SIU OFFICE OF GRADUATE MEDICAL EDUCATION (OGME)
CALENDAR OF PROGRAM EVENTS

A Guide for Program Directors and Coordinators

This document outlines the annual GME cycle of program activities and responsibilities. Programs are encouraged to use this as a resource when planning, organizing and assigning tasks to ensure nothing is overlooked. Each program's unique administrative team should review this month-by-month schedule when assigning duties to guarantee someone is responsible for each task.

The schedule should be personalized based on Program Evaluation Committee (PEC) meeting dates and Annual Program Evaluations (APE), In-training Exams (ITEs), Clinical Competency Committee (CCC) meetings, semi-annual resident feedback sessions, faculty development activities, etc., and used as a guide to create a specific timeline for activities and deadlines throughout the year.

The following resources should be reviewed when establishing this time line at the beginning of each academic year:
- ACGME Specialty-Specific Program requirements - as a refresher and to identify requirements that need work
- ACGME Institutional Requirements - to put Graduate Medical Education Committee (GMEC) endeavors in context
- The most recent APE Action Plan and ACGME Recognition and Review Committee (RC) Notification letter - to keep these recommendations in the forefront when planning the year
- PD or PC Responsibilities document - to guide personal professional development throughout the year

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.

A notation follows an item if there is a corresponding section of the same topic in the New Program Coordinator Materials.

**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 Section 1

1. **ACGME ADS 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 <u>previous academic year</u>. Double check to make sure any citations or concerns from your last RC notification letter have been rectified and start to craft responses to any citations. Review ADS 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)/DGME must review the information *prior* to submission. Plan accordingly – due to OGME **2 weeks *before* deadline** for DIO/DGME review, to allow time for program revisions and to resend to DIO for final submission.
2. **ADS 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 ADS – 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. ADS has several reports available to programs for monitoring case logs.
3. Programs confirm residents/fellows in the resident roster in ADS.

GMEC/OGME

1. Response to **ACGME Survey Items of Concern** due to GMEC by **July 31**. Section 1
2. The **GME Annual Institutional Review (AIR)** documents are **due to OGME July 31ˢᵗ** each year. Upload in APE section in New Innovations. Section 2
3. Complete the **APE form** in New Innovations (NI). **The deadline is July 31**. Section 1
4. We recommend that you plan your **APE** meeting 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 ADS update. Section 1
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.*
9. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
10. **Safety Event Submissions Compliance & RCA/Mock RCA Participation Compliance** reports presented. Be sure your first year residents/fellows are compliant. Section 3
11. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions) Section 1
12. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
13. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5
14. Review **quarterly work hours violations report** and consider adjustments to program as needed.
15. Ensure exiting residents/fellows follow the **exiting process**.

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**.
5. Monitor new resident/fellow completion of **pre-employment requirements** (OGME will send emails to programs).
6. Schedule any residents/fellows who did not attend orientation for a **picture** with the SIU Photographer.

Recruitment Section 7

1. OGME will review ERAS program users and make edits as needed.*
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 for registering, participating in SOAP (main match only) and rank order list certification.
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.
6. Submit **credentialing materials** to OGME for **Movement Disorder** match.

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. Section 1/Section 15
2. 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. Section 1/Section 15
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. Section 6

New Innovations Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
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** for each resident/fellow to make sure there are no gaps

Institutional Curriculum Section 3

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

<u>Miscellaneous</u>

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 from which the [Residency Explorer](#) tool receives its data. 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. Refer to the Transition to Residency Risk Index (TRRI) forms provided to your program. Section 4
3. **Program Director Professional Development** Session
4. **Program Coordinator Professional Development** Session

AUGUST

Accreditation Section 1

1. Complete **ADS Annual Update** if due this month. Refer to JULY for details. Need to complete **2 weeks before due date** to allow time for DIO/DGME review.
2. **ADS Case logs** – Reporting period runs July – early September. Complete if due this month. Refer to JULY for details.

GMEC/OGME

1. OGME will distribute House Staff Directory when completed*.
2. OGME requests **Rotation Sites** information (email from OGME with instructions).
3. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 6
4. **Safety Event Submissions Compliance & RCA/Mock RCA Participation Compliance** reports presented. Be sure your first year residents/fellows are compliant. Section 3
5. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions) Section 1
6. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
7. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5 **Step 3** information sent to PGY1s and PGY2s by OGME.*

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**.
4. Schedule any residents/fellows who did not attend orientation for a **picture** with the SIU Photographer.
5. Review your **program's website** – make sure all information is up-to-date and appealing – especially resident photos and class year.
6.

Recruitment Section 7

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. Section 15
2. Follow up with faculty or trainees who have not completed **evaluations**. Section 15
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. Section 6
4. Review **End of Year Survey** results and consider adjustments to program.

<u>New Innovations</u> Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
2. Add any missing information to your new trainees' **NI personnel profile**. All information must be entered by Sept. 1st.
3. Submit **Quarterly Transition of Care (TOC) Evaluation** for 1st Quarter (**due September**).
4. OGME administered **program/faculty evaluations** set up by OGME.*

<u>Institutional Curriculum</u> Section 3

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

<u>Miscellaneous</u>

1. Check in with new trainees regarding **transition, support, wellness**, etc. July-Sept is high risk time for resident mental health. Refer to the Transition to Residency Risk Index (TRRI) forms provided to your program. Section 4
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 <u>Residency Explorer</u> 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 Professional Development** Session
4. **Program Coordinator Professional Development** Session

SEPTEMBER

Accreditation Section 1

1. Complete **ADS Annual Update** if due this month. Refer to JULY for details. Need to complete **two weeks before due date** for DIO/DGME review.
2. **ADS 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. OGME will send **Step 3** reminder email to PGY 2 residents*
2. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
3. **Non-Standard Training (NST) programs** submit **verification of assessment and evaluation** for GMEC review by October**.**
4. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
5. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
6. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5

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 Section 7

1. **ERAS opens** to programs. If PD or PC is new to ERAS, OGME will 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.
6. OGME will send recruitment information to programs.

Evaluations

1. Review/Monitor **evaluation completion** for faculty and residents. Follow up with faculty or trainees who have not completed evaluations. Section 15
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. Section 6

New Innovations Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
2. **Quarterly Transition of Care (TOC) Evaluation** for 1ˢᵗ Quarter due by end of month.

<u>Miscellaneous</u>

1. Check in with new trainees regarding **transition, support, wellness**, etc. July-Sept is high risk time for resident mental health. Refer to the Transition to Residency Risk Index (TRRI) forms provided to your program. Section 4
2. **All Program Coordinator Meeting** held in early September. Section 13
3. **Program Director Professional Development** Session
4. **Program Coordinator Professional Development** Session

OCTOBER

Accreditation Section 1

1. Review **resident case logs/numbers** for previous quarter (if applicable). 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.* Section 7
3. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
4. Touchbase with all 1st and/or 2nd year resident who haven't registered for **Step 3**. Email with details sent by OGME.
5. **Non-Standard Training (NST)** programs submit **verification of assessment and evaluation** for GMEC review.
6. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
7. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
8. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5
9. Review **quarterly work hours violations report** and consider adjustments to program as needed. Section 5

Recruitment Section 7

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 **Addiction Medicine, Cardiovascular Disease, 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. Section 1/Section15
2. If you haven't already, get CCC meetings set up for **Milestone Assessments** due **November – January** in ADS. Section 1
3. If you haven't already, get **semi-annual resident review meetings with PD** set up – typically occur November - December. Section 1
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. Section 6

New Innovations Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 2nd Quarter (due **December**).

Institutional Curriculum Section 3

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

<u>Miscellaneous</u>

1. **Program Director Professional Development** Session
2. **Program Coordinator Professional Development** Session

NOVEMBER

Accreditation Section 1

1. CCC should meet for **Milestone Assessments** – due **November - January** in ADS. (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. **Hospital Computer Based Learning Modules (CBLs)** due for current trainees in **October or November**.
2. GMEC will set **Annual Institutional** goals for upcoming year – think about issues/aspirations common to all programs. Section 2
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. Section 3
5. **Safety Event Submission Compliance & RCA/Mock RCA Participation Compliance reports** presented. Be sure your first year residents/fellows are compliant. Section 3
6. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
7. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
8. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5
9. **Step 3** report sent to programs. Follow up with residents needing to take the exam and update OGME.

Recruitment Section 7

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 and Sports Med** matches.

Evaluations Section 1/Section 15

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 Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
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.
2. **Program Director Professional Development** Session
3. **Program Coordinator Professional Development** Session

DECEMBER

Accreditation Section 1

1. CCC should meet for **Milestone Assessments** – due **November - January** in ADS. (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*. Section 2
2. Time to start **licensure process for extensions**– work with OGME on this. Section 10
3. **Stipends** for the upcoming year are approved by GMEC.* Section 7
4. **Sleep and Fatigue Brochure** sent to programs. Programs must distribute to and review with all fellows/residents and faculty. Section 4
5. Yearly **J1 visa continuations** begin. Provide OGME with contract renewal letter and other required materials. Section 8
6. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
7. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
8. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
9. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5
10. **Mid-Year Survey** results reviewed by HSBOD.*
11. Call for **Outstanding Coordinator Award nominations** sent. Section 13

Recruitment Section 7

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 Section 1/Section 15

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.
3. Provide **faculty with aggregate feedback from evaluations** completed by residents in New Innovations.

New Innovations Section 15 unless otherwise noted

1. Review your program's **work hours reports** for trends and/or violations – address in real time. Section 5
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 2nd Quarter **due at end of month**.
3. Review **Important Things to Update in NI document** in Dropbox and make updates as needed to trainees' NI personnel profile.
4. Review Assignment Definitions (make sure the locations are current and the location assigned to each assignment definition is correct)

Institutional Curriculum

1. Register first year residents for spring **RATS session**. Section 3

Miscellaneous

1. **All Program Coordinator Meeting** held in mid December. Section 13
2. **Program Director Professional Development** Session
3. **Program Coordinator Professional Development** Session

JANUARY

Accreditation Section 1

1. **ACGME Milestones Reporting 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). Be sure all milestones for all residents/fellows are reported in ADS.
2. **RCs begin meeting** (January through April) for annual program review. RCs review resident/faculty surveys, ADS update from PREVIOUS year and resident case logs if entered in ADS.*
3. Review **Accreditation Letter** when received. Include efforts of correcting any citations and addressing any AFIs in Annual Program Evaluation (APE).
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.
6. **ACGME Resident & Faculty Survey** education provided to all programs. Share with faculty and ensure a resident/fellow (chief or HSBOD rep) presents the slide deck to residents/fellows.

GMEC/OGME

1. **J1 visa continuation** process continues. Section 8
2. **Medical license extension** process continues. Section 10
3. **Sleep & Fatigue Brochure** will be distributed to programs. Programs must distribute and review information with all trainees and faculty. Section 4
4. Submit updated **Procedural Autonomy tracking sheets** to OGME.
5. Issue **Contract Renewal Letters** (**due to OGME by 2/26**) Section 7
6. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
7. **Outstanding Coordinator Award nominations** due. Section 13
8. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
9. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
10. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5
11. Review **quarterly work hours violations report** and consider adjustments to program as needed. Section 5

On-Boarding/Orientation

1. Ensure **OGME New Resident Orientation** is on the program calendar. Section 7

Recruitment Section 7

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/February.
3. **Recruitment** is in full swing.
4. Submit **credentialing materials** to OGME for programs with **March match dates** (Main Match).
5. Update **program website**

Evaluations Section 1/Section 15

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 Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 3rd Quarter (due **March**).

Institutional Curriculum

1. Register first year residents for Spring **RATS session**. Section 3

Miscellaneous

1. This is a good time to touch base with all residents regarding **wellness, learning climate issues**, etc. See TRRI forms provided to your program. Section 4
2. **Program Director Professional Development** Session
3. **Program Coordinator Professional Development** Session

FEBRUARY

Accreditation Section 1

1. **RCs are meeting** (January through April) for annual program review. RCs review resident/faculty surveys and ADS update from PREVIOUS year and resident case logs if entered in ADS.*
2. Review **Accreditation Letter** when received. Include efforts of correcting any citations and addressing any AFIs in Annual 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 ADS, 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. **Main Match Credentialing** information due to OGME. Section 7
2. **J1 visa renewals**, continue to monitor application status.   Section 8
3. **Medical license extensions**, continue to monitor application status. Section 10
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**. Make sure PGY2 residents are scheduled to take the exam at least 8 weeks before the end of their contract..
6. Issue **Contract Renewal Letters** (due to OGME by **2/26**) Section 7
7. Submit updated **Procedural Autonomy tracking sheets** to OGME
8. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
9. **OGME QI Poster Symposium & Competition** submissions due this month. Encourage your residents and fellows to submit their projects.
10. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
11. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
12. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5

Recruitment Section 7

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.
4. **Urology Match results** are announced in January/February.

Evaluations

1. Review/Monitor **evaluation completion** for faculty and residents. Follow up with faculty or trainees who have not completed evaluations. Section 1/Section 15
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. Section 6

<u>New Innovations</u> Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
2. Submit **Quarterly Transition of Care (TOC) Evaluation** for 3rd Quarter (due **March**).
3. Review and monitor **block schedule** of residents/fellows for gaps and changes.
4. Review **Important Things to Update in NI document** in Dropbox and make updates as needed to trainees' NI personnel profile..

<u>Miscellaneous</u>

1. Check in with new trainees regarding **transition, support, wellness**, etc. See TRRI forms provided to your program. Section 4
2. **Program Director Professional Development** Session
3. **Program Coordinator Professional Development** Session
4. Plan **Thank A Resident Day** celebrations

<u>Institutional Curriculum</u>

1. Register first year residents/fellows for spring **Mock RCA**. Section 3

MARCH

Accreditation Section 1

1. **RCs are meeting** (January through April) for annual program review. RCs review resident/faculty surveys, ADS update from PREVIOUS year and resident case logs if entered in ADS.*
2. Review **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 ADS, 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.
4. Organize/implement your process for administering your **confidential annual written evaluation of the program** from faculty and trainees as the ACGME requires. Section 1/Section 15
5. Organize/implement your process for obtaining ACGME required **confidential resident evaluations of individual faculty** clinical teaching abilities, engagement with the educational program, participation in faculty development related to their skills as an educator, clinical performance, professionalism, and scholarly activities. Section 1/Section 15

GMEC/OGME

1. **New Resident Manual** updated on the GME website.*
2. **International Medical Graduate Orientation guide** updated on the GME website.* Section 8
3. **J1 visa renewals**, continue to monitor their status. Section 8
4. **Medical license extensions**, continue to monitor their status. Section 10
5. **Promotion Memo** and **Certificate order** due to OGME
6. Submit **Recruitment data** to OGME (due **April**)
7. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
8. **Safety Event Submission Compliance & RCA/Mock RCA Participation Compliance** reports presented. Be sure your first year residents/fellows are compliant. Section 3
9. **OGME QI Poster Symposium & Competition** acceptance notification sent this month. Encourage your program faculty, staff and learners to attend the event.
10. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
11. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks.
    Delinquent medical records notices sent to programs by OGME. Follow up with residents/fellows. Section 5

On-Boarding/Orientation

1. Send out **welcome email and letter of offer** to new residents and fellows (should be within 1 week of match). Section 7
2. Send out **medical license information**. Section 10
3. Begin the **visa process** for applicable residents/fellows. Section 8
4. Schedule incoming residents/fellows for SIU and hospital electronic medical record training.
5. Schedule incoming residents/fellows for **ACLS and any additional CPR related training** (i.e. ATLS/PALS/NRP). Section 3
6. Set up incoming residents and fellows in the **hospital systems**.
7. Order **lab coats** for incoming residents and fellows. Section 9
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 Section 7

1. **MAIN MATCH** Day!
2. Submit **credentialing materials** to OGME for **Adult Recon** match.
3. Programs will provide names and email addresses of applicants to OGME for the **post-match survey**. OGME will administer the survey to candidates who would have matched here if they had ranked SIU higher.
4. Provide **recruitment data** to OGME as requested.

Evaluations Section 1/Section 15

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 ADS **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 Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
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. Section 13
2. **Program Director Professional Development** Session
3. **Program Coordinator Professional Development** Session

Institutional Curriculum Section 3

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

APRIL

<u>Accreditation</u> Section 1

1. **RCs still meeting** (Jan through April) for annual program reviews. RCs review resident/faculty surveys, ADS update from PREVIOUS year and resident case logs if entered in ADS.*
2. Review **Accreditation Letter** when received. Include efforts of correcting any citations in Program Evaluation.
3. **ACGME Annual Resident and Faculty Survey** window closes this month.. It is helpful to remind residents and faculty of timeframe and importance of surveys. Programs have the ability, through ADS, 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.
4. **Review resident case logs/numbers** for previous quarter. Organize/review your process for oversight.
5. Finish getting CCC meetings set up for **Milestone Assessments** due in ADS **May – June**.
6. Finish getting **semi-annual resident review meetings with PD** set up – typically occur **May – June**.
7. 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 ADS update.

<u>GMEC/OGME</u>

1. OGME will distribute **End-of-Year Survey** to residents*.
2. Review your **Post-Match Survey** feedback. Section 7
3. **Hospital assignments** will be finalized by mid-April.*
4. Touchbase with all 1st and 2nd year residents who have not completed **Step 3**. Make sure PGY2 residents are scheduled to take the exam at least 8 weeks before the end of their contract.
5. **Recruitment data** due to OGME.
6. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
7. **OGME QI Poster Symposium & Competition** event* Section 3
8. Notify OGME of any **residents/fellows** staying at SIU and/or **exiting** prior to contract end date.
9. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
10. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
11. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5 Review **quarterly work hours violations report** and consider adjustments to program as needed. Section 5

<u>On-Boarding/Orientation</u>

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. Section 7
3. **Employment information** from hospitals will be sent to incoming trainees*.
4. Monitor **medical license application** status. Section 10
5. Monitor **visa application** status for applicable trainees. Section 8

<u>Recruitment</u> Section 7

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

<u>Evaluations</u>

1. Review/Monitor **evaluation completion** for faculty and residents. Follow up with faculty or trainees who have not completed evaluations. Section 1/Section 15
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. Section 6

<u>New Innovations</u> Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
2. Set up **next academic year**. Attend working lab set up by OGME.
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**).

Review Assignment Definitions (make sure the locations are current and the location assigned to each assignment definition is correct)<u>Institutional Curriculum</u>

1. Register first year residents for spring **RATS session**. Section 3

<u>Miscellaneous</u>

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. **Program Director Professional Development** Session
4. **Program Coordinator Professional Development** Session

MAY

Accreditation Section 1

1. CCC should meet for **Milestone Assessments** – due **May – June** in ADS.
2. **Semi-annual resident review meetings with PD**. Graduating/exiting residents need Final Summative Evaluation.
3. Carefully review your programs ACGME **Resident and Faculty Surveys** – address any ratings of concern or "% compliant responses" below national average.
4. See JULY or APRIL for **APE** planning.
5. **ADS 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. Download exiting resident/fellow case log reports and share with resident/fellow; save in permanent personnel file.

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 ADS update. Section 1
2. Response to **ACGME Survey Items of Concern** due to GMEC by **July 31**. Section 1
3. Send **Exiting/Clearance Sheet** to graduating residents/fellows. Monitor tasks for exiting residents. Touchbase with graduating resident about what needs to be completed.
4. Nominate residents for **House Staff Board of Directors** (HSBOD - Residency programs only).
5. Aggregate **Resident and Faculty Surveys** reviewed by GMEC and HSBOD*. Section 1
6. Deadline for **SIU End-of-Year Survey** (early May)– encourage your residents to complete.
7. **GMEC resident nominations** and election.
8. **GMEC Program Coordinator nominations** and election.
9. Review your program's **SIU End of Year Evaluation feedback** and address any issues or concerns.
10. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
11. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
12. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
13. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5

Recruitment Section 7

1. Register for **ERAS** by **May 31st**.
2. Match results announced for **Hand Surgery**.

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. Section 10
3. Monitor **visa application** status for applicable trainees. Section 8
4. Monitor **contract** completion for incoming trainees. Section 7
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. Section 1/Section 15
2. Review the **annual resident and faculty evaluations of the program** and provide to PEC Chair for APE review. Section 1/Section 15
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. Section 6
4. Provide **faculty with aggregate feedback from evaluations** completed by residents in New Innovations.

New Innovations Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
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. Review **Important Things to Update in NI document** in Dropbox and make updates as needed to trainees' NI personnel profile. Make sure the review includes the profiles for incoming trainees.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 from whichthe Residency Explorer tool receives its data.
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, ensuring no gaps.
4. Review **Supervision requirements** with all faculty and document attendance/attestations (must be submitted with AIR form). Section 2
5. Review **Faculty Roles & Responsibilities** (see related section of PD Manual) with all faculty involved with the program. Document such review.
6. **Program Director Professional Development** Session
7. **Program Coordinator Professional Development** Session

JUNE

Accreditation Section 1

1. **ACGME Milestones Reporting 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). Be sure all milestones for all residents/fellows are reported in ADS.
2. **Semi-annual resident review** meetings with PD. Graduating/exiting residents need **final Summative Evaluation**.
3. **ADS 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) Section 7
   a. SIU and Hospital **CBL completion deadline** for incoming residents/fellows.
   b. **Incoming residents/fellows** must be drug tested, BLS/ACLS certified, and complete electronic medical records training (at all 3 entities).
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 ADS update. Section 1
4. Review **BLS/ACLS deadlines** for residents in your program. Information sent monthly from OGME. Schedule renewal classes as needed. Section 3
5. GMEC reviews all **RC citations/concerns**.
6. Provide **written program follow up** on GMEC concerns (email will be sent to programs with instructions). Section 1
7. Review **Touchworks task lists** and reach out to residents/fellows with delinquent tasks
8. **Delinquent medical records** notices sent to programs by OGME. Follow up with residents/fellows. Section 5
9. Response to **ACGME Survey Items of Concern** due to GMEC by **July 31**. Section 1

On-Boarding/Orientation

1. Monitor **medical license application** status. Section 10
2. Monitor **visa application** status for applicable trainees. Section 8
3. Monitor **contract** completion for incoming trainees. Section 7
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. Section 1/Section 15
2. Review the **annual resident and faculty evaluations of the program** and provide to PEC Chair for APE review. Section 1/Section 15
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. Section 6

New Innovations Section 15 unless otherwise noted

1. Review your programs' **work hours reports** for trends and/or violations – address in real time. Section 5
2. Make sure **advancement dates** are correct for your trainees. Notify OGME if any are incorrect.
3. **Block schedules** need to be set up for the upcoming year with no gaps.
4. Submit **Transitions of Care (TOC) Evaluation for 4th Quarter** (due at **end of month**).

Recruitment Section 7

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). Section 2
2. Review **Faculty Roles & Responsibilities** (see related section of PD Manual) with all faculty involved with the program. Document such review.

3. If you haven't already, update your program's **Goals and Objectives, Policies, Resident Manual** and other documents for the upcoming year.
4. If you haven't already, formulate **rotation schedules** for the upcoming year. The final schedules should be entered in the NI block schedule for each resident/fellow and faculty with no gaps.
5. Ensure graduating residents/fellows complete the **SIU exit process**.
6. 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 from which the Residency Explorer tool receives its data.
7. **Program Director Professional Development** Session
8. **Program Coordinator Professional Development** Session

Institutional Curriculum

1. Register second year residents for fall **RATS session** (if applicable). Section 3

ACRONYM GLOSSARY

AAMC	Association of American Medical Colleges
ACGME	Accreditation Council for Graduate Medical Education
ACLS	Advanced Cardiac Life Support
ADS	Accreditation Data System (managed by ACGME)
AFI	Area for Improvement
AIR	Annual Institutional Review
AMA	American Medical Association
AOA	American Osteopathic Association
APE	Annual Program Evaluation
ATLS	Advance Trauma Life Support
BLS	Basic Life Support
CBL	Computer Based Learning Module
CCC	Clinical Competency Committee
CPR	Cardio-Pulmonary Resuscitation
DEA	Drug Enforcement Administration
DGME	Director of Graduate Medical Education
DIO	Designated Institutional Official
EDI	Equity, Diversity and Inclusion
ERAS	Electronic Residency Application System
FREIDA	Fellowship and Residency Electronic Interactive Database (via the AMA)
GME	Graduate Medical Education
GMEC	Graduate Medical Education Committee
HR	Human Resources
HSBOD	House Staff Board of Directors
IMPACT	Illinois Medicaid Program Advanced Cloud Technology
ITE	In Training Examination
LCME	Liaison Committee on Medical Education
LOC/LOD	Letter of Concern/Letter of Deficiency
MSMP	Medical Specialties Matching Program
NI	New Innovations

NPI	National Provider Identifier number
NRMP	National Residency Matching Program ("The Match")
NRP	Neonatal Resuscitation Program
NST	Non-Standard Training
OGME	Office of Graduate Medical Education
PALS	Pediatric Advanced Life Support
PC	Program Coordinator
PD	Program Director
PEC	Program Evaluation Committee
PECOS	Provider Enrollment, Chain and Ownership System
QI	Quality Improvement
RATS	Residents as TeacherS
RC	Review Committee
RCA	Root Cause Analysis
ROL	Rank Order List
SOAP	Supplemental Offer and Acceptance Program
TOC	Transition of Care
TRRI	Transition to Residency Risk Index

Adapted from Partners Healthcare GME