

# IOWA LUTHERAN HOSPITAL FAMILY MEDICINE RESIDENCY PROGRAM

## **Policy: Documentation of Experiences by Residents**

It will be the responsibility of each resident to record his/her own experiences. This is required to document completion of the essential elements of the residency and to provide proof of experiences for future employment and credentialing. Documentation categories can be divided into curricular requirements, specific procedures and general activities.

## **Curricular Requirements**

The curriculum and policy manuals outline activities required of all residents. There may be a block rotation requirement, a single activity such as giving a conference or a longitudinal experience such as doing a quality improvement project. Residents will be given an evaluation manual specific for each year of residency. These contain an outline and instructions for all required activities with the evaluation documentation form used for each. Residents are asked to hand in completed evaluation forms to the residency office. Everyone is encouraged to keep a copy for the manual so that it will become a portfolio of experiences for the year. Promotion to the following year of training requires that all evaluation forms be complete.

## **Procedures**

Core procedures which are expected to be learned by all residents are listed in the curriculum manual. Residents may also choose to perform optional procedures as allowed by rotation experiences. Each procedure performed is documented by the resident who will enter the procedure into the E-Value program. At the end of residency a copy of the completed procedure log is given to the resident, a copy is kept in the resident file, and the original is kept on E-Value permanently.

## **General Activities**

Residents are encouraged to keep more general records of hospital activities. Lists of admission and discharge diagnoses, deliveries, surgeries assisted and emergency room treatment of special cases are all examples. All residents are given biannual reports of individual activity in the family medicine clinic which should be filed in the manual.