Year in the Life of the Program Coordinator or GME Manager

ANNUAL AND ONGOING PROJECTS

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| Project | Responsible  Person(s) / Group | Deadline |
| **Program Curriculum** |  |  |
| Scholarly Activity |  |  |
| Research |  |  |
| Meeting – Poster/Paper Presentations |  |  |
| Circulate overall program goals and objectives |  |  |
| Financials |  |  |
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| **RC Requirements & Documents Maintenance** |  |  |
| Faculty Development |  |  |
| Quality Improvement Projects |  |  |
| Didactics |  |  |
| Procedure Logs |  |  |
| Residents as Teacher Activities |  |  |
| Portfolio Maintenance |  |  |
| Midpoint and Summative Evaluations |  |  |
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| **Evaluation Maintenance** |  |  |
| Evidence-Based Medicine/Didactics |  |  |
| 360º Evaluations |  |  |
| Peer |  |  |
| Faculty |  |  |
| Patient |  |  |
| Ancillary |  |  |
| Program Director |  |  |
| Rotation Evaluations |  |  |
| Follow-up on Delinquent Evaluations |  |  |
| Annual Program Evaluations and Minutes |  |  |
|  |  |  |
| **Program Maintenance** |  |  |
| 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 |  |  |
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| **Resident Maintenance** |  |  |
| Maintenance of Certification |  |  |
| Biannual Written Feedback by PD or Advisor |  |  |
| Progression and Promotion |  |  |

JULY

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| Project | Responsible  Person(s) / Group | Deadline |
| **Beginning of Training Year** |  |  |
| 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 |  |  |
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| **Away Electives** |  |  |
| Goals and Objectives |  |  |
| Program Letters of Agreement |  |  |
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| **Curriculum** |  |  |
| Identification of any Updates of RS Requirements |  |  |
| Update New Innovations as needed |  |  |
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| **Resident** |  |  |
| Update and Circulate Trainee Handbook |  |  |
| Advisor/Mentor Development |  |  |
| Assignment of Trainee |  |  |
| Schedule Initial Meeting |  |  |
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| **Program Maintenance** |  |  |
| Complete AMA Freida / GME Track Update |  |  |
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| **360º Evaluations** |  |  |
| Update New Innovations as Needed |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| ERAS applications available July 15th |  |  |
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AUGUST

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

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| Project | Responsible  Person(s) / Group | Deadline |
| **Recruitment** |  |  |
| ERAS Opens for Programs |  |  |
| Review Applications |  |  |
| Invite to Interview |  |  |
| Interviews |  |  |
|  |  |  |
| **360º Evaluations** |  |  |
| Update New Innovations as Needed |  |  |
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| **Scholarly Activities** |  |  |
| Regional Conference |  |  |
| Faculty CVs – Update Electronically (ADs) |  |  |
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| **Committees** |  |  |
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| **RC Requirements** |  |  |
| Procedures Documentation |  |  |
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| **Institutional Surveys** |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| 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 |  |  |
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OCTOBER

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| Project | Responsible  Person(s) / Group | Deadline |
| **Recruitment** Residency Recruiting Committee |  |  |
| Review Applications |  |  |
| Invite to Interview |  |  |
| Interviews Interview Planning |  |  |
| ITE for Radiation Biology and Physics |  |  |
| Specialty Meeting |  |  |
| Doctoberfest (recruiting kickoff) |  |  |
| Faculty Retreat |  |  |
|  |  |  |
| **360º Evaluations** |  |  |
| Update New Innovations as Needed |  |  |
| Quarterly Evals |  |  |
| Resident Evaluations |  |  |
| Faculty / Rotation Evaluations |  |  |
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| **Attendance Reports and Feedback** |  |  |
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| **Residents** |  |  |
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| **Conferences** |  |  |
| Update New Innovations as Needed |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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NOVEMBER

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| Project | Responsible  Person(s) / Group | Deadline |
| **Recruitment** (ongoing) |  |  |
| Interviews |  |  |
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| **360º Evaluations** |  |  |
| Update E\*Value / New Innovations as Needed |  |  |
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| **Resident Meetings** |  |  |
| Mid-Year Review (Evaluation) |  |  |
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| **Conferences** |  |  |
| Update E\*Value / New Innovations as Needed |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| Prepare for Selection Board |  |  |
| Selection Board |  |  |
| Prepare Mid-Year Evals |  |  |
| ERAS Downloads |  |  |
| ERAS Grade (Ranking) |  |  |
| Holiday Social Planning |  |  |
| Depart for Selection Board |  |  |
| End of Rotation Evaluations |  |  |
| Pushing for PGY 2 Medical Licensure |  |  |
| Monthly Program Coordinator Meetings |  |  |
| Plan Program Coordinator Social for Christmas |  |  |
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| Program Annual Evaluation |  |  |
| WebAds updates |  |  |
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DECEMBER

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| Project | Responsible  Person(s) / Group | Deadline |
| **Recruitment** |  |  |
| Interviews |  |  |
| Match |  |  |
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| **Evaluations** |  |  |
| Semiannual Trainee Progression Meeting |  |  |
| Follow-Up to Delinquent Evaluations |  |  |
| 360º Evaluations |  |  |
| Update E\*Value / New Innovations as Needed |  |  |
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| **Scholarly Activities** |  |  |
|  |  |  |
| **RC Requirements** |  |  |
| Individual Learning Plan – Semiannual Update |  |  |
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| **Conferences** |  |  |
| New innovations as Needed |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| 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) |  |  |
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| Clinical Competency Committee Meeting |  |  |
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JANUARY

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| Project | Responsible  Person(s) / Group | Deadline |
| **Recruitment** (ongoing) |  |  |
| 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 |  |  |
| **Surveys** |  |  |
| N/A |  |  |
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| **360º Evaluations** |  |  |
| 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 |  |  |
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| **RC Requirements** |  |  |
| Quality Improvement Project Update |  |  |
| ACGME Resident Survey Begins |  |  |
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| **Graduation Planning** |  |  |
| Clarify Spelling of Names on Graduation Certificate |  |  |
| Prepare for Awards and Certificates |  |  |
| Secure Location |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| **Other** |  |  |
| Budget for next Academic Year |  |  |
| Visa Continuations for current fellows |  |  |
| Visas for new fellows |  |  |
| CREOG EXAMS |  |  |
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FEBRUARY

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| Project | Responsible  Person(s) / Group | Deadline |
| **Recruitment** (ongoing) |  |  |
| Rank Order List Submission |  |  |
| Resident Rank Order List |  |  |
| Resident Graduation |  |  |
| Interviews |  |  |
| Enter Resident Contracts |  |  |
| Rank Order |  |  |
| Faculty Selection Meeting |  |  |
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| **Surveys - Review** |  |  |
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| **360º Evaluations – Monthly - Ongoing** |  |  |
| Update E\*Value / New Innovations as Needed |  |  |
| Check on Evaluations for Changes – regulations, policies, procedures |  |  |
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| **Scheduling** |  |  |
| Block Templates for Next Year |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| **Other** |  |  |
| Resident Interview Season, Interview Packets |  |  |
| In-Service Exams |  |  |
| Prepare for Incoming Residents |  |  |
| Updating Binders for Orientation |  |  |
| Resident Workshop |  |  |
| Prep Month! |  |  |
| Letters of Intent |  |  |
| Chief Selection/Voting |  |  |
| Organize NRP Certification |  |  |
| Start Interviews |  |  |
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MARCH

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| Project | Responsible  Person(s) / Group | Deadline |
| **Recruitment** |  |  |
| 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 |  |  |
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| **Incoming Resident Process** |  |  |
| 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 |  |  |
|  |  |  |
| **360**° **Evaluations** |  |  |
| Update E\*Value / New Innovations as Needed |  |  |
| Quarterly Evaluation |  |  |
| Update Evaluations |  |  |
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| **Graduation Planning** |  |  |
| Order Graduation Supplies |  |  |
|  |  |  |
| **New Academic Year Planning** |  |  |
| Plan Orientation Schedule for New Interns |  |  |
| Circulate RC Requirements Regarding Electives |  |  |
| Prepare Elective Schedules |  |  |
| Orientation of New Advisors to Roles |  |  |
| Annual Program Picture |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| 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 |  |  |
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| **Program Management** |  |  |
| Develop budget for next year |  |  |

APRIL

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| Project | Responsible  Person(s) / Group | Deadline |
| **Incoming Resident Process** |  |  |
| 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) |  |  |
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| **Graduation Preparation** (ongoing) |  |  |
| Order Certificates, Coats, Gifts, etc. |  |  |
| Plan Graduation Ceremony, Party |  |  |
| Memo and Money |  |  |
| Invites |  |  |
| Certificates |  |  |
| RSVP and money |  |  |
| Checking Case Logs |  |  |
| Awards |  |  |
|  |  |  |
| **Academic Year Preparation** |  |  |
| 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 |  |  |
|  |  |  |
| **360º Evaluations** |  |  |
| Update E\*Value / New Innovations as Needed |  |  |
| Review/Update Evaluations for Next Year |  |  |
| Prepare Year-End Evaluations (360º) |  |  |
| 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 |  |  |
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| **Awards** |  |  |
| Nominations for Teaching, Resident, Fellow, Faculty, Community Awards |  |  |
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| **Residents** |  |  |
| Contract Renewal |  |  |
| Institutional Forms |  |  |
| Edits for Housestaff Manual |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| **Other** |  |  |
| 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

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| Project | Responsible  Person(s) / Group | Deadline |
| **Incoming Resident Process** |  |  |
| 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 |  |  |
|  |  |  |
| **Graduation Preparation** |  |  |
| 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 |  |  |
|  |  |  |
| **Academic Year Preparation** |  |  |
| 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 |  |  |
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| **360**° **Evaluations** |  |  |
| 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, 360º |  |  |
| 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 |  |  |
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| **Residents** |  |  |
| Out-processing |  |  |
| Exit Interview |  |  |
|  |  |  |
| **RC Requirements** |  |  |
| 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 |  |  |
|  |  |  |
| **Conferences** |  |  |
| Update E\*Value / New Innovations as Needed |  |  |
| Attendance in New Innovations |  |  |
|  |  |  |
| **Website** |  |  |
|  |  |  |
| **Social Activities** |  |  |
|  |  |  |
| **Other** |  |  |
| Submitting Malpractice Forms to Risk Management for Renewals and  Incoming Residents |  |  |
| Annual Review of Program Effectiveness |  |  |
| Collect Orders (Military) |  |  |
| Badge and Key (Military) |  |  |

JUNE

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| --- | --- | --- |
| Project | Responsible  Person(s) / Group | Deadline |
| **Incoming Resident Process** |  |  |
| (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 |  |  |
|  |  |  |
| **Outgoing Residents** |  |  |
| Send Departing Checklist to residents |  |  |
| Submit list of graduates to IRB |  |  |
| Schedule final evaluation with Program Director |  |  |
| Close out in ACGME |  |  |
|  |  |  |
| **Graduation Activities** |  |  |
| (1) Out-processing of Residents |  |  |
| Pager card, Parking, IDS Lines(?), etc. |  |  |
| (2) Banquet |  |  |
|  |  |  |
| **ACGME Requirements** |  |  |
| Review all new and updated requirements |  |  |
|  |  |  |
| **Academic Year Preparations** |  |  |
| Ensure that all Medical Records are Complete |  |  |
| (1) Publish Final Block Schedule |  |  |
| (2) Upload into NI |  |  |
| Check dates on all PLAs |  |  |
| Finalize budget |  |  |
|  |  |  |
| **Evaluations** |  |  |
| 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 |  |  |
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| **Conferences** |  |  |
| Update E\*Value / New Innovations as Needed |  |  |
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| **Website** |  |  |
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| **Social Activities** |  |  |
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| **Other** |  |  |
| st  Rank List for Residents Certified June 1 |  |  |
| Match June 15 |  |  |
| Budget Recommendations to GME |  |  |
| Clinical Competency Committee Meeting |  |  |

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| TASK | Responsible | Deadline |
| July |  |  |
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| August |  |  |
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Person(s) / Group

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