

# Year in the Life of the Program Coordinator or GME Manager

## ANNUAL AND ONGOING PROJECTS

Project	Responsible Person(s) / Group	Deadline
<b>Program Curriculum</b>		
Scholarly Activity		
Research		
Meeting – Poster/Paper Presentations		
Circulate overall program goals and objectives		
Financials		
<b>RC Requirements &amp; Documents Maintenance</b>		
Faculty Development		
Quality Improvement Projects		
Didactics		
Procedure Logs		
Residents as Teacher Activities		
Portfolio Maintenance		
Midpoint and Summative Evaluations		
<b>Evaluation Maintenance</b>		
Evidence-Based Medicine/Didactics		
360° Evaluations		
Peer		
Faculty		
Patient		
Ancillary		
Program Director		
Rotation Evaluations		
Follow-up on Delinquent Evaluations		
Annual Program Evaluations and Minutes		
<b>Program Maintenance</b>		
Master Rotation Schedule, Annual Schedule, Elective Assignments		
Portfolio Checklists		
Training Folder Updates		
Update Resident Handbook		
Update Policies and Procedures		
Duty Hours Maintenance		
In-Service Exams		
Scheduling of Dates		
Resident Coverage and Assignment of Residents to Sessions		
Proctoring		
<b>Resident Maintenance</b>		
Maintenance of Certification		
Biannual Written Feedback by PD or Advisor		
Progression and Promotion		

# JULY

Project	Responsible Person(s) / Group	Deadline
<b>Beginning of Training Year</b>		
Enroll new residents into evaluation system		
Take them to Human Resources		
Welcome packages		
Orientation		
Show them around the department		
Order lab coats		
Parking passes		
Distribute pagers		
Make sure all databases are updated		
One-on-one meeting with program director		
Update demographic information/emergency contact		
Prepare files		
Update training files/military training for each resident		
<b>Away Electives</b>		
Goals and Objectives		
Program Letters of Agreement		
<b>Curriculum</b>		
Identification of any Updates of RS Requirements		
Update New Innovations as needed		
<b>Resident</b>		
Update and Circulate Trainee Handbook		
Advisor/Mentor Development		
Assignment of Trainee		
Schedule Initial Meeting		
<b>Program Maintenance</b>		
Complete AMA Freida / GME Track Update		
<b>360° Evaluations</b>		
Update New Innovations as Needed		
<b>Website</b>		
<b>Social Activities</b>		
ERAS applications available July 15th		

# AUGUST

Project	Responsible Person(s) / Group	Deadline
<b>Preparing for Recruitment</b>		
Interview Resident Applicants		
Secure Funding for Interview Season		
<b>ACGME Documentation</b>		
RC Requirements		
Individual Learning Plan		
Procedures Documentation Reminders		
Document Completed Portfolio Tasks		
Completion of WebAds		
<b>GME Track</b>		
Continuing Verification of Resident Training		
<b>FRIEDA</b>		
Registration AMA – Gathering of Information for Medical Student to Choose Career		
<b>360° Evaluations</b>		
Update New Innovations as Needed		
Monthly and Daily Evaluations (Daily does not apply)		
<b>Conferences</b>		
Update New Innovations as Needed		
Room and Catering		
<b>Website</b>		
<b>Social Activities</b>		
<b>Other</b>		
Boards		
Training Documentation to Board		
Impaired Physician Meeting for CA-1 Residents		

# SEPTEMBER

Project	Responsible Person(s) / Group	Deadline
<b>Recruitment</b>		
ERAS Opens for Programs		
Review Applications		
Invite to Interview		
Interviews		
<b>360° Evaluations</b>		
Update New Innovations as Needed		
<b>Scholarly Activities</b>		
Regional Conference		
Faculty CVs – Update Electronically (ADs)		
<b>Committees</b>		
<b>RC Requirements</b>		
Procedures Documentation		
<b>Institutional Surveys</b>		
<b>Website</b>		
<b>Social Activities</b>		
Download Application		
Download Evaluations		
Coordinate Program Director and Fellows Meeting		
Quarterly Evaluations		
Attend Program Coordinator Meetings		
Attend Program Director Meetings		
Monthly Meals for Residents / Fellows		
Invitation for Residency Interviews		
Submit Resident Learning Plans for Faculty-Mentor Review		





# DECEMBER

Project	Responsible Person(s) / Group	Deadline
<b>Recruitment</b>		
Interviews		
Match		
<b>Evaluations</b>		
Semiannual Trainee Progression Meeting		
Follow-Up to Delinquent Evaluations		
360° Evaluations		
Update E*Value / New Innovations as Needed		
<b>Scholarly Activities</b>		
<b>RC Requirements</b>		
Individual Learning Plan – Semiannual Update		
<b>Conferences</b>		
New innovations as Needed		
<b>Website</b>		
<b>Social Activities</b>		
Setup Interviews		
Interview Applicants		
ERAS Downloading		
Evaluations (NI) and Block Schedules (Rotation) – Goals and Objectives		
Christmas Celebrations		
Setting up Breakfasts and Lunches for Applicants		
Getting Ready for Semiannual Reviews		
Lunches for Academic Conferences		
Setting up Graduation Venues		
Managing Journal Clubs, M&Ms, Research Conferences, Case Conferences		
Call Schedules		
Verification of Post-Graduate Training		
Updating Resident CVs for New Calendar year		
Attend Monthly Coordinator’s Meeting		
Program Director / Fellow Meetings (Monthly)		
Clinical Competency Committee Meeting		

# JANUARY

Project	Responsible Person(s) / Group	Deadline
<b>Recruitment (ongoing)</b>		
Preparation of Files (ERAs) for Selection Committee		
Begin Rank List Preparation		
Interviewing		
Scheduling – Hotel Rooms, escorting		
Evaluating (Ranking)		
GME (Certification Verifying)		
NRMP Updates		
Interviews		
Preliminary Rank Meeting(s)		
Review Applicants		
Schedule Interviews (Coordinator Day)		
ERAS Downloads, Schedules		
<b>Surveys</b>		
N/A		
<b>360° Evaluations</b>		
Reminder to Complete Delinquent Evaluations		
Update E*Value / New Innovations as Needed		
6-month		
Monthly for Rotations, Peers, Faculty, NP		
Semiannual Evals		
Resident Self-Eval		
Program Eval		
(mid-year or quarterly)		
Matches in NI for spring		
<b>RC Requirements</b>		
Quality Improvement Project Update		
ACGME Resident Survey Begins		
<b>Graduation Planning</b>		
Clarify Spelling of Names on Graduation Certificate		
Prepare for Awards and Certificates		
Secure Location		
<b>Website</b>		
<b>Social Activities</b>		
<b>Other</b>		
Budget for next Academic Year		
Visa Continuations for current fellows		
Visas for new fellows		
CREOG EXAMS		





# MARCH

Project	Responsible Person(s) / Group	Deadline
<b>Recruitment</b>		
Match Week – Go to ERAS		
Resident In-Service		
In-Service (March 1)		
Submit PIT Permit Spreadsheet		
Visa Paperwork		
NRMP		
Reappointments Ready		
Contracts – New year		
Prepare Spreadsheet (TMB)		
Schedule for Orientation		
Pagers		
Certificates - Graduation		
<b>Incoming Resident Process</b>		
Welcome Letter		
Acceptance Letter		
Welcoming Gathering		
Interviews		
Schedules – Comprehensive Summaries (Journal Clubs, Rotation, Manual Review)		
Certificates Ready		
Update Portfolios		
New Chief		
Annual Rotation Schedule Finished		
Faculty Policy and Procedures Manual – Update		
Goals and Objective – Update		
Templates - Update		
Onboarding		
Send Text File to GME		
Send New Innovations login		
Send UTHSCSA email account		
In-training exams		
<b>360° Evaluations</b>		
Update E*Value / New Innovations as Needed		
Quarterly Evaluation		
Update Evaluations		
<b>Graduation Planning</b>		
Order Graduation Supplies		
<b>New Academic Year Planning</b>		
Plan Orientation Schedule for New Interns		
Circulate RC Requirements Regarding Electives		
Prepare Elective Schedules		
Orientation of New Advisors to Roles		
Annual Program Picture		

<b>Website</b>		
<b>Social Activities</b>		
Scheduling Special Lunches and Events & Working on Coverage		
Send Out Employment Paperwork/Benefit Information		
Work on Orientation Schedule & Sending Emails to Incoming Residents		
Coordinator Meeting – Information		
Faculty On-Line to Review Evals		
Let Faculty Know Who Matched		
Housing Information		
Enter into ACGME Website		
In-Training Exam		
Let Parking Know Who is leaving so they know how many spots they have		
Finalize budget for next fiscal year		
Evaluation and Promotion committee meets to discuss residents being promoted/not being promoted		
Resident Annual Review of Faculty		
Supervision Grids		
<b>Program Management</b>		
Develop budget for next year		

# APRIL

Project	Responsible Person(s) / Group	Deadline
<b>Incoming Resident Process</b>		
Check on PIT Permits		
Plan Orientation Activities/Binders/Luncheon/Social Events		
Check on Incoming Paperwork submission		
Start Working on Personnel Files/Portfolios		
Visa Paperwork		
PITS		
Liability – Malpractice Insurance		
Credentialing and Review Training Files		
CPR Certification, Health Screening		
Password, Security Clearance		
Onboarding		
Sunrise Training		
Epic Training (if at MARC or CTRC)		
CPRS Training (if at VA)		
<b>Graduation Preparation (ongoing)</b>		
Order Certificates, Coats, Gifts, etc.		
Plan Graduation Ceremony, Party		
Memo and Money		
Invites		
Certificates		
RSVP and money		
Checking Case Logs		
Awards		
<b>Academic Year Preparation</b>		
Prepare Hospital Contract Request Forms, Liability Insurance		
Update NI for New Academic Year		
Offer Letters		
Order Lab Coats, Badges, Pocketcards, Pager Lists (if available)		
Review Policies and Procedures		
Block Schedules		
Deadline to Sign-Up for ERAS Renewal		
Review PLA		
<b>360° Evaluations</b>		
Update E*Value / New Innovations as Needed		
Review/Update Evaluations for Next Year		
Prepare Year-End Evaluations (360°)		
Prepare Final/Summative Evals for Grads		
Think about Scheduling ARPE / Review Goals and Objectives for Updating		
Monthly Rotation, Faculty, Resident Evals		
Monthly Nurse, Case Manger Evals		
Monthly Evals		
Meet with Advisors		

<b>Awards</b>		
Nominations for Teaching, Resident, Fellow, Faculty, Community Awards		
<b>Residents</b>		
Contract Renewal		
Institutional Forms		
Edits for Housestaff Manual		
<b>Website</b>		
<b>Social Activities</b>		
<b>Other</b>		
ERAS Registration?		
Duty Hours		
Social Event?		
Monthly Clinical Competency Meeting		
Loan Deferment Forms		
Licensing Forms		
Verify WebADS for Resident Survey Release		
Attend Monthly PC Meeting		
Distribute Meal Tickets		
Interviews for Residency		
ITE (In-Training Exam)		
Prep for Resident Retreat		
Prep for EOY Dinner		
Process Military Rotators Monthly		
Spring Picnic		
Surveys		
Spring NI		

# MAY

Project	Responsible Person(s) / Group	Deadline
<b>Incoming Resident Process</b>		
Update WebADS		
Training Schedule for Incoming		
Order Textbooks		
Order Pagers, Pickup Lab Coats, Nametags, Stamps		
Make Orientation Schedule		
Add Names to WebADS – ACGME		
Paperwork Checklist		
Send out Orientation Schedule		
Contract – Signed and Return		
Applications – Background Checks		
Lab Coats, Keys, Computer Access, Badging, Parking, Pagers, Schedule Computer Training		
Prepare Guidebook		
Onboarding		
<b>Graduation Preparation</b>		
Order Certificates		
Order Gifts, Plaques for Graduates		
Confirm Location of Dinner		
Send Invites		
PD Final Eval with Graduating Residents		
Check Diplomas – Certificates – Status		
Make Corrections if Necessary		
Skip (?) / Presentations		
Graduation – Prep/Party/Send out Invitations		
Order Gifts		
Checkout List – Collecting ID Badges, Keys, Pagers		
<b>Academic Year Preparation</b>		
Create Pager List, Email List		
Prepare for Graduating Resident Checkout Survey		
Update Residency Program Guide (Goals and Objectives)		
Yearly Calendar of Events		
Collect Projected Leave and TDY		
Attend State-Wide Administrator and Coordinators Workshop		
Rotation Schedule – Monthly add to New Innovations for block schedule		
Finalize Roster – Rotation		
Conference Schedule		
Recruitment Dates		
Update Resident Manual		
Send Chiefs to ACGME Chief Residents Planning Conference		

<b>360° Evaluations</b>		
New Innovations as Needed		
Send Program Evals to Faculty and Residents		
Peer Evals / ACGME Resident Survey		
Uploads – ERAS – Innovations / EVALUE		
Evaluation Summative – Case Logs, Continuity Clinic, Educator/Trainee, 360°		
Annual Reviews –Programs Reviews / Goal and Objectives Review		
End of Year – Evaluations		
Follow-up Monthly Reminders Duty Hours		
Semiannual Program Director Evaluations		
Set up program evaluations for the new year in New Innovations		
<b>Residents</b>		
Out-processing		
Exit Interview		
<b>RC Requirements</b>		
Individual Learning Plan Completed		
Quality Improvement Projects Completed		
Case Logs Completed		
Medical Records Completed		
Resident / Faculty Meeting to Discuss Program		
Documentation of Meeting with Attendance and Minutes		
Written Plan for Program Improvements for Upcoming Year		
<b>Conferences</b>		
Update E*Value / New Innovations as Needed		
Attendance in New Innovations		
<b>Website</b>		
<b>Social Activities</b>		
<b>Other</b>		
Submitting Malpractice Forms to Risk Management for Renewals and Incoming Residents		
Annual Review of Program Effectiveness		
Collect Orders (Military)		
Badge and Key (Military)		

# JUNE

Project	Responsible Person(s) / Group	Deadline
<b>Incoming Resident Process</b>		
(1) Orientation		
Department		
GME		
Handbook Updates		
Certifications		
Pager Card, Parking, ID Lines(?), etc.		
(2) Collect GME Packets from Incoming Residents to send to GME Office		
(3) Welcome parking		
Gift		
Add to ACGME		
Set up files		
<b>Outgoing Residents</b>		
Send Departing Checklist to residents		
Submit list of graduates to IRB		
Schedule final evaluation with Program Director		
Close out in ACGME		
<b>Graduation Activities</b>		
(1) Out-processing of Residents		
Pager card, Parking, IDS Lines(?), etc.		
(2) Banquet		
<b>ACGME Requirements</b>		
Review all new and updated requirements		
<b>Academic Year Preparations</b>		
Ensure that all Medical Records are Complete		
(1) Publish Final Block Schedule		
(2) Upload into NI		
Check dates on all PLAs		
Finalize budget		
<b>Evaluations</b>		
360° Evaluations		
Update E*Value / New Innovations as Needed		
Final Summative Evaluation on ALL Departing Residents		
Exit		
Semiannual		
Annual Program Eval Meeting (some GME)		
Annual program evaluations in New Innovations		
Annual peer/peer evaluations in New Innovations		
Annual Self Evaluation in New Innovations		
<b>Conferences</b>		
Update E*Value / New Innovations as Needed		



<b>Website</b>		
<b>Social Activities</b>		
<b>Other</b>		
Rank List for Residents Certified June 1 <sup>st</sup>		
Match June 15		
Budget Recommendations to GME		
Clinical Competency Committee Meeting		

TASK	Responsible Person(s) / Group	Deadline
July		
August		
September		
October		
November		
December		
January		
February		
March		
April		
May		
June		
ANNUAL		

Suggested Tasks	Person(s) Responsible	Share Warehouse
<b>360 Evaluations</b>		
<b>Advisor Development</b>		
<b>Annual End-of-Year Evaluation, RRC Required Documentation</b>		
<b>Attendance Reports and Feedback</b>		
<b>Awards</b>		
<b>Away Electives</b>		
<b>Begin Planning for New Academic Year</b>		
<b>Budget</b>		
<b>Committees</b>		
<b>Communications</b>		
<b>Conference Room Bookings</b>		
<b>Conferences</b>		
<b>Curriculum</b>		
<b>Design and Print New Program Year Picture Roster</b>		
<b>Dictations</b>		
<b>E*Value™ / New Innovations, Etc.</b>		
<b>Faculty Development</b>		
<b>Fellowship / Combined Residencies</b>		
<b>Fellowship / Combined Residencies, Joint Planning</b>		
<b>Graduation Planning</b>		
<b>In-Service Exams</b>		
<b>Medical Records</b>		
<b>Milestone Review</b>		
<b>New Intern Class</b>		
<b>Observe History &amp; Physicals-Reminders and Organizations</b>		
<b>On-Going Minutes</b>		
<b>Prepare for Change in Academic Year</b>		
<b>Program Maintenance</b>		
<b>Recruitment</b>		
<b>Resident Advisor</b>		
<b>Resident Affairs</b>		
<b>Resident Oversight</b>		
<b>Retreat Planning, PL-1, PL-2, PL-3, or Program Combined?</b>		
<b>RRC Required End-of-Year QI Documentation for Program</b>		
<b>RRC Requirements</b>		
<b>RRC Tracking</b>		
<b>Scheduling</b>		
<b>Scholarly Activities</b>		
<b>Selection Committee</b>		
<b>SIM Center Training</b>		
<b>Social Activities</b>		
<b>Surveys – Resident/Faculty</b>		
<b>Transition</b>		
<b>Website</b>		