ACGME-I Case Logs
A Quick Guide
for Faculty and Staff Members in Pediatric Urology

Consider the following when reviewing fellows' Case Log reports or counselling fellows on their Case Log entry:

1. Fellow participation in a surgical procedure will be credited as a case whether the fellow functions as Surgeon, Assistant, or Teaching Assistant. The following definitions apply:

    Surgeon – The fellow performs 50 percent or more of the procedure, including a significant number of critical steps

    Assistant – The fellow performs less than 50 percent of the procedure and/or not the key portion(s) of the procedure. Only one fellow can claim credit as Assistant on a given procedure

    Teaching Assistant – The fellow directs and oversees major portions of the procedure being performed by a resident surgeon, under the guidance of a supervision faculty member

2. Involvement in pre-operative assessment and post-operative management of patients are important elements of fellow participation in any case.

3. For robotic cases, fellows should only log their role as "Surgeon" if they act as console surgeon for some portion of the case. Because robotic procedures require a unique set of skills gained through stepwise learning, fellows are not expected to complete the majority of critical steps of a given robotic case to qualify as "Surgeon" for that case. It is expected that over the course of the educational program, fellows will develop the skills necessary to perform progressively greater portions of the case. To be recorded as "Assistant" in a robotic case, the fellow must serve as the bedside Assistant.

4. When two fellows each complete one side of a bilateral procedure (e.g., orchidopexy, ureteral reimplant, nephrectomy), each fellow may record the case as "Surgeon."

Available Reports in the Case Log System

Experience by Role	This report lists all procedures, including those that do not count toward the required minimum numbers, the number of each performed by the selected fellow in each of the three roles, and the total number for each procedure.
Experience by Year	This report provides the total number of procedures included in the Experience by Role report.
Log Activity	This report allows program directors to note the number of cases or procedures logged by fellows and the date and time that cases or updates were entered. This report is a quick way to keep track of how frequently fellows are entering their cases. For example, if the program has a requirement that fellows must enter cases weekly, running this report on a weekly basis is an easy way to identify fellows who are not meeting the fellowship's requirements.
Case Brief	This is a brief report that lists the procedure date, case ID, CPT code, institution, fellow role, attending and description for each case for the selected fellow.
Case Detail	This report displays all information for each case entered into the Case Log System, making it most useful for getting an in-depth view of a fellow's experience during a defined period. For example, this report could be generated for each fellow for the preceding three-month period and used as part of the quarterly evaluation meeting with the program director or designated faculty mentor. The use of filters can provide additional insight into the fellow's activities.
Code Summary	This report provides the number of times each procedure or CPT code is entered into the Case Log System by the program's residents. Filtering by specific CPT code, attending, institution, and/or setting can provide information on clinical activity that is useful to make targeted changes in rotation schedules, curriculum, faculty assignments, etc. This report can also be especially helpful in monitoring the procedures that do not count toward minimums. Choosing non-tracked codes on the area dropdown will show the procedures that have been entered and will not count toward minimum requirements. Review of these codes can determine if cases are being correctly entered.
Tracked Codes	This report provides a summary and description of all the cases defined by the subspecialty that can be entered into the Case Log System. This report is organized by CPT codes; however, even if CPT codes are not used in your system, the report is useful to get a comprehensive listing of all procedures that can be tracked.
Minimums Report	This report tracks a fellow's progress toward achieving the required minimum numbers. Note: A separate report should be generated for each fellow using the default settings.

Questions
For technical support or questions regarding the Accreditation Data System and/or the Case Log System, email ads@acgme.org.