

## **PARTNERS OFFICE OF GRADUATE MEDICAL EDUCATION**

### **ANNUAL TIMELINE OF THE ACGME-ACCREDITED TRAINING PROGRAM**

Managing a Graduate Medical Education program is one of the most challenging yet rewarding occupations within the field of academic medicine. Despite that most tasks occur in a repeating fashion, each class of trainees brings a unique flavor to the program, creating an environment which many program directors fondly refer to as “never a dull moment”. Planning and knowing what's coming next eliminates surprises, last minute crunches, and reduces the stress for the program administration (and the trainees!) allowing everyone to enjoy the experience.

Outlined below is a timeline of the annual cycle in an ACGME-accredited program. Listed under each month are activities occurring at that time of the year. This summary is meant to put the academic year into perspective chronologically. It is suggested that you adjust this list to your specialty and to your program. Examples to add may include in-service examinations, board exam preparation, chief resident selection, and specialty specific conferences and meetings to organize.

Please note that each month a list of these activities, with specific dates, is posted in the GME Coordinators Community forum on Partners Pulse. This forum is open to all Partners program coordinators. It's recommended that program coordinators refer to the forum for up-to-date information.

At the start of each academic year, it is recommended that you read a copy of your ACGME Program Requirements to remind yourself of the mandated requirements for your specialty. At the same time, we recommend you read the ACGME Institutional Requirements to know and better understand GME requests to programs. Be prepared!

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### JULY

July is the beginning of the academic year in most graduate medical education programs. In many programs, interns begin mid to late-June and some fellowship programs begin in August. The majority of activities this month are related to completing the on-boarding process for your new trainees and finishing activities from the previous academic year.

#### Orientation (Lisa DiPrizio-Monteiro)

1. Hospital orientation for the clinical fellows starting in July and all advanced standing residents (PGY2) takes place in July. A multi-departmental full-day program is coordinated by the GME Office. For the detailed schedule please contact Lisa.
2. Run the departmental or program-specific orientation.
3. Update trainee information for your specialty professional organizations, including your specialty board.
4. Double check that you've notified the GME office of all incoming trainees.
5. If any trainees are taking a leave to do research or serve as a chief resident or is taking a leave for any other reason, notify the GME office.

#### On-boarding (Carolyn Ellis, Anne Rigg)

1. Double check that you've notified the GME office of all incoming trainees.
2. Alert the GME Office of any trainees who left the program without graduating, are currently on a leave of absence, or are taking a break from training to serve as a chief resident or to do research.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. The annual ACGME ADS update and GME Track update of the program and resident census generally begins in the summer. You will be notified directly by email from ACGME and GME Track of the deadlines for the current year. ADS faculty & trainee rosters should be updated in real time.
2. ACGME Programs using Case Log Reporting need to instruct all new trainees on how to correctly and timely enter this data into ADS.
3. Continue collecting information needed for the Annual Review of Programs. Refer to the email from GME office that is typically circulated in June.
4. Begin collecting information needed for the Annual ADS Update (PD CV, faculty CVs – when applicable, faculty and resident scholarly activity) which is typically due at the beginning of September.
5. Complete the Annual Program Evaluation (APE) form in New Innovations and upload the multiyear action plan. Use feedback from the most recent Program Evaluation Committee (PEC) meeting.

#### Residency Recruitment (Alicja Martins)

1. Start thinking about the recruitment season. Determine details of your recruitment season including eligibility criteria, application process, interview days, and communication with applicants.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

2. Make sure your program website is up-to-date and that any other media used by applicants, such as Freida (part of the GME Track), or program listings on your specialty organizations websites, have been updated.
3. Book conference rooms as early as your dates are finalized. Refer to public and private rooms.

### Fellowship Recruitment (Alicja Martins)

1. Since the fellowship programs recruit at various times throughout the academic year, the programs need to monitor their individual deadlines and plan their recruitment activities accordingly.
2. ACGME-accredited programs need to familiarize themselves with the fellowship eligibility requirements.
3. Programs utilizing ERAS will be able to log in and set up their preferences in late June. The applications will become available for viewing in mid-July. Programs new to ERAS will need the GME office to activate them prior to using the system.
4. Please contact Alicja Martins for ERAS training. Instructional webinars will be offered by ERAS several times in July. See dates and time on ERAS website - <https://www.aamc.org/services/eras/programs/>
5. Fellowships participating in the NRMP Match will need to work with the GME office to register for each season.

### Evaluations

1. Ensure that evaluations from the previous academic year are completed.
2. Distribute evaluations of your faculty according to the program's policy (give them to the PD or the Department Chair or share directly with the faculty as an anonymized aggregate report). The PD may wish to arrange individual meetings with faculty to discuss trainee feedback.
3. If you haven't done so already, review the evaluation forms for the upcoming academic year and revise them as necessary.

### New Innovations (Anne Rigg, Carolyn Ellis):

1. Verify each trainee's Personnel Record information in New Innovations (NI).
2. Send their NI login information to the trainees.
3. If ACGME, CODA, or ABOG accredited, upload the CVs and ECFMG certificates (if applicable) to the Attached Files folder in each trainee's Personnel Data record. The Reimbursement Office needs this data for CMS reimbursement and will access it directly using NI.
4. Review the list of faculty and archive those who left the program. If new faculty have been hired, contact the GME Office to have their accounts created.
5. If you have not done so already, enter the trainees' schedules. This information is required by the CMS Reimbursement staff and is used for generating evaluations. Run the Gap Locator tool to find "gaps" in the trainees' schedules.
6. See the section above on "Evaluations".
7. See the notes from April about the new academic year.
8. Explain to new trainees that Partners monitors work hours, as required by the ACGME, by sending monthly or quarterly evaluations through NI to all residents and fellows in accredited years of training. They will receive the first evaluation on August 1.
9. Review the Compliance Report for faculty and trainees for the previous academic year in the Evaluations-> Reports.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

10. Review the Faculty Grading Profile report in Evaluations -> Reports.

### Centers of Expertise (Sadie Barocas, Nancy Lam)

1. Make sure your trainees know about the Centers of Expertise – we offer cross-specialty experiences including dinner sessions, courses, funded opportunities for conferences, research grants, and travel grants, and help in finding a mentor. <https://www.partners.org/Graduate-Medical-Education/Centers-Of-Expertise/Default.aspx>
2. Dinner sessions will begin in September/October and emails will be sent monthly to trainees to RSVP – you will receive these as well.
3. The fall funding cycle for conferences, travel grants and research grants will open in August. Additional information can be found here: <https://www.partners.org/Graduate-Medical-Education/Centers-Of-Expertise/Funding-Opportunities-Main.aspx>

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### **AUGUST**

August is an important month from the program's accreditation perspective. You will need to complete the ACGME ADS Annual Update and submit materials for the GME Annual Review of Programs process. This is also a time when programs participating in the NRMP matches are actively preparing or already interviewing applicants.

#### On-boarding/Orientation (Lisa DiPrizio-Monteiro)

1. Some fellowship programs begin in August. If you have trainees starting in August, please refer to the start-up process in July.
2. All trainees are expected to attend the GME Orientation. There will be an orientation at the end of July for those starting in August as well as any other trainee who was unable to attend one of the earlier Orientation sessions:
  1. BWH - <https://www.partners.org/Graduate-Medical-Education/Residents-Clinical-Fellows/Incoming-Trainees/BWH-Orientation/Default.aspx>
  2. MGH - <https://www.partners.org/Graduate-Medical-Education/Residents-Clinical-Fellows/Incoming-Trainees/MGH-Orientation/Default.aspx>

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. Complete the ACGME ADS Update for the new academic year as well as any updates required by your specialty Board.
2. Submit all requested materials to the GME Office for the Annual Review of Programs (ARP) process.

#### Residency Recruitment (Alicja Martins)

1. For programs involved in the NRMP Main Match, the primary focus this month is recruitment preparation. Be prepared to field questions about the training program, and direct people to recruitment materials on your updated website.
2. Tip - Post a recruitment timeline along with program materials on your website to reduce direct applicant inquiries prior to completing interview invitations.
3. ERAS opens mid-August. Programs utilizing ERAS for the first time or programs whose directors and coordinators are new to ERAS will need the GME office to activate them prior to using the system.
4. Please contact Alicja Martins for ERAS training. Instructional webinars will be offered by ERAS several times in July. See dates and time on ERAS website - <https://www.aamc.org/services/eras/programs/>
5. Finalize your Residency Selection Committee members for the upcoming season and get the interview/rank meeting dates on their calendars! Assure adequate advanced notice for trainees who will need to be excused from clinical responsibilities in order to participate in the interview.

#### Fellowship Recruitment (Alicja Martins)

1. Since the fellowship programs recruit at various times throughout the academic year, the programs need to monitor their individual deadlines and plan their recruitment activities accordingly.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

2. ACGME-accredited programs need to familiarize themselves with the fellowship eligibility requirements.
3. Fellowships participating in the NRMP Match will need to work with the GME office to register for each season.
4. For questions regarding visas/license eligibility for your applicants please contact:
  - F1 Visas – [Partners Office for International Professionals and Students \(PIPS\)](#)
  - Clinical J1s and license – [Elizabeth Dixon](#) (MGH) or [Joanna Hazell](#) (BWH)

### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.

### New Innovations (Anne Rigg, Carolyn Ellis)

1. If your trainees started in August, refer to the July list of activities.
2. All residents and clinical fellows in ACGME-accredited program must complete the monthly Work Hour evaluation due August 21.
3. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires trainees to log hours. The GME Office does not require logging.

### Centers of Expertise (Sadie Barocas, Nancy Lam)

1. Make sure your trainees know about the [Centers of Expertise](#) – we offer cross-specialty experiences including dinner sessions, courses, funded opportunities for conferences, research grants, and travel grants, and help in finding a mentor.
2. Dinner sessions will begin in September/October and emails will be sent monthly to trainees to RSVP – you will receive these as well.
3. The fall funding cycle for conferences, travel grants and research grants will open in August. Application links are currently closed and will be opened when the email is sent out to all trainees announcing that the funding cycle is open. Additional information can be found [here](#).

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### SEPTEMBER

Most tasks in September are focused on recruitment. Programs will be busy preparing for their recruitment season and frequently communicating with applicants interested in their program.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. Plan on convening the Clinical Competency Committee (CCC) in the next two months to evaluate each trainee against the Milestones for your specialty. Arrange and disseminate meeting dates to the CCC members. Refer to your ACGME RRC requirements for further details.

#### Residency Recruitment (Alicja Martins)

1. Applications will be available in ERAS mid-September. Programs can customize the software by setting up data filters in ERAS based on individual needs. Programs should work out procedures for reviewing and screening of applications.
2. Programs will be required to send their ERAS applicant exports to the MGH Center for Inclusion and Diversity (CDI) and the BWH Center for Faculty Development and Diversity (CFDD). Instructions will be sent out electronically and Alicja is available to help in case of any difficulties.
3. CDI and CFDD offices will reach out to the coordinators to inquire when each program will interview to organize events for applicants considered underrepresented minorities.
4. Update correspondence used in the recruitment/interview process, including any required attachments.
5. Begin to send out invitations to interview.
6. Assemble any packets or materials to be distributed to residency candidates.
7. NRMP Registration opens mid-September for Main Match participants. Programs will need to register with the NRMP and confirm their quotas.
8. Programs utilizing other match services (i.e., San Francisco Match or AUA Match) should refer to the appropriate websites for details.
9. For questions regarding visas/license eligibility for your applicants please contact:
  - F1 Visas – [Partners Office for International Professionals and Students \(PIPS\)](#)
  - Clinical J1s and license – [Elizabeth Dixon](#) (MGH) or [Joanna Hazell](#) (BWH)

#### Fellowship Recruitment (Alicja Martins)

1. Since the fellowship programs recruit at various times throughout the academic year, the programs need to monitor their individual deadlines and plan their recruitment activities accordingly.
2. ACGME-accredited programs need to familiarize themselves with the fellowship eligibility requirements.
3. Fellowships participating in the NRMP Match will need to work with the GME office to register for each season.
4. For questions regarding visas/license eligibility for your applicants please contact
  - F1 Visas – [Partners Office for International Professionals and Students \(PIPS\)](#)
  - Clinical J1s and license – [Elizabeth Dixon](#) (MGH) or [Joanna Hazell](#) (BWH)

#### Evaluations

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.
2. Verify that all trainees are being evaluated by faculty at least once for each rotation.

### New Innovations (Anne Rigg, Carolyn Ellis)

1. Most, if not all, evaluation sessions should be configured by now.
2. If your program is required to report work hours monthly, ensure that all trainees complete the work hour evaluation that is due September 21.
3. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log hours. The GME Office does not require logging through the Duty Hours module.

### Centers of Expertise (Sadie Barocas, Nancy Lam)

1. Make sure your trainees know about the Centers of Expertise – we offer cross-specialty experiences including dinner sessions, courses, funded opportunities for conferences, research grants, and travel grants, and help in finding a mentor.
2. Dinner sessions will begin in September/October and emails will be sent monthly to trainees to RSVP – you will receive these as well. *Please forward to trainees and encourage them to join us!* Our calendar can be accessed [here](#).
3. The fall funding cycle for conferences, travel grants and research grants opened in August with varying deadlines. Additional information [here](#). Spring funding cycle will open in late November.
4. The COE in Health Policy and Management will be accepting applications for the Value Based Healthcare Delivery course in September. The course runs the in January. The invitation to apply will be sent to all trainees and you will receive it as well.
5. The COE in Global and Humanitarian Health is accepting applications for the annual Global Health Symposium and inaugural Poster Session. See information below.

#### Invitation to Apply for 2 Global Health Opportunities

##### Global Health Symposium

We are delighted to be able to offer a **Global Health Symposium, specifically geared for residents and fellows**, sponsored by the Partners Centers of Expertise in Global and Humanitarian Health. This one-day event will cover key topics in global health and provide exposure to leaders in the field. There will be opportunities to select among varied sessions and to engage with colleagues and faculty around a shared area of interest.

The symposium will be held **in October** at Harvard Medical School. Registrants will be asked to complete some light pre-course reading (sent in advance), and to [attend for the full day](#). Active participation in discussions is an important part of the experience.

##### Poster Session

Are you engaged in global health and humanitarian work? Do you have a poster of your work that you presented or are getting ready to present? Or, are you willing to create a poster?

Please submit your application for consideration in the inaugural Poster Session at this year's Global Health Symposium.



## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### OCTOBER

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. The GME Annual Review of Programs is completed this month. The GME Office will reach out to programs who have been recommended for a special review.
2. Continue working on the Clinical Competency Committee (CCC) meetings to evaluate each trainee against the Milestones for your specialty.

#### Residency Recruitment (Alicja Martins)

1. Most residency applications are received in October. Many program application deadlines are in October or early November.
2. Through ERAS, you may change the status of your program on your program deadline date to no longer accept “new” applications. However, application materials will continue to be received for existing applications.
3. Determine interview dates, if not done earlier.
4. Orient the faculty that will be part of the reviewing and interviewing process on how to utilize ERAS.
5. Continue to send out invitations to interview.
6. Prepare ERAS download for the MGH Center for Diversity and Inclusion (CDI) and/or BWH Center for Faculty Development and Diversity (CFDD) as directed in September.
7. Assemble any packets or materials to be distributed to residency candidates.
8. For questions regarding visas/license eligibility for your applicants please contact:
  - [F1 Visas – Partners Office for International Professionals and Students \(PIPS\)](#)
  - [Clinical J1s and license – Elizabeth Dixon \(MGH\) or Joanna Hazell \(BWH\)](#)

#### Fellowship Recruitment (Alicja Martins)

1. Since the fellowship programs recruit at various times throughout the academic year, the programs need to monitor their individual deadlines and plan their recruitment activities accordingly.
2. ACGME-accredited programs need to familiarize themselves with the fellowship eligibility requirements.
3. Fellowships participating in the NRMP Match will need to work with the GME office to register for each season.
4. For questions regarding visas/license eligibility for your applicants please contact:
  - [F1 Visas – Partners Office for International Professionals and Students \(PIPS\)](#)
  - [Clinical J1s and license – Elizabeth Dixon \(MGH\) or Joanna Hazell \(BWH\)](#)

#### Evaluations

1. Most, if not all, evaluation sessions for the year should be configured.
2. Monitor the completion rate of the evaluations in the program. Contact trainees and faculty who did not complete evaluations.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

3. Verify that all trainees are being evaluated by faculty at least once for each rotation.
4. Semiannual resident reviews with program director are recommended for November-December. Programs with large number of residents are encouraged to begin scheduling these meetings this month.

### New Innovations (Anne Rigg, Carolyn Ellis)

1. Make sure trainees complete the annual Program and Work Hours evaluation from the GME Office. This evaluation form has about 30+ questions and is similar to the ACGME annual survey; trainees will need 20-30 mins to complete it. It is due October 21.
2. If you have been notified of schedule changes, update the block schedule before evaluation matches are automatically created.
3. If your academic year started by July 1, consider “closing” evaluation sessions from the last academic year. Doing so removes the request for the evaluation but retains the history of the request.
4. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.

### Centers of Expertise (Sadie Barocas, Nancy Lam)

1. Make sure your trainees know about the [Centers of Expertise](#) – we offer cross-specialty experiences including dinner sessions, courses, funded opportunities for conferences, research grants, and travel grants, and help in finding a mentor.
2. Dinner sessions will begin in September/October and emails will be sent monthly to trainees to RSVP – you will receive these as well. *Please forward to trainees and encourage them to join us!* Our calendar can be accessed [here](#).
3. The Value Based Healthcare Delivery course will be opening up a second round of applications. Please encourage trainees to apply who are interested in this aspect of medicine. Application should go out in the first week of October.
4. The Clinical Teaching Skills course application will open in October.

Symposium	Poster Session
<p>The <b>Global Health</b> Symposium is a one-day event. It covers key topics in global health and provides exposure to leaders in the field.</p> <p>Registrants will be asked to complete some light pre-course reading (sent in advance), and to <u>attend for the full day</u>. Active participation in discussions is an important part of the experience.</p>	<p>Are you engaged in global health and humanitarian work? Do you have a poster of your work that you presented or are getting ready to present? Or, are you willing to create a poster?</p> <p>Please submit your application for consideration in the inaugural Poster Session at this year’s Global Health Symposium.</p>

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### **NOVEMBER**

Recruitment season continues. The programs should begin preparations for the milestones reporting in December by scheduling the trainees' individual meetings with the program director and scheduling the Clinical Competency Committee meeting.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. The CCC should meet before the end of November to evaluate each trainee against the Milestones, which will be reported in December.

#### Residency Recruitment (Alicja Martins)

1. Interviewing of residency candidates occurs. Coordinate with faculty involved in the interview process. Coordinate screening meeting and review scoring of applicants.
2. Assist faculty and residents participating in interviews with applicant information, ERAS, or other recruitment-related activities.

#### Fellowship Recruitment (Alicja Martins)

1. Please refer to the notes from July.

#### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.
2. Finish scheduling the semi-annual resident reviews with program director. Prepare materials to be reviewed during the meetings.

#### New Innovations (Anne Rigg, Carolyn Ellis)

1. In preparation for the trainee semi-annual meetings with the PD(s), prepare a Portfolio review or run evaluation reports on each trainee. Small programs with a small number of evaluations might print all evaluations whereas programs whose trainees have a large number of evaluations will most likely use aggregate reports.
2. Record milestones after the CCC meeting.
3. If your academic year started by August 1, consider "closing" evaluation sessions from the last academic year. Doing so removes the request for the evaluation but retains the history of the request.
4. If your program is required to monitor work hours this month, ensure that your trainees complete the November evaluation of October work hours by November 21.
5. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### **DECEMBER**

Recruitment season is in full swing. The programs must ensure that their CCC had a chance to evaluate all trainees in time for milestones reporting due this month.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. If not yet completed, the CCC should meet to evaluate each trainee against the Milestones.
2. Milestone reporting opens for one month for accredited programs.

#### Residency Recruitment (Alicja Martins)

1. Interview season continues.

#### Fellowship Recruitment (Alicja Martins)

1. Please refer to the notes from July.

#### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainees and faculty who did not complete evaluations.

#### New Innovations (Anne Rigg, Carolyn Ellis)

1. If your program is required to monitor work hours this month, ensure that your trainees complete the December evaluation of November work hours by December 21.
2. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### **JANUARY**

Recruitment season is in full swing.

#### On-boarding

1. Begin process of Massachusetts Limited License Renewals for the current residents as instructed by MSO and BWH Provider Services.
2. Send hospital re-appointment applications to residents by mid-January.

#### Residency Recruitment (Alicja Martins)

1. The NRMP rank order list entry begins mid-January. You can begin entering your rank list.
2. You need to finalize your program quota by the end of the month.
3. Coordinate "second look" visits from applicants, if appropriate.
4. Collect final scores and comments from interviewers and residents.
5. Finalize the Ranking Meeting date with Residency Selection Committee to determine the rank list.

#### Fellowship Recruitment (Alicja Martins)

1. Please refer to the notes from July.

#### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.
2. Residency programs will need to report their data about faculty evaluations of the trainees completed outside of New Innovations the first week in February.

#### New Innovations (Anne Rigg, Carolyn Ellis)

1. If you have recorded the milestones, review the graph, showing how your trainees perform, to identify possible weaknesses in the program.
2. If you prefer that the GME send your faculty and/or trainee evaluation of the program, please request this of the GME office no later than mid-January.
3. All trainees in ACGME-accredited years of training are required to complete the work hour evaluation this month. The evaluation is due January 21.
4. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### **FEBRUARY**

Residency programs participating in the NRMP Main Match finish their recruitment season and finalize their rank lists.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. ACGME Resident and Faculty Surveys will take place between February and May. The survey will be open for one month. The ACGME will notify the program by email. Programs, not the ACGME, will need to review the list in ADS and inform both the faculty and the trainees of the impending survey. GME expects a 100% completion rate and ACGME requires a 60% minimum for Faculty and a 70% minimum for Trainees. This is an important data point in maintaining accreditation.

#### Orientation/On-boarding

1. If applicable, notify trainees whose contract will not be renewed.
2. Begin working on Rotation Schedule for next year.
3. Start your on-board planning for the returning residents.

#### Residency Recruitment (Alicja Martins)

1. If not done in January, finalize the date of the Ranking Meeting with Residency Selection Committee to determine the rank list.
2. Finish entering your rank list on the NRMP website.
3. If your program agreed to participate in the Supplemental Offer and Acceptance Program (SOAP), familiarize yourself with the details to be prepared for the possibility of not filling in the Match.

#### Fellowship Recruitment (Alicja Martins)

1. Please refer to the notes from July.

#### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.
2. If your program is a residency and you collected faculty evaluations of your trainees outside New Innovations, report that data to the GME Office by the first week of February.

#### New Innovations (Anne Rigg, Carolyn Ellis)

1. If your program monitors work hours this month, ensure that your trainees complete the February evaluation of January work hours by February 21.
2. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### **MARCH**

March is the month when the residency programs participating in the NRMP Main Match learn who will join their programs in July. Programs begin the orientation preparations. Spring is a good time to schedule the Program Evaluation Committee (PEC) meeting to incorporate feedback from the evaluation of program completed by the faculty and trainees.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. Distribute the annual evaluation of program to residents and faculty. (ACGME requirement)
2. Schedule the Program Evaluation Committee meeting. The goal of the meeting is to evaluate the program and to make curriculum decisions for the upcoming year. This must be done on an annual basis and is recommended to take place prior to the end of the academic year to incorporate the feedback from the graduating trainees.
3. The GME Office will supply updated questions for the Annual Program Evaluation (APE) form and Multiyear Action Plan to be entered into New Innovations.

#### Orientation/On-boarding

1. Begin appointment process for new housestaff. Send out new appointment packets with necessary forms and information.
2. Check visa requirements for any international medical graduates joining the program.
3. Issue new contracts and related attachments to all trainees for the next academic year. The GME Office will send an email notice.
4. Prepare checklist of all tasks that need to be completed for incoming and outgoing housestaff. Note the target date for completion. This can be a very helpful organizational tool.
5. Initiate schedules for next academic year (didactic, grand rounds, vacation, rotation, etc.).
6. Update data base with housestaff information for next year. Distribute information on new housestaff to pertinent institutional personnel as needed.

#### Residency Recruitment (Alicja Martins)

1. Match Day! Results of match are posted on the NRMP web site—an exciting day in a residency program. Welcome your new housestaff with a personal phone call! (they will always remember this personal touch). Send out offer letters promptly, as required by the NRMP.
2. Register your programs for ERAS for the following year upon receipt of email notice.

#### Fellowship Recruitment (Alicja Martins)

1. Please refer to the notes from July.

#### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.
2. Begin scheduling the semi-annual meetings with the program director.
3. Schedule the Spring CCC meeting (for no later than May) to evaluate resident performance against the Milestones for the second half of the academic year.

#### New Innovations (Anne Rigg, Carolyn Ellis)

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

1. If your program is required to monitor work hours every month, ensure that your trainees complete the March evaluation of February work hours by March 21.
2. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.



## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### APRIL

Orientation preparations continue. Spring is a good time to schedule the Program Evaluation Committee (PEC) meeting to incorporate feedback from the evaluation of program completed by the faculty and trainees.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. Schedule the Program Evaluation Committee meeting, if not done yet.
2. The CCC should meet before the end of May to evaluate each trainee against the Milestones, which will be reported in May/June.
3. Begin updating Goals and Objectives, Policies and Procedures, and other program documents for the upcoming academic year.

#### Orientation/On-boarding

1. Continue to process new housestaff appointments.
2. Order books, lab coats, film badges, and other items for new housestaff.
3. Rotation schedules should be finalized and distributed to all interested parties.
4. Set up New Innovations for the new academic year, where appropriate.

#### Graduation

1. Order certificates/diplomas for graduating house staff.
2. Tip: Solicit from the trainee their preferred name to be printed on the diploma – i.e., full name (first name, middle name, and last name); or an abbreviated name (first name, middle initial, and last name). Make sure their title is accurate and complete.
3. Preapproved diploma elements are available through IKON at both BWH & MGH.

#### Fellowship Recruitment (Alicja Martins)

1. Please refer to the notes from July.

#### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.
2. Finish scheduling the semi-annual resident reviews with program director. Prepare materials to be reviewed during the meetings.

#### New Innovations (Anne Rigg, Carolyn Ellis)

1. To create new trainee accounts in New Innovations (NI), run the ERAS upload, once you know the results of the match. However, you can respond to the email from the GME Office, if you prefer that GME staff do the ERAS upload. If you prefer the latter, please respond to the GME Office's request for the information within two weeks.
2. Create one or more academic year(s).
3. Set up block schedule for trainees and faculty (run "gap locator" to check for any omissions).
4. Review evaluation forms in use in the current academic year and revise as needed for the new academic year. Ensure that all forms are mobile-ready. Archive forms no longer needed.
5. Set up evaluation sessions
  - Evaluations of trainee by faculty

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

- 360 evaluations of trainee (self-evaluation, peer, health care professional, patient)
  - Evaluations of faculty by trainee
  - Program evaluations by trainees and faculty (If you prefer that the GME send your faculty and/or trainee evaluation of the program, please request this of the GME office no later than mid-January.)
6. Set up conferences (if using Conferences module).
  7. Verify that faculty have confirmed procedures in the procedure logger.
  8. Email the GME Office about new faculty and/or new rotations.
  9. Contact the GME Office if you want to add continuity clinics into trainees' personnel records.
  10. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### **MAY**

Orientation preparations are in full swing. You should begin working on the graduation festivities. Additionally, you should begin preparations for the milestones reporting in June by scheduling the trainees' individual meetings with the program director and the Clinical Competency Committee meeting.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. May-June is the time for semi-annual resident reviews with the program director. Graduating residents will need their final program evaluation with appropriate documentation as listed in the Common Program Requirements.
2. Milestone reporting opens for one month for accredited programs.

#### Orientation/On-boarding

1. Finalize completion & distribution of annual resident rotation schedule.
2. Plan orientation schedule for incoming housestaff (reserve conference rooms, caterer, etc.)

#### Graduation

1. Process termination paperwork for graduating housestaff.
2. Plan events for graduating housestaff.

#### Fellowship Recruitment (Alicja Martins)

1. Please refer to the notes from July.

#### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.

#### New Innovations (Anne Rigg, Carolyn Ellis)

1. Please refer to the notes from November regarding CCC meetings and milestones reporting.
2. All trainees in ACGME-accredited programs are required to complete the May evaluation of April work hours. It is due May 21.
3. Continue the NI setup for the upcoming academic year (refer to notes from April)
4. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.
5. If you are sending the trainee and/or faculty evaluations of the program, double-check that the evaluation was distributed correctly.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

### JUNE

In many residency programs, interns begin mid to late-June. You will be preoccupied with the final details of orientation. In addition, you will graduate the senior trainees. You must ensure that the CCC had a chance to evaluate all trainees in time for milestones reporting.

#### Accreditation (Irina Knyshevski – BWH, Diane Sheehan – MGH)

1. Complete entering Milestones in the ADS.
2. Send the Scholarly Activity template to the graduating trainees to complete prior to departing.
3. The program director must conduct a bi-annual review with all trainees. Ensure all graduating trainees have a Final Evaluation by the PD printed and filed. (required)

#### Orientation/On-boarding

1. New interns/residents attend hospital orientation mid to late-June (see July for details).
2. Finalize and distribute orientation program for incoming housestaff to all participants. Assemble packets to be distributed at new housestaff departmental orientation.
3. Finalize Goals and Objectives, Policies and Procedures, and other program documents for distribution to new housestaff or upload into New Innovations (NI).
4. Update forms for new academic year.
5. Follow up with new housestaff regarding completion of on-line training modules.

#### Graduation

1. Thesis Day / Research Day for graduating housestaff, if applicable.
2. Graduation activities for graduating housestaff.
3. Graduating housestaff are checking out and leaving town. Collect forwarding addresses and contact information for an alumni database. Keeping track of alumni can become a valuable resource to your residents and to the program. Make sure they return keys, beepers, etc.

#### Fellowship Recruitment (Alicja Martins)

1. Please refer to the notes from July.

#### Evaluations

1. Monitor the completion rate of the evaluations in the program. Contact trainee and faculty who did not complete evaluations.

#### New Innovations (Anne Rigg, Carolyn Ellis):

1. Record the milestones ratings (optional but recommended).
2. If you have recorded the milestones, review the graph, showing how your trainees perform, to help identify any possible weaknesses in the program.
3. Begin creating the schedules of your trainees and the evaluations setup in New Innovations for the upcoming academic year.
4. If your program is required to monitor work hours monthly, ensure that your trainees complete the June evaluation of May work hours by June 21.

## Partners GME Annual Timeline for ACGME-Accredited Training Programs

5. Check work hours completion and the Compliance Report in the Duty Hours module if your program requires that your trainees log their work hours. The GME Office does not require logging.

Revised 12/20/18