

SIU OFFICE OF GRADUATE MEDICAL EDUCATION (OGME)

CALENDAR OF PROGRAM 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 serves as 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.

A video resource library of recorded program coordinator educational sessions is available in the OGME Program Coordinator Dropbox folder categorized by topic. PCs are encouraged to review these recordings for any topics for which they may need more information.

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.**

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 for the previous academic year. 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 WebADS 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)/ADGME 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.

GMEC/OGME

1. Response to **ACGME Survey Items of Concern** due to GMEC by **July 31**.
2. The **GME Annual Institutional Review (AIR)** documents are **due to OGME July 31st** each year. Upload in APE section in New Innovations.
3. Complete the **APE form** in New Innovations (NI). **The deadline is July 31**.
4. We recommend that you plan your **APE** for some time **between May and early July**. This gives your PEC access to current ACGME 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 late May), and allows you to address any items of concern from your ACGME surveys in your APE action plan and WebADS update.
5. Think about residents who would be good for various hospital/school **committees** and respond promptly to OGME outreach.
6. OGME will provide **DEA and NPI information** to hospital and local pharmacies.*
7. Submit updated **Procedural Autonomy tracking sheet** to OGME.
8. **House Staff Officer Election** occurs.*

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. 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.
2. Review **NRMP calendar** and deadlines for registering, participating in SOAP (main match only) and rank order list certification.
3. Review your **program's website** – make sure all information is up-to-date and appealing – especially resident photos and class year.

4. **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. If completion 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.
4. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for 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. Upload pictures of new trainees into profiles.
4. Update mailing address.
5. Ensure all of the IRIS information is entered.
6. Submit **Quarterly Transition of Care (TOC) Evaluation** for 1st Quarter (**due September**).
7. Create program photo composites
8. Make sure all **evaluation** sessions set to Auto-copy are correct (if any changes made in the previous AY, they will not transfer to the copied session)
9. Review your **block schedule** to make sure there are no gaps

Institutional Curriculum

1. Register first year residents/fellows for fall **Mock RCA**.
2. Register second year residents for fall **RATS session**.

Miscellaneous

1. **AAMC GME Track: GME Census Resident Survey opens. Deadline typically end of September.** Make sure to check the box to share data with FREIDA. FREIDA is the system that the [Residency Explorer](#) tool receives its data from. Confirmed training statuses also become part of each physician's training record in the AMA's Physician Masterfile.
2. Check in with new trainees regarding **transition, support, wellness**, etc. July-Sept is high risk time for resident mental health.

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 ADGME review.
2. **WebADS Case logs** – Reporting period runs July – early September. Complete if due this month. Refer to JULY for details.

GMEC/OGME

1. Response to **ACGME Survey Items of Concern** due to GMEC by **July 31**.
2. OGME will distribute House Staff Directory when completed*.
3. OGME requests **Non-Hospital Rotation Sites** information.
4. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

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 list meeting 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** for faculty and residents.
2. Follow up with faculty or trainees who have not completed **evaluations**.
3. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for 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. Submit **Quarterly Transition of Care (TOC) Evaluation** for 1st Quarter (**due September**).

Institutional Curriculum

1. Register first year residents/fellows for fall **Mock RCA**.
2. Register second year residents for fall **RATS session** (if applicable).

Miscellaneous

1. Check in with new trainees regarding **transition, support, wellness**, etc. July-Sept is high risk time for resident mental health.
2. If you haven't already, complete the **AAMC GME Track: GME Census Resident Survey**. Make sure to check the box to share data with FREIDA. FREIDA is the system that the [Residency Explorer](#) tool receives its data from. Confirmed training statuses also become part of each physician's training record in the AMA's Physician Masterfile.
3. **Program Director Session** held in the fall.

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 ADGME review.
2. **WebADS Case logs** – Reporting period runs July – early September. Complete if due this month. Refer to JULY for details.
3. Deadline for **AAMC GME Track: GME Census Resident Survey**.

GMEC/OGME

1. **Safety Event Submission Compliance & RCA/Mock RCA Participation Compliance reports** presented. Be sure your first year residents/fellows are compliant.
2. OGME will send **Step 3** reminder email to PGY 2 residents*
3. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

On-Boarding/Orientation

1. **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, OGME will need to activate them.
2. Organize/finalize your **residency selection committee and process** – get interview days and rank list meeting on calendars. Also see JULY for details.
3. Update **program website**
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

1. Review/Monitor **evaluation completion** for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

New Innovations

1. Review your programs' **work hours reports** for trends and/or violations – address in real time.
2. **Quarterly Transition of Care (TOC) Evaluation** for 1st Quarter due by end of month.

Miscellaneous

1. Check in with new trainees regarding **transition, support, wellness**, etc. July-Sept is high risk time for resident mental health.
2. **All Program Coordinator Meeting** held in early September
3. **Program Director session** held in the fall.

OCTOBER

Accreditation

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

GMEC/OGME

1. **Hospital Computer Based Learning Modules (CBLs)** due for current trainees in **October or November**.
2. **Contracts** for upcoming academic year reviewed and approved in November or December.*
3. OGME to begin observing program **TOCs***
4. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.
5. Touchbase with all 1st and/or 2nd year resident who haven't registered for **Step 3**. Email with details sent by Pam.

Recruitment

1. Organize **interviews**, if not already done.
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.
4. Submit credentialing materials to OGME for **Cardiology, Endocrinology, Gastroenterology, Hem/Onc, Infectious Diseases and Pulmonary/CC matches** (MSMP Match).

Evaluations

1. Review/Monitor **evaluation completion** 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.
4. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

New Innovations

1. Review your programs' **work hours reports** for trends and/or violations – address in real time.
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 2nd Quarter (due **December**).

Institutional Curriculum

1. Register second year residents for fall **RATS session** (if applicable).

NOVEMBER

Accreditation

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

GMEC/OGME

1. GMEC will set **Annual Institutional** goals for upcoming year – think about issues/aspirations common to all programs.
2. OGME to begin observing program **TOCs***
3. **Mid Year Survey** administered*
4. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

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, Child Psychiatry, Sports Med** matches.

Evaluations

1. Review/Monitor **evaluation completion** 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.
4. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

New Innovations

1. Review your programs' **work hours reports** for trends and/or violations – address in real time.
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 2nd Quarter (due December).

Miscellaneous

1. Hospitals require residents to have **flu shots** by end of **November or December** (varies). Programs may have to remind residents/fellows of this requirement.

DECEMBER

Accreditation

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

GMEC/OGME

1. **GME Annual Report** presented to GMEC*.
2. Time to start **licensure process for extensions or transfers** – work with OGME on this.
3. **Stipends** for the upcoming year are approved by GMEC.*
4. OGME observing program **TOCs***
5. **Sleep and Fatigue Brochure** sent to programs. Distribute to all fellows/residents and faculty.
6. **J1 visa renewals** begin. Provide OGME with contract renewal letter.
7. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

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.

Evaluations

1. Review/Monitor **evaluation completion** for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

New Innovations

1. Review your program's **work hours reports** for trends and/or violations – address in real time.
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 2nd Quarter **due at end of month**.

Miscellaneous

1. **All Program Coordinator Meeting** held in early December

Institutional Curriculum

1. Register first year residents for spring **RATS session**.

JANUARY

Accreditation

1. **ACGME Milestones deadline** this month (If you have a resident with even an inkling of concern that they **may not succeed or be promoted** 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. Review **RRC Accreditation letter** when received. Include efforts of correcting any citations in Program Evaluation.
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. **J1 visa renewal** process begins.
2. **Medical license extension renewal process** begins.
3. **Sleep & Fatigue Brochure** will be distributed to programs. Programs must distribute and review information with all trainees and faculty.
4. Submit updated **Procedural Autonomy tracking sheets** to OGME.
5. Issue **Contract Renewal Letters (due to OGME by 2/26)**
6. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

On-Boarding/Orientation

1. 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.
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

1. Review/Monitor **evaluation completion** for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. Provide **faculty with aggregate feedback from evaluations** completed by residents.
3. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

New Innovations

1. Review your programs' **work hours reports** for trends and/or violations – address in real time.
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 3rd Quarter (due **March**).

Miscellaneous

1. This is a good time to touch base with all residents regarding **wellness, learning climate issues**, etc.
2. Register first year residents for Spring **RATS session**.

FEBRUARY

Accreditation

1. **RRCs are meeting** (January through April) for annual program review. RRCs review resident/faculty surveys and WebADS update from PREVIOUS year and resident case logs if entered in WebADS.
2. Review **RRC Accreditation letter** when received. Include efforts of correcting any citations in Program Evaluation.
3. **ACGME Annual Resident and Faculty Survey** window for CURRENT year opens (**February through April**). It is helpful to remind residents and faculty of timeframe and importance of surveys. Programs have the ability, through WebAds, to monitor who has completed the survey and send reminders to those who have not completed it. Completion compliance of at least 70% for residents/fellows and faculty and at least 4 responses. Survey education provided to programs by OGME.

GMEC/OGME

1. **Credentialing** information due to OGME.
2. **J1 visa renewals**, continue to monitor their status.
3. **Medical license extensions**, continue to monitor their status.
4. If applicable, notify any trainee whose **contract will not be renewed** (must work with OGME on this).
5. Touchbase with all 1st and 2nd year residents who have not completed **Step 3**. Send Step 3 **non-renewals letters** to PGY 2 residents that have not submitted proof of Step 3 passage.
6. **Safety Event Submission Compliance & RCA/Mock RCA Participation Compliance** reports presented. Be sure your first year residents/fellows are compliant.
7. Issue **Contract Renewal Letters** (due to OGME by **2/26**)
8. Submit updated **Procedural Autonomy tracking sheets** to OGME
9. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

Recruitment

1. NRMP **Main Match rank order list certification deadline** this month. Please note, only the PD can certify this list.
2. 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!)
3. Review **onboarding information** in OGME Dropbox.

Evaluations

1. Review/Monitor **evaluation completion** for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

New Innovations

1. Review your programs' **work hours reports** for trends and/or violations – address in real time.
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 3rd Quarter (due **March**).
3. Review and monitor **block schedule** for gaps and changes.

Miscellaneous

1. Check in with new trainees regarding **transition, support, wellness**, etc. July-Sept is high risk time for resident mental health.

Institutional Curriculum

1. Register first year residents/fellows for spring **Mock RCA**.

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. Review **RRC Accreditation letter** when received. Include efforts of correcting any citations in Program Evaluation.
3. **ACGME Annual Resident and Faculty Survey** window for CURRENT year opens (February through April). 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. Completion compliance of at least 70% for residents/fellows and faculty and at least 4 responses. Survey education provided to programs by OGME.
4. Organize/implement your process for obtaining the ACGME required **confidential annual written evaluation of the program** from faculty and trainees.
5. 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 Manual** updated on the GME website.
3. **International Medical Graduate Orientation guide** updated on the GME website.
4. **J1 visa renewals**, continue to monitor their status.
5. **Medical license extensions**, continue to monitor their status.
6. **Promotion Memo/Certificate** order due to OGME
7. Submit **Applicant EDI data** to OGME (due **April**)
8. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

On-Boarding/Orientation

1. Send out **welcome letter and letter of offer** to new residents and fellows (should be within 1 week of match).
2. Send out **medical license information**.
3. Begin the **visa process** for applicable residents/fellows.
4. Schedule incoming residents/fellows for SIU and hospital **computer training**.
5. Schedule incoming residents/fellows for **ACLS and any additional CPR related training** (i.e. ATLS/PALS/NRP).
6. Set up incoming residents and fellows in the **hospital systems**.
7. Order **lab coats** for incoming residents and fellows.
8. Send out information about the **NI onboarding process**.
9. Begin to update your **program's Resident Manual** for the upcoming year
10. Request **SIU E-mail address** set up

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. Programs will provide names and email addresses of applicants.

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 in WebADS May – June.

3. If you haven't already, get **semi-annual resident review meetings with PD** set up – typically occur May - June.
4. Review the stated reassessment date for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

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.**
3. Submit **Quarterly Transition of Care (TOC) Evaluation** for 3rd Quarter (due at end of month).

Miscellaneous

1. **All Program Coordinator Meeting** held in early March. Review and make note of important deadlines discussed in this meeting.

Institutional Curriculum

1. Register first year residents for spring **RATS session**.
2. Register first year residents/fellows for spring **Mock RCA**.

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 (February through April). 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. Completion compliance of at least 70% for residents/fellows and faculty and at least 4 responses. Survey education provided to programs by OGME.
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 in WebADS **May – June**.
5. Finish getting **semi-annual resident review meetings with PD** set up – typically occur May – June.
6. 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 July. 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 late May), and allows you to address any items of concern from your ACGME surveys in your APE action plan and WebADS update.

GMEC/OGME

1. OGME will distribute **End-of-Year Survey** to residents*.
2. Review your **Post-Match Survey** feedback.
3. **Hospital assignments** will be finalized by mid-April.*
4. **Applicant EDI data** due to OGME.
5. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

On-Boarding/Orientation

1. Keep in contact with incoming residents/fellows re **CBL completion, collection of documents**, etc.
2. Create **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

1. Review/Monitor **evaluation completion** for faculty and residents. Follow up with faculty or trainees who have not completed evaluations.
2. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

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 **evaluation sessions** to see if there are any changes that need to be made for the upcoming year. (any changes made to prior year's sessions will not transfer to copied sessions).
4. Submit **Quarterly Transition of Care (TOC) Evaluation** for 4th Quarter (due **June**).

Institutional Curriculum

1. Register first year residents for spring **RATS session**.

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.
3. **PD Professional Development** spring session.

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.
5. **WebADS case logs** (for procedural programs) – make sure all graduating trainees are up to date and have entered all cases before they depart. This is a primary benchmark for annual accreditation decisions.

GMEC/OGME

1. We recommend that you plan your **APE** for some time between May and early July. This gives your PEC access to current ACGME 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 late May), and allows you to address any items of concern from your ACGME surveys in your APE action plan and WebADS update.
2. Send **Exiting/Clearance Sheet** to graduating residents/fellows. Monitor tasks for exiting residents. Touchbase with graduating resident about what needs to be completed.
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**.
6. **Safety Event Submissions Compliance & RCA/Mock RCA Participation Compliance** reports presented. Be sure your first year residents/fellows are compliant.
7. Deadline for **SIU End-of-Year Survey** (early **May**)– encourage your residents to complete.
8. **GMEC resident nominations** and election.
9. **OGME QI Poster Competition** event*
10. Review your program’s **SIU End of Year Evaluation feedback** and address any issues or concerns.
11. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

Recruitment

1. Register for **ERAS** by **May 31st**.

On-Boarding/Orientation

1. Email SIU CBL info to incoming trainees. These must be completed before orientation. 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** 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.
3. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for review.

New Innovations

1. Review your programs' **work hours reports** for trends and/or violations – address in real time.
2. Update **evaluation sessions** with changes for the upcoming year. (changes made last academic year do not transfer to copied sessions)
3. Submit **Quarterly Transition of Care (TOC) Evaluation** for 4th Quarter (due June).
4. Set up the **new academic year**. Attend the working lab scheduled by OGME.

Miscellaneous

1. **AAMC GME Track: GME Census Program Survey** opens. Deadline typically **mid-July**. Make sure to check the box to share data with FREIDA. FREIDA is the system that the [Residency Explorer](#) tool receives its data from.
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 (must be submitted with AIR form).

JUNE

Accreditation

1. **Milestone assessments due.**
2. **Semi-annual resident review** meetings with PD. Graduating/exiting residents need **final Summative Evaluation**.
3. **WebADS case logs** (for procedural programs) – make sure all graduating trainees are up to date and have entered all cases before they depart. This is a primary benchmark for annual accreditation decisions.

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 (at all 3 entities) completed.
2. Review your program's **SIU End of Year Evaluation feedback** and address any issues or concerns.
3. We recommend that you plan your **APE** for some time between May and early July. This gives your PEC access to current ACGME 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 late May), and allows you to address any items of concern from your ACGME surveys in your APE action plan and WebADS update.
4. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed.

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.
5. Remind incoming trainees to complete all **CBLs** by orientation day.

Evaluations

1. Review/Monitor **evaluation completion** 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.
4. Review the stated **reassessment date** for any resident(s) you may have on a Letter of Deficiency (LOD) and ensure the CCC has the necessary information for 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.
4. Submit **Transitions of Care (TOC) Evaluation for 4th Quarter** (due at **end of month**).

Recruitment

1. **Electronic Residency Application Service (ERAS)** opens to applicants. If PD or PC is new to ERAS, OGME will need to activate them.

Miscellaneous

1. Review **Supervision requirements** with all faculty and document attendance/attestations (submit with AIR).
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. Ensure graduating residents/fellows complete the **SIU exit process**.
5. If you haven't already, complete the **AAMC GME Track: GME Census Program Survey**. Make sure to check the box to share data with FREIDA. FREIDA is the system that the [Residency Explorer](#) tool receives its data from.

Institutional Curriculum

1. Register second year residents for fall **RATS session**.

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