

American College of Surgeons – Division of Education

# ***Fundamentals of Surgery Curriculum™***

2009–2010

Presenter: Marsha F. Pfingsten, MEd

*to*

Association of Residency Coordinators in Surgery

Surgical Education Week – 2009

Salt Lake City, Utah

**You have viewed a sample scenario from the *Fundamentals of Surgery Curriculum™* (FSC)**

**Today's presentation is an overview of the typical responsibilities of a Residency Coordinator with special attention to the most frequently asked questions we have received in 2008-2009.**

**In our experience, Residency Coordinators are given responsibility for enrollment, implementation, and administration of the FSC.**

**In addition, they play a key role by assisting the Program Director to formulate assignments and to track the residents' progress.**

## OVERVIEW



The American College of Surgeons *Fundamentals of Surgery Curriculum™* is an innovative educational program that is case-based, interactive, and delivered on-line. The *Fundamentals of Surgery Curriculum™* includes more than 90 case scenarios divided by subject into 11 modules.

AMERICAN COLLEGE OF SURGEONS | DIVISION OF EDUCATION

# Fundamentals of Surgery

CURRICULUM

**INTERACTIVE ONLINE SCENARIOS  
IN ELEVEN MODULES**

- UNRESPONSIVE/AGITATED PATIENTS
- GASTROINTESTINAL CONDITIONS
- PREOPERATIVE ASSESSMENT
- RESPIRATORY MANAGEMENT
- FLUIDS AND ELECTROLYTES
- NUTRITIONAL SUPPORT
- WOUND MANAGEMENT
- CARDIAC CONDITIONS
- ON-CALL ISSUES
- SAFETY ISSUES
- PAIN CONTROL

VIRTUAL-LIFE 3D  
REAL DECISIONS

These are the Modules in the Fundamentals of Surgery Curriculum.

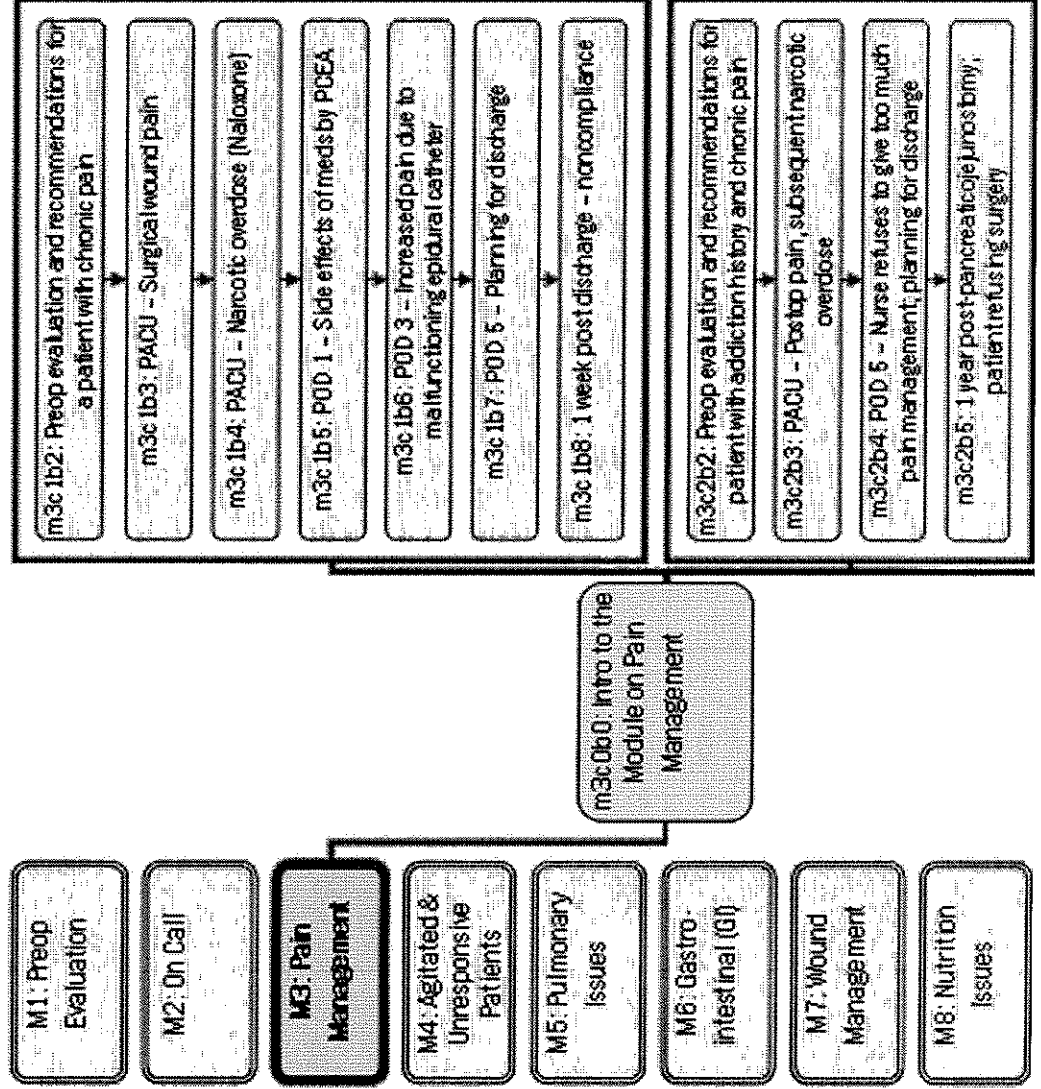
Within each Module, scenarios can be organized in a variety of ways.

Some Modules consist of an Introduction, Scenarios that may be completed in any order, and a Summary.

Some Modules contain a group of Scenarios that may be completed in any order, usually assigned by Topic.

Some Modules are divided into several Courses, and some of the Scenarios within the Courses must be taken in sequence.

These are two of the Courses in the Module on Pain Management. Each allows the learner to follow one patient through different phases of their care, from initial office visit through office follow up.



Package

m10 branches launched  
No description provided.

\* Does not include items assigned multiple times.

Items **All** | Current | Completed

M10C1B0

M10C1B1 Safely Treating a Wound in the ED

M10C1B2

M10C1B99 Summary of Module on Surgical Safety

\* NOTE: THIS PACKAGE ENFORCES PREREQUISITES

Point your mouse over the icon for more information.

\* NOTE: THIS PACKAGE ENFORCES PREREQUISITES  
Point your mouse over the icon for more information.

When a group of Scenarios may not be taken until a prerequisite is completed, this is how they look in the Menu.

Package

m10 branches launched  
No description provided.

\* Does not include items assigned multiple times.

Items **All** | Current | Completed

M10C1B0

M10C1B1 Safely Treating a Wound in the ED

M10C1B2

M10C1B99 Summary of Module on Surgical Safety

\* NOTE: THIS PACKAGE ENFORCES PREREQUISITES

Point your mouse over the icon for more information.

Status

Completed

Score

-

Status

Completed

Score

-

After the prerequisite has been completed, the scenarios in this group may be completed in any order.

**Three additional components which will be assigned to all Residents when they begin the FSC are:**

**The Reference Index which will allow Residents to access any reference within the FSC from their account whenever they need it.**

**An Instruction Module, which will introduce Residents to the functionality and interface of the FSC.**

**A Course on Ordering Laboratory Studies which will help Residents navigate the ordering appropriate studies for their “patients” .**

**It is very important that the Residents complete the Instruction Module and Ordering Laboratory Studies prior to attempting any of the scenarios.**

**Some Programs assign these during a “boot camp”, some assign them to be completed before the residents arrive, some prefer that the residents work through them in a group led by a senior resident or faculty member. Optional tests covering these two components will be available.**

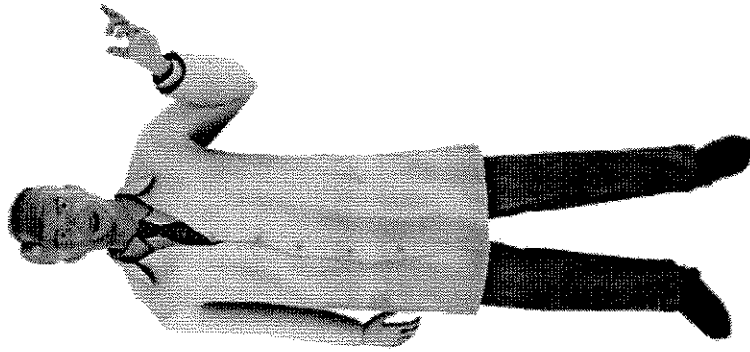
**It is important that the Program Director as well as any faculty members or residents who will assist with the FSC understand everything contained in these two components.**

# Instruction Module

AMERICAN COLLEGE of SURGEONS  
Division of Education



## FUNDAMENTALS of SURGERY



Welcome to the Fundamentals of Surgery Instruction Module.

To successfully navigate the virtual scenarios, it is important to understand the function of everything you see on every screen.

You will be given the opportunity to explore an example of each type of screen you will encounter in the Curriculum.


Clicking on each highlighted object will open an explanation of what it does and how it works.

Sometimes clicking on one object will open a screen that demonstrates what happens when you click it in the scenarios.

Objects on that new display will be highlighted for you to investigate.



Find Information about the *Fundamentals of Surgery Curriculum™* within the ACS Web Site: <http://facs.org>



**AMERICAN COLLEGE OF SURGEONS**

*Devoted to improving the care of the surgical patient and to establishing standards of care in an optimal and ethical practice environment.*

[▶ APPLY for ACS Membership](#)  
[▶ ACS Trial Membership](#)  
[▶ Web Portal Login \(Members Only\)](#)  
[▶ Contact Your Elected Officials](#)

SEARCH ACS SITE

powered by **Google**

**Table of Contents for this site**

- Periodicals
- Meetings and Courses
- Divisions and Programs
- ACS Members
- Governance
- Advocacy & Health Policy
- Public and Press
- Publications and Services
- Accreditation/Verification
- ACOSOG (Clinical Trials)
- Volunteerism
- Links
- New Features Online

[▶ ADVOCACY AND HEALTH POLICY EDUCATION](#)  
[▶ MEMBER SERVICES](#)  
[▶ RESEARCH AND OPTIMAL PATIENT CARE](#)  

- Cancer Programs
- Continuous Quality Improvement
- Trauma Programs

# ENROLLMENT

[▶ AMERICAN COLLEGE OF SURGEONS PROFESSIONAL ASSOCIATION \(ACSPA\)](#)  
[▶ AMERICAN COLLEGE OF SURGEONS FOUNDATION](#)  
[▶ SURGEONS DIVERSIFIED INVESTMENT FUND](#)

**PATIENTS**

**PUBLIC AND PRESS**

American College of Surgeons  
 633 N. Saint Clair Street Chicago, IL 60611-3211  
 Phone: 312.202.5000 Toll free: 1.800.621.4311 Fax: 312.202.5001  
 email: [postmaster@facs.org](mailto:postmaster@facs.org)

- [Surgical groups form "Operation Patient Access" to call attention to escalating workforce shortage](#)
- [ACS Health Policy Institute data shows access to surgical care at risk in rural and urban areas of the United States](#)
- [JACS study reports current shortage of surgeons in Maryland likely to worsen](#)
- [American College of Surgeons Supports Steps to Shore Up Medicare Payment System in Proposed Federal Budget](#)

[▶ Core Competencies](#)  
[▶ E-Learning Resource Center](#)  
[▶ Resident Board Residency in Surgery \(2005\)](#)  
[▶ Fundamentals of Surgery Curriculum](#)  
[▶ Joint Sponsorship](#)  
[▶ Meetings](#)  
[▶ Program of Verification of Knowledge and Skills](#)  
[▶ Residency Assist Page \(RAP\)](#)  
[▶ Resources](#)  
[▶ SESAP](#)

**Education**

**ACS Health Policy Institute data shows access to surgical care at risk in rural and urban areas of the United States**

The American College of Surgeons Health Policy Institute has

Or go directly to

<http://www.facs.org/education/fundamentalsofsurgery.html>

The screenshot shows the website for the American College of Surgeons' Division of Education. At the top left is the American College of Surgeons logo. Below it is the text 'American College of Surgeons'. To the right is a navigation menu with links: Home Page, Members Only, Table of Contents, Search This Site, Contact Us, and Site Index. The main content area features a large banner with the text 'Fundamentals of Surgery' in a stylized font. Below the banner are two links: 'Fundamentals of Surgery Curriculum Information (80K PDF)' and 'Fundamentals of Surgery Curriculum Enrollment Information (975K PDF)'. Two arrows are overlaid on the page: one pointing to the first link and another pointing to the second link.

Link to Information

[Fundamentals of Surgery Curriculum Information \(80K PDF\)](#)

[Fundamentals of Surgery Curriculum Enrollment Information \(975K PDF\)](#)

Link to Enrollment Forms and Instructions



1. "Type of Institution" (Community or University):

2. "RRC#" is the number assigned to your residency program. It usually starts with "440" and is ten digits long.

3. "Primary Contact Person for Fundamentals of Surgery Curriculum": This individual will receive all information about the *Fundamentals of Surgery Curriculum*™. In most cases, this person will administer the accounts, provide assistance to the residents, make assignments, and create reports. The Residency Coordinator most often performs this function.

4. "Additional Contact Person" this may be an assistant Program Director, a faculty member, a senior resident, a program's staff person, or the person responsible for payment.

5. "Optional: PGY-2s who did not complete the FSC during their PGY-1 year may be enrolled." Please note that this is a new feature to the FSC 2009-10.

6. "Please Enroll": the spaces here are to be filled in to calculate the payment amount required and to enroll the residents. Please make note of the price difference when enrolling prior to or after April 30, 2009.

7. Payment type and information. Payment can be made in the form of check or credit card. If a program wishes to expedite their enrollment, the credit card information can be filled out directly on the Program Information form and faxed to the FSC staff. Alternately, the Program Information form can be mailed with a check.

NAME OF INSTITUTION \_\_\_\_\_ COMMUNITY  UNIVERSITY  RRC# \_\_\_\_\_

TYPE OF INSTITUTION CHECK ONE

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

PHONE ADDRESS/INSTITUTION STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

NAME \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

IN 2009-2010 THIS PROGRAM WILL HAVE \_\_\_\_\_ NUMBER OF CATEGORICAL PGY-1 RESIDENTS ALL CATEGORIES

IN 2009-2010 THIS PROGRAM WILL HAVE \_\_\_\_\_ NUMBER OF DESIGNATED PRELIMINARY PGY-1 RESIDENTS ALL CATEGORIES

IN 2009-2010 THIS PROGRAM WILL HAVE \_\_\_\_\_ NUMBER OF DESIGNATED PRELIMINARY PGY-1 RESIDENTS EMPLOYMENT INCORPORATED

SPECIAL NOTES WHO DID NOT COMPLETE THE FSC DURING THEIR PGY-1 YEAR MAY BE ENROLLED

IN 2009-2010 THIS PROGRAM WILL HAVE \_\_\_\_\_ NUMBER OF PGY-2 RESIDENTS TO BE ENROLLED

By signing below, I verify that there will be a total of \_\_\_\_\_ residents participating in this residency program for 2009-2010. I request that the residents in this program be enrolled in the ACS RAS (Resident and Associate Society) and will provide the account number of the residents who are already RAS members.

SIGNATURE OF PROGRAM DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

RESIDENT HAS MEMBERSHIP	ENROLLED BY APRIL 30, 2009	TOTAL \$
RESIDENT NON-HAS MEMBERSHIP	ENROLLED BY APRIL 30, 2009	TOTAL \$
RESIDENT HAS MEMBERSHIP	ENROLLED AFTER APRIL 30, 2009	TOTAL \$
RESIDENT NON-HAS MEMBERSHIP	ENROLLED AFTER APRIL 30, 2009	TOTAL \$
GRAND TOTAL \$		

BY CHECK FOR THE AMOUNT INDICATED IS ENCLOSED. AMOUNTS IN MAKE ALL CHECKS PAY TO THE AMERICAN COLLEGE OF SURGEONS

CHECK ONE  VISA  MASTERCARD  AMERICAN EXPRESS

CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CHECK/OLDER SIGNATURE \_\_\_\_\_

NAME \_\_\_\_\_

BILLING ADDRESS STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

1

3

4

5

6

7

The Program Director must sign the Program Enrollment Form

By signing below, I request enrollment in the Fundamentals of Surgery Curriculum™ for the residents in the surgical residency program at the institution listed above. I verify that there will be a total of \_\_\_\_\_ residents participating in this program for 2009-2010. I request that the residents in this program be enrolled in the ACS RAS (Resident and Associate Society) and will provide the account numbers of those residents who are already RAS members.

\_\_\_\_\_  
SIGNATURE OF PROGRAM DIRECTOR

\_\_\_\_\_  
DATE

When you enroll your PGY-1s, we will forward the information on the Resident Enrollment Forms to the ACS Member Services Division, who will enroll the residents in the ACS RAS (Resident and Associate Society). Membership is free for PGY-1s. Unless you indicate that you do not want to enroll your residents in ACS RAS, you may pay the RAS MEMBER fees.

PLEASE ENROLL ALL RESIDENTS IN THE FUNDAMENTALS OF SURGERY CURRICULUM (TOTAL RAS MEMBERS AND GRAND TOTAL)

_____	RESIDENT RAS MEMBERS \$200	ENROLLED BY APRIL 30, 2009	TOTAL \$
_____	RESIDENT NON-RAS MEMBERS \$245	ENROLLED BY APRIL 30, 2009	TOTAL \$
_____	RESIDENT RAS MEMBERS \$225	ENROLLED AFTER APRIL 30, 2009	TOTAL \$
_____	RESIDENT NON-RAS MEMBERS \$270	ENROLLED AFTER APRIL 30, 2009	TOTAL \$
			GRAND TOTAL \$



AMERICAN COLLEGE OF SURGEONS | DIVISION OF EDUCATION  
**FUNDAMENTALS OF SURGERY CURRICULUM™**  
 RESIDENT ENROLLMENT FORM FOR 2009-2010 ACADEMIC YEAR



**NAME OF INSTITUTION:**

PLEASE PRINT CLEARLY YOU MAY USE AS MANY OF THESE SHEETS AS NECESSARY

Be sure to include this information

**RESIDENT**

CATEGORICAL  DESIGNATED PRELIMINARY  UNDESIGNATED PRELIMINARY ACS ID NUMBER, IF APPLICABLE \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

DATE OF BIRTH (MM/DD/YYYY) \_\_\_\_\_ GENDER \_\_\_\_\_

FULL NAME AND LOCATION OF MEDICAL SCHOOL \_\_\_\_\_ MEDICAL SCHOOL EDUCATION \_\_\_\_\_

DEGREE \_\_\_\_\_ DATE OF GRADUATION \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

**RESIDENT**

CATEGORICAL  DESIGNATED PRELIMINARY  UNDESIGNATED PRELIMINARY ACS ID NUMBER, IF APPLICABLE \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE/PROVINCE \_\_\_\_\_ ZIP/POSTAL CODE \_\_\_\_\_

Each Resident Enrollment Form has room to enroll up to 4 residents.  
 It is important to fill in all of the information requested. If the resident does not yet have a local address or telephone number, you may use the Program's information. The resident may change it later.

## The Program Director must sign every Resident Enrollment Form

By signing below, I verify that the \_\_\_\_\_ residents listed on this page are participants in the residency program of the above-mentioned institution for 2009-2010. This is form \_\_\_\_\_ of \_\_\_\_\_ Resident Enrollment Forms.

SIGNATURE OF PROGRAM DIRECTOR \_\_\_\_\_

DATE \_\_\_\_\_

All Resident Enrollment Forms must be submitted no later than May 15, 2009, for Resident Accounts to be available on June 1, 2009.

Mail forms to: Shana Cobb  
Or fax forms to: Shana Cobb at 312/202-5011

Fundamentals of Surgery Curriculum  
American College of Surgeons  
Division of Education-25th floor  
633 N. Saint Clair St., Chicago, IL 60611-3211

Mail or FAX the forms and payment to the address provided. If you send a check, be sure that your accounting Department knows where to send the payment.

You may send the Program Enrollment Form in with your payment, and send the Resident Enrollment Forms in at a later date.

Resident Enrollment Forms must be submitted no later than May 15, 2009, for Resident Accounts to be available on June 1, 2009.

After that date, Enrollments will be processed in the order received. Resident Enrollment Forms must be submitted no later than June 15, 2009, for Resident Accounts to be available on July 1, 2009.

# IMPLEMENTATION


When your enrollment is complete, you will receive an email with several attachments. This excel spreadsheet is used to assign User Names.

We recommend that the **Program Administrator** (usually the **Residency Coordinator**) save a copy of this MS Excel spreadsheet to his or her computer and enter their residents' names directly into the spreadsheet that the ACS FSC staff provided when assigning residents' usernames. Each MS Excel Spreadsheet contains the following:

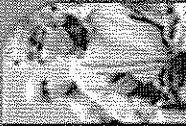


- 1. Privacy protected first and last names:** Residents should not change these privacy protected, generic, first/last names online. (See Overview of Process - Step 1, in Administrator User Guide)
- 2. Usernames:** Before learners can access the branches, program administrators must first assign each resident to one of the usernames supplied by the ACS FSC Staff.
- 3. Temporary passwords:** All users will be prompted to change their passwords upon initial log in. We recommend the Administrator urge their residents to record and keep in a safe place their new passwords to prevent the user from any lost learning time if a password is forgotten. Many Administrators keep a confidential list of the residents' passwords. FSC staff cannot change or restore passwords.
- 4. Program account number:** The program account number will be provided to the program administrator upon enrollment of the program and payment. This three digit number is used in e-mail correspondence. The program account number is first half of the program's usernames.
- 5. Learner username specifics:** Categorical resident usernames will always end in .101 - .149. Preliminary resident usernames will always end in .151 - .199.
- 6. Administrator username specifics:** Administrator usernames will always end in .090 - .099

	A	B	C	D	E
1					
2					
3					
4					
5	FIRSTNAME	LASTNAME	USERNAME	PASSWORD	
6	100.101*do not change*	*do not change*	100.101	password	
7	100.102*do not change*	*do not change*	100.102	password	
8	100.103*do not change*	*do not change*	100.103	password	
9	100.151*do not change*	*do not change*	100.151	password	
10	100.152*do not change*	*do not change*	100.152	password	
11	100.153*do not change*	*do not change*	100.153	password	
12	100.154*do not change*	*do not change*	100.154	password	
13	100.155*do not change*	*do not change*	100.155	password	
14	100.097*do not change*	*do not change*	100.097	password	
15					
16					
17	Account Number: 100				
18	Categorical Resident User IDs: 100.101 -100.103				
19	Preliminary Resident User IDs: 100.151 -100.155				
20	Administrator User ID: 100.097				
21					
22					
23					
24					
25					
26					

This is a screen shot of the Account Roster for ABC University Hospital. The Usernames found here correspond to the MS Excel Account Roster that is created for each program after their Resident Enrollment Forms are submitted to the FSC Staff.



# DIVISION OF EDUCATION

HOME
ADMIN
CONTENT
REPORTS
MY TRAINING
MY PROFILE
HELP
LOGOUT

**Fundamentals Of Surgery**  
CURRICULUM

Assignments	URLS
Organization	800_801
Group	850_801
User	850_801
Activation Code	850_801
Theme	850_801
Domain	801
Loan	801_801

**SEARCH**

To search for a different user, enter its criteria and select the SEARCH button.

FIRST NAME:

LAST NAME:

LOGIN NAME:

ORGANIZATION:

**RESULTS**

Number of results found: 6    Viewing results: 1 - 6

\*do not change\*, 100.101\*do not change\* -- [ABC University Hospital]

\*do not change\*, 100.102\*do not change\* -- [ABC University Hospital]

\*do not change\*, 100.103\*do not change\* -- [ABC University Hospital]

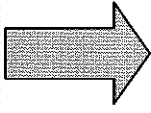
\*do not change\*, 100.151\*do not change\* -- [ABC University Hospital]

\*do not change\*, 100.152\*do not change\* -- [ABC University Hospital]

\*do not change\*, 100.153\*do not change\* -- [ABC University Hospital]



This is a screen shot of The Menu where the Administrator Materials are located. It is accessed from the My Training Tab.



HOME ADMIN CONTENT REPORTS MY TRAINING MY PROFILE HELP LOGOUT

## My Courses

Welcome Shana Cobb

My Courses ▶ Program Administrator Materials



Program Administrator Materials  
No description provided.

Package Status -

Administrator Materials include

\* Does not include items assigned multiple times.

Items All | Current | Completed



Instructor's Manual

The Instructor's Manual



Reference Index

The Reference Index



ACS - Admin User Guide 6.19.08.doc

The Administrator User Guide



Example Email 6.20.08.doc

An Email message to send to the residents

Items All | Current | Completed Status -

Welcome to the PGY1 program! An account has been created for you to begin taking advantage of the exciting learning opportunities available to you.

To access the courseware, please copy and paste the following link into your web browser: [LINK WILL BE HERE](#)

Use the following information to login:

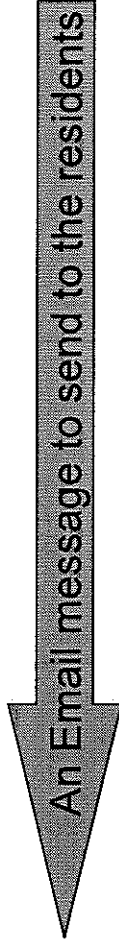
**User ID:** <Insert User ID>

**Password:** <Insert Password>

After you login, you will be prompted to complete your profile. Even if you are prompted to do so, in order to protect your privacy, **do not update your first and last names.** Here you will specify a new password. After you have entered your profile information, you will be directed to the "My Training" tab. Here you will see a list of the courses available to you. Just click on one of the course links and the course will begin.

The Learning Management System interface is organized by a group of tabs near the top of the page. These tabs consist of the following: My Training, My Profile, Help, and Logout.

1. **My Training Tab** – This tab provides access to your assigned courseware and personal transcripts. You can view your completion status for a particular course, the date you began the course, the total time spent on the course, and the last date on which you accessed the course.
2. **My Profile Tab** – This tab provides your personal user information, including name, password, and security question. You can view and edit this information at any time.
3. **Help Tab** – This tab provides Frequently Asked Questions and Customer Support contact information.
4. **Logout Tab** – Clicking this tab will log you out of the system and display the login screen.



## From the My Training Tab> Program Administrator Materials "package"

### Package



Program Administrator Materials  
No description provided.

\* Does not include items assigned multiple times.

### Items

All | Current | Completed



Instructor's Manual



Reference Index



ACS - Admin User Guide 6.19.08.doc



Example Email 6.20.08.doc



**American College of Surgeons:  
Division of Education**



**Learning Management System**

**Administrator  
User Guide**

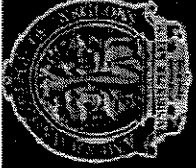
More information about the Instructor's Manual will be presented in the section about Formulating Assignments.

**The Administrator User Guide**

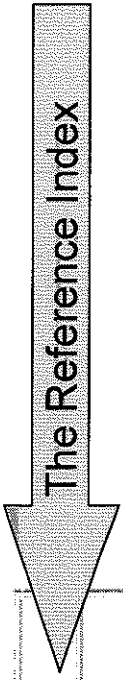
The **Administrator User Guide** includes step-by-step instructions for everything that you will need to do to administer the FSC.

- There is a hyperlinked Table of Contents.
- Each section includes screen prints illustrating the text.
- A Section of FAQs is updated regularly.
- Stage 1 technical support is provided.
- Program support is provided by ACS staff.

**The Instructor's Manual**



# REFERENCE INDEX



<u>Abdominal Trauma</u>
<u>Acute Abdomen</u>
<u>ABW Calculation</u>
<u>Acute Appendicitis</u>
<u>Acute Calculous Cholecystitis</u>
<u>Acute Pancreatitis</u>
<u>AMPLE History</u>
<u>Antibiotics Prophylaxis</u>
<u>Automatic Monitoring for Epidural/Intrathecal Therapy</u>
<u>Basic Anatomy and Principles of Treatment of Arm and Hand</u>
<u>Body Weight as Indicator of Malnutrition</u>
<u>Calculation of Posm</u>
<u>Cardiogenic Shock</u>
<u>Characteristics of Local Anesthetics for Major Nerve Blocks</u>
<u>Crohn's Disease</u>

# ADMINISTRATION

## How to reset a Resident's Password

**Fundamentals of Surgery CURRICULUM**

**DIVISION OF EDUCATION**

HOME ADMIN SEARCH ACFILE HELP LOGOUT

Administration Menu

Please choose from the list of administrative tasks.

Assignments	Organization	Group	User	Activation Code	Theme	Domain	Loan
edit	edit	edit	edit	edit	edit	edit	edit

Click edit, next to User.

Sometimes residents' passwords are forgotten or lost and need to be reset. ACS staff cannot reset passwords. This must be done by the Program Administrator.

The steps to reset a password are as follows.

Begin with the Administration Menu.

Click edit next to User.

POWERED BY **halnic**

http://facs.pointcast.com/lms/user?action=edit





# DIVISION OF EDUCATION



HOME ADMIN CONTENT REPORTS MY TRAINING MY PROFILE HELP LOGOUT

Fundamentals of Surgery CURRICULUM

- Assignments [manage](#)
- Organization [add](#) [edit](#)
- Group [add](#) [edit](#)
- User [add](#) [edit](#)
- Activation Code [add](#) [edit](#)
- Theme [add](#) [edit](#)
- Domain [add](#) [edit](#)
- Loan [add](#) [edit](#)

## Edit User

Complete the required user information and select the SAVE button.

USER PROFILE ROLES GROUPS REPORTING GROUPS

DATE CREATED: 07 Jan 2009

ORGANIZATION: ABC University Hospital

\* FIRST NAME: 101.154\*do not change\*

\* LAST NAME: \*do not change\*

\* USERNAME: 101.154

\* PASSWORD:

VERIFY PASSWORD:

This is the old Password, it has been scrambled. Click the box and enter the new password.

Verify the new Password in this box.

Click Save

SAVE CANCEL

The user has NOT been emailed his new password and will require notification.

**DIVISION OF EDUCATION**

HOME ADMIN CONTENT

REPORTS MY TRAINING MY PROFILE HELP LOGOUT

Fundamentals of Surgery CURRICULUM

Assignments [manage](#)

Organization [add](#) [edit](#)

Group [add](#) [edit](#)

User [add](#) [edit](#)

Activation Code [add](#) [edit](#)

Theme [add](#) [edit](#)

Domain [edit](#)

Loan [add](#) [edit](#)

The following user information has been saved:

The user has NOT been emailed his new password and will require notification.

\* FIRST NAME: 100.154\*do not change\*

\* LAST NAME: \*do not change\*

\* USERNAME:100.154

ORGANIZATION: ABC University Hospital

ROLE: Learner

GROUPS: test example

STATUS: Active

EDIT ANOTHER DONE

This screen indicates that the password has been changed and saved properly. Please note that the user must be notified of this change.  
Click DONE to finish, or EDIT ANOTHER, if necessary.



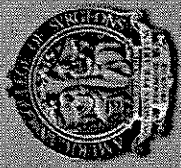
## How to create a Group

It will be necessary to create at least one Group consisting of all of the residents, so when you are assigning work to everyone, you can do it in one step.

Whether or not other groups are needed will depend on how the Program Director wants to implement the FSC, and is usually based on the size and structure of the Program.

Groups can be based on:

- Rotations
- Locations
- Designated vs Preliminary
- Shifts



# DIVISION OF EDUCATION

- HOME
- ADMIN
- CONTENT
- REPORTS
- MY TRAINING
- MY PROFILE
- HELP
- LOGOUT

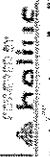
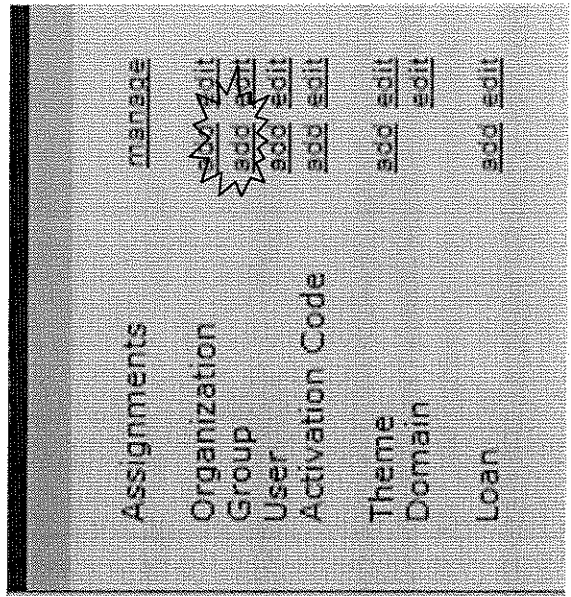
## Fundamentals of Surgery CURRICULUM Administration Menu

Please choose from the list of administrative tasks.


- Assignments [add](#) [edit](#)
- Organization [add](#) [edit](#)
- Group [add](#) [edit](#)
- User [add](#) [edit](#)
- Activation Code [add](#) [edit](#)
- Theme [add](#) [edit](#)
- Domain [add](#) [edit](#)
- Loan [add](#) [edit](#)

To create new groups, the Administrator must start in the Administration Menu.

The Administrator will click the link, "add" from the left hand sidebar, next to Group.



After the Administrator clicks "add" this page will load.



# DIVISION OF EDUCATION

HOME ADMIN CONTENT REPORTS MY TRAINING MY PROFILE HELP LOGOUT

## Fundamentals of Surgery CURRICULUM Add Group

Please complete the required group information and click the NEXT button to continue to the next step.

<b>Info</b>	<b>Users</b>	<b>Reporters</b>
ORGANIZATION NAME: I am med s		
SEARCH		
Searches		
Select organization, canceling any entered data.		
* NAME:	Group 1	
DESCRIPTION:	example	
SAVE CANCEL		

Name the Group.  
A description may be entered, but it is not required.

The next step is to add users. Click the Users tab at top. Do NOT click Save yet.



# Fundamentals of Surgery CURRICULUM

- Assignments: [insert](#)
- Organization: [add](#) [edit](#)
- Group: [add](#) [edit](#)
- User: [add](#) [edit](#)
- Activation Code: [add](#) [edit](#)
- Theme: [add](#) [edit](#)
- Domain: [edit](#)
- Loan: [add](#) [edit](#)

## DIVISION OF EDUCATION

HOME ADMIN CONTENT REPORTS MY TRAINING MY R

### Add Group

Please complete the required group information and click the NEXT button to continue to

Info User Reports

USER FILTER

All Users

USERS\*

- \*do not change\*, 100.101\*do not
- \*do not change\*, 100.102\*do not
- \*do not change\*, 100.103\*do not
- \*do not change\*, 100.151\*do not
- \*do not change\*, 100.152\*do not
- \*do not change\*, 100.153\*do not

ADD ALL >>

ADD >

< REMOVE

<< REMOVE ALL

SAVE


CANCEL

Administrators can choose to add all their residents to a group or to add specific users to different groups using these buttons.

#### WHY ADD ALL?

Putting all residents into a group simplifies making assignments if the Program Director wants all residents to be working on the same curriculum at the same time.

This example shows a group created for ABC University Hospital's categorical residents.



# DIVISION OF EDUCATION

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## Fundamentals of Surgery CURRICULUM Add Group

Please complete the required group information and click the NEXT button to continue to the next step.

Assignments	manage
Organization	add edit
Group	add edit
User	add edit
Activation Code	add edit
Theme	add edit
Domain	edit
Loan	add edit

Info
Users
Reports

USER FILTER

All Users

USERS\*

"do not change", 100.101\*do not  
 "do not change", 100.102\*do not  
 "do not change", 100.103\*do not  
 "do not change", 100.151\*do not  
 "do not change", 100.152\*do not  
 "do not change", 100.153\*do not

USERS IN GROUP

"do not change", 100.101\*do not cha  
 "do not change", 100.102\*do not cha  
 "do not change", 100.103\*do not cha

ADD ALL >>

ADD >

< REMOVE


<< REMOVE ALL

SAVE




CANCEL

Click save to finish

Final screen of newly created group



# DIVISION OF EDUCATION

HOME
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## Fundamentals of Surgery CURRICULUM

Add Group Summary

The group was saved successfully. You may ADD ANOTHER group for this organization, or select DONE to return to the administration menu.

GROUP	USERS*	REPORTERS
prelims	*do not change*, 100.101*do not change*	*do not change*, 100.102*do not change*

ADD ANOTHER
DONE

Assignments	manage	
Organization	add edit	
Group	add edit	
User	add edit	
Activation Code	add edit	
Theme	add edit	
Domain	edit	
Loan	add edit	

Program Directors have incorporated the FSC into their existing PGY-I Education plan in a variety of ways.

Some programs select assignments based on an existing lecture series or institutional curriculum.

Assignment size varies from a group of several branches that may or may not represent an entire Module or Course, to one branch at a time.

Some programs have weekly discussions based on one or more scenarios.

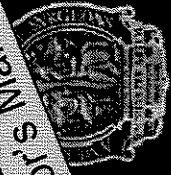
Some programs assign senior residents or faculty to discuss the scenarios with the residents whom they supervise.

The Instructor's Manual can be used to select appropriate assignments.

The Instructor's Manual opens with a Menu.  
This is the menu for 2008-2009.

# FUNDAMENTALS OF SURGERY INSTRUCTOR'S MANUAL

COLLEGE of SURGEONS  
Division of Education



The Instructor's Manual

Select a branch number for a brief synopsis. Provided on each page are the Key Learning Points, Key Words, Reference Materials, LCME Competency correspondence, Tables, Images, Charts and Records as they pertain to a branch.

Search Key Words and find the corresponding branch for creating assignments.

At this time, not all branch synopsis pages have been populated. As branches are released for use, this will be updated.

- Module 1**
- Course 1**
- [M1C1B0](#)
- [M1C1B1](#)
- [M1C1B2](#)
- [M1C1B3](#)
- [M1C1B99](#)

- Module 2**
- Course 1**
- [M2C1B0](#)
- [M2C1B1](#)
- [M2C1B2](#)
- [M2C1B3](#)
- [M2C1B5](#)
- [M2C1B99](#)

- Course 2**
- [M2C2B0](#)
- [M2C2B1](#)
- [M2C2B2](#)
- [M2C2B3](#)
- [M2C2B99](#)

### Module 2 (cont'd)

- Course 4**
- [M2C4B0](#)
- [M2C4B1](#)
- [M2C4B2](#)
- [M2C4B3](#)
- [M2C4B4](#)
- [M2C4B5](#)
- [M2C4B6](#)
- [M2C4B7](#)
- [M2C4B8](#)
- [M2C4B9](#)
- [M2C4B99](#)

### Module 3

- Course 1**
- [M3C1B2](#)
- [M3C1B3](#)
- [M3C1B4](#)
- [M3C1B5](#)
- [M3C1B6](#)
- [M3C1B7](#)
- [M3C1B8](#)
- [M3C2B2](#)
- [M3C2B3](#)
- [M3C2B4](#)
- [M3C2B5](#)

- Module 4**
- [M4C0B0](#)
- [M4C1B1](#)
- [M4C1B2](#)
- [M4C1B3](#)

- Module 6**
- [M6C1B1](#)
- [M6C1B2](#)
- [M6C3B2](#)
- [M6C6B1](#)
- [M6C6B2](#)
- [M6C7B1](#)
- [M6C8B1](#)

- Module 7**
- Course 1**
- [M7C1B0](#)
- [M7C1B1](#)
- [M7C1B2](#)
- [M7C1B3](#)
- [M7C1B99](#)

- Module 8**
- Course 1**
- [M8C1B1](#)
- [M8C1B2](#)
- [M8C1B3](#)

- Module 9**
- Course 2**
- [M9C2B1](#)
- [M9C2B2](#)

- Course 4**
- [M9C4B1](#)
- [M9C4B2](#)

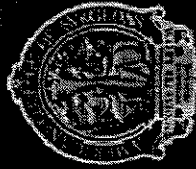
- Course 6**
- [M9C6B2](#)

- Module 10**
- Course 1**
- [M10C1B0](#)
- [M10C1B1](#)
- [M10C1B2](#)
- [M10C1B99](#)

[Keywords](#)



This is the menu for 2009-2010. This menu scrolls and contains the Generic Title of each component as well as the Specific Title that describes the contents.



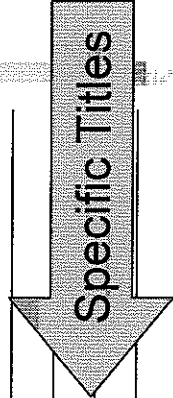
**INSTRUCTOR'S MANUAL**

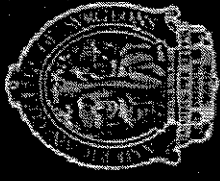
Select a branch number for a brief synopsis. Provided on each page are the Key Learning Points, Key Words, Reference Materials, LCME Competency correspondence, Tables, Images, Charts and Records as they pertain to a branch.

Search Key Words and find the corresponding branch for creating assignments.

At this time, not all branch synopsis pages have been populated. As branches are released for use, this will be updated.

Generic Title - These will be in Learner Menu	Specific Title - These are for Instructors' Manual Menu and will replace Generic Titles on completion
Cardiac Conditions (Cardiac)	Cardiac Conditions
Cardiac: 1	Perioperative Myocardial Infarction and Arrhythmias
Cardiac: 2	Postoperative Myocardial Infarction, Atrial Fibrillation, Low Flow State
Agitated and Unresponsive Patients (Mental Status)	Agitated and Unresponsive Patients
Mental Status: Introduction	Introduction to the Module on Agitated and Unresponsive Patients
Mental Status: 1	Evaluation and Management of Agitation due to Hypoxia
Mental Status: 2	Evaluation and Management of Agitation due to Delirium Tremens
Mental Status: 3	Evaluation and Management of Agitation due to Sepsis
Mental Status: 4	Unresponsive Patient: CVA
Mental Status: 5	Unresponsive Patient: Narcotic Overdose
Mental Status: 6	Unresponsive Patient: Seizure/Postictal State
Gastrointestinal Conditions (GI)	Gastrointestinal Conditions
GI: 1	Acute Lower GI Bleeding - Colon Cancer
GI: 2	Acute Lower GI Bleeding - Diverticulosis
GI: 3	Ascending Cholangitis
GI: 4	Differential Diagnosis of Jaundice
GI: 5	Anal Disease
GI: 6	C.difficile Colitis
GI: 7	Upper Gastrointestinal Bleeding due to a Duodenal Ulcer
GI: 8	Postoperative Intraabdominal Bleeding





# FUNDAMENTALS of SURGERY INSTRUCTOR'S MANUAL

## M2C1B3 – Postoperative Hypotension due to Pulmonary Embolus

Answer Key

The resident will learn to recognize a pulmonary embolus as the etiology of acute onset hypotension in this postoperative patient. In addition, the resident will learn to begin the initial treatment for this condition and take the necessary steps to reduce the chance of recurrent pulmonary emboli.

Prerequisite: M2C1B0

### Synopsis

#### Key Learning Points

- The resident will learn:
- The differential diagnoses of acute hypotension in the postoperative patient.
  - That a pulmonary embolus is a common postoperative complication.
  - That DVT prophylaxis is important to minimize the chance of pulmonary

#### Key Words

- Postoperative Hypotension
- Myocardial Dysfunction
- Acute Myocardial Infarction
- Troponin
- Beta Blockers
- HIPAA Regulations

Competencies

1 2 3 4 5 6

### References

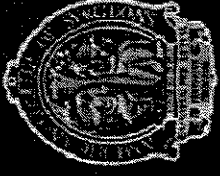
- Pulmonary Embolism

### Tables, Charts, Images

- CT – Thorax

### Records

- Anesthesia Record
- Operative Report
- Pre-Anesthesia Evaluation
- Progress Note
- Pulmonary Consultation
- Surgical Pathology Report



FUNDAMENTALS of SURGERY  
INSTRUCTOR'S MANUAL

GI: 1 | Acute Lower GI Bleeding – Colon Cancer | Answer Key

The resident will learn to identify the source of a patient's acute lower GI bleeding and will learn the appropriate steps for monitoring the patient and for performing colonoscopy.

Prerequisites: None

**Key Learning Points**

- The resident will learn:
- To identify the potential instability of a patient with GI bleeding.
  - The effect of beta blockers in masking acute hemorrhagic shock.
  - The differential diagnosis of acute GI bleeding.

**Key Words**

- Acute lower GI bleeding
- Colonoscopy
- Differential diagnosis of acute GI bleeding
- Preparation for colon surgery
- Proctoscopic examination
- Proper bowel prep for colonoscopy

Competencies 1 2 3 4 5

**References**

- Acute GI Hemorrhage
- Lower Gastrointestinal Bleeding

**Tables, Charts, Images**

**Records**

- Operative Report – Hemorrhoidectomy
- Anesthesia Record – Hemorrhoidectomy

The  
Answer  
Key

This is an excerpt from the Answer Key that is located in the Instructor's Manual.

What questions will most likely assist you in forming your differential diagnosis?

- To the nurse: Has he complained of any pain in his legs?

No

- To the nurse: Have you noticed any swelling in his legs?

No

- To the nurse: Is the patient a DNR?

No

- To the nurse: Was the patient getting DVT prophylaxis?

He would not keep his compression boots on. His subcutaneous heparin was stopped yesterday.

- To the nurse: What medications has he had today?

Oral Tylenol, for pain, twice.

- To the patient: Are you able to speak to me?

He mumbles an answer which is unintelligible.

The Answer Keys must be kept confidential. The Program Director may decide to provide a particular answer to a resident in response to that resident's having difficulty. You should never print Answer Keys or allow them to be printed or distributed.



This is an example of one of the References. References can be accessed from the Scenario, from the Instructor's Manual Page, and from the Reference Index.

Table 12-4 Risk Factors for the Development of Postoperative Pneumonia and Respiratory Failure

RISK FACTORS	POSTOPERATIVE PNEUMONIA RISK INDEX (OR [95% CI])	POINT VALUE	RESPIRATORY FAILURE RISK INDEX (OR [95% CI])	POINT VALUE
Type of surgery				
AAA repair	4.29 (3.34-5.50)	15	14.3 (12.0-16.9)	27
Thoracic	3.92 (3.36-4.57)	14	8.14 (7.17-9.25)	21
Upper abdominal	2.68 (2.38-3.03)	10	4.21 (3.80-4.67)	14
Neck	2.30 (1.73-3.05)	8	3.10 (2.40-4.01)	11
Neurosurgical	2.14 (1.66-2.75)	8	4.21 (3.80-4.67)	14
Vascular	1.29 (1.10-1.52)	3	4.21 (3.80-4.67)	14
Emergency surgery	1.33 (1.16-1.54)	3	3.12 (2.83-3.43)	11
General anesthesia	1.56 (1.36-1.80)	4	1.91 (1.64-2.21)	—
Age				
>80 yr	5.63 (4.62-6.84)	17	—	—
70-79 yr	3.58 (2.97-4.33)	13	—	—
60-69 yr	2.38 (1.98-2.87)	9	—	—
50-59 yr	1.49 (1.23-1.81)	4	—	—
<50 yr	1.00 (referent)	—	—	—
≥70 yr	—	—	1.91 (1.71-2.13)	6
60-69 yr	—	—	1.51 (1.36-1.69)	4
<60 yr	—	—	1.00 (referent)	—
Functional status				
Totally dependent	3.83 (2.33-6.43)	10	1.92 (1.74-2.11)	7
Partially dependent	1.83 (1.63-2.06)	6	1.92 (1.74-2.11)	7
Independent	1.00 (referent)	—	1.00 (referent)	—
Albumin				
<3.0 g/dL	—	—	2.53 (2.28-2.80)	9
>3.0 g/dL	—	—	1.00 (referent)	—
Weight loss >10% (within 6 mo)	1.92 (1.68-2.18)	7	1.37 (1.19-1.57)*	—
Chronic steroid use	1.33 (1.12-1.58)	3	—	—
Alcohol—>2 drinks/day (within 2 wk)	1.24 (1.08-1.42)	2	1.19 (1.07-1.33)*	—
Diabetes—insulin treated	—	—	1.15 (1.00-1.33)*	—
History of COPD	1.72 (1.55-1.91)	5	1.81 (1.66-1.98)	6
Current smoker				
Within 1 yr	1.28 (1.17-1.42)	3	—	—
Within 2 wk	—	—	1.24 (1.14-1.36)*	—
Preoperative pneumonia	—	—	1.70 (1.24-2.13)*	—
Dyspnea	—	—	—	—

List of the Core Competencies  
Referred to in the Instructor's  
Manual Pages

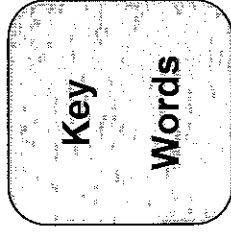
## Maintenance of Certification (MOC) Competencies and Criteria

Through ABMS' Maintenance of Certification (MOC) process, board certified physicians in 24 medical specialties build six core competencies for quality patient care in their medical specialty. These competencies were first adopted by the Accreditation Council for Graduate Medical Education (ACGME) and ABMS in 1999.

About the Six Core Competencies

1. **Patient Care** – Provide care that is compassionate, appropriate and effective treatment for health problems and to promote health.
2. **Medical Knowledge** – Demonstrate knowledge about established and evolving biomedical, clinical and cognate sciences and their application in patient care.
3. **Interpersonal and Communication Skills** – Demonstrate skills that result in effective information exchange and teaming with patients, their families and professional associates (e.g. fostering a therapeutic relationship that is ethically sound, uses effective listening skills with non-verbal and verbal communication; working as both a team member and at times as a leader).
4. **Professionalism** – Demonstrate a commitment to carrying out professional responsibilities, adherence to ethical principles and sensitivity to diverse patient populations.
5. **Systems-based Practice** – Demonstrate awareness of and responsibility to larger context and systems of healthcare. Be able to call on system resources to provide optimal care (e.g. coordinating care across sites or serving as the primary case manager when care involves multiple specialties, professions or sites).
6. **Practice-based Learning and Improvement** – Able to investigate and evaluate their patient care practices, appraise and assimilate scientific evidence and improve their practice of medicine.

**Core  
Competencies are  
referred to by  
Number in the  
Instructor's  
Manual Pages.  
Clicking the link  
Competencies  
Displays this list.**



- Postoperative Hypotension
- Myocardial Dysfunction
- Acute Myocardial Infarction
- Troponin
- Beta Blockers
- HIPAA Regulations

These are some of the Key Words from a Scenario.


The Key Word Index is used when the Program Director wants to find other scenarios that deal with the same or similar topic.

The alphabetical Key Word Index contains the generic titles of every scenario in which the Key Word appears.

Residency Coordinators often assist Program Directors by helping them become familiar with the parts of the Instructor's Manual that will be useful to them.

# How to make an Assignment

Assignments	manage
Group	add edit
User	add edit
Theme	add edit



## DIVISION OF EDUCATION

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Fundamentals Of Surgery CURRICULUM Administration Menu

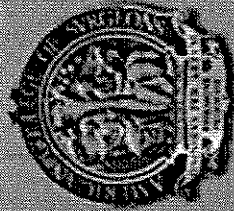
Please choose from the list of administrative tasks.

Assignments	manage
Group	add edit
User	add edit
Theme	add edit

To make assignments, begin in the Administration Menu

Click "manage" next to Assignments





# DIVISION OF EDUCATION

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## Fundamentals of Surgery CURRICULUM

### Manage Assignments

Please select the scope for the assignments you want to manage and click the NEXT button.

#### Manage assignments for:

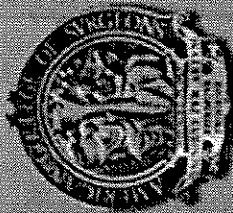
- Organization
- Group
- User

These are the options open to Administrators when making assignments. Administrators will usually be making assignments to groups.

NEXT

CANCEL

Assignments	manage
Group	add edit
User	add edit
Theme	add edit



Fundamentals of Surgery  
CURRICULUM

- Assignments [manage](#)
- Group [add](#)
- User [add](#)
- Theme [add](#)

# DIVISION OF EDUCATION

HOME ADMIN REPORTS MY TRAINING MY PROFILE HELP LOGOUT

## Manage Assignments

### SEARCH

Search for a group by entering the listed criteria and selecting the SEARCH button.

GROUP:

SEARCH

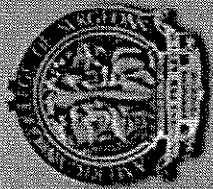
### RESULTS

Number of results found: 3 . Viewing results: 1 - 3

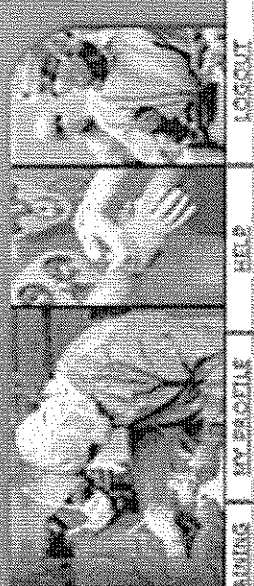
admin -- [ACS FSC]  
 test example -- [ACS FSC]  
 test group 1 -- [ACS FSC]

SELECT

The Administrator is still setting the ground to make assignments at this stage. Select the group you will make assignments for.



# DIVISION OF EDUCATION



HOME ADMINISTRATION SECURITY TRAINING MY PROFILE HELP LOGOUT

## Fundamentals of Surgery CURRICULUM

### Manage Assignments

This is the screen that follows. Below is a list of all of the curriculum available to the learners in this group.

Make or remove assignments for each assignment.

ORGANIZATION Name: ACS FSC  
ASSIGNMENTS FOR: test example  
NUMBER OF USERS: 2

ITEMS FILTER: All Items  
Catalog Assignments Only

To make assignments the Administrator simply checks the box next to the desired coursework.

ASSIGN	ITEMS	AVAILABLE	EXPIRES	AVAIL. SEATS	LOAN INFORMATION
<input checked="" type="checkbox"/>	ACS - Admin User Guide_6.12.08.doc	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	Example Email_6.20.08.doc	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	Help Section	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	Instructor's Manual	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	Internal FSC	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC0B2	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	m10 branches launched	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B0	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B1 Safety Treatment Wound in the ED	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B2	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B9 Summary of Module 08 Surgical Safety	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B1	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B2	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	m7 branches launched	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B0	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B1	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B2	<input checked="" type="checkbox"/> Set	Set	*	*
<input checked="" type="checkbox"/>	MOC1B3	<input checked="" type="checkbox"/> Set	Set	*	*

ORGANIZATION NAME: ACS FSC  
 ASSIGNMENTS FOR: test example  
 NUMBER OF USERS: 2

ITEMS FILTER  
 All Items

Catalog  Assignments Only

To set expiration (or available) data(s) click Set and this calendar option appears.

ASSIGN	ITEMS	AVAILABLE	EXPIRES	AVAIL SEATS	EXP. D.
<input checked="" type="checkbox"/>	ACS - Admin User Guide_6.19.08.doc	Set	Set		
<input checked="" type="checkbox"/>	Example Email_6.20.08.doc	Set	Set		
<input checked="" type="checkbox"/>	Help Section	Set	Set		
<input checked="" type="checkbox"/>	Instructor's Manual	Set	Set		
<input checked="" type="checkbox"/>	Internal FSC	Set	Set		
<input checked="" type="checkbox"/>	M0C0B2	Set	Set		
<input checked="" type="checkbox"/>	m10 branches launched	Set	Set		
<input checked="" type="checkbox"/>	M10C100	Set	Set		
<input checked="" type="checkbox"/>	M10C101 Safety Training a	Set	Set		
<input checked="" type="checkbox"/>	Wound in the FD	Set	Set		
<input checked="" type="checkbox"/>	M10C102	Set	Set		
<input checked="" type="checkbox"/>	M10C109 Summary of Module on Survival Safety	Set	Set		
<input checked="" type="checkbox"/>	M11C101	Set	Set		
<input checked="" type="checkbox"/>	M11C102	Set	Set		
<input checked="" type="checkbox"/>	m1 branches launched	Set	Set		
<input checked="" type="checkbox"/>	M1C100	Set	Set		
<input checked="" type="checkbox"/>	M1C101	Set	Set		
<input checked="" type="checkbox"/>	M1C102	Set	Set		
<input checked="" type="checkbox"/>	M1C103	Set	Set		
<input checked="" type="checkbox"/>	M1C109 Summary of Course on Preoperative Evaluation, Risk	Set	Set		

Expiration/Recurrence

When would you like this content to expire or recur?

No Expiration/Recurrence  
 On a specific date:   
 Days after first access  
 Days after first login  
 Days after a user's account creation

OK CANCEL

Administrators can set dates for the curriculum to become available, as well as dates on which the curriculum will become unavailable to the residents. "Available" dates may be useful to organized Program Administrators who want to make assignments one time only with out actually making the information available all at once. Expiration dates are useful to provide structure to the residents' learning as well.

<input checked="" type="checkbox"/>	M1C109	Set	Set		
<input checked="" type="checkbox"/>	M2C100	Set	Set		
<input checked="" type="checkbox"/>	M2C101	Set	Set		

ORGANIZATION NAME: ACS FSC  
 ASSIGNMENTS FOR: test example  
 NUMBER OF USERS: 2

ITEMS FILTER

All Items  Catalog  Assignments Only

ASSIGN	ITEMS	AVAILABLE	EXPIRES	AVAIL. SEATS	LOAN INFORMATION
<input checked="" type="checkbox"/>	ACS - Admin User Guide_4.19.08.doc	Sat	Sat		
<input checked="" type="checkbox"/>	Example Email_6.20.08.doc	Sat	Sat		
<input checked="" type="checkbox"/>	Help Section	Sat	Sat		
<input checked="" type="checkbox"/>	Instructor's Manual	Sat	Sat		
<input checked="" type="checkbox"/>	Internal FSC	Sat	Sat		
<input checked="" type="checkbox"/>	M0C002	Sat	Sat		
<input checked="" type="checkbox"/>	m10 branches launched	Sat	Sat		
<input checked="" type="checkbox"/>	M10C100	Sat	Sat		
<input checked="" type="checkbox"/>	M10C101 Safety Training in the ED	Sat	Sat		
<input checked="" type="checkbox"/>	M10C102	Sat	Sat		
<input checked="" type="checkbox"/>	M10C109 Summary of Module on Surgical Safety	Sat	Sat		
<input checked="" type="checkbox"/>	M11C101	Sat	Sat		
<input checked="" type="checkbox"/>	M11C102	Sat	Sat		
<input checked="" type="checkbox"/>	m1 branches launched	Sat	Sat		
<input checked="" type="checkbox"/>	M1C100	Sat	Sat		
<input checked="" type="checkbox"/>	M1C101	Sat	Sat		

Expiration/Recurrence

When would you like this content to expire?

No Expiration/Recurrence  
 On a specific date: 10/01/2009  
 days after first access  
 days after first loan  
 days after a user's account creation

OK CANCEL

Calendar for 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Today: 12 Apr 2009

This is a view further into setting an expiration date on the calendar.

<input checked="" type="checkbox"/>	Preoperative Evaluation, Risk Reduction and Preoperative Management	Sat	Sat		
<input checked="" type="checkbox"/>	M20C002	Sat	Sat		
<input checked="" type="checkbox"/>	m2c1, m2c2, and m2c3 branches launched	Sat	Sat		
<input checked="" type="checkbox"/>	M2C100 Introduction to Course on Postoperative Hypotension	Sat	Sat		
<input checked="" type="checkbox"/>	M2C101	Sat	Sat		
<input checked="" type="checkbox"/>	M2C102	Sat	Sat		
<input checked="" type="checkbox"/>	M2C103	Sat	Sat		
<input checked="" type="checkbox"/>	M2C105	Sat	Sat		
<input checked="" type="checkbox"/>	M2C109 Summary of Course on Postoperative Hypotension	Sat	Sat		




The following slides illustrate some of the reports available to Program Directors using the Fundamentals of Surgery Curriculum.

This Learning Management System can create custom reports for other applications based on need.

It was decided not to test or score learners in the Fundamentals of Surgery Curriculum. (Optional tests will be available for the Instruction Module and the course on Ordering Laboratory Studies.)

However, the LMS can administer and record scores from a wide variety of evaluation methods. It is SCORM compliant.

The LMS also provides for individual and group assignments with start and end dates, prerequisites, and sequential courses. Summaries and/or evaluations can be set to become available as appropriate.



**DIVISION OF EDUCATION**

HOME ADMIN CONTENT REPORTS MY TRAINING MY PROFILE HELP LOGOUT

Fundamentals of Surgery CURRICULUM Custom Report List (Beta)

The three reports most useful to Program Directors are:

**Export Data**, which is useful for the fullness of detail of the report. This report shows the user ID, the status of the user's progress by branch, the date and time of the user's first attempt, the date and time of the user's final completion, and the names of any groups in which the user ID appears.

**Course Transcript**, which is useful for the detailed and easy-to-read information on individual user progress through the curriculum. This report shows, by user ID, the number of branches not started, in process, and complete; the total of those numbers; the total time spent on the curriculum; the total time spent on each branch; and the date the branch was last accessed.

**Group Content**, which is useful for a quick summary of all group's users' progress through the curriculum. Note: This report reveals all branches and the number of users that have completed each.



**--- CUSTOM ---**

Add New Report (Beta)  
Manage Reports (Beta)

**--- PORTAL ---**

Disk Usage  
Data Transferred  
Export Data  
Loan Summary  
SSO Form Fields

**--- GROUPS ---**

Group Content  
Group Membership  
Group Transcript

**--- USERS ---**

Named Users  
Inactive Users  
User Summary  
Course Transcript

**--- CONTENT ---**

Course Assignment  
Course Progress  
Content Summary  
Public Courses

**--- ASSESSMENTS ---**

Assessment Summary  
Question Analysis

The reports available in the Learning Management System (LMS) can all be accessed from the Reports menu and include the following:

Export Data

Group Content

Group Membership Report

Group Transcript

Course Transcript

Course Assignment

Course Progress

## Export Data

The screenshot shows a Microsoft Excel spreadsheet with the following columns and callouts:

- Column A:** Last Name. Callout: "User Name is a Number Known only to the Resident And the Program"
- Column B:** First Name. Callout: "Organization is the Name of your Institution"
- Column C:** Organization. Callout: "Type Course = Branch"
- Column D:** Title. Callout: "Start Date When the User first Opened the Branch"
- Column E:** Type. Callout: "End Date When the User Completed the Branch"
- Column F:** Status. Callout: "Start Date When the User first Opened the Branch"
- Column G:** Start Date. Callout: "End Date When the User Completed the Branch"
- Column H:** End Date. Callout: "Start Date When the User first Opened the Branch"
- Column I:** Groups. Callout: "End Date When the User Completed the Branch"
- Column J:** (Empty)

	A	B	C	D	E	F	G	H	I	J
	Last Name	First Name	Organization	Title	Type	Status	Start Date	End Date	Groups	
1	*do not change*	230.097	Medical College	ACS - Adm Resource	Resource	completed	7/9/2008 9:16	7/9/2008 9:16	null	
2	*do not change*	230.101	Medical College	MDC0B2	Course	completed	7/26/2008 22:36	9/1/2008 10:19	pgy1's 2008-9	
3	*do not change*	230.101	Medical College	M2C4B0	Course	completed	8/18/2008 19:36	8/18/2008 19:46	pgy1's 2008-9	
4	*do not change*	230.101	Medical College	M2C4B1	Course	completed	9/1/2008 10:21	9/1/2008 10:38	pgy1's 2008-9	
5	*do not change*	230.101	Medical College	M2C4B2	Course	not attempted	9/3/2008 14:19	9/3/2008 14:19	pgy1's 2008-9	
6	*do not change*	230.101	Medical College	M2C4B3	Course	completed	8/18/2008 19:48	10/1/2008 20:52	pgy1's 2008-9	
7	*do not change*	230.101	Medical College	M2C4B4	Course	incomplete	9/1/2008 10:38	9/1/2008 11:04	pgy1's 2008-9	
8	*do not change*	230.101	Medical College	M2C4B5	Course	completed	9/1/2008 11:07	9/1/2008 11:52	pgy1's 2008-9	
9	*do not change*	230.101	Medical College	M2C4B6	Course	completed	9/1/2008 11:52	9/1/2008 12:02	pgy1's 2008-9	
10	*do not change*	230.101	Medical College	M2C4B7	Course	completed	9/1/2008 12:02	9/1/2008 12:16	pgy1's 2008-9	
11	*do not change*	230.101	Medical College	M2C4B7	Course	completed	9/1/2008 12:02	9/1/2008 12:16	pgy1's 2008-9	

Notes on the information: What the FSC literature refers to as a "branch" or a "scenario" is referred to in the LMS as "course." The start date shows the date and time that the user first accessed a branch. The end date shows the date and time on which the user completed the branch.

# Group Content

## Group Content Report

This is the transcript you selected.

ORGANIZATION: Medical College  
 GROUP: pgv1's 2008-9  
 REPORT DATE: 30 Oct 2008

PRINT VIEW ANOTHER DONE

Click Branch #  
for this Report

Next Slide

complete/incomplete by user  
 total users complete by branch  
 group average for time spent in a branch.

pgv1's 2008-9

ASSIGNMENT	COURSE	AVAILABLE	EXPIRES	NOT STARTED	IN PROCESS
M0C0E2	Course		01 Oct 2008	1	0
M1C1E1	Course		01 Oct 2008	2	0
M1C1E2	Course		01 Oct 2008	2	0
M1C1E3	Course		01 Oct 2008	2	0
M1C1E9	Course		01 Oct 2008	2	0
M2C1B0	Course		01 Oct 2008	1	0
M2C1E1	Course		01 Oct 2008	1	0
M2C1E2	Course		01 Oct 2008	1	0
M2C1E3	Course		01 Oct 2008	1	0

Left Side

Right Side

ES	NUMBER OF USERS						AVERAGE *		
	NOT STARTED	IN PROCESS	BROWSED	COMPLETED *	PASSED	FAILED	TOTAL	SCORE	TIME SPENT
1 Oct 2008	1	0	0	8	0	0	9	-	00:51:06
1 Oct 2008	2	0	0	7	0	0	9	-	00:16:42
1 Oct 2008	2	0	0	7	0	0	9	-	00:16:07
1 Oct 2008	2	0	0	7	0	0	9	-	00:27:53
1 Oct 2008	2	0	0	7	0	0	9	-	00:23:06
1 Oct 2008	2	0	0	7	0	0	9	-	00:00:00
1 Oct 2008	1	0	0	8	0	0	9	-	00:40:48
1 Oct 2008	1	0	0	8	0	0	9	-	00:20:05
1 Oct 2008	1	0	0	8	0	0	9	-	00:40:33
1 Oct 2008	1	0	0	8	0	0	9	-	00:22:45
1 Oct 2008	1	0	0	8	0	0	9	-	00:25:48

# Group Content

## Complete/Incomplete by User

This is the transcript you selected.

ORGANIZATION: Medical College  
 GROUP: pgy1's 2008-9  
 REPORT DATE: 30 Oct 2008

PRINT VIEW ANOTHER DONE

▶ pgy1's 2008-9 ▶ M2C1B1 Branch

#	USER	STATUS	SCORE	TIME SPENT	LAST ACCESSED
1	*do not change*, 230.101*do not change*	Completed		00:43:43	17 Aug 2008
2	*do not change*, 230.102*do not change*	Completed		00:19:19	26 Jul 2008
3	*do not change*, 230.103*do not change*	Completed		00:06:06	29 Sep 2008
4	*do not change*, 230.104*do not change*	Not Started			
5	*do not change*, 230.151*do not change*	Completed		00:21:21	01 Oct 2008
6	*do not change*, 230.152*do not change*	Completed		00:18:18	02 Aug 2008
7	*do not change*, 230.153*do not change*	Completed		00:22:22	14 Aug 2008
8	*do not change*, 230.154*do not change*	Completed		00:14:14	24 Jul 2008
9	*do not change*, 230.155*do not change*	Completed		00:15:15	25 Jul 2008

User Number

Status for Each User

Total Time Spent

Date of Last Access

# Group Transcript

This report displays progress data for a group of learners as a whole and for specific users within the group.

The difference between this report and the Group Content Report is that different specific learner information is displayed.

This is the transcript you selected.

ORGANIZATION: Medical College  
 GROUP: pg1's 2008-9  
 REPORT DATE: 30 Oct 2008

VIEW ANOTHER

Summary Details

USER SUMMARY	Not Started	In process	Completed *	In process	Completed *	Failed	Passed	Failed	Average Score	Time Spent
Total	58	10	8	0	396	0	-	-	-	139:02:17
USER	Not Started	In process	Completed *	In process	Completed *	Failed	Passed	Failed	Average Score	Time Spent
*do not change*, 230.101*do not change*	0	10	34	0	0	0	0	0	-	23:48:35
*do not change*, 230.102*do not change*	0	0	44	0	0	0	0	0	-	10:15:05
*do not change*, 230.103*do not change*	0	0	44	0	0	0	0	0	-	08:00:04
*do not change*, 230.104*do not change*	44	0	0	0	0	0	0	0	-	00:00:00
*do not change*, 230.151*do not change*	9	0	35	0	0	0	0	0	-	10:36:28
*do not change*, 230.152*do not change*	0	0	44	0	0	0	0	0	-	39:01:46
*do not change*, 230.153*do not change*	0	0	44	0	0	0	0	0	-	11:33:51

# Course Transcript

This report displays progress data by branch including:  
 the date of first access  
 total time spent  
 last date of access for a selected learner.

This report will also allow the administrator to view the number of attempts that a learner made on a specific branch. .

## Course Transcript

USER NAME: \*do not change\*, 230.101\*do not change\*  
 ORGANIZATION: Medical College  
 REPORT DATE: 30 Oct 2008

### Summary Details

USER_SUMMARY	Not Started	In process	Completed *	Passed	Failed	Called	Time Spent	Average Score	Last Accessed	Info	Options
Total	0	10	34	0	0	0	00:59:59	-	01 Sep 2008	23:48:35	
* Courses not explicitly recorded as "Passed" or "Failed" are simply reported as "Completed".											
Cat.#	Items	Status	Score	Begin Date	Time Spent	Last Accessed	Info	Options			
85067	M0C0B2	Completed	-	26 Jul 2008	00:59:59	01 Sep 2008		<a href="#">Edit</a>	Number Of Attempts On Next Slide		
81120	M1C1B0 Introduction To Course on Preop Assessment	Completed	-	06 Sep 2008	00:28:28	06 Sep 2008		<a href="#">Edit</a>	To view the Progress Summary for This Learner For a Specific Branch, Select a Branch from The List		
81372	M1C1B1	Completed	-	06 Sep 2008	00:14:14	06 Sep 2008		<a href="#">Edit</a>			
80879	M1C1B2	Completed	-	06 Sep 2008	00:32:32	01 Oct 2008		<a href="#">Edit</a>			
81352	M1C1B3	Completed	-	22 Sep 2008	00:20:20	22 Sep 2008		<a href="#">Edit</a>			
81374	M1C1B99	Completed	-	22 Sep 2008	00:00:00	22 Sep 2008		<a href="#">Edit</a>			
81682	M2C1B0	Completed	-	27 Jul 2008	00:36:36	17 Aug 2008		<a href="#">Edit</a>			
80269	M2C1B1	Completed	-	27 Jul 2008	01:40:40	01 Oct 2008		<a href="#">Edit</a>			
82720	M2C1B2	Completed	-	27 Jul 2008	00:46:46	17 Aug 2008		<a href="#">Edit</a>			
81684	M2C1B3	Completed	-	17 Aug 2008	00:53:53	01 Oct 2008		<a href="#">Edit</a>			
82714	M2C1B5	Completed	-	11 Aug 2008	00:00:00	18 Aug 2008		<a href="#">Edit</a>			
81659	M2C1B99 Summary of Course on Postoperative Hypotension	Completed	-	11 Aug 2008	00:00:00	18 Aug 2008		<a href="#">Edit</a>			

User Number 230.101 accessed Branch M2c1b1 three times:

On July 27 at 3:47 pm

On July 27 at 4:07 pm

On August 17 at 7:21 pm

## User Course Progress Report

Back

230.101\*do not change\* \*do not change\*

Branch Number

Course: M2C1B1

Assignment: pgy1's 2008-8

Mastery Score: -

30 Oct 2008

User Number

## Progress Summary

Recipient	Score	Status	Begin Date - MST (GMT-7)	Time Spent	Last Accessed - MST (GMT-7)
230.101*do not change* *do not change*	-	Completed	27 Jul 2008 03:47 PM	00:43:43	17 Aug 2008 07:40 PM

## User Attempts

#	Date/Time - MST (GMT-7)	Slides Viewed	Score	Status	Time Spent	Last Accessed - MST (GMT-7)
1	27 Jul 2008 03:47 PM	-	-	Completed	00:43:43	17 Aug 2008 07:40 PM

## Sessions

Date/Time - MST (GMT-7)	Slides Viewed	Time Spent
27 Jul 2008 03:47 PM	-	00:19:44
27 Jul 2008 04:07 PM	-	00:06:04
17 Aug 2008 07:21 PM	-	00:18:54

Dates of Access and Time Spent Each Day

Dates and Total Time Spent

**American College of Surgeons:  
Division of Education**



Remember that you can find step-by-step illustrated instructions for every administrative task in the on-line Administrator User guide. Many Residency Coordinators print this Guide for reference.

**Learning Management System**

**Administrator  
User Guide**





*Thank you for attending this presentation!*

For additional information about The American College of Surgeons Division of Education *Fundamentals of Surgery Curriculum*™, please contact:

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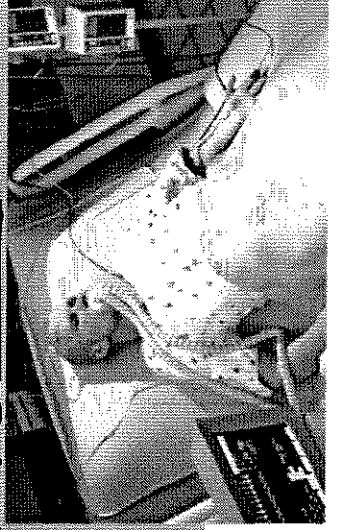
312.202.5032

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*Have a Wonderful Day!*

