

Annual Residency / Fellowship Program Calendar

Outlined below is a summary to put the residency and fellowship year into perspective chronologically. Listed under each month are all the different activities that are generally going on simultaneously at that time of the year.

JULY:

1. July 1 is the beginning of the academic year (AY) in all graduate medical education programs. This is the day the majority of new residents and fellows begin their training.
2. ACGME Annual WebADS update and GME Track update of the resident census generally begins in the summer. You will be notified directly of the deadlines for the current year.
3. Update trainee information for professional organizations requesting it.
4. Begin monitoring/Tracking Duty hours.
5. Begin setting up current Academic Year Evaluations in New Innovations (NI).
6. AAMC GME-Track National GME Resident and Program Surveys come out will be notified via email.
7. Remainder of month: assist new house staff in their transition into the program.

AUGUST:

1. Mid-August NRMP Applicant registration begins.
2. ERAS opens mid-August. Install ERAS software on PC's of all staff who will be using it. Work with computer personnel to be sure ERAS is installed and operating properly.
3. The primary focus this month is processing requests for information about the training programs and sending out recruitment materials.
4. Complete GME Track and ACGME ADS updates for the new academic year.
5. Finish setting up evaluations in New Innovations (NI) for the Academic Year.

SEPTEMBER:

1. September 1, NRMP Institution / program registration begins.
2. Residency applications begin to arrive via ERAS. Download every day. Work out procedures with Program Director for review and screening of applications. Set up local data fields on ERAS.
3. Recommended: September-October: semiannual (written form) resident reviews with program director. It's a good idea to get the semiannual reviews out of the way prior to resident recruitment.
4. Update form letters used in recruitment. Prepare enclosures for interview confirmations.

5. Prepare or update evaluation forms to be done on the resident recruitment interviewees.
6. Assemble any packets or materials to be distributed to residency candidates.
7. Order supplies and make other advance preparations for the coming interview season.

OCTOBER:

1. The majority of residency applications are received in October. Many programs have late October or early November deadlines.
2. Select interview dates.
3. Orient interviewing faculty to ERAS.
4. Begin to send out invitations to interview, may be done through New Innovations (NI).
5. Resident selection committee may meet around this time to plan upcoming interview season.
6. Prepare an interview date format/itinerary for the day.
8. If your specialty will have a dinner/social for interviewees make reservations.
9. Registration for In-Training Exam is generally in the fall, although this varies among specialties.
10. ACGME WebADS Annual Program Update usually due this month.

NOVEMBER:

1. November 30, applicant registration deadline. Applicants may register after this deadline by paying an additional late registration fee of \$50.00.
2. Medical student performance evaluations (aka "dean's letters") are released November 1. Complete review of residency applications during November.
3. Many applicants will be calling to find out their status and whether they will be offered an interview.
4. Begin interviewing residency and fellowship candidates.
5. Notify faculty, residents, and other appropriate personnel in department that interviews are underway for the next several months.
6. Coordinate with faculty in interview process. Coordinate scoring of applicants by use an evaluation form.
7. Assist interview committee with applicant information, ERAS, or other recruitment-related activities.

DECEMBER:

1. Interviews continue for residency program.
2. Semi-annual evaluations 360 in New Innovations (NI) begin notification.
3. Texas Medical Board Program Director's Annual Report Due (will be notified by email).

JANUARY:

1. Collect final scores and comments from interviewers and residents on applicants.
2. January 15, NRMP rank order list entry begins, applicants and programs may start entering their rank order list.
3. Distribute to patients a patient survey/evaluation on residents.
4. Send follow-up letters to interviewees.
5. January 31, deadline for NRMP match quota changes.

FEBRUARY:

1. February 24, NRMP rank order list certification deadline.
2. Coordinate match list. Many applicants will be contacting you in early February.
3. Register your programs for ERAS for the following year.
4. Schedule Education Committee meetings or faculty meetings to evaluate program, make curriculum decisions for coming year, and evaluate resident performance. (ACGME requirement). May be quarterly or as needed, but must meet regularly.
6. If applicable, submit notification to trainees of any contract non-renewal, per ACGME requirements.

MARCH:

1. Mid-March: Match Day! Results of match are posted on NRMP web site.
2. Send Congratulation Letter's to selected new residents.
3. Begin appointment process for new house staff. Send out packets with necessary forms and information.
4. Check visa requirements for any international medical graduates joining the program.
5. Prepare checklist of all tasks that need to be completed for incoming and outgoing house staff. Note the target date for completion. This can be very helpful as it is easy to overlook something.
6. Revise recruitment materials for next recruitment year (it never ends!).
7. Update website with current information on training programs, deadlines, contact information, match numbers, etc.
8. Update data base with house staff information for next year. Distribute information on new house staff to pertinent institutional personnel as needed.
9. Many programs hold their chief resident election at some point during the spring (could be anywhere from February-May).
10. Let GME (Wendy) know who departing and incoming housestaff will be so that she will know what to update in New Innovations.
11. Many in-training or in-service exams for the Programs occur around this time.

APRIL:

1. April 1 is the deadline to apply for Physician-in-Training Resident Permit (PIT), applications for PIT shall be submitted to the board no earlier than 120 days prior to the start date.
2. UHS Incoming Alpha List of new house staff provided.
3. UHS sends out Welcome Packet to house staff (residents).
4. Renewing, Departing, Switching Specialties, Switching Funding, New Incoming Residents forms to UHS, Divisions to Linda K.
5. Process new house staffs send them the Housestaff Data Sheet.
6. Order books, lab coats, film badges, and other items for new house staff.
7. Incoming residents may begin to get fingerprinted.
8. Order certificates for graduating house staff. A word of advice: ask them how they want their name printed. Some want their full names; others want only initials.
9. Schedule annual evaluation (NI) of faculty and program by residents.
10. Begin updating Goals and Objectives, Policies and Procedures, and other program documents for the upcoming academic year (AY).

MAY:

1. Final evaluations on departing residents from Program Director. Make sure Program Director completes a summative final evaluation using the letter template on the GME website.
2. Process termination paperwork for graduating house staff.
3. Preparation of annual resident rotation schedule.
4. Plan orientation schedule for incoming house staff.
5. Many professional societies and associations have their annual meetings in the spring. This may necessitate travel arrangements for residents presenting papers and posters and for you.
6. GME Institutional Duty Hours Survey comes out. Make sure all residents complete this survey it is mandatory.

JUNE:

1. UTHSCSA / GME Incoming Residents Orientation.
2. UHS / VAH Incoming Residents Orientation.
3. Christus Santa Rosa Orientation (CCF Clinic Auditorium
Luisa Santiago 210.704.2663)
4. BCLS classes for Incoming Housestaff (UHS Learning Resources Classroom 5th floor).
5. Health Screening – All residents, whether funded or non-funded.
6. TQVCL (Trainees Qualifications Verification Credential Letter) must be at the VA office Marleen Mueller by July 1.
7. Finalize and distribute orientation program for incoming house staff to all participants.
8. Assemble packet goals and objectives, policies and procedures, and other program documents for distribution to new house staff.
9. Update forms for new academic year sign-in sheets for didactics, etc.

10. Follow-up with new house staff regarding completion of on-line training modules.
11. Graduation ceremony for graduating house staff.
12. Graduating house staff are checking out. Collect forwarding addresses, cameras, laptops, etc.
13. Annual Review of Program Effectiveness (ARPE) with Dr. Bready. Meeting for your program and help Program Director create Action Plan for any changes that need to be made for new academic year.

