**Program Director Timeline Template**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **July** | **Aug** | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **Mar** | **April** | **May** | **June** |
| **Program Level Administration** |  |  |  |  |  |  |  |  |  |  |  |  |
| Review ACGME Program Requirements |  |  |  |  |  |  |  |  |  |  |  | x |
| Establish Annual Residency Calendar |  |  |  |  |  |  |  |  |  |  | x |  |
| AOA Program Reports (Competencies) | x |  |  |  |  |  |  |  |  |  |  |  |
| Complete Program Report for GMEC | x | x | x | x | x | x | x | x | x | x | x | x |
| Clinical Competency Committee (CCC) Schedule |  | x |  |  | x |  |  |  |  |  | x |  |
| Milestone Reporting - ACGME |  |  |  |  |  | x |  |  |  |  |  | x |
| Program Evaluation Committee (PEC) Schedule |  | x |  | x |  | x |  | x |  | x |  | APE |
| Core Faculty Meetings |  | x |  | x |  | x |  | x |  | x |  | x |
| ADS Update - ACGME |  | x | x |  |  |  |  |  |  |  |  |  |
| AMA Frieda Update |  | x | x |  |  |  |  |  |  |  |  |  |
| Update program web page |  |  |  |  |  |  | x |  |  |  |  |  |
| Review program budget | x |  |  |  |  |  |  |  |  |  |  |  |
| Program Manual finalized for NAY |  |  |  |  |  |  |  |  |  |  | x |  |
| Needs Assessment for Faculty Development |  |  |  |  |  |  |  |  |  |  | x |  |
| Complete Faculty Evaluations |  |  |  |  |  |  |  |  |  |  |  | x |
| Update Opportunities (AOA) |  |  |  |  |  |  |  |  |  |  | x |  |
| Review Program Letters of Agreement for NAY |  |  |  |  |  |  |  |  |  |  | x | x |
| Meet with participating sites (curriculum & issues) |  |  |  |  |  |  |  |  |  | x |  |  |
| **Curriculum** |  |  |  |  |  |  |  |  |  |  |  |  |
| Design rotation schedule for NAY |  |  |  |  |  |  |  |  | x | x | x |  |
| Confirm preceptor continuity schedule (contracts) |  |  |  |  |  |  |  |  |  | x |  |  |
| Design didactic schedule for NAY |  |  |  |  |  |  |  |  | x | x |  |  |
| Review and update program handbook |  |  |  |  |  |  |  |  |  | x |  | x |
| **Current residents** |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribute program handbook and GME policies | x |  |  |  |  |  |  |  |  |  |  |  |
| Monitor Work Hours (rotation, shifts, call & service changes) | x | x | x | x | x | x | x | x | x | x | x | x |
| Review Case Logs | x |  | x |  | x |  | x |  | x |  | x | x |
| Review rotation evaluations | x | x | x | x | x | x | x | x | x | x | x | x |
| Review resident scholarly activity | x |  |  | x |  |  | x |  |  | x |  |  |
| Semi-annual evaluations of residents |  |  |  |  |  | x |  |  |  |  |  | x |
| Review quarterly eval w/ resident (AOA) |  |  |  | x |  |  | x |  |  | x |  |  |
| Annual Resident Review (AOA) |  |  |  |  |  |  |  |  |  |  |  | x |
| Resident promotion decision |  |  |  |  |  |  |  |  | x |  |  |  |
| Graduation Ceremony |  |  |  |  |  |  |  |  |  |  |  | x |
| Confirm Procedures - Indirect Supervision | x | x | x | x | x | x | x | x | x | x | x | x |
| Develop Resident Performance Improvement Plans | x | x | x | x | x | x | x | x | x | x | x | x |
| **Recruitment** |  |  |  |  |  |  |  |  |  |  |  |  |
| Register for ERAS |  |  |  |  |  |  |  |  | x |  |  |  |
| Register for NRMP/NMS |  | x |  |  |  |  |  |  |  |  |  |  |
| Review ERAS apps & offer interviews |  |  | x | x |  |  |  |  |  |  |  |  |
| Interviews |  |  |  | x | x | x | x |  |  |  |  |  |
| Finalize, submit rank list |  |  |  |  |  |  | AOA | ACGME |  |  |  |  |
| Match, SOAP, Scramble |  |  |  |  |  |  |  | AOA | ACGME |  |  |  |
| Organize Orientation Schedule |  |  |  |  |  |  |  |  | x | x | x |  |
| Set interview dates for next season |  |  |  |  |  |  |  |  |  | x |  |  |
| Review applicant surveys for improvement |  |  |  |  |  |  |  |  | x |  |  |  |
| Review & confirm # positions for next year match |  |  |  |  |  |  |  |  |  | x |  |  |
| *NAY - Next Academic Year* |  |  |  |  |  |  |  |  |  |  |  |  |