

CHECK LIST OF RESIDENT RESPONSIBILITIES

✓	Requirement	Task	Frequency
	Resident Annual Report Part 1*	Complete Online	Annually, by July 31
	Program Director Annual Report*	Review with Program Director prior to Program Director submitting to ACOI Online Sign-off required	Annually, by July 31
	Research Component	Complete as per options offered in ACOI Basic Standards (IV G)	As per frequency described in Basic Standards
	Resident Patient Evaluation (Supervised H&P)	Complete satisfactorily	Once per program before Year 2 completion
	Annual ACOI In-Service Examination	Complete every March	Annually
	Resident Evaluation of Service	Complete as per program requirements and submit to Program Director	After each rotation
	Resident Clinic Panel Log and Continuity Clinic Log	Complete and maintain at clinic site for ACOI clinic inspections	Ongoing

*Financial penalties apply to reports that are not submitted on time.
 Certification board eligibility depends on submission of all reports.
 All residents must complete reports by July 31 of each year. If the program completion date is in a month other than June, the final reports must be submitted within 30 days of the completion of the program.