

A Year in the Life of a Program Director: Monthly Things to Do

July

New Academic Year	<ul style="list-style-type: none"> • First day of training for most residents and fellows (July 1) • Advance current residents and add new residents in ACGME WebADS and your program specific board organization • Update resident information in files/binders • Certify residents to sit for boards – deadline in July
CCC Meetings	<ul style="list-style-type: none"> • Schedule meetings to meet ACGME reporting deadlines of December and June
PEC Meetings	<ul style="list-style-type: none"> • Schedule regular meetings (annually (required), bi-annually, quarterly)
Residents Events/Retreats	<ul style="list-style-type: none"> • Schedule and plan intern retreat (early fall); upper level retreat (late spring) • Schedule holiday parties or seasonal gatherings • Schedule graduation date
New Innovations	<ul style="list-style-type: none"> • Set-up for New Academic Year <ul style="list-style-type: none"> ○ Schedules: Block or Assignment ○ Evaluations ○ Duty Hours ○ Procedure Logs ○ Conference ○ Scholarly Activities

August

Preparation for Recruitment Season	<ul style="list-style-type: none"> • ERAS set-up • Match Quota to NRMP • FRIEDA Upload • Review process for recruitment of new residents/fellows • Review/update website and/or any social media
ACGME WebADS	<ul style="list-style-type: none"> • Deadline for annual program update usually at the end of the month
UAMS GME Annual Program Evaluation	<ul style="list-style-type: none"> • Released for completion • Deadline for completion is October
FTE Allotment	<ul style="list-style-type: none"> • Complete request from Housestaff/GME for next year's FTE allotment for your program

September

ERAS	<ul style="list-style-type: none"> • System opens
NRMP	<ul style="list-style-type: none"> • Registration opens in mid-September
Recruitment Season	<ul style="list-style-type: none"> • Set interview dates • Develop rubric/criteria to use for interviews • Recruit and schedule faculty interviewers <ul style="list-style-type: none"> ○ Schedule meeting to discuss interview process/responsibilities • Begin to send invitations to applicants • Meet with your medical school's fourth year medical students to discuss the process of applying for your residency programs, as applicable
UAMS GME Alumni Survey	<ul style="list-style-type: none"> • Sent by GME office to graduates 1 year and 5 years out
Intern Retreat	

Quarterly

<ul style="list-style-type: none"> • Review resident evaluations, duty hours and procedures in New Innovations/ACGME Case Log System
<ul style="list-style-type: none"> • Program Director regularly scheduled meetings with residents by class and/or Advisor meetings

October

UAMS GME	<ul style="list-style-type: none">• Annual Program Evaluation – Deadline• Month for duty hour monitoring in New Innovations
Recruitment Season	<ul style="list-style-type: none">• Interview begin• Review applications
Chief Residents	<ul style="list-style-type: none">• Selection of Chiefs for next program year
ACGME Annual Education Conference	<ul style="list-style-type: none">• Registration opens for Spring Conference

November

NRMP	<ul style="list-style-type: none">• Deadline for registration at the end of month
Recruitment Season	<ul style="list-style-type: none">• Interview applicants
CCC Meetings	<ul style="list-style-type: none">• Held in November/December
UAMS Budget Cycle	<ul style="list-style-type: none">• Deadline may vary

December

Recruitment Season	<ul style="list-style-type: none">• Interview applicants• Final FREIDA deadline• Final GME Track deadline• Send thank you letters/emails to interviewees
CCC Meetings	<ul style="list-style-type: none">• Held in November/December• Deadline for Milestone entry in ACGME WebADS usually at the end of the month

Quarterly

<ul style="list-style-type: none">• Review resident evaluations, duty hours and procedures in New Innovations/ACGME Case Log System
<ul style="list-style-type: none">• Program Director regularly scheduled meetings with residents by class and/or Advisor meetings

January

Change of Service Date	<ul style="list-style-type: none">• Around January 1; date varies annually
Recruitment Season	<ul style="list-style-type: none">• Interview applicants• NRMP rank order list opens in the middle of the month• NRMP quota change deadline at the end of the month• Register for SOAP• Send thank you letters/emails to interviewees• Schedule rank list meetings with residents/faculty

February

Recruitment Season	<ul style="list-style-type: none">• Develop rank order list to submit to the NRMP by mid-February• Send thank you letters to resident interviewers/tour guides and to faculty interviewers• Sent surveys to interviewees after rank list deadline and before SOAP week
Contract Continuation	<ul style="list-style-type: none">• Confirm current residents will continue training next year<ul style="list-style-type: none">○ Deadline at end of February to inform any residents that their contract will not be renewed in the upcoming academic year
ACGME	<ul style="list-style-type: none">• Invoice for program accreditation• Faculty and Resident Surveys distributed Feb. - April<ul style="list-style-type: none">○ Monitor to ensure minimum percent completes before deadline

March

Recruitment Season	<ul style="list-style-type: none">• Match Week: SOAP begin in mid-March• Match Day<ul style="list-style-type: none">○ Plan for Match Day celebration/announcement
Onboarding of new residents/fellows	<ul style="list-style-type: none">• New Innovations Checklist• Send welcome letter/email• Send contracts and necessary schedule request information to new interns• Begin visa process for any incoming residents/fellows
ACGME Annual Education Conference	<ul style="list-style-type: none">• Usually occurs end of February or first of March
Resident Rotation Schedule	<ul style="list-style-type: none">• Plan for resident rotation schedule for next year
Licensure Process	<ul style="list-style-type: none">• State Licensure process for graduating resident begins
Contracts	<ul style="list-style-type: none">• Current residents/fellows sign contracts for next year
ACGME	<ul style="list-style-type: none">• Faculty and Resident Surveys distributed Feb. - April<ul style="list-style-type: none">○ Monitor to ensure minimum percent completes before deadline

Quarterly

<ul style="list-style-type: none">• Review resident evaluations, duty hours and procedures in New Innovations/ACGME Case Log System
<ul style="list-style-type: none">• Program Director regularly scheduled meetings with residents by class and/or Advisor meetings

April

Recruitment Season	<ul style="list-style-type: none">• If you plan to meet with the current third year medical students to explain the application process during May, this meeting should be planned during April• Order any supplies for next year's incoming residents/fellows (books/training/technology)
Program Letters of Agreement	<ul style="list-style-type: none">• Review and update as required by ACGME
Program Policies/ Resident Handbook	<ul style="list-style-type: none">• Review and update to ensure alignment with current ACGME requirements and to meet the requirements of UAMS GMEC policies
Curriculum Development	<ul style="list-style-type: none">• Review goals and objectives for rotations and update as needed
Certificates	<ul style="list-style-type: none">• Complete form from UAMS Housestaff Office to request certificates for graduation
ACGME	<ul style="list-style-type: none">• Faculty and Resident Surveys distributed Feb. - April<ul style="list-style-type: none">○ Monitor to ensure minimum percent completes before deadline

May

CCC Meetings	<ul style="list-style-type: none">• Held in May/June
Graduation	<ul style="list-style-type: none">• Plan for awards, speakers, program• Write final summative evaluations are required for residents that are graduating or leaving the program• Information about checkout process sent to graduates• Send exit survey to graduating residents

June

CCC Meetings	<ul style="list-style-type: none">• Held in May/June• Deadline for Milestone entry in ACGME WebADS usually at the end of the month
Graduation	<ul style="list-style-type: none">• Graduation Ceremony held; certificates presented• Final information about check-out processes sent to graduates
Orientation	<ul style="list-style-type: none">• Welcome event• Institutional orientation(s): UAMS, ACH• Program orientation• Required training for EMR• Required certification training
New Innovations	<ul style="list-style-type: none">• Prepare for new Academic Year<ul style="list-style-type: none">◦ Will continue into July with set-up of incoming residents/fellows• Set-up of evaluations; review and update any evaluations as needed

Quarterly

<ul style="list-style-type: none">• Review resident evaluations, duty hours and procedures in New Innovations/ACGME Case Log System
<ul style="list-style-type: none">• Program Director regularly scheduled meetings with residents by class and/or Advisor meetings

Monthly

<ul style="list-style-type: none">• Resident billing submitted to Housestaff by 5th of each month<ul style="list-style-type: none">◦ VA billing should be sent to the VA counterpart five days prior to each month. Confirmation will happen at the end of the month prior to submitting into the resident billing system.
<ul style="list-style-type: none">• EASE meetings – August through May on the 3rd Thursday of the month
<ul style="list-style-type: none">• Program Coordinator Organization meeting – September through June on the 1st Tuesday of the month

Program Specific Dates to Consider:

<ul style="list-style-type: none">• In-training exams
<ul style="list-style-type: none">• In-training results released
<ul style="list-style-type: none">• Certification/verification of training for residents to specific board
<ul style="list-style-type: none">• Board Exam Registration
<ul style="list-style-type: none">• Recruitment/Match Dates – check your program specific information in NRMP
<ul style="list-style-type: none">• Dates for USMLE/COMLEX Exams