Academic and Administrative Requirements

Case Logs
- Must be updated monthly.
- Residents must complete 250 cases by the beginning of PGY-3 year. This includes cases performed as either surgeon junior or first assistant. At least 200 of these cases must be defined categories, endoscopy, or e-codes.
- Graduating residents must complete a minimum of 850 major cases, with at least 200 during chief year. At least 40 cases in surgical critical care and 25 teaching assistant cases must be completed.

Duty Hour Logs
- Must be updated weekly.

Operative and Clinical Performance Assessment
- Two operative assessment forms must be completed on each rotation. These should ideally be completed at the beginning and end of each rotation.
- Six clinical assessment forms should be completed during residency.
- These forms can be found on the Department of Surgery website. All forms should be turned in to the Office of Education upon completion.

Evaluations
- Evaluations in New-Innovations must be completed within one week of completing a rotation.
- Residents must also meet with at least one faculty member from the service at the completion of the rotation for face-to-face feedback.

Mentorship Program
- Residents must meet with their mentor at least twice per year.
- The mentorship form must be completed and turned in to the Office of Education for all required meetings (by November 1 and May 1).
- Additional meetings throughout the year, ideally quarterly, are encouraged.
- Additional details can be found in the "Resident Mentorship Program" section.

USMLE Step 3
- Must be completed prior to beginning PGY-3 year.

Fundamentals of Laparoscopic Surgery (FLS)
- Must be completed by the end of PGY-3 year.
- Residents will sign up for this exam by contacting the staff in the Advanced Procedure Education Center (APEC).

Flexible Endoscopy Curriculum
Details about the curriculum can be found at the American Board of Surgery website or at http://www.absurgery.org/xfer/abs-fec.pdf.
- Level I will be completed in PGY-1 or PGY-2
- Level II will be completed in PGY-1 or PGY-2
- Level III will be completed in PGY-2 or PGY-3
Level IV will be completed in PGY-3 or PGY-4
Level V will be completed by the end of PGY-4 or early PGY-5
  - Level V includes completion of the Fundamentals of Endoscopic Surgery (FES) program.
  - FES didactic materials: http://www.fesdidactic.org/
  - FES testing: http://www.fesprogram.org/testing-information/

Quality Improvement

- **Institute for Healthcare Improvement (IHI)**
  The 6 required IHI modules must be completed prior to completion of residency. Instructions are available on the Department of Surgery Residency website.

- **Hospital or Department Quality Improvement**
  Residents are highly encouraged to participate in Department of Surgery, Hospital, or other quality improvement committees and projects. Residents are also encouraged to complete a distinct quality improvement project during their training, which may also lead to a research publication.

Research

- Residents **must** complete at least one published work (manuscript, abstract, or poster) during residency. We **encourage** one published work per year in order to prepare residents for fellowship application and a career in academic surgery.

ACLS/BLS/ATLS/Medical Licensure

Residents are required to maintain the following certifications during the entirety of their General Surgery residency training:
- ACLS (expires after 2 years) - http://www.luhs.org/internal/depts/ess/training.htm
- BLS (expires after 2 years) - http://www.luhs.org/internal/depts/ess/training.htm
- Physician license (temporary or permanent) - https://www.idfpr.com

Residents are required to achieve the following certification prior to or during the first year of training:
- ATLS (expires after 4 years) - www.facs.org/quality-programs/trauma/atls

Residents are expected to know the expiration dates of their certifications and should plan accordingly for renewals. The Office of Education will be available to assist with this process but the ultimate timing and responsibility will be on the individual resident.

Conferences

Wednesday mornings from 7 AM – 11 AM are completely protected and residents should have no clinical responsibilities during this education time. Attendance is expected during this time period, except for those working night shift, who may leave after Grand Rounds. This block includes:
- Grand Rounds
- Didactic sessions
- Skills sessions

During times of other conferences, such as M&M and journal club, attendance is expected, unless one is in the operating room or taking care of a critically ill patient. Other conferences are service-specific and will be listed separately.