



ARCC SharePoint Reviewer Guide

Accessing Resident Files

- Go to the SharePoint Resident File Library: [Resident File Library](#)
- Navigate to the **Resident Folder** that you would like to review; Resident Folders are arranged by “Last Name, First Name”
- Select the “**ARCC Submissions**” folder followed by the month of review

These folders contain the following documents:

- EPA Summary Form
- ITARs
- Case Logs
- Scholarly Project Forms (if applicable)
- Resident Notes to File (if applicable)
- Training Requirements Form (if reviewing for resident promotion to the next stage)

Departmental Exams for all residents can be found here: [Exam Results for ARCC](#)

Accessing ARCC Meeting Documents

The general [ARCC SharePoint library](#) contains the following information:

- [Governing Documents](#)
- [Meeting Minutes](#)
- [Templates](#)

The [ARCC Review Meetings](#) folder contains a unique folder for each month/date of ARCC Meetings (i.e. October 27th, 2020, December 2020 etc.)

- Exam Data can be found here: [Exam Spreadsheets \(All Cohorts\)](#)
- Learning Plans and Ed. Support can be found here: [Learning Plans and Educational Support](#)
- All [Promotion Review forms](#) can be uploaded directly into the appropriate month's folder
- Confirmation of RTEs will also be included in this folder as applicable

NOTE: If any documents are missing from the resident files or you notice any discrepancies, errors/glitches, please contact residency.anesthesia@utoronto.ca