

Instructions for Resident Evaluation OR Program Director's Evaluation:

- 1) Open document and click on the appropriate OGME year.
- 2) If a pop-up box opens indicating that “the file was created in a newer version of Excel...”. Please click on “OK”.
 - a. Another pop-up box could open and click on “Don’t Update”.
 - b. THEN click on the appropriate OGME year.
- 3) BOTH forms are fillable PDF documents.
- 4) Upon completion, please save the documents with the following Naming Convention
 - a. For Residents Evaluation of Program – “Resident’s Last Name” “PGYx” Res Eval of Prog
 - i. Example: McEvoy PGY2 Res Eval of Prog
 - b. For Program Directors Report – “Resident’s Last Name” PGYx” PD Eval
 - i. Example: McEvoy PG2 PD Eval
- 5) PLEASE SAVE THESE ITEMS AS AN EXCEL SPREADSHEET.
 - a. Residents should keep a copy of all material for their records.
 - b. Programs should keep a copy for their files – required for inspections.
 - c. Once copy should be sent to the AOCA office via email (office@aocaonline.org)
 - i. AOCA office will reply within 24 hours on what documents were received.
 - ii. **DEADLINE to AOCA Office is July 31. No exceptions.**