



Note: This resource is a generalized guide to when things are due. Your institution and/or program policies may supersede these recommendations. Please make adjustments accordingly. Double check all dates/deadlines as many have been impacted by the pandemic. (Feb.2022)

Activities	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Program Level Administration												
Review ACGME Program Requirements												x
Complete Program Report for GMEC	x	x	x	x	x	x	x	x	x	x	x	x
Core Faculty Meetings		x		x		x		x		x		x
ADS Update- Respond to citations, update block diagram		x	x									
AMA Frieda updated		x										
Milestone Reporting - ACGME upload						x						x
Update program web page							x					
Review program budget	x											
Conduct Program Annual Evaluation and review. One meeting for APE report.		x				x				x		
Finalize & confirm evals for NAY									x			
Program Manual finalized for NAY											x	
Needs Assessment for Faculty Development											x	
Complete Faculty Evaluation												x
Conversation with other sites regarding residents, curriculum and issues										x		
Review Program Letters of Agreement and Update											x	
Update block schedule with rotations and sites												x
Establish Annual Residency Calendar											x	
Curriculum												
Review draft NAY rotation schedule, confirm number of learners on service									x			
Review & update curriculum			x			x				x		
Finalize rotation schedule											x	
Request for out rotations sent									x			
Review & confirm rotations for NAY											x	
Confirm preceptor continuity schedule (contracts)										x		
Start didactic schedule for NAY									x			
Confirm didactic schedule												x
Reivew and update resident handbook (program)										x		
Current residents												
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
Clinical Competency Committee meets			x			x			x		x	
Resident promotion decision									x			
Graduation Ceremony												x
Confirm Procedures - Indirect Supervision	x	x	x	x	x	x	x	x	x	x	x	x
Distribute and review program handbook and GME policies	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								x				
Match, SOAP, Scramble									x			
Draft / review orientation schedule									x			
Finalize & confirm orientation schedule											x	
Plan for program specific orientation											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												