

## ACGME-I Case Logs A Quick Guide to Entering Cases for Fellows in Pediatric Otolaryngology

When entering cases or reviewing Case Log reports, consider the following:

1. Only procedures performed in the role of Fellow Surgeon and Fellow Supervisor (see definitions below) count toward minimum requirements.
2. Complex cases should be unbundled into their major components. For example, a case involving a tympanoplasty with mastoidectomy and ossicular chain reconstruction should be entered as three separate procedures. A cochlear implant should be entered as two procedures, a mastoidectomy and a cochlear implant.
3. Turbinates, tonsils, and Eustachian tubes are entered as one case per patient. All other cases are entered by side so that bilateral procedures are counted as two procedures. For example, a bilateral neck dissection should be entered as two neck dissections. For a total thyroidectomy, if the fellow performs the procedure as Fellow Surgeon for the entire case, it should be entered as one total thyroid. If the fellow is the Assistant Surgeon for one side and the Fellow Surgeon for the other side, the case should be entered as two thyroid lobectomies, once under Fellow Surgeon and once under Assistant Surgeon.
4. The following are American Society of Anesthesiologists (ASA) classifications:
  - I = healthy without co-morbidities
  - II = co-morbidity not limiting activity
  - III = co-morbidity affects activity
  - IV = severely impacted by co-morbidity
  - V = moribund/comatose
  - VI = deceased (organ donation)
5. The following table lists procedures that will count toward minimum requirements in each category:

PROCEDURE(S)
<b>Congenital Anomalies Domain – 20 procedures minimum</b>
Branchial cleft anomaly excision
Thyroglossal duct cyst excision
Dermoid cyst/glioma/encephalocele excision
Hemangioma, lymphatic, or vascular malformation excision
<b>Head and Neck Surgery Domain - 20 procedures minimum</b>
Drainage deep neck abscess (age less than three years or ASA greater than II)
Retropharyngeal space (RP) abscess
Parapharyngeal space (PPS) abscess – internal approach
Retropharyngeal space (RP) abscess
Parapharyngeal space (PPS) abscess – external approach
Excision angiofibroma or other nasopharyngeal tumor
Parotidectomy

<b>PROCEDURE(S)</b>
Submandibular gland excision
Thyroidectomy
Ranula excision
Cricopharyngeal myotomy
Deep lymph node excision
Cervical lymphadenectomy
Excision sublingual gland
Lingual tonsillectomy
Glossectomy
Dilation and catheterization of salivary duct, with or without injection – sialoendoscopy
<b>Otology Domain – 30 procedures minimum</b>
Mastoidectomy
Ossicular reconstruction
Cochlear implant
Osseo-integrated implant
Dilation of Eustachian tube, unilateral
Reconstruction of external auditory canal
Middle ear exploration through post-auricular or ear canal incision
<b>PROCEDURE(S)</b>
<b>Airway Procedure Domain – 15 procedures minimum</b>
Tracheostomy (age less than two years)
Thyrotomy (laryngofissure)
Laryngoplasty/laryngotracheoplasty
Cricotracheal/tracheal resection and repair
Laryngeal reinnervation by neuromuscular pedicle
Excision tracheal tumor or carcinoma, cervical
Esophagoplasty cervical approach with repair tracheoesophageal fistula
Arytenoidectomy, arytenoidopexy, external approach
<b>Endoscopy with Intervention Domain – 50 procedures minimum</b>
Laryngoscopy and intervention
Bronchoscopy and intervention
Esophagoscopy and intervention
<b>Rhinology Domain – 40 procedures minimum</b>
Sinonasal endoscopic (age less than 13 years or ASA greater than II)
Endoscopic sinonasal, extended
Repair choanal atresia

PROCEDURE(S)
<b>Facial Plastics Domain – 10 procedures minimum</b>
Otoplasty
Cleft repair – lip
Cleft repair – palate
Pharyngoplasty
Mandibular osteotomy
Placement mandibular craniofacial distraction device
Rib graft and resection of rib
Repair complex lacerations (all sites, including intra-oral)
Adjacent tissue transfer or rearrangement
Facial fractures younger than 13 years
Osteoplasty, facial bones, augmentation
Muscle, myocutaneous, or fasciocutaneous flap, head and neck with named vascular pedicle

### Quick Guide to Case Entry Fields

Site	Select the site where the procedure was performed.
Case ID	Provide a unique patient identifier that does not contain patient identifiable information to allow tracking of the patient to the procedure.
Fellow Program Year and Resident Year of Case	Enter your categorical year in the specialty at the time of the case. You can adjust the “Fellow Year of Case” field to a prior year if you wish to backdate a case.
Attending	Select the attending physician who supervised the case. All attending physicians should be available from the drop-down menu. If an attending is not listed, inform the program coordinator who can add the faculty member to the Accreditation Data System (ADS).
Date	Enter the date <i>the procedure was performed</i> . Do <b>not</b> enter the date you are entering the case into the system.
Status	Indicate the ASA Class Options for the case, as indicated in number 4 above.
Role	Indicate your role in the case as follows: <ul style="list-style-type: none"> <li>• <b>Fellow Assistant Surgeon</b> – An Assistant Surgeon performs less than 50 percent of the procedure, or greater than or equal to 50 percent, but not the key portion(s) of the procedure. To claim a procedure, a fellow must “scrub in.” Being present in the room as an observer does not count as having served as an Assistant Surgeon. Cases performed in the role of Assistant Surgeon do not count toward case minimum requirements.</li> <li>• <b>Fellow Surgeon</b> – A Fellow Surgeon has substantial responsibility for the case and performs over 50 percent of the</li> </ul>

	<p>surgical procedure. All cases performed in the role of Fellow Surgeon count toward a fellow's minimum case requirements.</p> <ul style="list-style-type: none"> <li>• <b>Fellow Supervisor</b> – A Fellow Supervisor instructs and assists a resident through a procedure during which the resident performs greater than or equal to 50 percent of the procedure including the key portion(s). The attending surgeon functions as an assistant or observer in such circumstances. Cases performed as Fellow Supervisor count toward a fellow's minimum case requirements.</li> </ul>
Special Equipment	Indicate any special equipment that was used during the procedure by selecting from the drop-down menu.
Patient Age	<ul style="list-style-type: none"> <li>• Adult – greater than or equal to 18 years of age at the time of the surgery</li> <li>• Adolescent – greater than or equal to 13 years to less than 18 years of age</li> <li>• Child – greater than or equal to three years to less than 13 years of age</li> <li>• Infant/Toddler – greater than or equal to 28 days to less than three years of age</li> <li>• Neonate – less than 28 days</li> </ul>
Procedure Information	<p>Enter the following information for each case:</p> <ul style="list-style-type: none"> <li>• Area – This is the broadest category of procedure/diagnosis the Review Committee is tracking.</li> <li>• Type – This refers to the specific procedure/diagnosis the Review Committee is tracking. Click the applicable box.</li> </ul>

Email requests for technical support or questions regarding ADS and/or the Case Log System to [ads@acgme.org](mailto:ads@acgme.org).