

ABOS Program Coordinator Quick Guide

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

1

Maintain Resident List

- Enter incoming residents yearly

2

Maintain Faculty List

3

Pull ABOS Reports

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

4

Insert ABOS KSB 360 Behavior Evaluators

5

Fill out RRA Forms and Resident Education History

6

Keep your My Profile Tab Up to Date



Maintain Resident List

- Enter incoming Residents as PGY-os by June 30

- Fill out Resident Profile
- Fill out Resident Education History

Click the link to be taken to a video tutorial

- 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

| PGY | Resident | Profile | Assessments | Milestones 2.0 | Flag if in deficit of weeks | Status |
|-----|------------------|---------|-------------|----------------|-----------------------------|--------|
| 5 | Elliot, Anderson | Profile | Assessments | Milestones 2.0 | | Active |
| 5 | Parker, Sonya | Profile | Assessments | Milestones 2.0 | | Active |
| 4 | Caba, Kristin | Profile | Assessments | Milestones 2.0 | | Active |
| 4 | Grover, Kim | Profile | Assessments | Milestones 2.0 | | Active |
| 4 | Harrast, John | Profile | Assessments | Milestones 2.0 | | Active |
| 4 | Martin, David | Profile | Assessments | Milestones 2.0 | | Active |
| 4 | Saniei, Mona | Profile | Assessments | Milestones 2.0 | | Active |
| 3 | Doe, John "JT" | Profile | Assessments | Milestones 2.0 | | Active |
| 2 | Elm, David | Profile | Assessments | Milestones 2.0 | | Active |
| 1 | Suarez, Jose | Profile | Assessments | Milestones 2.0 | | Active |

Maintain Faculty List

- How to Use the ABOS Faculty Tab:

1. Put only faculty you want to use as ABOS KSB Evaluators.
2. 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.

All Skills Assessments Residents Faculty Reports My 360 Behavior Evaluators Record of Resident Assessment (RRA)

My Profile Return to Admin

Faculty/Attending

Program Name: USA Caselogs Test Program Sponsoring Institution Program

Instructions

1. Add only and all faculty/attendings who will complete assessment requests.
2. For each faculty/attending, enter all data elements, including the Contact Preference for receiving assessment requests (Text or Email). Ask your faculty/attendings.
3. Review and confirm the faculty/attendings in the ACGME ADS system is correct and free of duplicate entries.
4. To ensure each faculty/attending is able to receive assessment requests, link the faculty/attending to the ACGME ADS system by selecting from the Linked ACGME ADS Record drop down in the Profile page.

Active

Total Count: 7

| Faculty | Linked ACGME ADS Record | Status |
|---------------------|-------------------------|--------------------------------|
| ABOS Director, Test | ABOS Director, Test | Profile Active |
| Attending2, ABOS | Attending2, ABOS | Profile Active |
| Attending3, ABOS | Attending3, ABOS | Profile Active |
| Doe, ABOS | Attending, ABOS | Profile Active |
| Doe, Jennifer | | Profile Active |
| Sheppy, David | | Profile Active |
| Welby, Marcus | Welby, Marcus | Profile Active |

Pull ABOS Reports

All Skills Assessments Residents Faculty **Reports** Milestones 360 Behavior Evaluators Record of Resident Assessment (RRA) My Profile Return to Admin

Reports

Surgical Skills Assessments

- Surgical Skills Report
- Resident Performance Program Report by PGY Year (Surgical Skills)
- PGY-1 Surgical Skills Report

Professional Behavior Assessments

- Professional Behavior Report
- Resident Performance Program Report by PGY Year (Professional Behavior)
- Professional Behavior Charts

ABOS KSB Compliance

- Program Participation Report
- Assessment Activity by Resident
- Assessment Activity by Faculty

ABOS Program Performance Reports

- Program Performance 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

The screenshot shows the '360 Behavior Evaluators' page in a web application. At the top, there is a navigation bar with links: 'All Skills Assessments', 'Residents', 'Faculty', 'Reports', 'Milestones', '360 Behavior Evaluators', 'Record of Resident Assessment (RRA)', 'My Profile', and 'Return to Admin'. The main heading is '360 Behavior Evaluators' with a sub-heading 'Program Name: Test'. Below this is a form with a question: 'Will you be participating in the October 2024 ABOS KSB 360' with radio buttons for 'NO' and 'YES' (selected), and a 'SUBMIT' button. A red box highlights this form, with a timestamp below it: 'Submitted: 10/18/2023 10:25 Central Time (24hr clock)'. Below the form is a 'Filter by Role:' dropdown menu set to 'All Roles'. A note states: 'The ABOS KSB 360 will be sent out by the ABOS to all evaluators on this list, your faculty list, and your resident list. Please ensure all email addresses are correct.' Below the note is a table with columns: 'Role', 'Last Name', 'First Name', 'E-mail', 'Action', and 'Delete'. The table contains five rows of data. At the bottom of the table is a '+ Add' button.

| Role | Last Name | First Name | E-mail | Action | Delete |
|--------------------------------|-----------|------------|-------------------|--------|--------|
| 1 Inpatient Nurse | Caba | Kristin | kcaba@abos.org | Edit | 🗑️ |
| 2 Orthopaedic Fellow | Elstein | David | delstein@abos.org | Edit | 🗑️ |
| 3 Operating Room Nurse | Grover | Kim | kgrover@abos.org | Edit | 🗑️ |
| 4 Emergency Department Faculty | Martin | David | dmartin@abos.org | Edit | 🗑️ |
| 5 Orthopaedic Fellow | Saniei | Mona | msaniei@abos.org | Edit | 🗑️ |

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 [ABOS Part I Rules and Procedures](#) before they may sit for the ABOS Part I (computer-based) Examination.

All Skills Assessments Residents Faculty Reports Milestones 360 Behavior Evaluators Record of Resident Assessment (RRA) My Profile

Record of Resident Assessment
FORM 2-A Orthopaedic Education (PGY 2 - PGY 5)

Resident Name: Elm, David
Program Name: Test

1. PGY Completed: 4

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

| | # Weeks |
|--|---------|
| A. Adult Orthopaedics: | 12 |
| B. Fracture/Trauma: | 20 |
| C. Pediatric Orthopaedics: | 0 |
| D. Basic Science/Clinical Specialties: | 12 |

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

| | # Weeks | # Weeks | |
|-------------------|---------|--------------------------------------|----|
| Spine: | 0 | Adult Reconstruction: | 12 |
| Hand Surgery: | 8 | Shoulder and Elbow: | 0 |
| Trauma-Emergency: | 20 | Pediatric Ortho: | 0 |
| General Ortho: | 0 | Musculoskeletal Oncology: | 0 |
| Foot and Ankle: | 4 | Other (e.g., Night Float, Research): | 0 |
| Sports Medicine: | 0 | | |

3. If item 2-A total # Weeks is less than 46, please explain:
Yes, resident out on FMLA

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 (600 character limit):

If Yes, but has not completed required weeks, please identify number of weeks: 4
and
Explain:
resident will make up 4 weeks of trauma in PGY-5

Save for Later Editing Submit Form

[Return to RRA](#)

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.

The screenshot shows a web interface for a 'My Profile' page. At the top, there is a navigation menu with links: All Skills Assessments, Residents, Faculty, Reports, Milestones, 360 Behavior Evaluators, Record of Resident Assessment (RRA), My Profile (highlighted), and Return to Admin. The main content area is titled 'My Profile' and contains several input fields and options:

- First Name: Mona
- Last Name: Saniei
- Email: msaniei@abos.org
- Cell Phone: (empty field)
- Program Name: Test
- Contact Preference: Radio buttons for Email (unchecked) and Text (checked)
- Residency Program Address: (empty field)
- Department Chair Name: (empty field)
- Department Chair Email: (empty field)
- Department Chair Phone Number: (empty field) Ext: (empty field)
- Initial Accreditation Date of Program: (empty field)
- Number of ACGME approved Positions for each PGY in your Program: Five input fields labeled PGY-1, PGY-2, PGY-3, PGY-4, and PGY-5, all currently empty.

A 'Save' button is located at the bottom of the form.

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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(919) 929-7103

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

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Make a virtual helpdesk
appointment: [CLICK HERE](#)

