



ABOS Knowledge, Skills, and Behavior Faculty Quick Reference

Contact Preference

1. Share your contact preference with the Program Coordinator: Text or Email
 - a. All email assessment requests will come from ksb@abos.org
 - b. All text message assessment requests will come from: (331)305-6696

Step-By-Step: Completing a Surgical Skills or Professional Behavior Assessment

1. Once a resident requests an assessment, you will receive an email or text message with a link.
2. Each Text or Email will include the Name of the Resident, Procedure to be assessed, Time, and Date.
3. Click the link to be taken to the assessment for Surgical Skills or Professional Behavior.
4. Answer each question and click next to take you through each question.
5. There will be a section to write or dictate feedback at the end of each assessment.
6. Click Submit
 - a. Surgical Skills Assessments will go directly back to the Resident and the Program Director
 - b. Professional Behavior Assessments will only go back to the Program Director.
7. You will receive an email reminder to finish an assessment at 24 hours and 48 hours after the request if they are incomplete.

Suggested Best Practices

- To encourage real-time feedback, complete surgical skills assessments within **72 hours, but can be completed up to 2 weeks after the assessment request.**
- Professional Behavior Assessments can be completed up to **2 weeks** after the assessment request.
- Encourage Residents to request a Surgical Skills assessment right before or right after a procedure.
- Encourage Residents to request Professional Behavior Assessment when they complete a rotation with you.

How to Silence Text Message Assessments coming Residents

- Inform your program coordinator to set “quiet hours” for your contact profile. This will reroute any text messages you would normally receive between the hours of 6pm and 7am to go straight to your email.