Residency Program Coordinator Timeline

This timeline outlines the responsibilities of a residency program coordinator\* and provides an introduction to the position for those new to graduate medical education (GME). It contains a general summary of the types of tasks, events, and deadlines in a typical academic year, and aims to help new coordinators organize and prioritize their daily, weekly, and monthly projects.

Be aware of the varied nature of the coordinator position. Not all items included in the timeline will be applicable to all programs, and programs may use different terminology for the same processes. This is a general overview and a tool to edit and customize to an individual program’s needs.

Guidance on vacation time is not included here, but note that the start of the academic year (June and July) and recruitment interview season (typically October through January) are the busiest periods for coordinators.

The Coordinator Advisory Group thanks the many coordinators who have contributed decades of collective knowledge and experience that aided in the creation of these materials.

\*The term program coordinator (or coordinator) is used throughout this document, although Sponsoring Institutions and programs may use different terminology (e.g., program administrator). According to the Background and Intent in the *ACGME Common Program Requirements (Residency)*, the coordinator “will frequently manage the day-to-day operations of the program and serve as an important liaison with learners, faculty and other staff members, and the ACGME” (page 15).

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* [Contacts:](#Contacts)This section provides a table to record the names and contact information of colleagues with whom coordinators interact on a regular basis.
* [Important Dates:](#Important_Dates) These are the deadlines and major events that occur throughout a typical academic year. These deadlines and events also appear in the timeline under the relevant month.
* [Monthly and As-Needed Events/Tasks:](#Monthly)These tasks, divided by category, are typically performed on a monthly or as-needed basis throughout an academic year.
* [Annual Events/Tasks:](#Annual) These tasks occur annually during a typical academic year, but the actual dates/time of year will vary widely by Sponsoring Institution/program.
* [Timeline](#Timeline) (July through June):These tasks are performed at particular times during the academic year and are fairly standard across Sponsoring Institutions/programs. They are often tied to requirements from an organization outside the program (e.g., the ACGME, National Residency Matching Program [NRMP]).

Contacts

The names and contact information for important contacts can be added to this customizable table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Email** | **Phone Number** |
| Program Coordinator |  |  |  |
| Program Director |  |  |  |
| Associate Program Director |  |  |  |
| Chief Resident |  |  |  |
| Designated Institutional Official (DIO) |  |  |  |
| GME Office Contact |  |  |  |
| Specialty Board Contact |  |  |  |
| ACGME Executive Director of the Review Committee |  |  |  |
| Electronic Residency Application Service (ERAS) Contact |  |  |  |
| National Residency Matching Program (NRMP) Contact |  |  |  |
| Resident Management System (RMS) Contact |  |  |  |

Important Dates

This section outlines the major dates and deadlines of a typical academic year and is organized by source (the entity responsible for setting the dates).

In the “Event/Deadline” column, the approximate time of year each event/deadline occurs is noted in parentheses, but coordinators should add the exact dates and deadlines in the “Date” column. These dates may change slightly from year to year, and it is important to check with the Sponsoring Institution and/or the websites of relevant organizations for the most current information.

**Source: Sponsoring Institution/Program**

|  |  |
| --- | --- |
| **Event/Deadline** | **Date** |
| **START DATE:** New Resident Orientation and Welcome Events ***(late June/early July)*** |  |
| **DEADLINE:** Year-End Program Evaluation for Previous Academic Year ***(mid- to late July)*** |  |
| **START DATE:** Resident Retreat ***(date varies by program/institution, typically fall)*** |  |
| **DEADLINE:** Semi-Annual Resident Evaluations ***(varies by program/institution, typically December)*** |  |
| **DEADLINE:** End-of-Year/Summative Fellow Evaluations ***(varies by program/institution, typically June)*** |  |
| **DATE:** Graduation Ceremony ***(June)*** |  |

**Source:** [**Association of American Medical Colleges (AAMC)/Electronic Residency Application Service (ERAS)**](https://www.aamc.org/services/eras-for-institutions/program-staff)

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| --- | --- |
| **Event/Deadline** | **Date** |
| **OPENING DATE:** ERAS ***(mid-September)*** |  |

**Source:** [**Association of American Medical Colleges (AAMC)/GME Track**](https://www.aamc.org/data-reports/students-residents/report/gme-track)

|  |  |
| --- | --- |
| **Event/Deadline** | **Date** |
| **START DATE:** National GME Census: Program Survey ***(mid-May)*** |  |
| **DEADLINE:** National GME Census: Program Survey (and August FREIDA listing) ***(mid- to late July)*** |  |
| **START DATE:** National GME Census: Resident Survey ***(late July)*** |  |
| **DEADLINE:** National GME Census (and October FREIDA listing) ***(late September)*** |  |
| **FINAL DEADLINE:** National GME Census (both Program and Resident Surveys) ***(mid-December)*** |  |

**Source:** [**Accreditation Council for Graduate Medical Education (ACGME)**](https://www.acgme.org/Meetings-and-Educational-Activities/Annual-Educational-Conference)

|  |  |
| --- | --- |
| **Event/Deadline** | **Date** |
| **DEADLINE:** ACGME Annual Update ***(******varies by Sponsoring Institution and/or specialty, either late August or late September)*** |  |
| **OPENING DATE:** Milestones Fall Reporting ***(mid-November)*** |  |
| **CLOSING DATE:** Milestones Fall Reporting ***(mid-December)*** |  |
| **DEADLINE:** ACGME Resident/Fellow and Faculty Surveys ***(varies by specialty, between February and April)*** |  |
| **START DATE:** ACGME Annual Educational Conference ***(late February/early March)*** |  |
| **OPENING DATE:** Milestones Spring Reporting ***(mid-May)*** |  |
| **CLOSING DATE:** Milestones Spring Reporting ***(late June)*** |  |

**Source:** [**American Board of Medical Specialties: (ABMS)**](https://www.abms.org/member-boards/contact-an-abms-member-board/)

|  |  |
| --- | --- |
| **Event/Deadline** | **Date** |
| **START DATE:** In-Training Exam ***(date varies by specialty)*** |  |

**Source:** [**National Residency Matching Program (NRMP)**](https://www.nrmp.org/)

|  |  |
| --- | --- |
| **Event/Deadline** | **Date** |
| **OPENING DATE:** National Residency Matching Program (NRMP) Registration Opens ***(mid-September)*** |  |
| **DEADLINE:** NRMP Quota ***(late January)*** |  |
| **DEADLINE:** Rank Order List Certification ***(early March)*** |  |

Monthly and As-Needed Events/Tasks

These tasks/events are typically scheduled on a monthly or as-needed basis throughout the academic year. The exact dates and frequencies may vary by Sponsoring Institution and program, and not all items will apply to all programs, so it may be helpful to cut and paste the events and tasks in this section into the [appropriate month](#Timeline) for the residency program.

ACGME Accreditation

Review Program Letters of Agreement for any changes, expirations, etc.

Update ACGME Accreditation Data System (ADS) with new or departed faculty members, etc.

Program Administration

Remind residents (via email) to log procedures

Verify procedure logs with the program director

Review clinical and educational work hours by the second Friday of the month (at a minimum)

Remind residents (via email) to log their clinical and educational work hours every month

Process resident time off requests (e.g., vacation, personal time, leaves of absence); this may include obtaining approval, notifying the appropriate faculty/staff, and adding to calendars and/or other applicable platforms

Attend monthly program coordinator meetings

Attend monthly Graduate Medical Education Committee (GMEC) meetings

Attend Journal Clubs, peer mentoring meetings, and webinars as applicable

Edit and distribute the program’s newsletter

Process residency verification requests

Coordinate remediation process as applicable

Assist residents who are attending specialty-specific conferences (e.g., approval, funding, registration)

Participate in planning meetings with the program director (monthly, quarterly, as-needed). Discussion topics may include:

Scholars Day

Chief resident transition

Awards

Reappointments

New credentialing

Scheduling

Graduation

Orientation

Schedule meetings and events and reserve space as necessary throughout the year; examples include:

Orientation

Recruitment meetings

Didactic sessions (e.g., Journal Club, grand rounds)

Resident evaluation meetings

Clinical Competency Committee (CCC) meetings

Program Evaluation Committee (PEC) meetings

In-training exams in computer classrooms

Graduation

Resident Evaluations

Send out rotation evaluations as needed

Monitor all resident rotation evaluations

Follow up with faculty members on missing resident rotation evaluations for the prior month

Annual Events/Tasks

These tasks/events are scheduled on an annual basis during a typical academic year. The exact dates and frequencies may vary by Sponsoring Institution and program, and not all items will apply to all programs so it may be helpful to cut and paste the events and tasks in this section into the [appropriate month](#Timeline) for the residency program.

ACGME Accreditation

Program Evaluation Committee (PEC) meeting

Deadline for Annual Program Evaluation for the previous academic year; submit executive summary and action plan to the Graduate Medical Education (GME) Office

Submit complement increase proposals to Graduate Medical Education Committee (GMEC)

Send out the alumni survey

Ensure completion of ACGME Resident/Fellow and Faculty Surveys

Program Administration

Specialty certification board responsibilities

Report to specialty certification boards

Register for specialty certification boards, as applicable

Remind learners of certification board application deadline

Verification of training to specialty certification board

Program director form verifying current training for medical licensure

Send residents reminders regarding the deadline for the United States Medical Licensing Examination/Comprehensive Osteopathic Medical Licensing Examination of the United States (USMLE/COMLEX-USA) Step/Level 3 exam, per program requirements

Check on state medical licensure status

Plan and prepare for in-training exams

Confirm dates

Confirm space

Confirm order

Create and confirm schedule

Program director to assign proctors

Determine new chief resident(s)

Start reappointment/recredentialing process

Plan the resident retreat (logistics and theme/agenda)

Coordinate annual evaluations of staff members

If the residency program sponsors subspecialty programs, the program coordinator may plan and coordinate an annual meeting for the specialty and subspecialty program directors

Coordinate house staff photo

Schedule date/time

Book photographer

Program Administration (continued)

Plan the Scholars/Research Day

Logistics

Agenda

Collect abstracts

Budget preparation for the next academic year

Set timelines for teaching awards (department and program awards)

Timeline

July

ACGME Accreditation

Begin working on the Accreditation Data System (ADS) Annual Update with the program director; this is a time-consuming process, so begin as soon as the ADS update opens for the program. The Annual Update includes:

Update of program information (e.g., responses to current citations, if applicable; update of program details, major changes, current sites, clinical experience and education, evaluation methods; and upload of current block diagram)

Update of scholarly activity for faculty and residents

Update of faculty rosters

Update of resident rosters (profile information; status; certification; verify entry of case log data, if applicable)

Orientation/Onboarding

Orientation dates vary by Sponsoring Institution, program, and specialty, but typically occur in June or early July

Coordinate new resident orientation and welcome events

Identify/follow up with intern mentors, if applicable (not all programs have intern mentors)

Program Administration

Renew/enroll members in applicable specialty-specific associations

Ensure that the resident management system (New Innovations, MedHub, etc.) is appropriately set up and includes evaluations, schedules, new residents, contact information, updated information.

Assign residents to applicable committees, e.g., Rapid Improvement, Graduate Medical Education Committee (GMEC), Program Evaluation Committee (PEC), Safety, etc.

Resident file clean up/creation, including verification of previous education

Website review/update

Deadline for National GME Census: Program Survey

Deadline for August listing in FREIDA (the American Medical Association residency and fellowship database)

Opening date for National GME Census: Resident Survey

Recruitment

Begin preliminary planning:

Finalize dates

Reserve rooms

Determine resources needed

August

ACGME Accreditation

ACGME Annual Data Update deadline for programs without Case Logs (late August)

Recruitment

Recruitment committee meeting

Create interview schedule

Determine which faculty members will conduct interviews

Determine software platform and needs (webcam, microphones, etc.) for virtual interviews

Plan recruitment meals

Solicit bids from vendors, if necessary

Confirm vendor contracts

Meet with medical center catering for lunches

Resident Evaluations

Begin planning for semi-annual resident evaluations (typically occur in December):

Schedule meetings

Gather data

September

ACGME Accreditation

Prepare for fall Clinical Competency Committee (CCC) meeting

Send meeting information to CCC members

Prepare agenda

Begin to compile data for fall CCC meeting, which may include:

Evaluations

Milestones data

In-training exam scores

Conference attendance

Compliance pieces

Performance improvement plans

ACGME Annual Data Update deadline for programs with Case Logs (late September)

Program Administration

National GME Census deadline

Deadline for October listing in FREIDA (the American Medical Association residency and fellowship database)

Recruitment

National Residency Matching Program (NRMP) registration opens

Electronic Residency Application Service (ERAS) opens

Review applications

Send interview invitations/confirmations

Create and confirm the interview schedule

October

Recruitment

Final recruitment planning:

Medical students performance evaluation

(Dean's) letters released

Recruitment interviews begin (start date of interviews may vary by program and institution)

Resident Evaluations

Quarterly resident review (three-month check-in), if applicable; check-ins may be specific to PGY-1 residents, and reviews may be semiannual, rather than quarterly, for PGY-2 residents and up

Start gathering data for semi-annual resident evaluations

November

ACGME Accreditation

Opening date for Milestones fall reporting in the Accreditation Data System (ADS)

Fall Clinical Competency Committee (CCC) meeting held

Register for ACGME Annual Educational Conference, including travel and hotel

Recruitment

Begin planning for rank/order meeting (held in February):

Scheduling

Logistics (e.g., room set-up, audiovisual needs, catering)

December

ACGME Accreditation

Closing date for Milestones fall reporting in the Accreditation Data System (ADS)

Program Administration

Reiterate program expectations, especially for those graduating this academic year

National GME Census (both Program and Resident Surveys) final deadline

Resident Evaluations

Semi-annual evaluations deadline

Resident self-assessment and learning plan

Evaluation summaries

Conference attendance

Review ACGME Case Logs (if applicable)

Review end-of-rotation exams (as applicable by specialty)

360-degree evaluations

January

ACGME Accreditation

“State of the Residency” - Preparation for annual ACGME Resident/Fellow Survey: Remind residents of program-provided information addressed in survey questions

Program Administration

Set deadlines for specialty education tracks

Update divisional research project list

Recruitment

National Residency Matching Program (NRMP) quota change and Supplemental Offer and Acceptance Program (SOAP) participation status deadline

February

ACGME Accreditation

ACGME Annual Educational Conference (typically held in late February/early March)

Recruitment

Rank Meeting held

March

ACGME Accreditation

Prepare Year-End Program Survey to release in May

Graduation

Begin planning graduation

Order gifts, certificates, awards, and frames

Order catering

Send invites and date reminders

Confirm and coordinate audio/visual needs

Obtain future plans from residents (as applicable by program); this information may be incorporated into the graduation ceremony/program and/or used for other reporting purposes, e.g., GME Track, the Annual Program Evaluation (APE), the program website, and alumni materials.

Orientation/Onboarding

Begin onboarding process for new residents

Prepare contracts

Prepare and distribute onboarding checklists to incoming residents

Request information technology (IT) accounts

Order lab coats, etc.

Program Administration

Start building the call and resident schedules for the next academic year

Collect vacation requests

Collect elective requests

Send requests for outside rotations (outgoing rotations)

Collect requests for outside rotators into your department (incoming rotators)

Start master grand rounds planning for next academic year

Notify Graduate Medical Education (GME) office of chief resident appointment and stipend (as needed)

Recruitment

National Residency Matching Program (NRMP) rank order list certification deadline

Supplemental Offer and Acceptance Program (SOAP) deadline

Resident Evaluations

Quarterly resident review (three-month check-in), if applicable. Check-ins may be specific to PGY-1 residents as reviews may be semiannual, rather than quarterly, for PGY-2 residents and up

Begin planning for end-of-year/summative resident evaluations

Schedule meetings

Gather data

Obtain all Step 3 scores

April

ACGME Accreditation

Begin preparing for spring Clinical Competency Committee (CCC) meeting:

Send meeting information to CCC members

Prepare agenda

Begin to compile data for spring CCC meeting, which may include:

Evaluations

Milestones data

In-training exam scores

Conference attendance

Compliance pieces

Performance improvement plans

Graduation

Send graduation reminders

Orientation/Onboarding

Start planning orientation (survival guide/training, etc.)

Program Administration

Process new resident credentialing applications

Begin updating and editing the following:

Residency handbook

Policies

Evaluation forms

Rotation goals and objectives

Plan for resident advancement

Recruitment

Archive/download all applicant Electronic Residency Application Service (ERAS) files

May

ACGME Accreditation

Spring Clinical Competency Committee (CCC) meeting held

ACGME Annual Educational Conference Call for Abstracts opens

Opening date for Milestones spring reporting in the Accreditation Data System (ADS)

Launch end-of-year surveys in the residency management system

Graduation

Graduation reception and dinner (late May/early June)

Orientation/Onboarding

New chief resident orientation

Resolve scheduling issues related to licensing and visa concerns

Assign intern mentors, if applicable

Program Administration

Begin gathering data for the resident management system

GME Track Program Survey opens

Recruitment

Register for Electronic Residency Application Service (ERAS)

Archive previous year's ERAS information

June

ACGME Accreditation

Gather data in preparation for the Annual Program Evaluation, which should be completed one month prior to Program Evaluation Committee (PEC) meeting

Exit evaluations with program director

Complete program director summative evaluations

Closing date for Milestones spring reporting in the Accreditation Data System (ADS)

Graduation

Send graduation lists to the GME Office

Orientation/Onboarding

GME orientations are held

Departmental orientations are held

New resident start date (late June)

Program Administration

Exit procedures: Offboarding tasks for graduating residents

Inform Human Resources of changes of status (e.g., salary/standing) for advancing, graduating, and new residents (The GME Office may do this.)

Resident Evaluations

End-of-year/summative resident evaluations deadline