Dear Residents,

We are midway through the academic year!!! Yay! I am sending this as a reminder to all.

Maintaining the following at least a few times a year will save YOU a lot of time, especially for those in their PGY4-5 years who are prepping for the ABS QE or CE.

General Surgery Residency mid-year and End of Year Checklist:

Item	Why it's important	How to access
LOG YOUR ACGME OPERATIVE CASES	-it's a graduation requirement! -ACGME and ABS need copies of your case logs -for complement increases, for program accreditation -Save a copy of your operative logs!	Scalpel | Stanford Medicine **ABS and ACGME links:** Documents and Resources General Surgery Certification
GAGES	-it's a graduation requirement! - You need 1 Colonoscopy (1 required **with a score of 18 or higher**) -You need 1 Upper GI Endoscopy (1 required **with a score of 18 or higher**)	Ask an Attending to complete an upper or lower GAGES on you; they can log into their Medhub account and view from their list of evals in their dropdown, or you can contact the Residency Office and ask them to deliver eval to the designated Attending. Email generalsurgeryresidency@stanford.edu
QUALITY IMPROVEMENT LOGGING	-it's an ACGME requirement and the program needs to report your QI annually. -The CCC reviews your QI bi-annually	QI logging Google Form The link is also on Scalpel under the resources tab
AWARDS AND ACCOMPLISHMENTS	-We need to report them annually to our Program Overview Committee -We love to showcase your achievements on social media -Dr. Hawn likes presenting achievements at the Dept meetings	Awards Logging Google Form The link is also on Scalpel under the resources tab
REVIEW YOUR ROTATION SCHEDULES	-You will use these schedules to complete your ABS clinical time spreadsheet -The residency uses them to verify your training.	Review the AMION and Medhub rotation schedules. Do they match? Any discrepancies? Email generalsurgeryresidency@stanford.edu

	- GME archives schedules every year, and changes cannot be made thereafter.	
COMPLETE YOUR ABS CLINICAL TIME SPREADSHEET	-it's a graduation requirement! -if you take a LOA, this shows you how many weeks you need to make up for ABS clinical requirements -you need to submit all clinical activity to the program before you complete your ABS QE to ensure you're meeting the training requirements	Everyone received a link to a Google spreadsheet- be sure to enter your clinical time. Email generalsurgeryresidency@stanford.edu if you need the link
HAS YOUR CV BEEN UPDATED?	Needed for letters of recommendation; award nominations etc.	Upload your CV here: Upload CV here
HAVE YOU SENT THE RESIDENCY OFFICE ALL CERTIFICATES RECEIVED FOR THE YEAR? (I.E., FLS, FES, ROBOTICS, ETC.)	-it's an ABS graduation requirement! We cannot save them for you if you don't send them to us.	Email generalsurgeryresidency@stanford.edu - Attached is a video showing you how to access your files on Medhub to view what we have on record for you
HAVE YOU REVIEWED YOUR CURRENT CONTACT INFORMATION IN MEDHUB?	GME uses current information to send contracts needed for payroll	MedHub
ARE ALL EVALUATIONS COMPLETED IN MEDHUB?	It's a form of program feedback!	MedHub
EPAS	It's a program and ABS requirement. -Log 4 per week -This meets the ABS six clinical and operative assessments -For clinical: pre-operative, post-operative, and non-operative assessments count	SIMPL 2.0
ARE YOU GRADUATING IN JUNE?	GME requires that you check out with them. If incomplete, you will not receive your graduation certificate from the GME. -Needed for final paycheck	Outgoing Residents/Fellows	Graduate Medical Education	Stanford Medicine

	-You must communicate to the residency office if your departure date differs from your contract end date	