

2024 Dates and Deadlines for GME

- January 12-Deadline to get July to December review period Milestones entered in New Innovations
- January 29-Deadline to submit incoming fellow information to Kelley for fellowships
- February 22 and 23-GME Global Conference and Resident Forum (Mandatory for all Shelby County residents and fellows)
- February 28-Deadline for PGY 2s to register for USMLE Step 3 or COMLEX-USA Level 3
- March 1-Nonrenewal letter due in GME for PGY 2s with no passing Step 3/Complex 3 on file
- March 15-Advancement forms due in GME
- March 22-Deadline to submit incoming resident information to Kelley for residencies
- April 1-Welcome letters sent from GME
- April 1-Graduation Certificate Spreadsheet sent to Coordinators
- April 1-Incoming residents/fellows entered in NI
- April 12-Graduation contracts with outside vendors due to GME
- April 15-Deadline to notify GME of any incoming people for a July 1 start date
- April 19-Resident Graduating Certificate spreadsheet due to GME
- May 1-Demographic information for incoming residents entered in NI
- May 6/7/8-Fit Testing for existing residents
- May 10-PD Annual Performance Assessment Checklists (Report Cards) due
- May 31-2024/2025 Program Handbooks Due
- May 17-Resident packets due back in GME
- May 28-Deadline to turn in petty cash or travel reimbursements for graduating residents
- June 3-Existing residents/fellows transferred to next UTHSC program in NI
- June 7-Exit Clearance – PD Leave Attestations Due
- June 10-Deadline for all residents to have their Fit Testing results to GME
- June 10-Yearly block schedules entered for FY25 in NI
- June 14-Exit Clearance documents sent to June graduating trainees
- June 21-Baptist Hospital Orientation
- June 21-VA Hospital Orientation
- June 24 & 25-PGY 1 GME Orientation
- June 24-First day of Exit Clearance in person in the GME Office
- June 25-Fit testing and TB testing for incoming PGY 1 residents
- June 26-Regional One Hospital Orientation
- June 24-Session setup for evaluations in NI
- June 28-Annual Program Evaluation meeting minutes due
- June 29-Deadline for exit clearance forms to be turned in
- June 29-Deadline for PGY 2 residents to provide Step 3 passage results
- July 1-PGY 2-7 GME Orientation and fit testing
- July 1-Start date for incoming PGY 1 resident clinical rotations
- July 2-Start date for PGY 2-7 residents and fellows clinical rotations
- July 12-Deadline to get January to June review period Milestones entered in New Innovations
- July 31-Resident transfer documentation due in NI
- July 31-Deadline for incoming residents to provide documentation of ACLS or PALS
- July 31-Program Letters of Agreement due
- September 6-GME Retreat (Mandatory for all ACGME Program Directors and Coordinators)
- September 19-20-SVMIC Conference (Mandatory for all Shelby County residents and fellows)