

**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

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**TRAINING LEVEL PROMOTION REQUIREMENTS
FOR SECOND TO THIRD LEVEL**

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
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**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

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**GRADUATION REQUIREMENTS
FOR FOURTH YEAR RESIDENTS**

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