

SIU OFFICE OF GRADUATE MEDICAL EDUCATION (OGME)

PROGRAM CALENDAR OF EVENTS

A Guide for Program Directors and Coordinators

This document outlines the annual cycle of program activities and responsibilities. We hope it is useful for you in planning ahead, keeping your program organized and making sure nothing gets overlooked. It contains a month by month schedule of activities and a GME Calendar-at-a-Glance.

We encourage you to personalize this to your Program Evaluation Committee (PEC) meeting and Annual Program Evaluation (APE) dates, In-training Exams (ITEs), Clinical Competency Committee (CCC) meetings, semi-annual resident feedback sessions, faculty development activities, etc.) and use it as a guide to create or update a timeline for activities and deadlines throughout the year.

Programs have their own unique division of labor between PDs and PCs. We encourage PDs and PCs to review this calendar together and make sure someone is accountable for each responsibility.

At the beginning of each academic year we recommend that you review the following items:

- Your ACGME Program requirements - to refresh your memory and identify requirements that need work
- ACGME Institutional Requirements - to put Graduate Medical Education Committee (GMEC) endeavors in context
- Your last APE Action Plan and ACGME Recognition and Review Committee (RRC) Notification letter - to keep on your radar screen as you plan the year
- PD or PC Responsibilities document - to guide your own professional development throughout the year

**To request an editable version of this calendar of events,
contact the Office of Graduate Medical Education at
217-545-8853 or residency@siumed.edu.**

JULY

Accreditation

1. ACGME WebADS Annual Updates are due July-Sept. You will be notified directly by email from ACGME, but check your due date now and start to make sure that information is current and accurate. If you haven't already, start to collect scholarly activity information from faculty and residents. Double check to make sure any citations or concerns from your last RRC notification letter have been rectified and start to craft responses to any citations. Review NAS and WebADS Update section of PD Manual. Organize or update a process to make sure faculty, resident and participating site information is kept up to date throughout the year. Designated Institutional Official (DIO – Dr. Broquet) must review the information *prior* to submission.
2. WebADS Case logs (for procedural programs) – Reporting period runs July to early September. Check your due date now. Make sure all trainees (new and established) know how to enter data into WebADS – and understand the importance of their timely and accurate reporting to the accreditation of the program. Organize or review your process for review/oversight of case reporting.
3. Update GME Census (FREIDA).

GMEC/OGME

1. The GME Annual Institutional Review Information Form and associated documents are due to OGME this month. Refer to the email from Jennifer Rodgers that is typically sent in early June.
2. If your faculty APE Action Plan approval meeting took place in the last quarter of the previous academic year, double-check to make sure the APE information is entered into New Innovations (NI) under the prior year. The date of your APE evaluation for NI should be the date the action plan was approved by faculty. After August it is no longer possible to enter data into the previous year.
3. We recommend that you plan your APE for some time between May and early August. This gives your PEC access to current Resident and Faculty Survey results (released in May), your program's annual confidential review of the program by residents and faculty, as well as the SIU End of Year Evaluation feedback (released in early July), and allows you to address any items of concern from your ACGME surveys in your APE action plan and WebADS update.
4. Review your program's SIU End of Year Evaluation feedback and address any issues or concerns.
5. Quarterly Transitions of Care (TOC) monitoring form due to OGME.
6. Think about residents who would be good for various hospital/school committees and respond promptly to OGME outreach.
7. OGME will provide DEA and NPI information to hospital and local pharmacies*.

On-Boarding/Orientation

1. Send missing orientation documents to OGME (New Resident Questionnaire, Patient Confidentiality).
2. Oral English Proficiency Forms due to OGME.
3. Monitor completion of new resident/fellow PECOS registrations.
4. Register new residents/fellows in IMPACT.

Recruitment

1. Electronic Residency Application Service (ERAS) opens to applicants. If PD or PC is new to ERAS, Julie Rhodes or Jennifer Rodgers will need to activate them.

2. Determine/review your recruitment process (eligibility criteria, application review process, interview days, communication with applicants.) Review National Resident Matching Program (NRMP) and HR policies and make sure all faculty and staff are clear on acceptable and unacceptable things to ask or tell applicants. Schedule rooms and faculty interviewers at least 2 months prior to first interviews.
3. Review NRMP calendar and deadlines.
4. Review your program's website – make sure all information is up-to-date and appealing – especially resident photos and class year.
5. Fellowship programs need to monitor their deadlines (Colorectal, MSMP, San Francisco match, etc.) and plan recruitment activities accordingly. Make sure you are up to date on fellow eligibility criteria, per the program requirements.

Evaluations

1. Follow up on evaluations from previous academic year to make sure they are completed. Establish your "Faculty evaluation completion within 2 weeks" rate for WebADS update. If completion rate is less than optimal, determine or revise your process for compliance.
2. If you did not do this in June, organize/review the evaluations of faculty by residents and work with your Chair to determine how the feedback will be shared with faculty.
3. If you did not do this in June, review the annual resident and faculty evaluations of the program and provide to PEC Chair for APE review.

New Innovations

1. Review your programs' work hours reports for trends and/or violations – address in real time.
2. Add any missing information for your new trainees.
3. Update mailing address.
4. Ensure all of the IRIS information is entered.

*informational only – you don't have to do anything.

AUGUST

Accreditation

1. Complete WebADS Annual Update if due this month. Refer to JULY for details. Need to complete 2 weeks before due date to allow time for DIO review.
2. WebADS Case logs – Reporting period runs July – early September. Complete if due this month. Refer to JULY for details.
3. If you do your Annual Program Evaluation (APE) mid-year, get PEC meeting scheduled and collect/distribute the information they will need to review. Review APE manual in NI. Record in NI in the academic year that corresponds to the date your faculty approved the Action plan.

GMEC/OGME

OGME will distribute House Staff Directory and Photo composite when completed*.

On-Boarding/Orientation

1. Fellowships with an August 1st start date send orientation documents to OGME. (New Resident Questionnaire, Patient Confidentiality, Oral English Proficiency). Other programs - send missing orientation documents to OGME.
2. Monitor completion of new resident/fellow PECOS registrations.
3. Register new residents/fellows in IMPACT.

Recruitment

1. Organize/finalize your residency selection committee and process – get interview days and rank meeting lists on calendars. Also see JULY for details.
2. Fellowship programs need to monitor their deadlines (Colorectal, Child Psych, Sports Med, MSMP, San Francisco match, etc.) and plan recruitment activities accordingly. Make sure you are up to date on fellow eligibility criteria.

Evaluations

1. Review/Monitor evaluation completion rate for faculty and residents.
2. Follow up with faculty or trainees who have not completed evaluations.

New Innovations

1. Review your programs' work hours reports for trends and/or violations – address in real time.
2. Add any missing information for your new trainees.

Miscellaneous

This is a good time to touch base with new residents regarding wellness, transition to residency, etc.

SEPTEMBER

Accreditation

1. Complete WebADS Annual Update if due this month. Refer to JULY for details. Need to complete two weeks before due date for DIO review.
2. WebADS Case logs – Reporting period runs July – early September. Complete if due this month. Refer to JULY for details.
3. Deadline for GME Census (FREIDA).

GMEC/OGME

OGME will send Step 3 reminder email to PGY 2 residents*

On-Boarding/Orientation

Fellowships with August 1st start date: Send missing orientation documents to OGME (New Resident Questionnaire, Patient Confidentiality, Oral English Proficiency).

Recruitment

1. ERAS opens to programs. If PD or PC is new to ERAS, Julie Rhodes or Jennifer Rodgers will need to activate them.
2. Organize/finalize your residency selection committee and process – get interview days and rank meeting lists on calendars. Also see JULY for details.
3. Recruitment reimbursement – Programs can submit for partial reimbursement of recruitment expenses at the end of their interview season. Maximum reimbursement per candidate is either \$50 for food or \$75 for hotel room. Receipts required.
4. Fellowship programs need to monitor their deadlines (Colorectal, Child Psych, Sports Med, MSMP, San Francisco match, etc.) and plan recruitment activities accordingly. Make sure you are up to date on fellow eligibility criteria.
5. Submit credentialing materials to OGME for Colorectal match.

Evaluations

Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.

New Innovations

Review your programs' work hours reports for trends and/or violations – address in real time.

OCTOBER

Accreditation

Review resident case logs/numbers for previous quarter. Organize/review your process for oversight.

GMEC/OGME

1. Quarterly Transitions of Care (TOC) monitoring form due to OGME.
2. Hospital Computer Based Learning Modules (CBL's) due for current trainees.
3. Contracts for upcoming academic year reviewed and approved in October or November.

Recruitment

1. MSPEs released for LCME/AOA Medical Schools.
2. Organize interviews, if not already done.
3. You may change your ERAS program status to no longer accepting new applications, if desired.
4. Fellowship programs need to monitor their deadlines (Colorectal, Child Psych, Sports Med, MSMP, San Francisco match, etc.) and plan recruitment activities accordingly. Make sure you are up to date on fellow eligibility criteria.
5. Submit credentialing materials to OGME for Endocrinology, Infectious Diseases and Pulmonary Medicine matches (MSMP Match).

Evaluations

1. Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. If you haven't already, get CCC meetings set up for Milestone Assessments due November - January.
3. If you haven't already, get semi-annual resident review meetings with PD set up – typically occur November - December.

New Innovations

Review your programs' work hours reports for trends and/or violations – address in real time.

NOVEMBER

Accreditation

CCC should meet for Milestone Assessments – due Nov-Mid January.

GMEC/OGME

GMEC will set Annual Institutional goals for upcoming year – think about issues/aspirations common to all programs.

Recruitment

1. Recruitment is in full swing.
2. You may change your ERAS program status to no longer accepting new applications, if desired.
3. Fellowship programs need to monitor their deadlines (Colorectal, Child Psych, Sports Med, MSMP, San Francisco match, etc.) and plan recruitment activities accordingly. Make sure you are up to date on fellow eligibility criteria. Colorectal Match occurs.
4. Submit credentialing materials to OGME for Urology and Child Psychiatry matches.

Evaluations

1. Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. Finish getting CCC meetings set up for Milestone Assessments due Nov-Jan. Make sure CCC has all necessary materials for review.
3. Finish scheduling semi-annual resident review meetings with PD – typically occur Nov-Dec.

New Innovations

Review your programs' work hours reports for trends and/or violations – address in real time.

Miscellaneous

Hospitals require residents to have flu shots by end of November or December (varies).

DECEMBER

Accreditation

CCC should meet for Milestone Assessments – due Nov-Mid January. (If you have a resident with even an inkling of concern that they may not succeed in the program contact OGME).

GMEC/OGME

1. GME Annual Report presented to GMEC*.
2. Encourage residents to complete OGME semi-annual feedback survey.
3. Time to start licensure process for extensions or transfers – work with OGME on this.
4. Stipends for the upcoming year are approved by GMEC.

Recruitment

1. Recruitment continues!
2. You may change your ERAS program status to no longer accepting new applications, if desired.
3. Fellowship programs need to monitor their deadlines (Colorectal, Child Psych, Sports Med, MSMP, San Francisco match, etc.) and plan recruitment activities accordingly. Make sure you are up to date on fellow eligibility criteria. MSMP Match occurs.
4. Submit credentialing materials to OGME for AOA/DO Match.

Evaluations

Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.

New Innovations

Review your program's work hours reports for trends and/or violations – address in real time.

JANUARY

Accreditation

1. ACGME Milestones deadline this month (If you have a resident with even an inkling of concern that they may not succeed in the program contact OGME).
2. RRCs begin meeting (January through April) for annual program review. RRCs review resident/faculty surveys, WebADS update from PREVIOUS year, and resident case logs if entered in WebADS.
3. ACGME Annual Resident and Faculty Survey window for CURRENT year opens (January through April). Each program notified by ACGME of their own survey window. It is helpful to remind residents and faculty of timeframe and importance of surveys. Programs have the ability to monitor who has completed the survey.
4. Double-check to make sure all residents had semiannual review.
5. Review resident case logs/numbers for previous quarter. Organize/review your process for oversight.

GMEC/OGME

1. Quarterly TOC monitoring form due to OGME.
2. J1 visa renewal process needs to be started.
3. Medical license extension renewal process needs to be started.
4. Sleep & Fatigue Brochure will be distributed to programs. Programs must distribute and review information with all trainees and faculty.

On-Boarding/Orientation

Ensure OGME New Resident Orientation is on the program calendar.

Recruitment

1. NRMP
 - a. Programs can enter rank order lists (ROLs) for the Main Match.
 - b. January 31 is NRMP quota change deadline for Main Match (any change must be coordinated with OGME).
 - c. Child Psych and Sports Medicine matches occur.
 - d. Hand Match opens in late January or early February.
2. Urology Match results are announced in January. Matched candidates then must be entered into NRMP match.
3. Recruitment is in full swing.
4. Submit credentialing materials to OGME for programs with March match dates (Main Match).
5. Submit Recruitment Reimbursement requests to OGME upon completion of interviews.

Evaluations

Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.

New Innovations

Review your programs' work hours reports for trends and/or violations – address in real time.

Miscellaneous

This is a good time to touch base with all residents regarding wellness, learning climate issues, etc.

FEBRUARY

Accreditation

1. RRCs are meeting (January through April) for annual program review. RRCs review resident/faculty surveys and WebADS update from PREVIOUS year.
2. ACGME Annual Resident and Faculty Survey window opens for CURRENT year (January through April). Each program is notified directly by the ACGME of their own survey window. It is helpful to remind residents and faculty of timeframe and importance of surveys. Programs have the ability to monitor who has completed the survey.

GMEC/OGME

1. Credentialing information due to OGME.
2. Quarterly TOC monitoring form due to OGME.
3. J1 visa renewals, continue to monitor their status.
4. Medical license extensions, continue to monitor their status.
5. If applicable, notify any trainee whose contract will not be renewed (must work with OGME on this).
6. Send Step 3 non-renewals letters to PGY 2 residents that have not submitted proof of Step 3 passage.

Recruitment

1. NRMP Main Match rank order list certification deadline this month.
2. AOA/DO Match results announced.
3. If your program is participating in SOAP, read up on the details in the event you do not fill in the Match. (You probably won't need it...but be prepared!)

Evaluations

Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.

New Innovations

Review your programs' work hours reports for trends and/or violations – address in real time.

MARCH

Accreditation

1. RRCs are meeting (January through April) for annual program review. RRCs review resident/faculty surveys, WebADS update from PREVIOUS year, and resident case logs if entered in WebADs.
2. ACGME Annual Resident and Faculty Survey window for CURRENT year open (January through April). Each program is notified by ACGME of their own survey window. It is helpful to remind residents and faculty of timeframe and importance of surveys. Programs have the ability to monitor who has completed the survey.
3. Organize/implement your process for obtaining the ACGME required confidential annual written evaluation of the program from faculty and trainees.
4. Organize/implement your process for obtaining ACGME required confidential resident evaluations of individual faculty teaching skills.

GMEC/OGME

1. Send out licensing information to incoming residents/fellows.
2. New Resident Manuals distributed to incoming residents/fellows.
3. International Medical Graduate Orientation guide distributed to applicable residents/fellows.
4. Deadline for requests for recruitment reimbursement to OGME is April 1st.
5. Deadline for requests for graduating resident certificates and promotion memos to OGME.
6. J1 visa renewals, continue to monitor their status.
7. Medical license extensions, continue to monitor their status.

On-Boarding/Orientation

1. Send out welcome letter to new residents and fellows.
2. Send out letter of offer to new residents to be signed and returned. Fellows should have received their LOOs soon after their match date.
3. Send out medical license information.
4. Begin the visa process for applicable residents/fellows.
5. Schedule incoming residents/fellows for SIU and hospital computer training.
6. Schedule incoming residents/fellows for ACLS and any additional CPR related training (i.e. ATLS/PALS/NRP).
7. Set up incoming residents and fellows in the hospital systems.
8. Order lab coats for incoming residents and fellows.
9. Send out information about the NI onboarding process.
10. Begin to update your program's Resident Manual for the upcoming year

Recruitment

1. MAIN MATCH Day!
2. OGME will distribute post-match survey to candidates who would have matched here if they had ranked us high enough.

Evaluations

1. Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.

2. If you haven't already, get CCC meetings set up for Milestone Assessments due May – June.
3. If you haven't already, get semi-annual resident review meetings with PD set up – typically occur May - June.

New Innovations

1. Review your programs' work hours reports for trends and/or violations – address in real time.
2. Import incoming resident/fellow information from ERAS.

APRIL

Accreditation

1. RRCs still meeting (Jan through April) for annual program reviews. RRCs review resident/faculty surveys, WebADS update from PREVIOUS year, and resident case logs if entered in WebADs.
2. ACGME Annual Resident and Faculty Survey window for CURRENT year opens (January through April). Each program is notified by ACGME of their own survey window. It is helpful to remind residents and faculty of timeframe and importance of surveys. Programs have the ability to monitor who has completed the survey.
3. Review resident case logs/numbers for previous quarter. Organize/review your process for oversight.
4. Finish getting CCC meetings set up for Milestone Assessments due May – June.
5. Finish getting semi-annual resident review meetings with PD set up – typically occur May – June.
6. If you do your Annual Program Evaluation (APE) at the end of the academic year get PEC meeting scheduled and start to collect the information they will need to review. Review APE manual in NI. We recommend that you plan your APE for some time between May and early August. This gives your PEC access to current Resident and Faculty Survey results (released in May), your program's annual confidential review of the program by residents and faculty, as well as the SIU End of Year Evaluation feedback (released in early July), and allows you to address any items of concern from your ACGME surveys in your APE action plan and WebADS update.

GMEC/OGME

1. Review your Post-Match Survey feedback.
2. Quarterly TOC monitoring form due to OGME.
3. Hospital assignments will be finalized by mid-April.

On-Boarding/Orientation

1. Keep in contact with incoming residents/fellows re CBL completion, collection of documents, etc.
2. Distribute contracts to residents and fellows once hospital assignments are finalized.
3. Employment information from hospitals will be sent to incoming trainees*.
4. Monitor medical license application status.
5. Monitor visa application status for applicable trainees.

Recruitment

1. Submit credentialing materials to OGME for Hand Surgery match.
2. San Francisco Match results announced for Adult Recon.

Evaluations

Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.

New Innovations

1. Review your programs' work hours reports for trends and/or violations – address in real time.
2. Set up next academic year.
3. Review evaluations to see if there are any changes that need to be made for the upcoming year.

Miscellaneous

1. Begin updating your program's Goals and Objectives, Policies, Resident Manual and other documents for the upcoming year.
2. Begin working on rotation schedules for the upcoming year.

MAY

Accreditation

1. CCC should meet for Milestone Assessments – due May – June.
2. Semi-annual resident review meetings with PD. Graduating/exiting residents need Final Summative Evaluation.
3. Carefully review your programs Resident and Faculty Surveys – address any ratings of concern or “% compliant responses” below national average.
4. See JULY or APRIL for APE planning.

GMEC/OGME

1. OGME will distribute End-of-Year Survey to residents*.
2. Send Clearance Sheet to graduating residents/fellows.
3. Nominate residents for House Staff Board of Directors (HS BOD - Residency programs only).
4. All Resident and Faculty Surveys reviewed by GMEC and HS BOD*.
5. GMEC reviews all RRC citations/Concerns.

On-Boarding/Orientation

1. Keep in contact with incoming residents/fellows re CBL completion, collection of documents, etc.
2. Monitor medical license application status.
3. Monitor visa application status for applicable trainees.
4. Monitor contract completion for incoming trainees.
5. Send out NPI registration information.

Evaluations

1. Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. Review the annual resident and faculty evaluations of the program and provide to PEC Chair for APE review.

New Innovations

1. Review your programs’ work hours reports for trends and/or violations – address in real time.
2. Update evaluations with changes for the upcoming year.

Miscellaneous

1. AAMC GME Track Annual Survey.
2. If you haven’t already, update your program’s Goals and Objectives, Policies, Resident Manual and other documents for the upcoming year.
3. If you haven’t already, formulate rotation schedules for the upcoming year.
4. Review Supervision requirements with all faculty and document attendance/attestations.

JUNE

Accreditation

1. Milestone assessments due.
2. Semi-annual resident review meetings with PD. Graduating/exiting residents need Final Summative Evaluation.

GMEC/OGME

1. SIU New Resident Orientation – June 25th (If 6/25 falls on a weekend, it is scheduled on the Friday prior to the 25th)
 - a. OGME and Hospital CBL completion deadline for incoming residents/fellows.
 - b. Incoming residents/fellows must be drug tested, BLS/ACLS certified, electronic medical records training completed.
2. Deadline for SIU End-of-Year Survey – encourage your residents to complete.
3. SIU End-of-Year Survey results available to Affiliates*.
4. House Staff Officer Election.
5. GMEC resident nominations and election.

On-Boarding/Orientation

1. Monitor medical license application status.
2. Monitor visa application status for applicable trainees.
3. Monitor contract completion for incoming trainees.
4. Monitor NPI registration completion.

Evaluations

1. Review/Monitor evaluation completion rate for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. Organize/review the evaluations of faculty by residents and work with your Chair to determine how the feedback will be shared with faculty.
3. Review the annual resident and faculty evaluations of the program and provide to PEC Chair for APE review.

New Innovations

1. Review your programs' work hours reports for trends and/or violations – address in real time.
2. Make sure advancement dates are correct for your trainees.
3. Block schedules need to be set up for the upcoming year.

Miscellaneous

1. Review Supervision requirements with all faculty and document attendance /attestations.
2. If you haven't already, update your program's Goals and Objectives, Polices, Resident Manual and other documents for the upcoming year.
3. If you haven't already, formulate rotation schedules for the upcoming year.
4. Ensure graduating residents/fellows complete the SIU exit process.

GLOSSARY

AAMC	Association of American Medical Colleges
ACGME	Accreditation Council for Graduate Medical Education
AOA	American Osteopathic Association
APE	Annual Program Evaluation
CBL	Computer Based Learning Module
CCC	Clinical Competency Committee
DEA	Drug Enforcement Administration
DIO	Designated Institutional Official
ERAS	Electronic Residency Application System
FREIDA	Fellowship and Residency Electronic Interactive Database (via the AMA)
GMEC	Graduate Medical Education Committee
HSBOD	House Staff Board of Directors
ITE	In Training Examination
LCME	Liaison Committee on Medical Education
MSMP	Medical Specialties Matching Program
NAS	Next Accreditation System
NPI	National Provider Identifier number
NRMP	National Residency Matching Program (“The Match”)
OGME	Office of Graduate Medical Education
PEC	Program Evaluation Committee
RRC	Recognition and Review Committee (formerly known as Residency Review Committee)
SOAP	Supplemental Offer and Acceptance Program (automated ‘scramble’ thru NRMP)
TOC	Transitions of Care
WebADS	Web Accreditation Data System (managed by ACGME)

Adapted from Partners Healthcare GME