

NCOPE Residency Essentials – Resident Responsibilities

Requirements, Resources, and Tips

Based on the [NCOPE Residency Standards](#) and [Policies & Procedures Manual](#)

Standard V: Residents

5.1 The resident must be **registered with NCOPE before the start of residency program.**

Requirement: Registration must be received a minimum of 14 days prior to the residency start date for residents at active residency sites. Required documentation identified on the registration form including official transcripts with conferral date no later than 30 days after the residency start date. Payment, in full, of the resident registration fee must be received no later than 90 days after the start of the residency program or a \$25 late fee will be assessed.

Tip: When registering for sites undergoing residency program accreditation, a minimum of 30 days prior to the start date is strongly encouraged.

Resource: [Online Resident Registration Form](#)

Consideration: The residency start date and subsequent end date impact which ABC exam application deadline a resident may be eligible to apply. The residency must be completed and the residency end date must be prior to ABC's published residency deadline in order to be eligible. To view relevant examination dates and additional details about practitioner certification, please visit the [ABC Orthotist & Prosthetist Certification Site](#).

5.2 The resident must participate in patient care, under supervision, commensurate with his/her level of advancement and responsibility and adhere to policies and procedures of the residency site.

5.3 The resident must maintain their procedure log online.

Requirement: Residents must log all patient encounters greater than or equal to 15 minutes in length no later than 14 days after the patient encounter.

Tip: Logging cases more frequently will minimize the unnecessary stress of trying to recall required information and the need to enter dozens of entries in a single session.

Resource:  [NCOPE Tracker Information Page](#) which includes instructions, video tutorials, and login links.

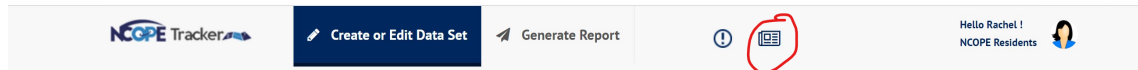
Tip: NCOPE Tracker can be accessed from a computer, tablet, or mobile device browser anytime by visiting: <https://ncopetracker.org>

5.4 The program must be evaluated by the resident

Requirement: The resident must complete and submit the (1) **Quarterly Evaluation of the Residency Program** and (2) **Quarterly Clinical Tracker/Research Track documentation** no later than 14 days after the end of the quarter.

Tip: To calculate what forms must be completed by both the resident and their director/mentor, visit the [NCOPE Website](#) and generate a [Resident Timeline Report](#)

Resources: All forms required to document the progress of a residency are located within [NCOPE Tracker](#)



To identify if any form completed by the resident and director/mentor has been received by the NCOPE staff, please run a [Resident Status Report](#).

Consideration: Each form is received by the NCOPE staff for review. Allow a minimum of two business days for the staff to review submitted documentation. The resident can verify the receipt anytime by running the Resident Status Report.

5.5 Resident practitioners must adhere to ABC's Code of Professional Responsibility.

Requirement: The resident must demonstrate professional conduct regarding collaborating care providers, the patients/caregivers, and their professional colleagues.

Tip: Be familiar with the ABC Code of Professional Responsibility. Residents are specifically cited in section I. General Responsibilities, C.1.1 – Professional Conduct (page 1)

Resource: [ABC Code of Professional Responsibility and Rules & Procedures](#).

5.6 In the event a residency is terminated prematurely or placed on hold, the resident must submit appropriate documentation.

Requirement: The resident must have all online procedure logs (Standard 5.3) and required quarterly documentation (Standard 5.4). The resident and director/mentor must complete a Resident Notification of Incomplete Residency Form which can be documented via the [Online Status Change Form](#).

Tip: If you change must change residency for any reason, we strongly encourage that the resident run a [Resident Status Report](#) to identify what forms have been received by the NCOPE staff and an [NCOPE Tracker Executive Report](#) to summarize clinical experiences attained.

Resource: [Residency Status Change Form](#)

5.7 At the conclusion of the residency, the resident must submit the appropriate documentation.

Requirement: The resident must complete and submit the (1) **Final Evaluation of the Residency Program**, (2) the final **Quarterly Clinical Tracker/Research Track documentation***, and (3) **Professional Activity documentation** no later than 14 days after the end of the residency program.

*Including the final research track directed student project if not already submitted.

Tip: Generate a [Resident Timeline Report](#) prior to the end date of the residency to identify what forms and documentation may be missing from the resident's record.

Resources: All forms required to document the progress of a residency are located within [NCOPE Tracker](#). To identify if any form completed by the resident and director/mentor has been received by the NCOPE staff, please run a [Resident Status Report](#).

Consideration: Each form is received by the NCOPE staff for review. Allow a minimum of two business days for the staff to review submitted documentation. The resident can verify the receipt anytime by running the Resident Status Report.