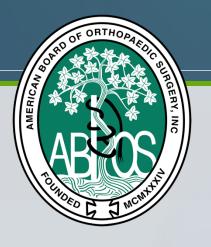
ABOS RECORD OF RESIDENT ASSIGNMENT (RRA)

DEADLINE: August 15, 2023



American Board of Orthopaedic Surgery

Establishing Education & Performance Standards for Orthopaedic Surgeons

Never Filled Out Forms?

- If your program has **never** filled out RRA Forms because:
 - Residency has not been ACGME-accredited for five years,
 - Residents have, historically, never taken the ABOS Part I Examination,
 - Missed previous communications,
 - New to your position
- Contact Sonya Parker: <u>sparker@abos.org</u> or call (919)929-7103



Please read all directions carefully

- This is a NEW system with revised forms. Do not go to the OLD RRA Portal.
 - New Features & Question Changes
 - Your Resident List reflects current PGY-Levels

Remember: **RRA tells us about the past academic year**. You are not telling us about what they are going to do this year.



New Features and Questions

- Override Form Tool
 - Make changes to submitted forms.
- Red Flags
 - Reports 1a and 2a tracks deficit of weeks.
 - The system will not flag any previously submitted forms.
 - If you have any exceptions entered in the Resident Education History the flag will activate.

The ABOS is not responsible and is not tracking red flags; it is purely for your own administrative convenience.



New Features and Questions

- Form 2a (Question 2-B)
 - This question breaks down the four categories of Adult Orthopaedics,
 Fracture Trauma, Pediatric Orthopaedics, and Basic Science/Clinical
 Specialties into times spent in subspecialities.
 - This new question needs to be completed for forms going forward for 2022-2023 and beyond.
 - Do not go back and fill this section out for previous years!

2-A. The Resident has satisfactorily completed the following:						
	# Weeks					
A. Adult Orthopaedics:	0					
B. Fracture/Trauma:	0					
C. Pediatric Orthopaedics:	0					
D. Basic Science/Clinical Specialties:	0					
2-B. The totals in 2-A (A-D) consist of the time spent in the following subspecialities: # Weeks # Weeks						
Spine: 0						
	Adult Reconstruction: 0					
Hand Surgery: 0	Shoulder and Elbow: 0					
Hand Surgery: 0 Trauma-Emergency: 0						
	Shoulder and Elbow: 0					
Trauma-Emergency: 0	Shoulder and Elbow: 0 Pediatric Ortho: 0					



Overall Program Coordinator Goals

- Have your **Resident List** reflect your **Current Active Residents** + **Recent 2023 Graduates**.
 - Once your RRA Forms are complete, inactivate recent graduates (PGY-6s).
- Submit RRA Forms for 2022-2023 academic year or any missing forms per resident.
 - Your Previous Forms have transferred from the Old RRA Portal to here. Deadline is August 15th
 - Once all forms are submitted; contact your PD to sign off on their own portal.
- Program Director has until **August 20**th to sign off on your submissions.

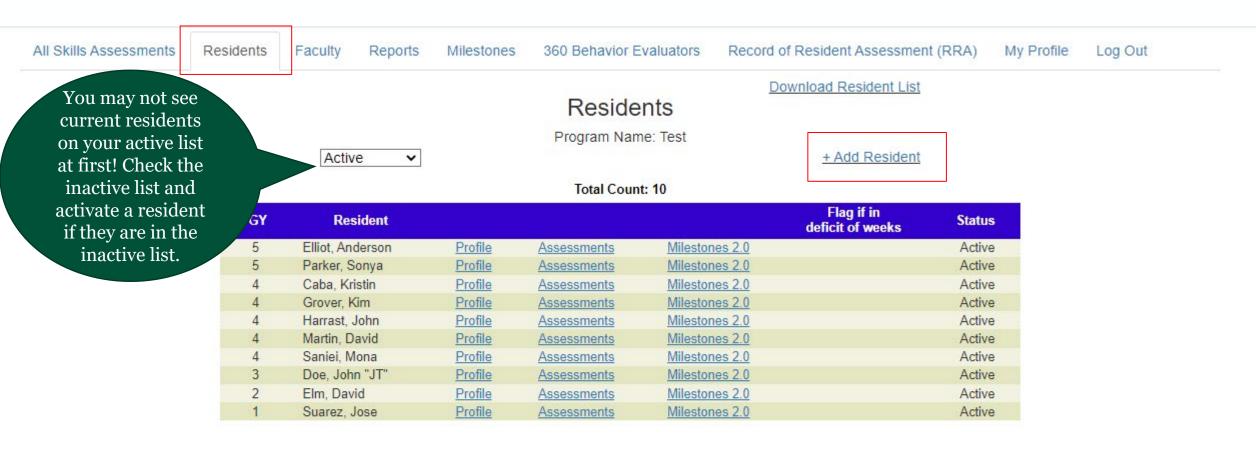


Program Coordinator Steps:

- 1. Login to www.abos.org/r
- 2. Clean Up your Resident List
 - Current Active Residents + Recent 2023 Graduates (should be PGY-6)
- 3. Submit RRA Forms
- 4. Contact your PD to have them log in to www.abos.org/r with their login credentials and sign off on:
 - 1. PD Form 1a/2a Total Report
 - 2. PD Signs off on each individual Form 3 for every leaving/graduating resident.
 - Your PD cannot sign off until you have completed all forms.



Step 1: Login to ABOS Residency Activities Portal







Step 2: Resident List

- 1. Enter/Clean/Adjust your Resident List
 - Make sure all current residents Current Active Residents + Recent 2023 Graduates (assigned as PGY-6) are marked active.
 - 1. Adjust their PGYs as needed (during "clean-up" phase)
 - Inactivate residents who have left your program except for Residents who just graduated in 2023.
 - 2. If you do not see a resident on the active or inactive list, then add the Resident by clicking +Add Resident
 - 3. Ensure all information is correct in Resident Profile and Resident Education History for each resident



Step 2

All Skills Ass	essments	Residents	Faculty	Reports	Milestones	360 Behavior Evaluator	s Record of Resident Assessment (RI	RA) My Profile	Return to Admin
	eck to see					Resident Profil	е		Please Note: First,
	fields are Update th press "Sav bottom if mad	nem an ve" at tl change	d he		First Nam Last Nam	rd diddle Name as it appears	on Government-Issued ID.		Last, Middle, Name must be what is available on Government Issued ID.
			Nicknar		Middle Nam ferred Nam Ema	ne			
 Once initially set to correct PGY, Do change PGY lev 	not ⁄el				ernate Ema Cell Phon Last 4 Soci	e			
manually. It automa rolls over around Ju	ıly 1.				Date of Birlogram Nam	th Test Program			
 If your resident is N moving up a PGY of going to research you 	or is			Contac	► PGY Levent ot Preferenc Statu		2 – June 30, 2023)		
CONTACT ABOS				Re	sident Pho	to Upload Image	This photo will be visible to evaluators from the ABOS KSB Program for a 360 Program Director has included nursing clinic staff, advanced practice provider room faculty in this 360-evaluation. Yo file must not be larger than 4MB in size)-evaluation. Your staff, outpatient s, and emergency ur uploaded image	

Add Resident

Return to Residents Return to RRA





Step 2

Residents All Skills Assessments Faculty 360 Behavior Evaluators Record of Resident Assessment (RRA) Resident Profile Username newintern First, Last, Middle • You are making a USERNAME Password •••••• Needs to be same as and initial password. Residents on Government First, Last, Middle Name as it appears on Government-Issued ID. will reset their password later. Issued-ID. First Name New Do not use email addresses for Last Name Intern username. Middle Name • Do NOT email the resident their Nickname or Preferred Name login and password! They will Email newintern@abos.org receive automated email. Alternate Email newintern@gmail.com Cell Phone 555-555-5555 • Username and Password relates Last 4 Social 5555 to ABOS KSB Program and the Date of Birth 09/10/1989 Choose an initial ABOS Resident Dashboard. Program Name Test Program contact preference for PGY Level 0 v (July 1, 2022 – June 30, 2023) your resident. Contact Preference © Email © Text Residents can change Status

Active Olnactive it later. This photo will be visible to evaluators receiving an email Resident Photo from the ABOS KSB Program for a 360-evaluation. Your Upload Image Program Director has included nursing staff, outpatient clinic staff, advanced practice providers, and emergency room faculty in this 360-evaluation. Your uploaded image file must not be larger than 4MB in size Add Resident

Click Here for Tutorial



All Skills Assessments

Residents Faculty

Milestones

Reports

360 Behavior Evaluators

Record of Resident Assessment (RRA) My Profile Resident Education History

Return to Admin

Resident Profile

Username newintern

* First, Last, Middle Name as it appears on Government-Issued ID.

First Name New

Last Name Intern

Middle Name

Nickname or Preferred Name

Email newintern@abos.org

Alternate Email newintern@gmail.com

Cell Phone 555-555-5555

Last 4 Social 5555

Date of Birth 09/10/1989

Program Name Test Program

PGY Level 0 (July 1, 2022 – June 30, 2023)

Contact Preference ® Email O Text

Status

Active Olnactive

Resident Photo



Upload Image

filled out!

Be sure all residents have

their resident

education history

This photo will be visible to evaluators receiving an email from the ABOS KSB Program for a 360-evaluation. Your Program Director has included nursing staff, outpatient clinic staff, advanced practice providers, and emergency room faculty in this 360-evaluation. Your uploaded image file must not be larger than 4MB in size.

Save

All Skills Assessments

Residents

360 Behavior Evaluators

Record of Resident Assessment (RRA)

Resident Education History

Resident Name: Intern, New

Medical School Name:		~
Other (If not listed):		
2. Type of Degree (MD/DO):	v	
3. Date Entered Program:		
b. Date Efficied Frogram.		
4. Previous ACGME education	n, if any:	
a. PGY Year:		
Specialty:		
Institution:		
Other Institution:		
b. PGY Year:		
Specialty:		
Institution:		
Other Institution:		
5. PGY Entered Program:	▼ ·	
5. Transfer Acceptance (ABOS	S Letter): Choose File No file chosen Upload	
7. Exceptions:		
Will there be any exception of Yes:	ons? O NO O YES	
☐ Late graduate		
Resident to report Po	GY level	
□ Remediation Plan	0.100	
O Remediation Flatt		
	Submit	

- Upload any transfer letters (PDF) if APPLICABLE!
- · Make a habit of documenting any exceptions to graduating on time here. You can do this anytime of the year

Step 2

All Skills Assessments Residents Faculty Reports Milestones Record of Resident Assessment (RRA) My Profile Log Out 360 Behavior Evaluators Download Resident List Residents Program Name: Test Active + Add Resident Active Total Count: 11 Inactive Flag if in All residents **PGY** Status deficit of weeks If you have a resident Elliot, Anderson **Profile** Milestones 2.0 Active Assessments leave your program: Parker, Sonya **Profile** <u>Assessments</u> Milestones 2.0 Active Fill out a Form 3 for Milestones 2.0 Caba, Kristin Profile Assessments Active Grover, Kim **Profile** Assessments Milestones 2.0 Active the Resident, have Harrast, John Profile Assessments Milestones 2.0 Active your PD Sign off and Martin, David Profile Milestones 2.0 Active Assessments THEN mark them Saniei, Mona Milestones 2.0 Active Profile Assessments inactive. 3 Doe, John "JT" Profile Milestones 2.0 Active Assessments Elm. David Milestones 2.0 Active Profile Assessments Suarez, Jose Active Profile Assessments Milestones 2.0 Intern, New Active 0 Profile Assessments Milestones 2.0



Step 2

All Skills Assessments

Residents

Reports

Milestones

360 Behavior Evaluators

Record of Resident Assessment (RRA) My Profile Log Out

Resident Education History

Resident Profile

Username	dmartin			
Password				
First Name	David			
Last Name	Martin			
Email	msaniei	@abos.or	g	
Cell Phone	804-37	0-2190		
Program Name	Test			
PGY Level	4 v (Ju	ıly 1, 2022	- June 30, 2023)	
Contact Preference	○ Email	Text		
Status	○ Active	Inactive		
Resident Photo			This photo will be visible to evaluators from the ABOS KSB Program for a 36 Program Director has included nursin clinic staff, advanced practice provide room faculty in this 360-evaluation. Ye file must not be larger than 4MB in six	60-evaluation. Your ng staff, outpatient ers, and emergency our uploaded image

Upload Image

Save

Return to Residents Return to RRA



Inactive

Download Resident List

Residents

Program Name: Test

+ Add Resident

All residents marked as inactive will show up in the inactive resident list.

You can always reactivate.

			Total Count: 47			
PGY	Resident				Flag if in deficit of weeks	Status
6	Anderson, Jason	<u>Profile</u>	<u>Assessments</u>	Milestones 2.0		Inactive
6	Anderson, Katie	Profile	Assessments	Milestones 2.0		Inactive
6	Charles, Megan	<u>Profile</u>	Assessments	Milestones 2.0		Inactive
6	Doe, Janie	Profile	Assessments	Milestones 2.0		Inactive
6	Johnson, Jeff	<u>Profile</u>	<u>Assessments</u>	Milestones 2.0		Inactive
6	Johnson, Jimmy	Profile	Assessments	Milestones 2.0		Inactive
6	Lively, Thomas	Profile	Assessments	Milestones 2.0		Inactive
6	May, Larry	Profile	Assessments	Milestones 2.0		Inactive
6	Ohara, Mary	<u>Profile</u>	<u>Assessments</u>	Milestones 2.0		Inactive
6	Reed, Timothy	Profile	Assessments	Milestones 2.0		Inactive
6	Smith, John	<u>Profile</u>	Assessments	Milestones 2.0		Inactive
6	Smith, Mary	Profile	Assessments	Milestones 2.0		Inactive
6	Yang, Ronald	<u>Profile</u>	Assessments	Milestones 2.0		Inactive
6	Young, Bradley	Profile	Assessments	Milestones 2.0		Inactive
5	B, A	Profile	Assessments	Milestones 2.0		Inactive
5	Doe, Jeffrey	Profile	Assessments	Milestones 2.0		Inactive
5	Hill, Ashley	<u>Profile</u>	<u>Assessments</u>	Milestones 2.0		Inactive
5	Parker, Sonya	Profile	Assessments	Milestones 2.0		Inactive
5	Sachs, Michael	<u>Profile</u>	Assessments	Milestones 2.0		Inactive
5	Thomas, George	Profile	Assessments	Milestones 2.0		Inactive
4	Caba, Kristin	Profile	Assessments	Milestones 2.0		Inactive
4	Davis, Alex	Profile	Assessments	Milestones 2.0		Inactive
4	Doe, Jackson	Profile	Assessments	Milestones 2.0		Inactive
4	Doe, James	Profile	Assessments	Milestones 2.0		Inactive
4	Doe, Jerome	Profile	Assessments	Milestones 2.0		Inactive
4	Elstein, David	Profile	Assessments	Milestones 2.0		Inactive
4	Grover, Kim	<u>Profile</u>	Assessments	Milestones 2.0		Inactive
4	Harrast, John	Profile	Assessments	Milestones 2.0		Inactive
4	Joe, Joe	<u>Profile</u>	Assessments	Milestones 2.0		Inactive
4	Martin, David	Profile	Assessments	Milestones 2.0		Inactive



Step 3: RRA Forms

- Form 1a
 - Complete Form 1a for current PGY-2 Residents.
 - This form is completed once the resident has been promoted to PGY-2.
- Form 2a (PGY2, PGY 3, PGY4, PGY5)
 - Form 2a PGY 2, should be completed for a current PGY-3
 - This form is completed once the resident has been promoted to PGY-3.
 - Form 2a PGY 3, should be completed for a current PGY-4
 - This form is completed once the resident has been promoted to PGY-4.
 - Form 2a PGY 4, should be completed for a current PGY-5
 - This form is completed once the resident has been promoted to PGY-5.
 - Form 2a PGY 5, should be completed for a current PGY 6 (AKA Recent Graduate).
 - This form is completed once the resident has been promoted to **graduated.**
- Form 3
 - Form 3 should be completed for any graduated resident and/or any resident leaving early from the residency.

Do not fill out forms ahead of completed rotations or change PGY Level in Resident List Contact ABOS.

Step 3:Form 1a

- **Purpose**: Enter completed PGY-1 Year Rotation Requirements
 - 6 months Non-Ortho
 - 6 months Ortho
 - Basic Surgical Skills Instruction
- New/Changes
 - Enter Weeks Not Completed in Question #4, if applicable.
 - Other Option in Question #2.

[A] Reporting Period: (July 1, 2022 – June 30, 2023) [B] Please list number of weeks in each rotation: (4 weeks = 1 month)	
1. 6 months = Non-Orthopaedic Surgery Rotations 6-months Non-Orthopaedic Surgery Rotation Rules: During the six months of non-orthopaedic rotation each rotation must not exceed 2 months. Basic Surgical Skills must not exceed 1 month and may serve as a Non-Orthopaedic Rotation or Orthopaedic	sedic Rotation, or longitudinally. Section 3 allows to report Basic Surgical Skills in weeks.
1-A. Three months surgical rotations chosen from: Rules: You may report these rotations for A-1 and B-1 in weeks; however, they must not exceed 8 weeks.	
#Weeks	# Weeks
General Surgery: 4	Surgical or Medical Intensive Care: 0
General Surgery Trauma: 4	Vascular Surgery: 0
Plastic/Burn Surgery: 4	
1-B. Additional 3 months must be on rotations chosen from:	
# Weeks	# Weeks
Anesthesiology: 0	Neurological Surgery: 4
Emergency Medicine: 0	Pediatric Surgery: 4
General Surgery: 0	Physical Medicine and Rehabilitation: 4
General Surgery Trauma: 0	Plastic/Burn Surgery: 0
Internal Medicine: 0	Rheumatology: 0
Basic Surgical Skills: 0	Surgical or Medical Intensive Care: 0
Musculoskeletal Radiology: 0	Vascular Surgery: 0
management of orthopaedic patients in the emergency department and the cultivation of an orthopaedic kn	
Orthopaedic Surgery: Please list Orthopaedic Rotations completed and the number of weeks in each rotation	· ·
#Weeks	#Weeks
Spine: 0	Adult Reconstruction: 4
Hand Surgery: 0	Shoulder and Elbow: 4
Trauma-Emergency: 0	Pediatric Ortho: 4
General Ortho: 0 Foot and Ankle: 0	Musculoskeletal Oncology: 4
Sports Medicine: 0	Basic Surgical Skills: 4 Other (e.g., Night Float, Research): 4
Sports Medicine. U	Other (e.g., Night Float, Research). 4
3. Formal Instruction in Basic Surgical Skills: Please Check One Box:	
3-A. Completed during dedicated rotation in Non-Orthopaedic Rotations	
 3-B. Completed during dedicated rotation in Orthopaedic Rotations 	
3-C. Completed Longitudinally during the PGY-1 Year	
4. If resident did not complete all requirements for this year, please explain (600 character limit):	
Number of Weeks Not Completed:	
Turnet of their for complete.	
//	
5. Is the Resident being promoted to the next PGY level: O NO YES	
If no, please explain (600 character limit):	
and home for a suppose mult	
6. Is the resident leaving and/or graduating from this program: NO O YES	

Override this form



Step 3:Form 2a (PGY 2-5)

- **Purpose:** Enter weeks of completed education in requirements of Adult, Fracture/Trauma, Pediatric, and Basic/Clinical.
- New/Changes
 - Question 2-B: Breaks down
 2-A in the weeks in subspecialities.
 - Question 5: enter number of weeks in deficit, if applicable.

Record of Resident Assessment

FORM 2-A Orthopaedic Education (PGY 2 - PGY 5)

Resident Name: Suarez, Jose

Progran	n Name: Test		
PGY Completed: 2			
A. The Resident has satisfactorily com	pleted the foll	lowing:	
	# Weeks		
A. Adult Orthopaedics:	0		
B. Fracture/Trauma:	0		
C. Pediatric Orthopaedics:	0		
D. Basic Science/Clinical Specialties:	0		
B. The totals in 2-A (A-D) consist of the	time spent in	the following subspecialities:	
#	Weeks	# V	Veeks
Spine: 0		Adult Reconstruction: 0	
Hand Surgery: 0		Shoulder and Elbow: 0	
Trauma-Emergency: 0		Pediatric Ortho: 0	
General Ortho: 0		Musculoskeletal Oncology: 0	
Foot and Ankle: 0		Other (e.g., Night Float, Research): 0	
Sports Medicine: 0			
If item 2-A total # Weeks is less than 46	6. please expl	ain:	
	,,		
		//	
Is the resident leaving and/or graduati		•	
Is the resident being promoted to the r	next PGY Year	r: O NO O YES	
If No, Please explain (600 character limit)			
If Yes, but has not completed required we and	eks, please id	entify number of weeks:	
Explain:			



Step 3: Form 3

Purpose

Form to signify graduating or leaving prematurely

New/Changes

- 2-A attestation of PGY-1 requirements.
- 2-B Automated Totals of weeks in the 4 requirement categories (with minimums notated). Contact ABOS if totals are lower than minimums.
- 2-C Total Time spent in various subspecialities.
 - This section will eventually only be accurate for PGY-5s who were PGY-1s in 2023-2024 academic year
- Your Program Director will sign of each Form 3 individually.

If Minimums for 2-B not met, contact Sonya Parker.

-A. The resident has satisfactorily completed the PGY 1 Requirements of non-orthopaedics and a minimum 23 weeks orthopaedics, that fulfill the explained in Form 1a.	
O NO O YES	
-B. The Resident has satisfactorily completed the following:	
Adult Orthopaedics: 48	Weeks (minimum 46 Weeks)
Fracture/Trauma: 48	Weeks (minimum 46 Weeks)
Pediatric Orthopaedics: 48	Weeks (minimum 23 Weeks)
Basic Science/Clinical Specialties: 50	Weeks (minimum 23 Weeks)
Total Weeks: 194	(minimum 184 weeks)
2-C. The totals consist of the time spent in the following subspecialities:	
# Weeks	# Weeks
Spine: 24	Adult Reconstruction: 24
Hand Surgery: 24	Shoulder and Elbow: 12
Trauma-Emergency: 24	Pediatric Ortho: 26
General Ortho: 24	Musculoskeletal Oncology: 12
Foot and Ankle: 12 Othe	r (e.g., Night Float, Research): 0
Sports Medicine: 12	
I. Is the resident leaving the program prior to completing the education re- American Board of Orthopaedic Surgery:	quirements of the
O NO O YES	
. Are there any requirements of the program that the resident has not yet	completed:
O NO O YES	
If Yes, please explain:	
i. Has the resident attained the level of competence necessary for the inde orthopaedic surgery and is the resident recommended for the certifying	
If no, please explain and contact the ABOS:	

1. PGY Completed: 5



Step 4:Program Director Steps

- PD Individual Login (www.abos.org/r)
 - Your Chair no longer signs off on RRA Forms.
 - PD has until **August 20**th to sign off on your submissions.
 - If PD misses deadline, your graduated Residents Part I results may be withheld.

Contact your PD to sign off your submitted forms:

- 1. PD Form 1a/2a Total Report
- 2. PD Signs off on EACH Form 3 for every leaving/graduating resident

Click Here for Tutorial



Step 4:PD Steps

- Sign off on cumulative Total Report PDF of Form 1A/2A entered by PC for the reporting Year (2022-2023).
 - Program Director must sign cumulative report via electronic signature.
- 2. Sign of each Individual Form 3 in Column PD Form 3 Sign Off
 - PD must sign of each individual form 3 with an electronic signature

Click Here for Tutorial



WHO DO I CONTACT?

- Questions related to Login, Technical Glitches/Issues (RRA or KSB), General Purpose KSB, ABOS Resident Dashboard, KSB/ACGME Case Logs Platform= Mona Saniei
- Questions related to Rotations, Rules and Procedure, Part I Application and General Purpose RRA= Sonya Parker

Sonya Parker
Certification Specialist

American Board of
Orthopaedic Surgery
sparker@abos.org
(919) 929-7103



Mona Saniei
Graduate and Professional
Education Specialist
American Board of
Orthopaedic Surgery
msaniei@abos.org
(919) 929-7103



Make a virtual helpdesk appointment: CLICK HERE



VIRTUAL OFFICE HOURS:

ONLY ATTEND/REQUEST IF YOU NEED ASSISTANCE!

OR

Just "virtually walk-in"

July 11- 2:00-3:00pm ET

July 12- 1:00-2:00pm ET

July 21-1:00-2:00pm ET

July 25-1:00-2:00pm ET

August 1-10:00am-11:00am ET

August 2- 10:00am-11:00am ET

Virtual Open Door Office Hours (CLICK HERE)

Schedule a Virtual Meeting

To Schedule a Virtual Office Hours (CLICK HERE)



Video Tutorials

- Welcome to Residency Activities Portal-RRA
- How to Clean Up My Resident List
- Resident Profile and Resident Education History
- How to fill in RRA Forms

Program Directors:

What does a PD need to sign off on?

