

MESSAGE FOR RESIDENTS AND SUPERVISORS (FALL 2013)

Two Standard operating Procedures (SOPs) have been finalized. There are one recommendation from SOP1 and one regulation from SOP2 that are relevant for residents and supervisors:

1. **Recommendation:** The Education Committee strongly recommends an *annual program review by residents*. The results of the survey should be discussed by the resident and supervisor. The survey can also be sent to the Education Committee. Based on this review the Education Committee can assist supervisors in the solution of potential problems. An example for a review questionnaire can be obtained from the chair of the Education Committee.
2. **Regulation:** All residents are required to maintain an **Activity Log**. It will be required at the time of application to sit the Board examination. In addition, the Education Committee can request the presentation of such activity logs at any time throughout the training period of a resident. Based on the assumption that the log is kept up to date continuously *an electronic submission can be required within a few working days of notification*. The ongoing document check is supposed to give the committee an impression on the qualitative and quantitative activities including *actual diplomate supervision for a particular resident*. Specifically, the activity log is supposed to be at the disposition of the Committee at any time throughout the training period for review. *After notification, it should be presented to the Committee within 7 working days*. All required documents shall be submitted to the ECVCP secretariat and forwarded to the chair from there. *A template for an activity log can be found on the website*.