

MEMORANDUM

TO: Department of Medicine Housestaff

FROM: Education Programs Office

DATE: June 25, 2003

RE: Documentation of Procedures

As we enter a new academic year, we want to remind everyone about the importance of formally documenting your procedures. First, the ACGME (Accreditation Council for Graduate Medical Education), the accrediting body for residency training programs, requires that you and the residency program maintain a record of all procedures that you perform, including the indications, contraindications, and supervising MD. Second, for the rest of your career every time you apply for hospital privileges or board eligibility we will reference these records to confirm competence in procedures.

Housestaff will log their procedures through the E*Value web-based procedure logging system (the same system we use for faculty, student and resident evaluations). To access the procedure logging screen once you have logged on to the E*Value system, click on the "Procedures" menu button on the left side of your screen. The faculty or resident you identify as having supervised your procedure will be notified by e-mail to confirm the logged procedure, so please make sure she/he is aware that you will be identifying her/him as a supervisor.

The American Board of Internal Medicine (ABIM) has published guidelines regarding the minimum number of certain types of procedures that need to be performed in order to establish competency. Those procedures that must be documented (and the minimum numbers published by the ABIM) are: abdominal paracentesis (3), arterial puncture (5), arthrocentesis of the knee (3), breast examination (5), central venous line placement (5), lumbar puncture (5), nasogastric intubation (3), pelvic examination (5), pap smear including wet mount (5), rectal examination (5), and thoracentesis (5). Given that these are arbitrary minimums, we strongly suggest that you continue logging all procedures in E*Value even after you have surpassed the ABIM numbers.

In an effort to ensure that all residents are on-track in establishing competency in these procedures, your faculty advisor or program director will review your online procedure log book with you during your semi-annual evaluation and feedback meetings.

If you have any questions regarding the procedure documentation process or suggestions to improve, please do not hesitate to contact us by e-mail at raymonds@medicine.ucsf.edu or by phone at 502-5366.