ABOS Program Coordinator Quick Guide

ABOS Residency Activities Portal: www.abos.org/r



Maintain Resident List

• Enter incoming residents yearly



Maintain Faculty List



Pull ABOS Reports

- ABOS KSB Reports
- ABOS Program
 Performance (Graduated
 Resident Part I/Part II
 Results)



Insert ABOS KSB 360 Behavior Evaluators



Fill out RRA Forms and Resident Education History



Keep your My Profile Tab Up to Date



Maintain Resident List

Click the

link to be

taken to a

video

tutorial

- Enter incoming Residents as PGY-os
 - by June 30
 - Fill out Resident Profile
 - Fill out Resident Education History
- Maintain List throughout year
 - Add new residents
 - New Residents can be added at any time during academic year
 - PGY Level Automatically Rolls Over July 1
 - Residents Leaving
 - First fill out a Form 3 (RRA)
 - Then mark resident inactive

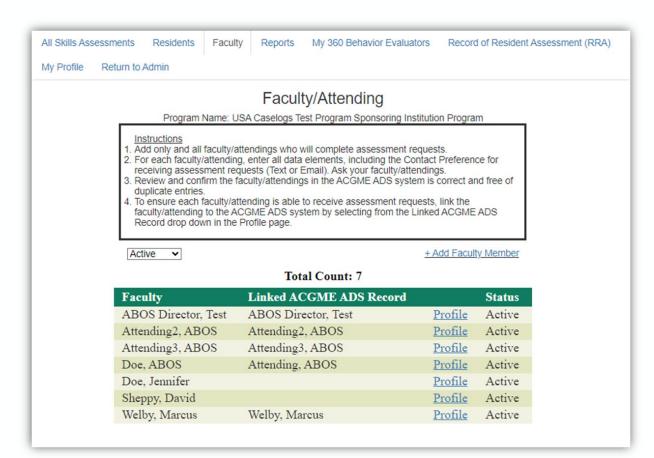






Maintain Faculty List

- How to Use the ABOS Faculty Tab:
 - 1. Put only faculty you want to use as ABOS KSB Evaluators.
 - Complete Profile for each faculty member filling out all data fields especially Contact Preference for receiving assessment requests.
 - 3. Review and confirm list of faculty/attendings you keep in your ACGME ADS system is correct and free of any duplicate entries.
 - 4. To ensure an evaluator is ready to receive an assessment request, make sure you match any faculty on your ABOS KSB Evaluator list using the Linked ACGME ADS Record drop down in an individual faculty profile.





Pull ABOS Reports



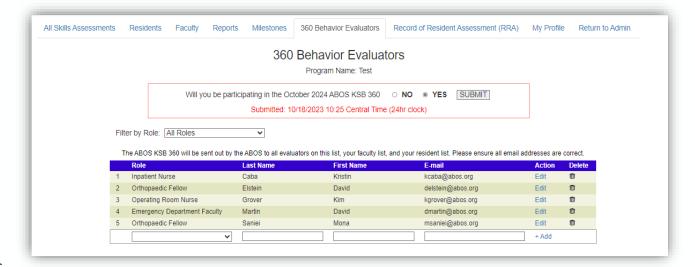
- Please explore these reports and what they have to offer
- Many of them are downloadable (Excel or PDFs)
- If you have any questions, please contact ksb@abos.org



ABOS KSB 360

Yearly Professional Behavior Assessment

- Facilitating the ABOS KSB 360 is part of the ABOS KSB requirement. Every October the ABOS--on program's behalf--does an email push to residents, orthopaedic faculty, and any other 360 evaluators.
- Enter 360 Evaluators (anyone outside of orthopaedic residents and faculty) in 360 Behavior Tab by September 15th

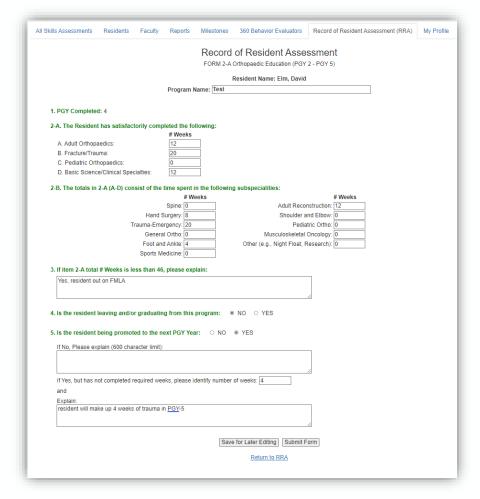




Record of Resident Assignment Forms (RRA)

Yearly Forms must be submitted between May 15th and June 15th. Program Directors have until June 30th to sign off.

- Yearly documentation provided by residency program to ABOS on the weeks spent in certain rotations.
- Residents will need to have met minimums laid out via the <u>ABOS</u> <u>Part I Rules and Procedures</u> before they may sit for the ABOS Part I (computer-based) Examination.

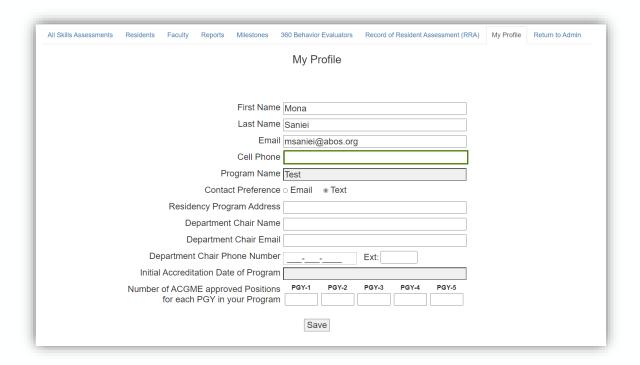




Profile

Keep it up to date

- My Profile Tab helps us communicate with you
- The ABOS does not send blanket emails. If you receive an email, it is specific to your situation.
- If there is a personnel change, please contact us.





Contact Information

Rotations, Rules and Procedures, Part I Application, and General RRA Inquires

Sonya Parker

Certification Specialist

American Board of Orthopaedic Surgery

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ABOS KSB Program, Login, Technical Issues (RRA or KSB), ABOS Resident Dashboard, ABOS KSB+ Platform

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Make a virtual helpdesk appointment: <u>CLICK HERE</u>

