ABOS RECORD OF RESIDENT ASSIGNMENT (RRA)

DEADLINE: August 15, 2023
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: sparker@abos.org 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 subspecialties.
  – 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!
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 20th** 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

You may not see current residents on your active list at first! Check the inactive list and activate a resident if they are in the inactive list.

Click Here for Tutorial
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)
   1. 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

[Click Here for Video Tutorial]
Check to see if all data fields are correct! Update them and press “Save” at the bottom if changes made.

- Once initially set to the correct PGY, Do not change PGY level manually. It automatically rolls over around July 1.
- If your resident is NOT moving up a PGY or is going to research year, CONTACT ABOS.

Please Note: First, Last, Middle, Name must be what is available on Government Issued ID.
Step 2

First, Last, Middle Needs to be same as on Government Issued-ID.

Choose an initial contact preference for your resident. Residents can change it later.

You are making a USERNAME and initial password. Residents will reset their password later. Do not use email addresses for username.

Do NOT email the resident their login and password! They will receive automated email.

Username and Password relates to ABOS KSB Program and the ABOS Resident Dashboard.

Click Here for Tutorial
Be sure all residents have their resident education history filled out!
Click Here for Tutorial

- 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.
If you have a resident leave your program: Fill out a Form 3 for the Resident, have your PD Sign off and THEN mark them inactive.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>dmartin</td>
</tr>
<tr>
<td>First Name</td>
<td>David</td>
</tr>
<tr>
<td>Last Name</td>
<td>Martin</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:msamioi@abos.org">msamioi@abos.org</a></td>
</tr>
<tr>
<td>Cell Phone</td>
<td>804-370-2190</td>
</tr>
<tr>
<td>Program Name</td>
<td>Test</td>
</tr>
<tr>
<td>PGY Level</td>
<td>4.0 (July 1, 2022 – June 30, 2023)</td>
</tr>
<tr>
<td>Contact Preference</td>
<td>Text</td>
</tr>
<tr>
<td>Status</td>
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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

Return to Residents  Return to RRA

Click Here for Video Tutorial
All residents marked as inactive will show up in the inactive resident list. You can always reactivate.

<table>
<thead>
<tr>
<th>POY</th>
<th>Resident</th>
<th>Profile</th>
<th>Assessments</th>
<th>Milestones 2.0</th>
<th>Flag if in deficit of weeks</th>
<th>Status</th>
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<tbody>
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<td>Assessments</td>
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<td>Assessments</td>
<td>Milestones 2.0</td>
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<td>Milestones 2.0</td>
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<tr>
<td>4</td>
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<td>Assessments</td>
<td>Milestones 2.0</td>
<td>Inactive</td>
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<tr>
<td>4</td>
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<td>Assessments</td>
<td>Milestones 2.0</td>
<td>Inactive</td>
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<tr>
<td>4</td>
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<td>Profile</td>
<td>Assessments</td>
<td>Milestones 2.0</td>
<td>Inactive</td>
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<tr>
<td>4</td>
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<td>Profile</td>
<td>Assessments</td>
<td>Milestones 2.0</td>
<td>Inactive</td>
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<tr>
<td>4</td>
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<td>4</td>
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<tr>
<td>4</td>
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<td>Milestones 2.0</td>
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<tr>
<td>4</td>
<td>Joe, Joe</td>
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<td>Milestones 2.0</td>
<td>Inactive</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Martin, David</td>
<td>Profile</td>
<td>Assessments</td>
<td>Milestones 2.0</td>
<td>Inactive</td>
<td></td>
</tr>
</tbody>
</table>

Total Count: 47
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.

Click Here for Tutorial
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.
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 subspecialties.
- Question 5: enter number of weeks in deficit, if applicable.

### Form 2a: Orthopaedic Education (PGY 2 - PGY 5)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Adult Orthopaedics</td>
<td>B. Fracture/Trauma</td>
<td>C. Pediatric Orthopaedics</td>
</tr>
<tr>
<td># Weeks</td>
<td># Weeks</td>
<td># Weeks</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Record of Resident Assessment**

**Program Name:** Test

**Resident Name:** Suarez, Jose

1. PGY Completed: 2

2-A. The Resident has satisfactorily completed the following:

<table>
<thead>
<tr>
<th>Subspecialty</th>
<th># Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Orthopaedics</td>
<td>0</td>
</tr>
<tr>
<td>Fracture/Trauma</td>
<td>0</td>
</tr>
<tr>
<td>Pediatric Orthopaedics</td>
<td>0</td>
</tr>
<tr>
<td>Basic Science/Clinical Specialties</td>
<td>0</td>
</tr>
</tbody>
</table>

2-B. The totals in 2-A (A-D) consist of the time spent in the following subspecialties:

<table>
<thead>
<tr>
<th>Subspecialty</th>
<th># Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spine</td>
<td>0</td>
</tr>
<tr>
<td>Hand Surgery</td>
<td>0</td>
</tr>
<tr>
<td>Trauma-Emergency</td>
<td>0</td>
</tr>
<tr>
<td>General Ortho</td>
<td>0</td>
</tr>
<tr>
<td>Foot and Ankle</td>
<td>0</td>
</tr>
<tr>
<td>Sports Medicine</td>
<td>0</td>
</tr>
<tr>
<td>Adult Reconstruction</td>
<td>0</td>
</tr>
<tr>
<td>Shoulder and Elbow</td>
<td>0</td>
</tr>
<tr>
<td>Pediatric Ortho</td>
<td>0</td>
</tr>
<tr>
<td>Musculoskeletal Oncology</td>
<td>0</td>
</tr>
<tr>
<td>Other (e.g., Night Float, Research)</td>
<td>0</td>
</tr>
</tbody>
</table>

3. If item 2-A total # Weeks is less than 48, please explain:

4. Is the resident leaving and/or graduating from this program:  
   - NO
   - YES

5. Is the resident being promoted to the next PGY Year:  
   - NO
   - YES

   If No: Please explain (500 character limit):

   If Yes, but has not completed required weeks, please identify number of weeks and 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.
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 20th** 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

1. 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  
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(919) 929-7103

Mona Saniei  
Graduate and Professional Education Specialist  
American Board of Orthopaedic Surgery  
msaniei@abos.org  
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Make a virtual helpdesk appointment: CLICK HERE
VIRTUAL OFFICE HOURS:
ONLY ATTEND/REQUEST IF YOU NEED ASSISTANCE!

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)

OR
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?