**UT College of Medicine Chattanooga
Annual Timeline and Deadlines (2021-2022)
Graduate Medical Education Requirements for
Program Directors and Coordinators**

**JULY**

* **July 1** – Beginning of the new academic year
* **July 5** – UT Administrative Offices are closed in observance of the July 1 (Independence Day Holiday.
* **July 5 – August 6 – ACGME WebAds opens for the Institutional Annual WebAds Update (Responsibility of the DIO and Director of GME)**
ACGME sets the deadlines for Annual WebAds Updates
<https://www.acgme.org/Data-Collection-Systems/Overview/>
* **July 5 – August 27 – ACGME WebAds opens for the Program Annual WebAds Update for Non-Surgical Programs (Responsibility of the Program Director and Coordinator)**ACGME sets the deadlines for Annual WebAds Updates
<https://www.acgme.org/Data-Collection-Systems/Overview/>
* **July 12** - **Ensure all of your evaluation sessions and evaluation forms (for Residents evaluated by Faculty, Rotation Evaluations by Residents, Semi-Annual Program Evaluations completed by Residents, Annual Program Evaluations completed by Faculty, etc.) are correct and updated for the academic Year within New Innovations. Make sure all sessions for the 2021-2022 year are set up and deployed as appropriate via New Innovations on July 12 -**
ACGME Common Program Requirements - V.A.1.a) Faculty members must directly observe, evaluate, and frequently provide feedback on resident performance during each rotation or similar educational assignment. (Core)
* **July 13 – HPP @ Noon (til 1:00pm) via Zoom.** Topic: Patient Safety Introduction. Speaker: Marvin Hall, MD, Pediatrics Faculty. All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later.
ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **July 13** –  **Send the names of 2 peer selected resident members for GMEC to the GME Director -**
ACGME Institutional Requirements - I.B.1.b).(4) a minimum of two peer-selected residents/fellows from its ACGME-accredited program or the only resident/fellow if the program includes only one resident/fellow; (Core)
* **July 15 – By this date, Coordinators should have made copies of the final Resident and Fellow Certificates and scanned the originals as pdf files. Each one should be uploaded into individual Resident/Fellow Personnel Data files in New Innovations in the appropriate Certificate folder under “Attached Files.” Whether or not you keep a paper copy in a paper Resident file is up to each Coordinator.**UTHSC GME Policy #530 GME Certificates of Training
* **July 16 – GME CENSUS/AMA FREIDA Program Survey deadline for the Program Survey to be submitted for the August FREIDA Update. The Program Survey had opened on May 19, 2021. Coordinators will receive an email notifying you that the census is ready to be updated.
AAMC sets the deadline for the GME Census and AMA FREIDA:**[**https://www.aamc.org/data-reports/students-residents/report/gme-track**](https://www.aamc.org/data-reports/students-residents/report/gme-track)
* **July 16 – By this date, Program Directors must have appointed the Program Evaluation Committee (PEC) to conduct and document the Annual Program Evaluation as part of the program’s continuous improvement process. If the APE has not been completed in New Innovations for the previous year (between June of the prior academic year and mid July), the Coordinator and Program Director should schedule a PEC meeting to conduct the evaluation and approve an Action Plan for the new academic year (by the first of September). --**ACGME Common Program Requirements - V.C.1. (a), (b), (c), (d), and (e) “… The Program Evaluation Committee (PEC) … “ (Core)
* **July 19 – September 24 – Annual WebAds Program Updates for Surgical-Related Programs (Responsibility of the Program Director and Coordinator)**
ACGME sets deadlines for the WebAds Update
<https://www.acgme.org/Data-Collection-Systems/Overview/>
* **July 21** **– Combined Grand Rounds @ 7:00am (to 8:00am)** **via Zoom. Topic: COVID Update. Speakers: James Sizemore, MD, and Charles Woods, MD** –
ACGME Common Program Requirements - IV.D.3.a) Residents must participate in scholarship. (Core) and IV.D.2.b).(1) faculty participation in grand rounds (outcome),
* **July 27 – Graduate Medical Education Committee (GMEC) @ 5:00pm (til 6:00pm) via Zoom --**
ACGME Institutional Requirements- I.B.3. Meetings and Attendance: The GMEC must meet a minimum of once every quarter during each academic year. (Core) and I.B.3.a) Each meeting of the GMEC must include attendance by at least one resident/fellow member. (Core)
* **July 28 – National GME Census Resident Survey opens. You will get an email from the AAMC about this.
AAMC sets the deadline for the GME Census and AMA FREIDA:**[**https://www.aamc.org/data-reports/students-residents/report/gme-track**](https://www.aamc.org/data-reports/students-residents/report/gme-track)
* **July 28 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**
ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **July 30 - Final Summative Evaluation must be uploaded in New Innovations** – ACGME Common Program Requirements - II.A.4.a).(14) document verification of program completion for all graduating residents within 30 days; (Core) II.A.4.a).(15) provide verification of an individual resident’s completion upon the residents request, within 30 days; and, (Core)
* **July 30 – Verify all block schedule rotation for the previous year in New Innovations** ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO (GME), GMEC, and ACGME; (Core)
* **July 31 - All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **ERAS opens in mid-July for fellowships --**ERAS deadlines are mandated by the AAMC.
* **The Program Director must appoint a Clinical Competency/Residency Quality Improvement Committee by the end of July for the academic year, particularly for assessing each Resident’s progress and for providing recommendations regarding each Resident’s progress in meeting the ACGME Milestones at mid-year and end-of-year.**ACGME Common Program Requirements V.A.3. (a. and b.) - A Clinical Competency Committee must be appointed by the Program Director. (Core)
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--
ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**AUGUST**

* **August 4 – Surgical Critical Care Matching Program Rank Order List opens at Noon ET.**NRMP sets Match deadlines.
* **August 4 – Obstetrics and Gynecology Fellowship Matching Program (MIGS) Rank Order List opens at Noon ET.**NRMP sets Match deadlines.
* **August 10 – HPP @ Noon (til 1:00pm) via Zoom. Well-Being Topic --** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later.ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **August 11 – Colon and Rectal Surgery Match opens at Noon ET.**NRMP sets Match deadlines.
* **August 13 – Please send to GME Lead Coordinator names of 2 – Peer Selected Resident/Fellows for the CLER Work Group (new names only)**
* **August 17 - CLER Work Group Meeting @ 5:00pm (til 6:00pm) via Zoom (moved from August 24) –**CLER Pathways to Excellence 2.0 CLER – “Field Representatives meet with the organization’s executive leadership (e.g., chief executive officer, chief medical officer, chief nursing officer); the organization’s leaders in patient safety, health care quality, and well-being; leaders of GME; and groups of residents and fellows, faculty members, and program directors.”
* **August 18 – Emergency Medicine Subspecialty Matches open at Noon ET (EMS and EM Ultrasound)**NRMP sets Match deadlines.
* **August 25 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **August 25 – Medical Specialties Match (Cardiology and Gastroenterology) opens at Noon ET.**NRMP sets Match deadlines.
* **August 30 - Update UTHSC Website** – Each department has at least one individual who has permission and login capability to edit its webpages within the OU Campus platform and submit to the UTHSC Webmaster team for publishing. Either make those updates or sent the information and a request for revisions Send all updates to Webmaster@uthsc.edu
ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO (GME), GMEC, and ACGME; (Core)
* **August 31 - All residents/fellows must log clinical and education work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **Complete GME Track and ACGME ADS updates** for new academic year. Archive past residents in WebAds by August 1 and enter new information by September 1. Make sure that all Core Faculty are correct and emails updated for the ACGME Faculty Survey.
AAMC mandates completion of GME Track, and the ACGME mandates all WebAds deadlines.
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**SEPTEMBER**

* **September 1 – The PEC must have met and worked with the Program Director and Coordinator to complete the APE in New Innovations and**ACGME Common Program Requirements - V.C.1. (c).(1), (2), (3), (4), (5), (6), (7), and V.C.1.d), (d), and (e) “… The Program Evaluation Committee (PEC) should consider the following elements in its assessment of the program … The Program Evaluation Committee must evaluate the program’s mission and aims, strengths, areas for improvement, and threats. The annual review, including the action plan, must: be distributed to and discussed with the members of the teaching faculty and the residents; and be submitted to the DIO. (Core)”
* **September 1 – Annual Program Evaluation (APE) must be submitted to the DIO in New Innovations by the Program Director--**ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO (GME), GMEC, and ACGME; (Core)
* **September 6 – Labor Day – All UT Administrative Offices are closed for the holiday.**
* **September 8 – Colon and Rectal Surgery Match Rank Order List opens at Noon ET.**NRMP sets Match deadlines.
* **September 8 – Obstetrics and Gynecology Fellowship Matching Program (MIGS) Quota Change Deadline at 11:59pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match deadlines.
* **September 8 – Surgical Critical Care Fellowship Matching Program Quota Change Deadline at 11:59pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match deadlines.
* **September 14 – HPP @ Noon (til 1:00pm) via Zoom. Topic will be QIPS related.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later.ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **September 15 – NRMP Main Match Registration opens at Noon ET.**NRMP sets Match deadlines.
* **September 22 – Emergency Medicine Fellowship Match (EMS and EM Ultrasound) Rank Order List opens at Noon ET.**NRMP sets Match deadlines.
* **September 22 – Obstetrics and Gynecology Fellowship Matching Program (MIGS) Rank Order List Deadline at 9:00pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match deadlines.
* **September 22 – Surgical Critical Care Fellowship Matching Program Rank Order List Deadline at 9:00pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match deadlines.
* **September 28 – Graduate Medical Education Committee (GMEC) @ 5:00pm (til 6:00pm) via Zoom --**
ACGME Institutional Requirements- I.B.3. Meetings and Attendance: The GMEC must meet a minimum of once every quarter during each academic year. (Core) and I.B.3.a) Each meeting of the GMEC must include attendance by at least one resident/fellow member. (Core)
* **September 29 – Medical Specialties Matching Program (Cardiology and Gastroenterology) Rank Order List opens at Noon ET.**NRMP sets Match deadlines.
* **September 29 -- GME CENSUS/AMA FREIDA Program Survey deadline for the Program Survey to be submitted for the October FREIDA Update. The Program Survey had opened initially on May 19, 2021. Coordinators will receive an email from AAMC.
AAMC sets the deadline for the GME Census and AMA FREIDA:**[**https://www.aamc.org/data-reports/students-residents/report/gme-track**](https://www.aamc.org/data-reports/students-residents/report/gme-track)
* **September 29 – Colon and Rectal Surgery Matching Program Quota Change Deadline at 11:59pm ET (DIO needs to review by 3:00pm ET)**NRMP sets Match deadlines.
* **September 29 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom** -**-**
ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **September 30 - All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **ERAS opens mid-September for residency applications.**ERAS deadlines are mandated by the AAMC.
* **Schedule Fall Clinical Competency/Residency Quality Improvement Committee (CCC) to meet to review each resident’s progress and give recommendations for the mid-year Milestone Evaluations (due in WebAds before the end of December-**ACGME Common Program Requirements - V.A.3.b) The Clinical Competency Committee must: V.A.3.b).(1), (2), and (3): The Clinical Competency Committee must review all resident evaluations at least semi-annually; (Core); determine each resident’s progress on achievement of the specialty-specific Milestones; and, (Core); meet prior to the residents’ semi-annual evaluations and advise the program director regarding each resident’s progress. (Core)
* **Schedule Fall PEC Meeting to occur before mid-December**ACGME Common Program Requirements - V.C.1. … Program Evaluation Committee … (Core)
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**OCTOBER**

* **October 1** - **Medical Student performance evaluations (formerly “Dean’s Letters”) are released in ERAS**.
AAMC mandates deadlines.
* **October 6 – Obstetrics and Gynecology Fellowship Matching Program (MIGS) Match Day Results at Noon ET.**NRMP sets Match Results.
* **October 6 – Surgical Critical Care Fellowship Matching Program Match Day Results at Noon ET.**NRMP sets Match Results.
* **October 12 – HPP @ Noon (til 1:00pm) via Zoom. Well-Being related topic.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--**ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **October 13 – Colon and Rectal Surgery Fellowship Matching Program Rank Order List Certification deadline at 9:00pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match Results.
* **October 20 - Combined Grand Rounds @ 7:00am (to 8:00am)** **via Zoom.**ACGME Common Program Requirements - IV.D.3.a) Residents must participate in scholarship. (Core) and IV.D.2.b).(1) faculty participation in grand rounds (outcome).
* **October 20 – Emergency Medicine Fellowship Matching Program (EMS and Ultrasound) Quota Change Deadline at 11:59pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match deadlines.
* **October 26- CLER Work Group Meeting @ 5:00pm (til 6:00pm) via Zoom –**CLER Pathways to Excellence 2.0 CLER – “Field Representatives meet with the organization’s executive leadership (e.g., chief executive officer, chief medical officer, chief nursing officer); the organization’s leaders in patient safety, health care quality, and well-being; leaders of GME; and groups of residents and fellows, faculty members, and program directors”.
* **October 27 – Colon and Rectal Surgery Fellowship Matching Program Match Day Results at Noon ET.**NRMP sets Match Results.
* **October 27 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**
ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **October 31- All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month**ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **Registration for in-training exams is usually in the fall, although this varies among specialties –**Deadlines are established by each specialty and its in-training examination resource.
* **Coordinators should schedule a meeting monthly meeting with Program Directors**-- **-** ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**NOVEMBER**

* **ACGME Milestone Mid-Year Reporting opens in WebAds in November**ACGME mandates deadlines.
	+ **The Clinical Competency/Residency Quality Improvement Committee must work with the Program Director in assessing each Resident’s progress and for providing recommendations regarding each Resident’s progress in meeting the ACGME Milestones at mid-year and end-of-year.**ACGME Common Program Requirements V.A.3. (a. and b.) - A Clinical Competency Committee must be appointed by the Program Director. (Core)
* **November 3 – Medical Specialties Fellowship Matching Program (Cardiology and Gastroenterology) Quota Change Deadline at 11:59pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match deadlines.
* **November 3 – Emergency Medicine Fellowship Matching Program (EMS and EM Ultrasound) Rank Order List deadline at 9:00pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match deadlines.
* **November 9 – HPP @ Noon (til 1:00pm) via Zoom. QIPS related topic --** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--**ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **November 17 –Medical Specialties Fellowship Matching Program (Cardiology and Gastroenterology) Rank Order List deadline at 9:00pm ET (DIO needs to review by 3:00pm ET).**NRMP sets Match deadlines.
* **November 17 – Emergency Medicine Fellowship Matching Program (EMS and EM Ultrasound) Match Day Results at Noon ET.**NRMP sets Match Results.
* **November 23- Graduate Medical Education Committee (GMEC) @ 5:00pm (til 6:00pm) via Zoom --**
ACGME Institutional Requirements- I.B.3. Meetings and Attendance: The GMEC must meet a minimum of once every quarter during each academic year. (Core) and I.B.3.a) Each meeting of the GMEC must include attendance by at least one resident/fellow member. (Core)
* **November 24 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**
ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **November 25 and 26 – UT Administrative Offices are closed in observance of the Thanksgiving Holiday.**
* **November 30 - All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **Fall CCC’s meeting should be conducted between November and mid-December to ensure mid-year Milestone Evaluations are completed and submitted by the deadline to the ACGME.**ACGME Common Program Requirements V.A.3. (a. and b.) - A Clinical Competency Committee must be appointed by the Program Director. (Core)
* **Fellowship rank lists are due either the last week of November or first week of December**
NRMP or other Match mandate these deadlines.
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**DECEMBER**

* **December 1 – Ensure any adjustments made in the block schedule have been corrected in New Innovations and all electives have been identified by name and specialty for the current academic year** --
ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO(GME), GMEC, and ACGME; (Core)
* **December 1 –Medical Specialties Fellowship Matching Program (Cardiology and Gastroenterology) Match Day Results at Noon ET.**NRMP sets Match Results.
* **December 14 – HPP @ Noon (til 1:00pm) via Zoom. Well-Being related topic.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--** ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **December 15 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **December 17 - GME Track Final Deadline.
 AAMC sets the deadline for the GME Census and AMA FREIDA:**[**https://www.aamc.org/data-reports/students-residents/report/gme-track**](https://www.aamc.org/data-reports/students-residents/report/gme-track)
* **December 17 – ACGME Milestones completed in New Innovations and also submitted via ACGME WebADS -**
ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO(GME), GMEC, and ACGME; (Core)
* **December 17 – Complete all Mid-Year Resident Evaluation by Program Director or designee for all residents and fellows** -
ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO(GME), GMEC, and ACGME; (Core)
* **December 24 – 30 – UT Administrative Offices are closed for Winter Break and in observance of the Christmas Holiday.**
* **December 31- All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **December 31 – UT Administrative Offices are closed in observance of the New Year’s Holiday (Jan 1).**
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**JANUARY**

* **January 11 – HPP @ Noon (til 1:00pm) via Zoom. QIPS-related topic.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--**ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **January 17 – UT Administrative Offices are closed in observance of Martin Luther King’s Birthday (a national holiday).**
* **January 19 - Combined Grand Rounds @ 7:00am (til 8:00am) via Zoom -**ACGME Common Program Requirements - IV.D.3.a) Residents must participate in scholarship. (Core) and IV.D.2.b).(1) faculty participation in grand rounds (outcome).
* **January 25 – Graduate Medical Education Committee (GMEC) @ 5:00pm (til 6:00pm) via Zoom --**
ACGME Institutional Requirements- I.B.3. Meetings and Attendance: The GMEC must meet a minimum of once every quarter during each academic year. (Core) and I.B.3.a) Each meeting of the GMEC must include attendance by at least one resident/fellow member. (Core)
* **January 26 – Coordinators Council @ 1:00pm** **(til 2:00pm) via Zoom --**
ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **January 31 – Applicant and Program Deadline to register for the Main Match and for Programs to Change Quotas and SOAP participation status for individual programs. NRMP Deadline for all these is 11:59pm ET (DIO needs to review by 3:00pm ET).**NRMP sets deadlines.
* **January 31 - All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--
ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**FEBRUARY**

* **February 1 – April 1– ACGME Resident /Faculty Survey -**
ACGME Common Program Requirements - II.B.4.a) Core faculty members must be designated by the program director. (Core) II.B.4.b) Core faculty members must complete the annual ACGME Faculty Survey. (Core)
* **NRMP Main Match Ranking begins at Noon ET --**NRMP sets deadlines.
* **February 8 – HPP @ Noon (til 1:00pm) via Zoom. Well-Being related topic.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--**ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **Feb 22 – Graduate Medical Education Committee (GMEC) @ 5:00pm (til 6:00pm) via Zoom --**
ACGME Institutional Requirements- I.B.3. Meetings and Attendance: The GMEC must meet a minimum of once every quarter during each academic year. (Core) and I.B.3.a) Each meeting of the GMEC must include attendance by at least one resident/fellow member. (Core)
* **February 23 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **February 24 – 27, 2022** – FYI (Optional) ACGME Annual Educational Conference
* **February 28 – Deadline for all PGY-2 level Residents to have registered or already passed the USMLE Step 3 Examinations or comparable COMLEX Part 3 (if your program accepts that for its DO Residents) --**UT GME Policy #630 and the Annual Resident Agreement require this.
* **February 28 - All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of

the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**MARCH**

* **March 2 – NRMP Main Match Rank List Certification Deadline (NRMP deadline is 9:00pm ET (DIO needs to review by 3:00pm ET).**NRMP sets deadlines.
* **March 8 – HPP @ Noon (til 1:00pm) via Zoom. QIPS-related topic.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--**ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **March 14 – 18 NRMP – Main Match SOAP Week --**NRMP sets deadlines.
* **March 18 – Main Match Day Announcements – Noon ET**NRMP sets deadlines.
* **March 18 – Coordinators should email Initial Letters of Commitment to their matched and/or SOAP applicants for the upcoming academic year --**NRMP sets deadlines.
* **March 22 – Graduate Medical Education Committee (GMEC) @ 5:00pm (til 6:00pm) via Zoom --**
ACGME Institutional Requirements- I.B.3. Meetings and Attendance: The GMEC must meet a minimum of once every quarter during each academic year. (Core) and I.B.3.a) Each meeting of the GMEC must include attendance by at least one resident/fellow member. (Core)
* **March 23 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **March 31 - All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **March 31 – Deadline to send out post interview surveys**
* **March 31 – Deadline to schedule Program Evaluation Committee (PEC) meeting to occur by end of June.**
* **March 31 - New Innovations Onboarding Checklists begin to be deployed to Incoming Residents by GME Financial Specialist .**
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**APRIL**

* **April 1 – Graduation and reappointment forms due** -
ACGME Institutional Requirements- IV.D.1.a) The Sponsoring Institution must ensure that each of its programs provides a resident/fellow with a written notice of intent when that resident’s/fellow’s agreement will not be renewed, when that resident/fellow will not be promoted to the next level of training, or when that resident/fellow will be dismissed. (Core) and ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO (GME), GMEC, and ACGME; (Core)
UTHSC GME Policy.
* **April 8 – QIPS Projects Due to Chairs or PD for signature**
* **April 12 – HPP @ Noon (til 1:00pm) via Zoom. Well-Being related topic.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--**ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **April 14 – UT Administrative Offices are closed in observance of Good Friday (the “University Spring Holiday”**
* **April 15 – QIPS Projects submission date to Dr. Bennett/Kim Judd** – ACGME Institutional Requirements - III.B.2.b) opportunities to participate in quality improvement initiatives. (Core)
* **April 20 – Combined Grand Rounds @ 7:00am (to 8:00am)** **via Zoom --**ACGME Common Program Requirements - IV.D.3.a) Residents must participate in scholarship. (Core) and IV.D.2.b).(1) faculty participation in grand rounds (outcome).
* **April 26 – Graduate Medical Education Committee (GMEC) @ 5:00pm (til 6:00pm) via Zoom --**
ACGME Institutional Requirements- I.B.3. Meetings and Attendance: The GMEC must meet a minimum of once every quarter during each academic year. (Core) and I.B.3.a) Each meeting of the GMEC must include attendance by at least one resident/fellow member. (Core)
* **April 27 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**
ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **April 30 - All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **April 30 all Final Evaluation Meetings should be scheduled for graduating residents and fellows**ACGME Common Program Requirements V.A.2. Final Evaluation, “The program director must provide a final evaluation for each resident upon completion of the program… (Core)”
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of
the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**MAY**

* **May 1 -** **Resident Reimbursements Receipts and Forms Are Due to GME Finance Specialist** –

ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO, GMEC, and ACGME; (Core)

* **May 10 – HPP @ Noon (til 1:00pm) via Zoom. QIPS-related topic.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--**ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **May 13 – QIPS Day – begins at 8:00am -**ACGME Institutional Requirements - III.B.2.b) opportunities to participate in quality improvement initiatives. (Core)
* **May 17 -** **Graduation Checklist and Advancement Checklist deployed in New Innovations by GME Lead Coordinator** -
ACGME Institutional Requirements- IV.C.1. The Sponsoring Institution must ensure that residents/fellows are provided with a written agreement of appointment/contract outlining the terms and conditions of their appointment to a program. The Sponsoring Institution must monitor each of its programs with regard to implementation of terms and conditions of appointment. (Core) IV.C.2.d) conditions for reappointment and promotion to a subsequent PGY level; (Core)
* **May 24 – Graduate Medical Education Committee (GMEC) @ 5:00pm (til 6:00pm) via Zoom --**
ACGME Institutional Requirements- I.B.3. Meetings and Attendance: The GMEC must meet a minimum of once every quarter during each academic year. (Core) and I.B.3.a) Each meeting of the GMEC must include attendance by at least one resident/fellow member. (Core)
* **May 25 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**
ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **May 30 – UT Administrative Offices are closed in observance of the Memorial Day Holiday.**
* **May 31** **- All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

 **JUNE**

* **June 1 – Complete the upcoming academic year block schedules in New Innovations** - ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO(GME), GMEC, and ACGME; (Core)
* **June 1 – Program Directors and Coordinators can begin convening the PEC to conduct and document the Annual Program Evaluation as part of the program’s continuous improvement process. The APE is due to be submitted in New Innovations by September 1.** ACGME Common Program Requirements - V.C.1. (a), (b), (c), (d), and (e) “… The Program Evaluation Committee (PEC) … “ (Core)
* **June 14 – HPP @ Noon (til 1:00pm) via Zoom. Well-Being related topic.** All 1st, 2nd, and 3rd Year Residents and Fellows must attend or view the recorded Zoom later. **--**ACGME Common Program Requirements- IV.A.4. a broad range of structured didactic activities; (Core)
* **June 15 – Complete updates for your Program Guidelines/Handbook for your Residents and Fellows for the upcoming academic year.**
* **June 22 – Coordinators Council @ 1:00pm (til 2:00pm) via Zoom --**
ACGME Common Program Requirements II.C. Programs, in partnership with their Sponsoring Institutions, should encourage the professional development of their program coordinators and avail them of opportunities for both professional and personal growth. Programs with fewer residents may not require a full-time coordinator; one coordinator may support more than one program.
* **June 24 - Milestones submitted in New Innovations and WebADS**-
ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO (GME), GMEC, and ACGME; (Core)
* **June 30 – GME Institutional Orientation via Zoom** (incoming Residents and Fellows starting July 1, 2022)
* **June 30 - All residents/fellows must log clinical and educational work hours in New Innovations by the end of the month --**
ACGME Institutional Program Requirements - IV.K. Clinical and Educational Work Hours: The Sponsoring Institution must maintain a clinical and educational work hour policy that ensures effective oversight of institutional and program-level compliance with ACGME clinical and educational work hour requirements. (Core)
* **June 30 – Program Directors or his/her designee must complete all End of Year Resident and Fellow Evaluations --**
ACGME Common Program Requirements - II.A.4.a).(8) submit accurate and complete information required and requested by the DIO (GME), GMEC, and ACGME; (Core)
* **Coordinators should schedule a meeting monthly meeting with Program Directors**--ACGME Common Program Requirements II.C. - The program coordinator is a member of the leadership team and is critical to the success of the program. As such, the program coordinator must possess skills in leadership and personnel management. Program coordinators are expected to develop unique knowledge of the ACGME and Program Requirements, policies, and procedures. Program coordinators assist the program director in accreditation efforts, educational programming, and support of residents.

**Additional Information for GME Requirements and Program Coordinators:**

* + **Highlighted dates are hard deadlines for GME Office and Coordinators based on external requirements – Please add due dates to your calendars and start working on all in advance so the deadlines are met.**
	+ **Coordinators Council –** As part of the standing agenda, each Coordinator should be prepared to give a quick update on what is going on within your department. This will enhance recognition and sharing of best practices at each meeting.
	+ **Confirm dates for annual specialty meetings, as well as Program Director organizations and societies and add to your annual calendar**.
	+ **Deadlines for registration for board certification examinations –** Coordinators should communicate the timeline and deadlines for current senior Residents and Fellows to register for Board Certification Exams. Add this to your annual calendar.
	+ ACGME Common Program Requirements - VI.A.1.a).(2) **Education on Patient Safety Common Program Requirements (Residency**) ©2020 Accreditation Council for Graduate Medical Education (ACGME) Page 37 of 55: “Programs must provide formal educational activities that promote patient safety-related goals, tools, and techniques.”
	+ ACGME Common Program Requirements - VI.A.1.b).(1**) Education in Quality Improvement** A cohesive model of health care includes quality related goals, tools, and techniques that are necessary in order for health care professionals to achieve quality improvement goals.
	+ ACGME Common Program Requirements - VI.A.1.a).(3) **Patient Safety Events Reporting,** investigation, and follow-up of adverse events, near misses, and unsafe conditions are pivotal mechanisms for improving patient safety, and are essential for the success of any patient safety program. Feedback and experiential learning are essential to developing true competence in the ability to identify causes and institute sustainable systems-based changes to ameliorate patient safety vulnerabilities.
	+ ACGME Common Program Requirements - VI.C. **Well-Being** Psychological, emotional, and physical well-being are critical in the development of the competent, caring, and resilient physician and require proactive attention to life inside and outside of medicine. Well-being requires that physicians retain the joy in medicine while managing their own real-life stresses. Self-care and

	responsibility to support other members of the health care team are important components of professionalism; they are also skills that must be modeled, learned, and nurtured in the context of other aspects of residency training
	+ **Mayo Clinic Well-Being Index** – ACGME Common Program Requirements - VI.C.1.e).(2) provide access to appropriate tools for self-screening; and, (Core)
	+ ACGME Common Program Requirements II.C. - Each program requires a **lead administrative person**, frequently referred to as a Program Coordinator, Program Administrator, or as titled by the institution. This person will frequently manage the day-to-day operations of the program and serve as an important liaison with learners, faculty and other staff members, and the ACGME. Individuals serving in this role are recognized as Program Coordinators by the ACGME.
	+ **TAGME Certification** – The University of Tennessee Health Science Center and its Statewide Graduate Medical Education (GME) System recognize the importance of the professional role of Residency and Fellowship Program Coordinators. UTHSC supports Program Coordinators seeking national certification as a Training Administrator in Graduate Medical Education (TAGME). The University will reimburse the cost of the application and examination (first attempt) and will recognize successful achievement of certification via a one-time 5% salary increase.