



## ACGME-I Case Logs A Quick Guide for Fellows in Pediatric Urology

When entering cases or reviewing Case Log reports, consider:

1. The following are counted toward minimum case requirements:
  - All fellow roles count toward meeting minimum requirements.
  - A fellow receives case credit as a Teaching Assistant when the fellow directs and oversees major portions of a procedure being performed by a resident or more junior fellow. The supervising attending physician functions as a Second Assistant or Observer.
  - 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. To be recorded as “Assistant” in a robotic case, the fellow must serve as the bedside Assistant.
2. Fellows can split cases when two fellows each complete one side of a bilateral procedure. Each fellow may appropriately record the case as Surgeon.
3. When entering the case in the ACGME-I Case Log System, there are three tabs in the procedure entry field that can be used. From the “Favorites” tab, fellows can access the program’s “Favorites,” which is a list of commonly performed procedures generated by the program. From the “Area/Type/Code” tab, fellows can access drop-down menus that allow them to select the appropriate area and type for a given procedure. From the “Index Category” tab, fellows can access the appropriate index category from the drop-down menu.

### Quick Guide to Case Entry Fields

<i>Fellow</i>	The fellow’s name is auto-filled upon login.
<i>Site</i>	Select the institution where the procedure was performed.
<i>Case ID</i>	Indicate a unique patient identifier to allow tracking of the patient to the procedure.
<i>Case Year</i>	The field should default to your current year in the program. If the year is incorrect, contact your program’s administrator. You can adjust the “Fellow Year of Case” field to a prior year if you wish to backdate a case.
<i>Attending</i>	Select the attending physician who supervised the case. All attending physicians should be available from the drop-down menu. If an attending physician is not listed, inform the program administrator, who can add the faculty member to the system.

<i>Case Date</i>	Enter the date <i>the procedure was performed</i> . <b>Do not</b> enter the date you are entering the case into the system.
<i>Fellow Role</i>	<p>Indicate your role in the case:</p> <ul style="list-style-type: none"> <li>• Surgeon: The fellow has substantial responsibility for the case and performs more than 50 percent of the surgical procedure.</li> <li>• Assistant: The fellow assists during the procedure with another surgeon who is an attending physician or a more senior fellow and who is responsible for the case. The Assistant performs less than 50 percent of the surgical procedure. Only one fellow can claim credit as an Assistant on a given case.</li> <li>• Teaching Assistant: A senior fellow who instructs a resident or another fellow who is taking credit for the case as Surgeon. The Teaching Assistant performs less than 50 percent of the surgical procedure.</li> </ul>

**Questions**

For technical support or questions regarding the Accreditation Data System and/or the Case Log System, email [ads@acgme.org](mailto:ads@acgme.org).