**GME Annual Program Calendar**

NRMP quota, rank order lists and match deadlines vary: [2023 Main Residency Match Programs & Institutions Calendar | NRMP](https://www.nrmp.org/match-calendars/programs-institutions/)

**ACGME review committee dates:** [Review and Recognition Committee (acgme.org)](https://www.acgme.org/Meetings-and-Educational-Activities/Meetings-Calendars/Review-and-Recognition-Committee/)

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***This is a guide to the academic year, each program should use this a basis to create an individualized program calendar.***

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| **Coordinator Responsibilities - Weekly** | | | | |
| **Responsibility** | **Notes** | | **Completed** | **Date** |
| Check Case Log Reporting |  | |  |  |
| Check Duty Hours Reporting and Compliance |  | |  |  |
| Submit time through leave portal (sick days, vacation time, etc…) |  | |  |  |
|  |  | |  |  |
| **Coordinator Responsibilities - Monthly** | | | | |
| **Responsibility** | **Notes** | | **Completed** | **Date** |
| Get Journal Club articles from residents and distribute/MKSAP |  | |  |  |
| Evaluations to faculty |  | |  |  |
| Duty Hour reports to PD |  | |  |  |
| Review schedules in New Innovations for accuracy |  | |  |  |
| Various monthly meetings agenda and minutes |  | |  |  |
| CCC/PEC meeting and minutes |  | |  |  |
| Ambulatory clinic visit summary per resident with running total |  | |  |  |
| Monitor monthly evaluations for completion |  | |  |  |
|  |  | |  |  |
| **Coordinator Responsibilities – July** | | | | |
| **Responsibility** | **Notes** | | **Completed** | **Date** |
| GME/Hospital Orientation |  | |  |  |
| Add new faculty to ACGME and remove faculty that are no longer here |  | |  |  |
| Input Continuity clinics and vacations as needed |  | |  |  |
| Annual documents to resident files – Aggregate evaluation report, Case Log report, conference attendance, etc |  | |  |  |
| Archive ACGME data |  | |  |  |
| Update address and contact lists with new resident info |  | |  |  |
| Update interview website for candidates |  | |  |  |
| Make sure registration done for ERAS |  | |  |  |
| Annual Program Evaluation (APE) open for submission |  | |  |  |
| Annual ADS updates open Collect data: scholarly activity, fac development, clinic numbers with age breakdowns, faculty CVs |  | |  |  |
| Sign up for AAFP in service exam and set up testing room |  | |  |  |
| Enter new residents into New Innovations |  | |  |  |
| Budget review |  | |  |  |
| **Coordinator Responsibilities – August** | | | | |
| **Responsibility** | **Notes** | | **Completed** | **Date** |
| GME Census Tracking |  | |  |  |
| Create Interview Broker profile and invitation |  | |  |  |
| Request commitments from faculty for interview dates |  | |  |  |
| Review all NI Schedules |  | |  |  |
| Residency: Begin preparation of recruiting material |  | |  |  |
| Residency: Solicit faculty interviewers for interview season |  | |  |  |
| Complete ADS Program Eval and APE report to GMEC |  | |  |  |
| Set up for NRMP match |  | |  |  |
| Register residents for ABFM |  | |  |  |
| **Coordinator Responsibilities – September** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| **Complete and submit ADS and APE and ape metrics** |  |  | |  |
| ACGME Annual WebADS Update |  |  | |  |
| GME Census Tracking – FREIDA |  |  | |  |
| Annual Program Evaluation (APE) due to GME Office |  |  | |  |
| Residency: ERAS Post Office Opens this month Post recruitment timeline on website and “qualifications” (OR) |  |  | |  |
| Residency: Schedule ERAS application review sessions |  |  | |  |
| Residency: Create new candidate packets |  |  | |  |
| Residency: Reserve rooms for interviews |  |  | |  |
| Remind R3s to sign up for ABFM exam in Spring |  |  | |  |
| NRMP registration opens mid sept register and confirm quota |  |  | |  |
| Ensure room and computer reservations are made for October ITE |  |  | |  |
| **Coordinator Responsibilities – October** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Residency: Prepare packets for candidates (interview day) |  |  | |  |
| Residency: After ERAS application review session, review rankings with PD |  |  | |  |
| Residency: Send directions and information to candidates for interview socials |  |  | |  |
| Give each resident a copy of milestones to fill out for self-evaluation and collect at end of month for next CCC meeting |  |  | |  |
| Proctor In Training Exam |  |  | |  |
| **Coordinator Responsibilities – November** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Begin preparation for CCC meeting(s |  |  | |  |
| Review all NI Schedules: VA Bill Generated by the GME Office |  |  | |  |
| Plan activities to manage seasonal doldrums that occur with trainees, faculty, program director, chief residents. |  |  | |  |
| **Interviews are program dependent (In-Person or Virtual)** |  |  | |  |
| Residency: Order food for interview lunches/breakfast & mixers at residents’ homes |  |  | |  |
| Residency: Email to candidates who will not be offered interview |  |  | |  |
| Residency: Send directions & info to candidates for interview socials |  |  | |  |
| Residency: Schedule Final Rank meeting |  |  | |  |
| Fill in “work sheet” for resident milestone evaluations and distribute to faculty at CCC |  |  | |  |
| **Coordinator Responsibilities – December** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Mid-year (Semi-Annual) Evaluations |  |  | |  |
| Prepare/enter date ACGME milestone data (results of CCC meeting) for the period July-December |  |  | |  |
| Milestones must be submitted to ACGME in WebADS |  |  | |  |
| Send out evaluations to residents of core faculty |  |  | |  |
| Schedule Semi-Annual Reviews for the PD to meet with each resident |  |  | |  |
| Try to enjoy some time off between Christmas and the New Year! |  |  | |  |
| **Coordinator Responsibilities – January** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Renewing resident’s limited licenses released by MA Medical Board |  |  | |  |
| Residency: NRMP quota deadline Finalize ranking |  |  | |  |
| Residency: Prepare for rank meeting |  |  | |  |
| Surveys of residents by patients and staff (Distribute and collect) |  |  | |  |
| **Coordinator Responsibilities – February** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Review all NI Schedules: |  |  | |  |
| Residency: NRMP rank order list deadline |  |  | |  |
| Faculty and resident surveys from ACGME |  |  | |  |
| **Coordinator Responsibilities – March** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Register for ERAS participation for following academic year |  |  | |  |
| Residency: NRMP MATCH WEEK!!! |  |  | |  |
| Send out letters of intent promptly. Call and welcome them |  |  | |  |
| Register program for ERAS for the following year. |  |  | |  |
| Distribute “annual evaluation of program” to residents. |  |  | |  |
| **Coordinator Responsibilities - April** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Work on the resident schedules for upcoming academic year |  |  | |  |
| Begin coordinating graduation activities |  |  | |  |
| Preparations for Onboarding and Orientation activities |  |  | |  |
| Prepare for Program Evaluation Committee (PEC) meeting(s) |  |  | |  |
| New resident license applications due to GME Office |  |  | |  |
| Renew residents for the following year GMEC and graduating residents |  |  | |  |
| Update data for new residents |  |  | |  |
| Resident diplomas |  |  | |  |
| **Coordinator Responsibilities – May** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Get scrub and/or labcoat sizes from New Residents and order |  |  | |  |
| Work on the resident schedules for upcoming academic year |  |  | |  |
| Update department Website |  |  | |  |
| Coordinate CCC meetings |  |  | |  |
| Order new resident pagers |  |  | |  |
| Review all NI Schedules |  |  | |  |
| Residency: Archive ERAS data |  |  | |  |
| Set up Peer review of residents by R3s. |  |  | |  |
| Plan and Prepare for New Resident Orientation |  |  | |  |
| **Coordinator Responsibilities – June** | | | | |
| **Responsibility** | **Notes** | **Completed** | | **Date** |
| Input Resident Milestone data into WebAds |  |  | |  |
| Input next academic year’s rotation schedules into New Innovations |  |  | |  |
| Send New Residents Orientation Schedule with maps and directions |  |  | |  |
| Plan the new resident welcome reception |  |  | |  |
| New Resident orientation/bootcamp |  |  | |  |
| Exit interviews |  |  | |  |
| Print case log list for PD review |  |  | |  |
| Add new residents to WebADS and SCS |  |  | |  |
| PD to meet with resident to review milestones and progress |  |  | |  |
| **Residency: GME Orientation** |  |  | |  |
| Annual Events that are coordinated | | | | |
|  |  |  | |  |
| In Training Exam(s) |  |  | |  |
| Residency Retreat(s) |  |  | |  |
| Faculty Retreat |  |  | |  |
| Resident Graduation/Banquet |  |  | |  |
| Intern Orientation |  |  | |  |
| New Resident Welcome Reception |  |  | |  |
| Resident or Fellow Research Day |  |  | |  |
| Program Evaluation Committee meetings (approximately in November and April of each year) |  |  | |  |
| Program Director semi-annual evaluation meetings with trainees |  |  | |  |
| Clinical Competency Committee meetings |  |  | |  |