dashboard. Your ABOS Dashboard allows you to track your residency education by providing you with your annual *Knowledge* Assessment score (OITE results correlated with ABOS Part I standards), your accumulated *Surgical Skills* Assessments for [Tier 1 Core and Tier 2 Subspecialty Surgical Procedures](#), and your annual report on *Professional Behavior* Assessments. The *Professional Behavior* Assessments are accumulated at the end of each subspecialty rotation and include a 360-evaluation obtained on a yearly basis.

You can access the ABOS Resident Dashboard by:

1. Go to: <https://www.abos.org>
2. Click Login at the top.
3. Enter the Username and Password from this email
4. Click the Login button.

To begin requesting *Surgical Skills* and *Professional Behavior* evaluations:

1. Go to <https://www.abos.org/r>: note the "/r" is different from the ABOS's Resident Dashboard.
2. Enter the Username and Password from this email
3. Go to the Assessment Request Tab

Note: You can also access the ABOS KSB Assessment Portal through your ABOS Dashboard by clicking on ABOS KSB Assessment Portal Button at the top of the page.

We recommend that you bookmark these pages in your browser for easy access. After logging in, you may change your username and password on your "My Profile" page. Please note, changing the username or password in your ABOS Dashboard will not change the password in your ABOS KSB Assessment Portal, and vice versa.

To request a ***Surgical Skills Assessment***, select the subspecialty and procedure from the respective dropdown menus. Then select the procedure to be evaluated and the appropriate faculty member for the evaluation. Finally, choose the date and time of the procedure. Click submit. You will receive immediate feedback once the faculty member completes your assessment.

The ABOS's expectation is that PGY-2 – PGY-5 residents will each request at least two *Surgical Skills* Assessments per week. PGY-1 residents may also request *Surgical Skills* Assessments if and when your Program Director or the faculty feels that such assessments would be useful.

To request a ***Professional Behavior Assessment***, select "Professional Behavior" from the subspeciality dropdown menu. Select the faculty member to whom you wish to send the assessment. Click submit. Repeat for each faculty member with whom you trained on that rotation.

Residents are expected to request *Professional Behavior* Assessments from all of the faculty with whom you train on a rotation at or around the completion of each of your rotations. Unlike *Surgical Skills* Assessments for which you receive immediate feedback via text or email after completion of the assessment, you will receive feedback on *Professional Behavior* Assessments from your Program Director at the end of the program year.

If you have any questions or run into any issues, please contact us at [ksb@abos.org](mailto:ksb@abos.org). More information can be found at [www.abos.org/abosksb](http://www.abos.org/abosksb).

Your Username:

Your Password:

Sincerely,

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## Welcome Email from ABOS to Program Directors and Coordinators

**From:** [ksb@abos.org](mailto:ksb@abos.org)

**Date:**

**To:**

**Subject: ABOS Knowledge, Skills, and Behavior Program (ABOS KSB) - Welcome!**

Dear Dr. <Last Name>,

Welcome to the American Board of Orthopaedic Surgery's Knowledge, Skills, and Behavior (ABOS KSB) Program, a program which will provide valuable feedback to your residents and become a tool for you to use in the educational process of future orthopaedic surgeons. The ABOS KSB Program was developed in conjunction with the American Orthopaedic Association's Council of Orthopaedic Residency Directors (AOA/CORD), the Accreditation Council for Graduate Medical Education (ACGME), and the American Academy of Orthopaedic Surgeons (AAOS).

In order to help you follow resident participation and performance in the ABOS KSB Program, we have created a portal that allows you to view all ***Surgical Skills*** and ***Professional Behavior*** assessment requests from residents and completed assessments by your faculty. Here are the steps to access the ABOS KSB Portal for Program Directors and Program Coordinators.

1. Go to <https://www.abos.org/r>. (Please make note of the “/r” in the URL).

Note: You may have already received login credentials for a Program Director/Program Coordinator. If you have not received this information in the past, please use the login and password provided below. After logging in, you may change your username and password on the “***My Profile***” tab.

2. We recommend that you bookmark this page for easy access.
3. “***All Skills Assessments***” tab: Access all assessments requested and completed.
4. “***Residents***” tab: Add and modify resident contact information and view assessments by specific residents.
5. “***Faculty***” tab: Add and modify faculty information.
6. “***Reports***” tab: Compile reports necessary for discussions on Professional Behavior.

### ***Surgical Skills Assessments:***

The ABOS's expectation is that PGY-2 – PGY-5 residents will each request at least two Surgical Skills Assessments per week. As the Program Director, you may desire your PGY-2 – PGY-5 residents to do more than two Surgical Skills Assessments per week, while your PGY-1 residents may also request Surgical Skills Assessments if and when you, your faculty, or the resident feels that such assessments would be useful.

### ***Professional Behavior Assessments:***

Residents are expected to request Professional Behavior Assessments from all the faculty with whom they train on a rotation at or around the completion of each of your rotations. Unlike Surgical Skills Assessments for which residents receive immediate feedback via text or email after completion of the assessment, the feedback on Professional Behavior assessments will only be collated and distributed by Program Directors and Program Coordinators to ensure anonymity of the evaluator.

As the ABOS's KSB Program Specialist, I will be the main point of contact for program directors, program coordinators, and residents at the ABOS. If I can assist you in any way, please contact me at [msaniei@abos.org](mailto:msaniei@abos.org) or (919)929-7103.

Your Username: \_\_\_\_\_

Your Password: \_\_\_\_\_

Sincerely,

Mona Saniei  
ABOS KSB Program Specialist  
400 Silver Cedar Court  
Chapel Hill, North Carolina 27514  
(919) 929-7103  
[msaniei@abos.org](mailto:msaniei@abos.org)  
[www.abos.org](http://www.abos.org)

## Welcome Email from ABOS to Faculty-Optional

**From:** [ksb@abos.org](mailto:ksb@abos.org)

**Date:**

**To:**

**Subject: ABOS Knowledge, Skills, and Behavior Program (ABOS KSB) - Welcome!**

Dear Dr. <Last Name>,

Welcome to the American Board of Orthopaedic Surgery's Knowledge, Skills, and Behavior (ABOS KSB) Program. We appreciate your residency program's dedication to this important ABOS program, which was developed in conjunction with the American Orthopaedic Association's Council of Orthopaedic Residency Directors (AOA/CORD), the Accreditation Council for Graduate Medical Education (ACGME), and the American Academy of Orthopaedic Surgeons (AAOS).

The ABOS KSB Program will allow you to receive evaluation requests from residents in the areas of Surgical Skills and Professional Behavior. Based on your preference of text or email, as collected by your program coordinator, you will receive assessments as soon as a resident requests one.

To respond a ***Surgical Skills Assessment***, click the link in the text or email to be taken to the assessment. Please answer all assessment questions based on the resident, procedure, and date of assessment noted. After each question, click "next" to move forward or click "previous" to go back. Once all questions are complete click "submit." The resident will receive your assessment immediately.

The ABOS's expectation is that PGY-2 – PGY-5 residents will each request at least two Surgical Skills Assessments per week.

To respond a ***Professional Behavior Assessment***, click the link in the text or email to be taken to the assessment. The email/text request will identify if it is for Professional Behavior. Choose an answer for each question, click "next" to move forward or click "previous" to go back. Once all questions are complete click "submit." Feedback on Professional Behavior assessments will only be collated and distributed by Program Directors and Program Coordinators to ensure anonymity of the evaluator. It is at the Program Director's discretion to address ratings below a certain threshold.

Residents are expected to request Professional Behavior Assessments from all the faculty with whom they train on a rotation at or around the completion of each of their rotations.

If you have any questions or run into any issues, please contact us at [ksb@abos.org](mailto:ksb@abos.org). Please do not reply to the email or text message that initiates the assessment.

Sincerely,

Mona Saniei  
ABOS KSB Program Specialist  
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[msaniei@abos.org](mailto:msaniei@abos.org)  
[www.abos.org](http://www.abos.org)

## Welcome Note from Program Director to Residents and Faculty about KSB

Dear Orthopaedic Residents and Faculty,

We are excited to announce that our residency program will participate in the American Board of Orthopaedic Surgery's Knowledge, Skills and Behavior Program (ABOS KSB). This program provides a way for residents to obtain feedback and track their educational progress towards becoming a competent orthopaedic surgeon. The ABOS has developed a *Surgical Skills* assessment tool that enables faculty to provide feedback to residents in real-time after performing specific orthopaedic procedures. Residents will need to request at least two assessments per week. In addition, there are *Professional Behavior* assessment tools that residents send to faculty after each rotation. Professional behavior feedback is by the Program Director and given to residents at the end of each year. There is also a 360-evaluation of resident professional behavior that will include a wide range of evaluators.

The goal of the program is to improve real-time feedback to residents regarding knowledge, skills, and behavior. Residents are able to track their personal progress on a secure password protected ABOS Resident Dashboard. Residents will have access to the results as will the **(Insert Program Director Name)** and **(Insert Program Coordinator Name)**. We are hopeful that this will serve as a convenient platform for more meaningful feedback from faculty. Before the program starts, **(Insert Program Coordinator Name)** will reach out to collect your preferred email and cellphone number to receive assessment requests or results. Other programs' experience with this system reveal that cell phone notifications have been the preferred method for nearly all users. The ABOS assures us that the email and cell phone numbers will not be used for any other purpose.

Faculty, if you prefer to receive a real-time text push to your smartphone for assessment requests, please send an email to **(Program Coordinator Name & email)** by **(Deadline Date)** giving your preference.

Please refer to the introduction email you will receive from the ABOS for more information, instructions, and a login and password to the assessment portal and resident dashboard. Thank you in advance for your participation in this program. Each assessment tool only takes a minute or two to complete, and we are optimistic about the benefits. If you want to learn more, visit the ABOS KSB Program Toolkit Website: [www.abos.org/abosksb](http://www.abos.org/abosksb)

Sincerely,

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Residency Program Director

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Professor and Chair

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Program Coordinator