Why is a Form Submitted to the NCOPE Staff Not Showing on the Residency Status Report?

NCOPE Tracker - Director/Mentors Resources · https://ncope.org/index.php/docs/why-is-a-form-submitted-to-the-ncope-staff-not-showing-on-the-residency-status-report/

There are three reasons why a form may not be reflected on a resident status report:

1. The submitted form fails to meet a specific residency requirement.

- **Example 1**: A residency mentor submits a competency form and identifies the resident is "Advancing" with a specific intervention but has **not yet demonstrated competency.** The NCOPE staff will only document a competency form as being received if the resident has demonstrated competency for all phases of care for a specific intervention.

- **Example 2**: A residency mentor submits a competency form and identifies the resident as being competent with a specific intervention but **the resident has not logged a case where they acted independently in NCOPE Tracker for the intervention being evaluated.** The NCOPE staff will only document a competency form as being received if the resident has demonstrated competency with supporting case logs in NCOPE Tracker.

- **Example 3**: A residency mentor submits a quarterly evaluation of the resident during the resident's final quarter with the belief that the form will count as the final evaluation of the resident form. The NCOPE staff will only document the final evaluation of the resident form as being received if the **residency director** completes the form explicitly titled final evaluation of

the resident **and states the resident has met the requirements to satisfactorily complete the residency program.**

- **Example 4**: The resident submits a quarterly clinical track activity for their 3rd quarter for a professional inservice. They performed two professional inservices previously during quarters 1 & 2. The NCOPE staff will only document a quarterly clinical track activity as received the first two times a specific activity type is performed. Residents can only perform a specific quarterly activity type twice and the 3rd instance will not be recognized as counting towards meeting residents requirements.

2. The resident or mentor/director submitted the form recently and the NCOPE staff has not yet reviewed the form and appended it as received. Please allow a minimum of 2 business days for this review to occur.
3. The resident or mentor/director submitted the form more than 2 business days prior, it meets a specific residency requirement, and the NCOPE staff has not yet reviewed the form and appended it as received. This may be a result of a technical issue or a staff member may be out of the office who processes NCOPE Residency forms. In this instance, please do the following:

- -Email a copy of the form PDF to residency@ncope.org
  - Include your full name, the name of the residency program organization, the city/state the program is located, and the residency program type/track.
  - Example: Bill Jones, MPO, US Department of Veterans Affairs - Hines Medical Center, Maywood/IL, Orthotic Clinical Track residency.
- *Please allow 2 business days for the NCOPE staff to review the form PDF emailed to be appended to your record and reflected on the status report.*