

The American Board of Pathology

One Urban Centre, Suite 690
4830 West Kennedy Boulevard
Tampa, Florida 33609-2571
www.abpath.org

Instructions/Information for Primary (AP and/or CP) Program Directors Resident Tracking/Management

Resident Tracking/Management is the starting point for your resident's information to be provided to the American Board of Pathology (ABPath) for board certification. Resident Tracking/Management opens in July annually for the new academic year. An email reminding you to login to PATHway will be sent to the current email address listed for the Program Director and Program Coordinator.

- **There is one login for each program.** The Program Director and Program Coordinator share the login.
- Program Directors **cannot** use the '**Create Username**' or '**Forgot Username/Password**' link to access their program login information.
- The **Authorization Forms** previously mailed are now included as part of PATHway.
- All correspondence from the ABPath will be via email, so please be sure that your email address is correct in the Program Profile.

Program Profile Tab

Program Contact Information

1. There are fields for the Program Director's name, email address, and the Program Coordinator's name and email address.
2. All emails will be sent to the Program Director and the Program Coordinator.
3. If you prefer the emails be sent only to the Program Director, please remove the check from 'Send all emails to both Program Director and Program Coordinator'.

Login Information

1. You may change your username and password at any time.
2. A valid password is at least 6 characters and must contain both numbers and letters. It can also contain special characters and a mix of upper and lowercase letters.
3. There is one login for each program. The Program Director and Program Coordinator share the login.
4. If you forget your login information or have any problems with your Program login, please email restrkg@abpath.org. The ABPath does not give login information over the phone.
5. It is possible for a Program Director to have **multiple logins**. You may have a login for access to your personal information, another as Program Director, and another as Director of a Fellowship Program. **They are not interchangeable.**

Change of Program Directors

1. Please provide the new Program Director your current username and password. The new Program Director may then login and update the name and email address on the Program Profile tab, and change the username and password.

Resident Management Tab

1. Resident Management tracks all residents trained in your program. In July of each year you will receive an email reminding you to enter new residents and indicate the new status of returning residents.
2. Resident Management is a 'snapshot' of your program residents on July 1. You may add new residents at any time. However, after you have finalized, you will not be able to edit the resident data until July of the next year.
3. **Please be sure to enter the data correctly.** This information will be used to create the resident's permanent record, so you must enter their full legal name, not a nickname. The default program year start and end dates are for the academic year, 07/01/20XX to 06/30/20XX.
4. It is important that information reported in 'Resident Management' and training information on the candidate applications are correct. **The Program Performance Report data is pulled from this information.**
5. When you have finished entering/updating your resident's information, click the blue 'Next Step' button at the bottom left to **complete the 'Residents Ratings'** or click the 'Resident Ratings' tab.

Adding First Year or New Residents

1. To add a first year or a new resident who is not listed, scroll to the bottom of the 'Resident Management' tab, enter the resident's information in the 'Add a new resident' table. The resident will be added alphabetically to your list of residents. NOTE: Any errors will be noted immediately with a red asterisk below the field.
2. If the resident **does not yet have a SSN**, please fill in a fictitious number. Please provide the number to the resident so he/she will have access to PATHway. When you receive the social security number, please contact restrkg@abpath.org with the name, last 4 of the social security number, and birth date of the resident. The ABPath will update the residents profile in PATHway.

Editing Resident Data

The following fields in the resident list **cannot** be edited **after you have completed your ratings and finalized your data.** If you have finalized your data and discover an error, please email restrkg@abpath.org.

Year

If a resident joined your program on a date other than July 1, please indicate their PGY status as of July 1.

Resident Status

1. The status for most of your residents is '**Returning.**'
2. Update each resident's status to reflect their status for the new academic year.
3. Enter **graduated** residents as '**Completed**' on the Resident Management tab.
4. Enter **current PGY 4** residents as '**Returning.**'
5. If a resident leaves your program before completion, including leaving for a fellowship, the status is '**Left.**' Please choose a reason under 'Reason for Leaving.'

Start Date and End Date

It is not necessary to give exact dates of training. When the resident applies, he/she will give the exact dates in detail on the application for board certification; you will then review/approve the dates provided in the application.

Resident Ratings Tab

1. The American Board of Medical Specialties has indicated that its member boards should be assessing resident competency in an ongoing manner. Therefore, to obtain information on residents' progress in meeting the ACGME competencies, a competency 'report card' is included as part of the Resident Tracking program.
2. When you have completed Resident Management data entry for your residents, complete the Resident Ratings for all residents from the previous year.
3. There are no ramifications for a rating of 'Needs Improvement' if all competencies are met by the time the application for board certification is submitted and the Program Director completes the evaluation form.

Rating Choices

1. Resident Ratings must be reviewed before you will be able to finalize your residents for the new academic year.
2. Each resident should be rated on their performance for the preceding year in six ACGME competencies.
3. **PGY-1 residents will not appear** on the ratings page.
4. All ratings have been defaulted to "Appropriate for Level."
5. The rating choices are:
 - Appropriate for Level,
 - Needs Improvement,
 - Not Evaluated. Not Evaluated should only be used for a resident that has transferred into the program.

Finalize

1. Once all residents' ratings have been completed, click the 'Finalize' button at the bottom of the page to submit the Resident Management/Ratings for the new academic year.
2. Note: After you have finalized, you will not be able to edit the resident data until July of the next year.
3. If you have finalized your data and discover an error, please email restrkg@abpath.org.
4. You **may add new residents** at any time throughout the year.

After Submission of Resident Management/Ratings, Information Will Automatically be Emailed to Residents

The authorization forms previously mailed are now included as part of PATHway.

1. **PGY 1 residents** will receive an automated email from ABPath requesting them to create a login for PATHway.
 - Once logged in the resident will be required to confirm last 4 of SSN.
 - They will receive a memo from the CEO of ABPath.
 - 'Agree' to the Resident Authorization and Honor Code.
 - Complete their contact information on the 'My Profile' tab in their PATHway.
2. **PGY 2 and 3 residents** will receive an automated email from ABPath requesting them to login to PATHway.
 - Once logged in the resident will be required to confirm last 4 of SSN.
 - 'Agree' to the Resident Authorization and Honor Code.
 - Update their contact information on the 'My Profile' tab in their PATHway.
3. **PGY 4 residents** will receive an email from the ABPath requesting them to login to PATHway.

- Once logged in the resident will be required to confirm last 4 of SSN.
 - Receive a memo from ABPath with information about PATHway and board certification.
 - 'Agree' to the Resident Authorization and Honor Code.
 - Update their contact information on the 'My Profile' tab in their PATHway.
4. If a resident has a problem with the login process, please have them email restrkg@abpath.org and include their full name, the last 4 digits of their SSN, birthdate, the name of the pathology training program, and the year the resident will complete training.
 5. Application links will be available in Pathway for your residents on September 16 of each year.
 6. An application link **will not be available** until the Resident Management/Ratings is complete/finalized.

Resident Evaluation Tab

1. The 'Resident Evaluation' tab lists each resident that has finalized an application, and indicates if you have reviewed the autopsy list, approved the application, and submitted the evaluation.
2. You will be asked to approve an application and/or submit an evaluation prior to your residents completing their training.
3. An automated email will be sent to you requesting you to login to PATHway to review/approve the residents' application and complete/submit the evaluation form.
4. If a resident's name is greyed out, you have not yet approved the application.
5. Please review the autopsy list, approve the application, then submit the evaluation.
6. **Review the autopsy list**, click 'View List' on the line with the resident's name. If 'View List' does not appear, there is no autopsy list to view. **Residents must submit the completed ACGME 'Autopsy Log.'**
7. **Review/Approve the Application**
 - Please review the entire application.
 - Click 'View App' on the line with the resident's name (the resident's name is greyed out until you have approved the application).
 - There are two check boxes on the application for you to approve information submitted. The **first** is on page 5, which indicates you approve the statement (if any) regarding vacation/leave and the listed training.
 - The **second** is on page 9, which indicates you believe the application information is correct.
 - If you are satisfied the application is correct, click the 'Approve Application' button.
8. **Requesting Changes to Applications**
 - If any information on a resident's application is not correct, **you may 'unfinalize'** the application by clicking on the 'unfinalize' button located on the bottom left of the screen.
 - An automated email will be sent to the resident to alert them the application requires corrections.
 - When the application is unfinalized it will no longer be visible for you to view until the resident re-finalizes the application.
 - You will receive an automated email when the resident 'finalizes' the application.
 - If you are satisfied the application is correct, click the 'Approve Application' button on page 9.

9. **Completing/Submitting the Evaluation**, click on the resident's name to display the ABPath final evaluation. To complete the evaluation, click the 'Finalize' button. The 'Resident Evaluation' tab will indicate the evaluation has been submitted for the resident.
10. **The application will not be reviewed/approved by the credentials committee until you have reviewed the autopsy list, approved the application, and submitted the completed evaluation.**
12. When a resident has trained in **more than one** program, the program director where the resident started training will complete a '**secondary evaluation only**' by, clicking on the residents' name. The program director where the resident completes training will review/approve the application and complete/submit the evaluation.

Reports Tab

The Program Performance Report will be posted under this tab. The report contains five tables: **Program Data, Program Performance, Residents, and Graduates** not included. The **ACGME table is the only table shared** with the ACGME Review Committee for Pathology.

1. The **Program Performance Report** will be posted to your 'Reports' tab in January of each year and includes examination data from the previous seven years.
2. The data reported in the tables is designed to reflect how residents and your program performed on the certification examination as a whole compared to other programs.
3. This information is obtained from PATHway Resident Tracking/Management and individual candidate applications.
4. It is important all information reported in 'Resident Management' and all training information on the candidate applications is correct.
5. When the Program Performance Report is posted, please review the report carefully.
6. If the **data is incorrect in the Program Performance Report**, it is possible the data provided in 'Resident Management' was incorrect and/or the information the candidate provided on the residents' application is incorrect.
7. Please email discrepancies to restrkg@abpath.org, include your name and the program name.

The **Program data table** includes results for first-time and repeat exam takers from your program, and provides cumulative data on resident performance on the certification examination for the **previous seven years**.

	First-time Takers				Repeaters			
	AP		CP		AP		CP	
	Pass	Fail	Pass	Fail	Pass	Fail	Pass	Fail
Totals for your program	44	5	23	3	5	0	3	0
Totals for all graduates	2754	349	2609	254	255	238	167	118

The **Program Performance table** indicates your program’s performance on the examination in relationship to that of all residents from all programs. The assessment is divided into the upper, middle, and lower tri-tiles of performance of all residents taking the examination and implies your program’s strengths and weaknesses in the major content areas of the examination.

Anatomic Pathology Examination Category	Performance
General Pathology & Management	Lower
Cardiovascular, Respiratory	Middle
Genitourinary, Breast	Middle
Alimentary, Endocrine	Middle
Bone, Soft Tissue, Skin, Nervous System	Middle
Hematology, Lymph Node, Molecular	Upper
Cytopathology	Middle

Clinical Pathology Examination Division	Performance
Blood Banking	Upper
Chemical Pathology	Middle
Hematology	Upper
Medical Microbiology and Parasitology	Middle
Administration/Management/Regulations/Informatics	Lower

The **Residents table** includes examination performance histories for each resident during the same seven-year period. The list includes residents that completed your program, including those residents that were trained in another program prior to yours.

Graduates not included in the totals are listed in the next table. The list includes (1) residents that completed their training prior to the current reporting period and (2) candidates that completed training in another program, but indicated some training in your program.

Graduate	Year Trng Cmpltd	Cert Type	Cert Year	Cert Initial	2012		2013		...		2017	
					AP	CP	AP	CP			AP	CP
Abcdefg	2012	APCP	2012	Yes	Pass	Pass						
Bcdefghi	2013	CP	2013	No				Fail; Pass				
Cdefghij	2017	APCP	2017	Yes							Pass	Pass
Defghijk	2017											
Totals	62	57	56	49								
Graduates not included in the totals:												
Edfghijkl	2010	AP/CP	2011	Yes	Pass							

The **ACMGE table** is shared with the **ACGME Review Committee** for Pathology as part of the accreditation process.

Data Reported to ACGME									
Numbers include only graduates that FINISHED their training in that program.									
Program Number	Program Name	# AP Initial	# CP Initial	# Cmpltd Trning	# Applied	% Applied	# Certified	# Initial Certified	%Initial Certified
999	ZZZZ	49	26	62	57	92%	56	49	86%

The **ACMGE table** data is calculated from data of graduates from your program during the indicated seven-year window. The numbers **do not include** the residents that did not complete your program.

AP Initial and **# CP Initial** report the numbers of residents who completed your program that were AP- and CP-exam first-time takers, respectively.

Cmpltd Trning reports the number of residents who completed your program.

Applied reports the number of residents who completed your program and took an examination.

% Applied reports the percent of residents who completed your program who took an examination.

Certified reports the number of residents who completed your program and were certified.

Initial Certified reports the number of residents who completed your program and were certified after taking an examination for the first time.

% Initial Certified reports the percent of residents who completed your program and were certified after taking an examination for the first time.