UNIVERSITY OF PUERTO RICO
MEDICAL SCIENCES CAMPUS
SCHOOL OF MEDICINE
OBSTETRICS AND GYNECOLOGY RESIDENCY PROGRAM
2017-2018

TRAINING LEVEL PROMOTION REQUIREMENTS
FOR FIRST TO SECOND LEVEL

I hereby acknowledge that I was properly informed of the minimum requirements for promotion from first to second level in the University of Puerto Rico Obstetrics and Gynecology Residency Program and received copy of this document:

1- RESEARCH Topic Development (Sept – Dec)
   a. Evidence of training in IRB and HIPAA (Sept 30)
   b. Mentor’s letter with research topics (December)
   c. Draft Research Protocol (December – March)
   d. Research Protocol presentation at Grand Round (April-May)
   e. Research Review Process (May)
   f. IRB submission(June)

** (see deadlines for these requirements in Research Curriculum description document)

2- USMLE 3 approval on or before May 31, 2017. Clinical Competence Committee (CCC) highly recommend to take the USMLE Step 3 prior to February 1, 2018 to allow extra time for reposition.

3- Document case log numbers and diversity at least every 2 weeks

4- Document duty hours at least every 2 weeks

5- Taking In-training examination in January (only exceptional circumstances can excuse a resident from taking this test, vacations is not one of them)

6- Adequate case log numbers and diversity

7- Involve in Quality Improvements Projects.

8- Complete the Practice-Based and Improvement project (oral and written)

9- Professionalism/Ethics case presentation and discussion (oral and written)

10- Present an Evidence-Based case/topic on Office Gynecology (oral and written)

11- Satisfactory compliance with all six ACGME competencies.

12- No pending disciplinary actions

13- Complete Program and faculty annual evaluations

14- Attendance to all assigned continuity clinics

15- Document the completion of the Patient Safety Modules (IHI)

__________________________________  ______________________________________
Resident                                                                 Program Director

__________________________________  ______________________________________
Date                                                                                Date
I hereby acknowledge that I was properly informed of the **minimum** requirements for promotion from second to third level in the University of Puerto Rico Obstetrics and Gynecology Residency Program and received copy of this document:

1- RESEARCH – Beginning the Study (Between Aug and Sept)  
   a. IRB approval of research proposal (August 31)  
   b. Start data collection and submit a written progress report (September)  
   c. Continue data collection and start data analysis (May)  
   d. Submit a written progress report of study activities (December).  
2- Taking In-training examination in January (only exceptional circumstances can excuse a resident from taking this test, vacations is not one of them)  
3- Document case log numbers and diversity at least every 2 weeks  
4- Document duty hours at least every 2 weeks  
5- Complete a Patient Safety Issue project (oral and written)  
6- Involve in Quality Improvements Projects.  
7- Intensive Care rotation presentation  
8- Practice Based Learning and Improvement Project on Colposcopies (at least 25 Colposcopies).  
9- Hand in ICU rotation attendance chart with corresponding attending signatures.  
10- Satisfactory compliance with all six ACGME competencies.  
11- No pending disciplinary actions  
12- Complete Program and Faculty annual evaluations  
13- Attendance to all assigned continuity clinics.  
14- Document the completion of the Patient Safety Modules (IHI).  

Resident  

Program Director  

Date  

Date
UNIVERSITY OF PUERTO RICO
MEDICAL SCIENCES CAMPUS
SCHOOL OF MEDICINE
OBSTETRICS AND GYNECOLOGY RESIDENCY PROGRAM
2017-2018

TRAINING LEVEL PROMOTION REQUIREMENTS
FOR THIRD TO FOURTH LEVEL

I hereby acknowledge that I was properly informed of the minimum requirements for promotion from third to fourth level in the University of Puerto Rico Obstetrics and Gynecology Residency Program and received copy of this document:

1- RESEARCH – Complete project
   a. Slide preparation (Sept 15)
   b. Presentation in RCM Annual Research Forum (abstract to be submitted by the end of November), or in other local, national or international scientific meeting. (November)
   c. Presentation of Research Project in Departmental Grand Round (Oct)
   d. Submit a manuscript to a Journal (Dec 1)

2- Hand in ONCO, ENDO and OPD rotation attendance chart with corresponding attending signature.

3- Taking In-training examination in January (only exceptional circumstances can excuse a resident from taking this test, vacations is not one of them)

4- Document case log numbers and diversity at least every 2 weeks

5- Document duty hours at least every 2 weeks

6- Present an Evidence-Based case of Gyn-Endo (oral and written)

7- Present a System-Based Practice topic/case (oral and written)

8- Practice Based Learning and Improvement Project on Colposcopies (Hand in copy of report of at least 25 Colposcopies).

9- Involve in Quality Improvements Projects.

10- Satisfactory compliance with all six ACGME competencies.

11- No pending disciplinary actions

12- Complete Program and Faculty annual evaluations

13- Attendance to all assigned continuity clinics.

________________________________________  __________________________________________
Resident                                                Program Director

________________________________________  __________________________________________
Date                                                    Date
I hereby acknowledge that I was properly informed of the minimum requirements for graduation of fourth year residents in the University of Puerto Rico Obstetrics and Gynecology Residency Program and received copy of this document:

1- Documented at least 25 Colposcopies (copy of report).
2- Hand in OPD and ONCO rotation attendance chart with corresponding attending signature and copy of all OR reports.
3- Taking In-training examination in January (only exceptional circumstances can excuse a resident from taking this test, vacations is not one of them)
4- Document case log numbers and diversity at least every 2 weeks
5- Document duty hours at least every 2 weeks
6- Grand Round Presentation (oral and written) (between Sept – Mar)
7- Pathology presentation (oral and written) (between Sept – Mar)
8- Involve in Quality Improvements Projects.
9- Satisfactory compliance with all six ACGME competencies.
10- No pending disciplinary actions
11- Complete Program and Faculty annual evaluations
12- Attendance to all assigned continuity clinics.
13- Take ABOG written exam in June (if certified by Program Director). * A review course is highly recommended.
14- The maximum time for vacations, interviews, sickness, or any other leave is 8 weeks during fourth year. For any additional time of leave the residency will be extended for the duration of time the resident is absent in excess of the 8 weeks in 4th year or 20 weeks during the four years of training. (ABOG rules)

_________________________________  _________________________________________
Resident                                                                Program Director

_______________________________  _________________________________
Date                                                                     Date