

AMERICAN BOARD OF RADIOLOGY

ABR Personal Database (PDB) Program Coordinator/Director Manual

Program Functions

American Board of Radiology

1/21/2011

This manual contains an overview of how to complete the ABR online verification of training forms for residents in your program.

American Board of Radiology Personal Database (PDB) Home Page: www.abronline.org

ABR
THE AMERICAN BOARD OF RADIOLOGY
EST. 1923 • MEMBERSHIP: 10,000 • PDB: 2012

PDB: Personal Database
www.abronline.org

You are not logged in

ABR Personal Database

New Users	Return Users
If this is your first time signing up to use the ABR Personal Database, please register. New User Registration	Please sign in to access your account Login ID <input type="text"/> ABR ID or email address Password <input type="text"/> Forgot your password? <input type="checkbox"/> Remember me Sign In
Program Faculty If you are a program faculty member (Program director or program coordinator) and this is your first time signing up to use the ABR Personal Database, please register by clicking the button below. Program Faculty Registration	

LOG IN CONTACT US HELP ABR WEBSITE

Program Faculty – New User Registration

- New program coordinators and directors should contact the ABR at 520-790-2900 or icnotification@theabr.org for first time login instructions.

Return Users

- Go to www.abronline.org.
- Enter you Login ID.
 - Your Login ID is your email address or your ABR ID number.
- Enter your password.
 - Passwords are case sensitive.
 - If you have forgotten your password, click on the “Forgot my password” link, enter your Login ID email address, and your password will be emailed to you.
- Click “Sign In.”

Program Summary

When a program coordinator logs into his or her PDB, the first screen displayed is the Program Summary Page. Program directors may need to click on “Program Summary” from the menu bar. Program directors who are unable to view their program information should contact the ABR at icnotification@theabr.org.

The Program Summary provides a summary of all residents in the program and an overview of their status in the ABR.

- Name: name of resident in the program.
- View/Update: allows the program to view or update a resident’s contact information.
- Update email address: allows the program to update a resident’s email address. Please note that updating the address will trigger an email to the resident with a notification of the change.
- Alerts: ABR requires the program to take action on a particular resident.
- ABR Registration Status: a check mark will indicate when a resident has completed and submitted his or her registration.
- Written Exam Status: This function is not yet available.
- Oral Exam Status: This function is not yet available.

Online Training Verification Forms

The following alert will appear for each resident who needs a training verification completed.

- To fill out the form, click on the following link in the Alerts section: [! Incomplete Training Verification](#). This will open to a summary page for the resident.

Name	View/Update	Update Email Address	Alerts	ABR Registration Status	Written Exam Status	Oral Exam Status
ABR Resident (PGY4)	View	Update	! Incomplete Training Verification	✓	NA	NA

Step 1: Verifying Training Dates

- Click on either the link in the Alerts section OR the link in the Verification of Training section that shows an incomplete status (either link will direct you to the next step).

The screenshot shows the 'Summary for ABR Resident' page. At the top, there are navigation tabs: Program Summary, Residents In Program, Program Info, Exam Info, Personal Info, and Contact Us. Below the tabs, the user is identified as 'ABR Staff (ABR ID C9999)' with a 'Logout' button. The main heading is 'Summary for ABR Resident'. On the left is a sidebar menu with options: ABR Resident (Summary, Personal Info, Update Email Address), ABR Registration (Summary, Review, Print), and Verifications of Training (PGY2, PGY3, PGY4, Send Email). The main content area has several sections:

- ALERTS**: A red exclamation mark icon followed by the text 'The verification of training for ABR Resident needs to be completed.' and a blue link: 'Click here to complete and submit the verification of training.' A red arrow points to this link.
- A message: 'ABR Resident has registered with their Personal Data Base (PDB)'.
- ABR Registration**: A box containing 'Current Registration Status' and 'Completed'.
- Verifications of Training**: A table with three rows:


Verification of Training - PGY2	Completed - 02/24/2009
Verification of Training - PGY3	Completed - 02/19/2010
Verification of Training - PGY4	Incomplete

 A red arrow points to the 'Verification of Training - PGY4' link.
- Written Exam**: A box containing 'Not Available'.
- Oral Exam**: A box containing 'Not Available'.

 At the bottom, there are links for HOME, CONTACT US, HELP, and ABR INFORMATIONAL SITE.

- The resident's training dates must be certified before training rotations can be entered. Review the resident's start and end training dates and select from one of the following options:
 - I CERTIFY that the referenced applicant has/will have completed the above training and that the training information displayed is correct.
 - Choose this option to indicate that the training dates listed for the resident are correct. This will allow you to enter the resident's training rotations in the next step.
 - I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the training information displayed is incorrect.
 - Choose this option to make corrections to the resident's training dates. (See Appendix 1, page 10.)
 - I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the applicant is not currently a resident in this program.
 - Choose this option if the resident has been transferred, withdrawn, or been terminated from your program. (See Appendix 2, page 11.)

- I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the applicant will not complete the required training by [end training date].
 - Choose this option if the resident will not complete the required training by the end training date. (See Appendix 3, page 12.)



ABR
THE AMERICAN BOARD OF RADIOLOGY
EXCELLENCE • PROFESSIONALISM • PUBLIC TRUST • SINCE 1934

PDB: Personal Database

TEST

www.abronline.org

Program Summary
Residents In Program
Program Info
Exam Info
Personal Info
Contact Us

ABR Staff (ABR ID C9999)
Logout

Verification of Training - PGY4 for ABR Resident

Residency Program: 99-99-99-2
 Dept. of Diagnostic Radiology
 5441 E. Williams Blvd, Suite 200
 Tucson, AZ 85711 USA

Resident:
 99999
 ABR Resident
 5441 E. Williams Blvd, Suite 200
 Tucson, AZ 85711 USA

The above-named individual is applying for examination in **diagnostic radiology**. This candidate states that all or part of his/her training was under your direction. The following dates have been provided by the candidate.

Program Year	Start Date	End Date	Verified Credit
PGY2	7/1/2008	6/30/2009	12
PGY3	7/1/2009	6/30/2010	12
PGY4	7/1/2010	6/30/2011	0
PGY5	7/1/2011	6/30/2012	0

The board requires that each program director verify initiation and approximate completion dates of the training periods listed above.

Please select the option that applies and click submit.

- I CERTIFY that the referenced applicant has/will have completed the above training and that the training information displayed is correct.
- I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the training information displayed is incorrect.
- I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the applicant is not currently a resident in this program.
- I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the applicant will not complete the required training by 06/30/2011.

[HOME](#)
[CONTACT US](#)
[HELP](#)
[ABR INFORMATIONAL SITE](#)

If you choose I CERTIFY that the referenced applicant has/will have completed the above training and that the training information displayed is correct, you will be directed to the "Training Summary" page. The detailed training rotations and time taken away must be entered for each program year. An "Incomplete" status in the Detailed Training column indicates that training rotation and time away must be entered. The status will change to "Completed" when all of the information has been entered.

- Time Away + Total Training Days = 365 (training rotation dates should include weekend days)
- The program cannot accept "Submit ALL Training" until the Detailed Training has changed to a completed status.

✚ When the "View Update" link is clicked from the training summary page (as shown below), the form for the detailed training (rotations) will be displayed.

Logout

ABR Staff (ABR ID C9999)

Training Summary for ABR Resident

[Change Selection](#)

Below is a summary of the training on file for "ABR Resident." An 'Incomplete' in the Detailed Training column indicates some of the training during that program year has not been entered. The information can be updated by clicking 'View/Update' for the specific year. You must project PGY5 rotations. The information must be updated to complete the verification of training for "ABR Resident." Click Submit ALL Training at the bottom of the page to continue

The minimum number of months of Nuclear Medicine/PET training has not been met.
The minimum number of months of Mammo training has not been met.

Program Year	Start - End	Nuclear Medicine/PET Total*	Mammo Total**	Time Taken Away	Total Training Days Entered	Detailed Training	
PGY2	7/1/2008 - 6/30/2009	28 Days	0 Days	8	365 Days	Completed	View
PGY3	7/1/2009 - 6/30/2010	31 Days	28 Days	16	365 Days	Incomplete	View/Update
PGY4	7/1/2010 - 6/30/2011	0 Days	0 Days	Not Entered	Not Entered	Incomplete	View/Update
PGY5	7/1/2011 - 6/30/2012	0 Days	0 Days	Not Entered	Not Entered	Incomplete	View/Update
TOTALS		59 Days (8.4 Weeks)	28 Days (4.0 Weeks)	24 Days			

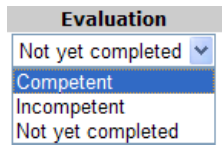
* There must be a total of 16-48 weeks (4-12 months) of Nuclear Medicine/PET training by the end of PGY5.
 ** There must be a total of 12-48 weeks (3-12 months) of Mammo training by the end of PGY5.

[HOME](#)
[CONTACT US](#)
[HELP](#)
[ABR INFORMATIONAL SITE](#)



Step 2: Updating Previous Year Rotations (if applicable)

- ✚ If rotations were entered the year before and the Detailed Training shows “View/Update,” click on the link. Rotations that were “Not Yet Completed” from the previous year will need to be completed.
 - Click “View/Update” for the year to be completed.
 - Update “Total Time Away,” if needed.
 - Click on the Evaluation drop-down menu next to the rotation(s) that indicate “Not Yet Completed.” If the resident has now completed the rotation, select the appropriate completed evaluation of either “Competent” or “Incompetent.”



- ✚ When all rotation Evaluation statuses have been updated, click on “Update All Training” for that PGY year.

ABR Staff (ABR ID C9999) **Logout**

Training for PGY3 for ABR Resident

[Back to Training Summary](#)

Please update the total time away, in days, that doesn't pertain to training. This includes vacation time, sick time, maternity leave, etc..

Total time away taken from 7/1/2009 - 6/30/2010 (PGY3): Days

Please update the evaluation for each category of training that is currently set to 'Not yet completed'. When you have completed the changes to ALL the training, click "Update ALL Training" at the bottom of the page.

All Training from 7/1/2009 - 6/30/2010 (PGY3)					
Began	Completed	Total Days	Category of Training	Evaluation	Note
5/31/2010	6/30/2010	31 Days	Nuclear Medicine/PET	Not yet completed	
5/3/2010	5/30/2010	28 Days	MAMMO	Not yet completed	Breast Net
4/5/2010	5/2/2010	28 Days	US	Not yet completed	
3/8/2010	4/4/2010	28 Days	MSK	Not yet completed	Dr. Silberman
2/8/2010	3/7/2010	28 Days	Chest	Not yet completed	
1/11/2010	2/7/2010	28 Days	Diagnostic	Competent	Evening Call
1/4/2010	1/10/2010	7 Days	Diagnostic	Competent	Abdomen
12/28/2009	1/3/2010	7 Days	Research	Competent	Elective
12/14/2009	12/27/2009	14 Days	Diagnostic	Competent	Abdomen
11/16/2009	12/13/2009	28 Days	MSK	Competent	
10/19/2009	11/15/2009	28 Days	Neuro	Competent	Neuro CT
9/21/2009	10/18/2009	28 Days	Interventional	Competent	
8/24/2009	9/20/2009	28 Days	Diagnostic	Competent	Evening Call
7/27/2009	8/23/2009	28 Days	Fluoro	Competent	
7/1/2009	7/26/2009	26 Days	Peds	Competent	
Total Days Entered:		365 Days			

Step 3: Entering Rotations for Current Year

- ✚ Click on the View/Update link for the current year.
- ✚ Enter the total time away, in days, that do not pertain to training.

Please indicate the total time away, in days, that doesn't pertain to training. This includes vacation time, sick time, maternity leave, etc..

Total time away taken from 7/1/2010 - 6/30/2011 (PGY4): Days

- ✚ To enter rotations (be sure to include weekend days):
 - Enter the Began Date.
 - Enter the Completed Date.
 - From the Category of Training, select a category from the drop-down menu.
 - From the Evaluation drop down, select:
 - Not Yet Completed – Rotations have not yet been completed (projected completion dates).
 - Competent – Rotations were completed satisfactorily.
 - Incompetent – Rotations were not completed satisfactorily.
 - Enter any Notes if needed.
 - Click "Add."

Once you click "Add," the rotation will be displayed. An "Edit/Delete" link will appear if any errors were made when entering the rotation. Click on the link to make the necessary changes.

- ✚ Click on the "Submit Training for PGY year" link when time away and all rotations have been entered.

Please provide a breakdown of the time spent in each category of training in your department from 7/1/2010 - 6/30/2011. All completed and projected time must be accounted for including Nuclear Medicine training which can include lecture, on-call, etc.. When you have added ALL the training, click "Submit Training for PGY4" at the bottom of the page.

Please add details of training from 7/1/2010 - 6/30/2011					
Began	Completed	Category of Training	Evaluation	Note	
<input type="text"/>	<input type="text"/>	- Select one - <input type="button" value="v"/>	- Select one - <input type="button" value="v"/>	<input type="text"/>	<input type="button" value="Add"/>
All Training from 7/1/2010 - 6/30/2011 (PGY4)					
Began	Completed	Total Days	Category of Training	Evaluation	Note
8/1/2010	8/31/2010	31 Days	Vascular	Competent	Edit Delete
7/16/2010	7/31/2010	16 Days	Nuclear Medicine/PET	Competent	Edit Delete
7/1/2010	7/15/2010	15 Days	MAMMO	Competent	Edit Delete
Total Days Entered:		62 Days			

Step 4: Entering Projected Rotation (if applicable)

In the resident's PGY4 year, programs will be asked to submit the resident's projected rotations for the PGY5 year. Please note that when projecting rotations for the PGY5 year, the dates listed can be general estimates and do NOT have to be the actual dates.

Program Year	Start - End	Nuclear Medicine/PET Total*	Mammo Total**	Time Taken Away	Total Training Days Entered	Detailed Training	
PGY2	7/1/2008 - 6/30/2009	28 Days	0 Days	8	365 Days	Completed	View
PGY3	7/1/2009 - 6/30/2010	31 Days	28 Days	16	365 Days	Completed	View
PGY4	7/1/2010 - 6/30/2011	32 Days	46 Days	20	365 Days	Completed	View/Update
PGY5	7/1/2011 - 6/30/2012	46 Days	30 Days	25	349 Days	Completed	View/Update
TOTALS		137 Days (19.6 Weeks)	104 Days (14.9 Weeks)	69 Days			

* There must be a total of 16-48 weeks (4-12 months) of Nuclear Medicine/PET training by the end of PGY5.
** There must be a total of 12-48 weeks (3-12 months) of Mammo training by the end of PGY5.

[Submit ALL Training](#)

✚ When all training details have been entered, the status in the Detailed Training column should show as "Completed." Click "Submit ALL Training" to continue to the next step.

Step 5: Certifying Training Dates and Details of Training

A summary of the Verification of Training will be displayed. You must now certify both the training dates and the details of training.

Verification of Training - PGY2 for ABR Resident

[View Training Summary](#)
Please review the information below.

Training Dates			
Program Year	Start Date	End Date	Verified Credit
PGY2	6/28/2010	6/27/2011	0
PGY3	6/28/2011	6/27/2012	0
PGY4	6/28/2012	6/27/2013	0
PGY5	6/28/2013	6/27/2014	0

Details of training from 6/28/2010 - 6/27/2011 (PGY2)				
Program Year	Began	Completed	Category of Training	Evaluation
PGY2	6/1/2011	6/27/2011	Imaging	Not yet completed
PGY2	5/1/2011	5/31/2011	Chest	Not yet completed
PGY2	4/1/2011	4/30/2011	Interventional	Not yet completed
PGY2	3/1/2011	3/31/2011	OB/US	Not yet completed
PGY2	2/1/2011	2/28/2011	Fluoro	Not yet completed
PGY2	1/1/2011	1/31/2011	Body CT	Not yet completed
PGY2	12/1/2010	12/31/2010	GI/GU	Competent
PGY2	11/1/2010	11/30/2010	Nuclear Medicine/PET	Competent
PGY2	10/1/2010	10/31/2010	MAMMO	Competent
PGY2	9/1/2010	9/30/2010	MSK	Competent
PGY2	8/1/2010	8/31/2010	CT/Ultrasound	Competent
PGY2	7/1/2010	7/31/2010	Angio	Competent

From 06/28/2010 - 06/27/2011 (PGY2), a total of 20 days doesn't pertain to training.

Please certify that the rotations listed above are accurate by clicking the checkbox.

I CERTIFY that the referenced applicant has/will have completed the above training and that the training information displayed is correct.

I CERTIFY that the training details listed above are accurate.

Please review the information for the ABR RESIDENT carefully and click the submit button below. Once you confirm and submit, you are unable to make updates through the PDB.

[Confirm and Submit for ABR RESIDENT](#)

- Review and check both I CERTIFY boxes, one certifying the training dates and the second certifying the training details (rotations).

Please certify that the rotations listed above are accurate by clicking the checkbox.

I CERTIFY that the referenced applicant has/will have completed the above training and that the training information displayed is correct.

I CERTIFY that the training details listed above are accurate.

Please review the information for the ABR RESIDENT carefully and click the submit button below. Once you confirm and submit, you are unable to make updates through the PDB

Confirm and Submit for ABR RESIDENT

Appendix 1

If you choose I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the training information displayed is incorrect, you will be directed to the Verification of Training page (see below) to update the resident’s training dates.

- Make corrections to the resident’s start and end training dates.
- Click “Confirm and Submit.”
- Training dates will be updated, and you will be directed back to the original Verification of Training page (see page 6), asking you to CERTIFY the training dates are correct.
- Click I CERTIFY that the referenced applicant has/will have completed the above training and that the training information displayed is correct, and you will be directed to the “Training Summary” page (see page 6). The detailed training rotations and time taken away must entered for each program year. An “Incomplete” status in the Detailed Training column indicates that the training rotation and time way must be entered for that year.

Verification of Training – Year 1 for ABR Resident

[Change Selection](#)

You have selected:

I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the training information displayed is incorrect.

Please correct the information by updating the training dates below.
Once you submit the information, you will be able to resubmit the verification of training with the corrected dates.

Program Year	Start Date	End Date	Verified Credit
PGY1	7/1/2008	6/30/2009	0
PGY2	7/1/2009	6/30/2010	0
PGY3	7/1/2010	6/30/2011	0
PGY4	7/1/2011	6/30/2012	0

Confirm and Submit

Appendix 2

If you choose I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the applicant is not currently a resident in this program, you will be directed to the Verification of Training page (see below) to provide additional information.

- ✚ Indicate one of the following:
 - The resident was never in the program.
 - The resident was in the program but no longer is in the program.
 - Other
- ✚ Provide additional information regarding the reason (transfer, withdrawal, terminated, etc.).
- ✚ Click "Confirm and Submit."

Verification of Training – Year 1 for ABR Resident

[Change Selection](#)

You have selected:

I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the applicant is not currently a resident in this program.

Please indicate which of following is true about the resident:

The resident was never in the program.

The resident was in the program but no longer is in the program.

Other

Please provide additional information about ABR Resident.

Appendix 3

If you choose I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the applicant will not complete the required training by the required date, you will be directed to the Verification of Training page (see below) to provide additional information.

- Provide additional information about the ABR resident.
- Click "Confirm and Submit."

Verification of Training – Year 1 for ABR Resident

[Change Selection](#)

You have selected:

I CANNOT certify the referenced applicant for examination in diagnostic radiology at this time because the applicant will not complete the required training by the required date.

Please provide additional information about ABR Resident.