**Checklist for Resident Advisors: Tips for Evaluating Residents' Surgery Logs Prior to Submission**

1. Have semi-annual reviews been completed by the Resident Advisor, approved by the Program Director and *acknowledged by the resident*?
2. Have seminars been performed, logged, and correctly titled?
   *Note: case presentations are not acceptable. Duplicate seminars on the same topic are not acceptable.*
3. Are the resident's supervisors all DACVS? (or DACVO for ophtho, DACVIM for neuro) If not, ensure that the cases they supervised are logged as "NO" under "Directly Supervised?". This column refers to supervision specifically by a specialist Diplomate.
4. Are the activity weeks classified correctly? If a resident is on clinics, it is considered a "Surgical Rotation", either DACVS supervised or NOT DACVS supervised. If the resident is off-clinics, the activity should be designated as Vacation or Special Rotation (Research, Manuscript Preparation, or Meeting/CE).
5. For activity weeks which took place at outside institutions, has correct verification/paperwork been completed re: surgical cases or specialty rotations?
6. Is the log prepared completely in English and using correct spelling?
7. Is there a true diagnosis in the diagnosis column for each case?
8. Does the final diagnosis reflect histopathology results in mass removal/biopsy cases?
9. Is there an accurate and specific procedure listed for each case?
10. For fracture repair cases, has the fixation method been specified? (required for each case).
11. Is each case classified correctly? Common mistakes include: mandibular dental surgery in the Upper Respiratory category, ESF placement in the Fracture Repair category. Please consult the current list of ACVS Approved Procedures to determine correct classification for cases.
12. Are there duplicate cases present?
13. Review of the Core Curriculum summary: Is the resident on track to complete all requirements in 3 years? Are there areas of likely deficiency which should be addressed in the next year of training?
14. Is the resident on track to meet activity week, seminar and specialty service requirements?
15. What is the status of the resident's manuscript/publication?