**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* |  |  |  |  |  |  |  |  |  |  |  |  |