Annual Progress Report

for

residents enrolled in a Standard or Alternate ECVECC® residency programme

(P&P 4.1)

All Residents must submit an Annual Progress Report (note that these are distinct from the Annual Updates required for Residency Training Programmes ).Reporting periods for Annual Progress Reports are usually 52 week long but are occasionally 53 weeks to adjust for the calendar. The reporting period begins with the first Monday on or after January 1st (for programmes beginning in January) and the first Monday on or after July 1st (for programmes beginning in July).

All Annual Progress Reports must be completed and returned **electronically** to the ECVECC® Secretary ([secretary@ecvecc.org](mailto:secretary@ecvecc.org)). **The deadlines for Annual Progress Report submission are March 1st (for programmes beginning in January) and September 1st (for programmes beginning in July).** By these dates: all activities must be logged and the Programme Director must have reviewed and sealed the Progress Report. Late submissions may not be evaluated until the next submission date and the Resident may be deemed inactive during that period (i.e., credit may not be granted for completed requirements).

This document should be amended each year allowing us to easily monitor your progress.

In order to be eligible to sit the certifying examination in the same year that you complete your residency training programme, you must submit your final Annual Progress Report by July 1st of the year in which you intend to sit the examination. This is in addition to your Credentials Application Packet, which you must have submitted by February 15th of the year in which you intend to sit the examination.

Your final Annual Progress Report must be submitted to the ECVECC® Secretary ([secretary@ecvecc.org](mailto:secretary@ecvecc.org)) and the Chair of the ECVECC® Credentials Committee ([credentials@ecvecc.org](mailto:credentials@ecvecc.org)). Late, incomplete, or incorrectly formatted Annual Progress Reports will not be reviewed, and the resident will be required to reapply the following year. For complete instructions on the Credentials Process for the certifying examination, please refer to the Credentials Application Packet document, available on the ECVECC® website.

**Name of Resident:**

**Resident email address:**

**Residency Programme Director:**

**Training Institute:**

**Mentor(s):**

**Start date of resident’s programme:**

**Expected Year for submission of Credentials:**

**Intended year to sit Exam:**

**Date of report: Year 1: Year 2: Year 3:**

## Clinical progress (P&P 3.4.1, 3.4.2)

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| --- | --- | --- | --- | --- | --- |
| **Rotations**  (number of weeks completed in each year) | Year 1 | Year 2 | Year 3 | Running total | **Total expected** |
| ECC supervised weeks |  |  |  |  | **72** |
| Internal Medicine |  |  |  |  | **6** |
| Surgery |  |  |  |  | **6** |
| Anaesthesia |  |  |  |  | **2** |
| Cardiology |  |  |  |  | **2** |
| Diagnostic imaging |  |  |  |  | **2** |
| Neurology |  |  |  |  | **2** |
| Ophthalmology |  |  |  |  | **2** |
| Independent study (research, studying, does not include CE) |  |  |  |  | **13** |
| Independent practice (ECC without supervision) |  |  |  |  | **22** |
| Conference attendance/continuing Professional development |  |  |  |  | **3** |
| **Total (weeks)** |  |  |  |  | **132** |
| Mentors comments on progress: | | | | | |

## Didactic learning requirements (P&P 3.4.3)

Residents must provide written documentation that **two of the three**of these requirements (i.e., attendance at appropriate CE meetings, seminars, or course work in a graduate degree programme) have been satisfied. If appropriate, written documentation should be submitted as attachment to this Annual Progress Report.

### Didactic learning - Continuing Education: CE meetings (related to ECC)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Congress title**  (Sub-total per years) | Place | Conference | Date | Running total (hr) | **Total expected** |
| **Year 1** |  |  |  |  | **17** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Year 2** |  |  |  |  | **17** |
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|  |  |  |  |  |  |
| **Year 3** |  |  |  |  | **17** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total (hours)** |  |  |  |  | **50** |
| Mentors comments on progress: | | | | | |

### Didactic learning – Course work for graduate degree programme

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Congress title**  (Sub-total per years) | Place | Conference | Date | Running total (hr) | **Total expected** |
| **Year 1** |  |  |  |  |  |
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| **Year 2** |  |  |  |  |  |
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| **Year 3** |  |  |  |  |  |
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| **Total (hours)** |  |  |  |  | **50** |
| Mentors comments on progress, Please specify graduate degree being pursued: | | | | | |

### Didactic learning - seminars attended (please attach excel sheet for details)

|  |  |  |
| --- | --- | --- |
| **Seminars title** | Running total | **Total expected** |
| **Year 1** |  |  |
| **Year 2** |  |  |
| **Year 3** |  |  |
| **Total (hours)** |  | **200** |
| Mentors comments on progress: | | |

## Teaching requirements (P&P 3.4.4)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Laboratory teaching sessions**  (short title, audience, number of hours per year) | Year 1 | Year 2 | Year 3 | Running total (hr) | **Total expected** |
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| **Total (hours)** |  |  |  |  | **6** |
| Mentors comments on progress: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Lectures**  (short title, audience, number of hours per year) | Year 1 | Year 2 | Year 3 | Running total (hr) | **Total expected** |
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| **Total (hours)** |  |  |  |  | **6** |
| Mentors comments on progress: | | | | | |

## Progress in Research (P&P 4.2.3)

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| --- | --- | --- | --- |
| **Research Project/Papers**  (short title, briefly describe progress) | Year 1 | Year 2 | Year 3 |
|  |  |  |  |
|  |  |  |  |
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| Mentors comments on progress: | | | |

## Training Benchmark Completion (P&P 3.4.7)

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| --- | --- | --- | --- | --- | --- |
| **Benchmark**  (Title, date submitted to ECVECC® office) | Year 1 | Year 2 | Year 3 | Running total | **Total expected** |
| **Year 1** |  |  |  |  | **2** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Year 2** |  |  |  |  | **2** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Year 3** |  |  |  |  | **2** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  | **6** |
| Mentors comments on progress: | | | | | |

## Remarks and comments on progress

### Mentor’s comments on programme and progress. Please emphasize progress toward matching publications requirement.

|  |  |
| --- | --- |
| **Year One** |  |
| **Year Two** |  |
| **Year Three** |  |

### Resident’s comments on programme and progress

|  |  |
| --- | --- |
| **Year One** |  |
| **Year Two** |  |
| **Year Three** |  |

**I confirm that this is a true representation of my progress to this point:**

**Signature (resident): Date:**

**I confirm that I have read and agree with the information contained within this document:**

**Signature (mentor) Date:**