Residency and Fellowship Comprehensive Timeline & Academic Calendar for Success

Catherine Hughes-Rose, C-TAGME
Program Coordinator
University of Nebraska Medical Center

Erin Snow, C-TAGME
Education Administrator
University of Nebraska Medical Center
Agenda:

- Introductions
- Comprehensive Timeline
- Academic Calendar for Success
A Little Bit About Catherine

- Catherine Hughes-Rose
- Nephrology Fellowship Program Coordinator almost 4 years
- University of Nebraska Medical Center
- Enjoys time with family and traveling
And a little about Erin

- Erin Snow
- IM Education Administrator for nearly 4 years.
- Previously coordinator for Int Med Residency, Med Peds Residency and Rheumatology Fellowship.
- University of Nebraska Medical Center
- Enjoys traveling, outdoor activities and spending time with husband and new puppy!
No Disclosures

We have no conflicts of interest!
Comprehensive Timeline and Academic Calendar for Success
Summer - July
New Academic Year

- New Fellow / Resident Orientation and Training (Residents often will have orientation in late June):
  - Distribute and explain Department/GME/Hospital expectations and policies.
  - Review curriculum which includes program educational goals & objectives.
  - Review compliance with ACGME.
  - Issue pagers, keys, lab coats, scrubs, lockers, etc.
  - Distribute house officer photo roster and pager list to faculty & staff.
  - Collect documentation from incoming fellows/residents (letters, certificates, ACLS/BLS, etc.).
Summer - July
New Academic Year

- Register fellows for necessary trainings such as: IT, EPIC, VA CPRS, Dragon Mic training (residents will often do this in June).
- Create/Change committee members for new year (PEC, CCC). Set CCC/PEC schedule and assignments (if applicable) for academic year.
- This is a good time for program leadership to review action plans from previous year’s program improvement plan.
- Update trainee information for organizations.
- Complete ACGME: ADS (Accreditation Data System) Annual Update.
- Complete GME Track (FREIDA) Annual Program Survey – Due this month.
- Complete GME Track (FREIDA) Resident Survey - Opens this month.
- Update department/program website.
- Host Welcome Party for incoming fellows and residents (June/July).
- Complete ABIM FasTrack evaluations.
- Scan files of recent graduates and archive (if required).
Let's brainstorm!

Welcome Reception for Small Fellowship
• Book a space at a restaurant/faculty House.
• Invite all Division faculty, nurses, office staff and fellows along with their significant others.

For a Large Residency
• We host picnic in late June.
• Book a space and have food catered.
• Name badges – make the interns stand out!
• Invite residents and faculty (families welcomed).

How do you plan your welcome reception??
Suggestions from the Group

- Combine programs for welcome reception
- Extend invitations to family
- Pot luck
- Costco
- Kids table
- Open mic/Arts
- Invite incoming to graduation
- E-Meet and Greet (E-mail) and Coordinator also answers
Summer - July
New Academic Year

- ERAS PDWS Opens
  - Create ERAS filters with Program Director.
  - Set timelines (invites, wait list, decline, etc.).
  - Review applicant evaluation form (Fellow/Faculty).
- Register program for NRMP Match.
- Finalize & distribute fellow interview dates.
- Assemble interview packets for applicants/faculty.
  - FYI - All invited applicants receive terms, conditions and benefits of appointment – Institutional Requirements IV.A.3.
  - Assemble goodie bags for applicants.
- Begin scheduling applicants for interviews.
- Confirm preparations for interviews.
  - Rooms for interviews and lunch
  - Catering – Lunch and/or dinner (if applicable)
  - Fellows serving as tour guides at least 2
  - Faculty participation at least 6
Let's brainstorm!

**Interview Packets**
- Goodie Bag – water bottle/coffee cup, pen, folder, notepad, hand sanitizer, hard candies (mints), information on Omaha
- Interview Schedule, Faculty Business Cards, Fellows Name & E-mail, Coordinators Business Card
- Information from Specialty Website on Interview Requirements as well as do's and don'ts

What do you give candidates?
Suggestions from the Group

• Pens
• Treats (Stuff from local businesses) - Reach out and see if they will donate
• Key Chain
• Info on USB
• T-Shirt
• Sample Call Schedules
• Utilize Website
Summer - July
New Academic Year

- Prepare ITE coverage schedule and send to rotations/residents (Chief Residents may do this).
- Host intern retreat.
- Prep for CCC/PEC (for 70 residents, our residency has 8 CCC and 2 PEC meetings).
Let's brainstorm!

**Intern Retreat**
- Held off site for a full day.
- Team building activities, advice from Chiefs, wellness topics and activities.
- Introduction to Clinical Competency Committee and evaluation process.
- Happy hour – all residents invited.

Do you have retreats in your program?
Suggestions from the Group

- Transition Retreats
- Wellness Retreats
- Families Come
- Time Capsule – Why did they become Dr., etc.
- Activities – rope course
- Some out of town
- Think about history of state
- Museum
- Scavenger hunt in city
- Lunch with PD
- Cooking Class
- "Get a Life" give ideas to do in city & make it a contest
- PGY Class Competition
Summer - August

- Respond to requests for program information.
  - Create a FAQ Sheet for easy access.
  - Confirm website is up to date.
- Complete ABIM FasTrack evaluations.
- Complete ACGME: ADS (Accreditation Data System) Annual Update – Due this month.
- Complete GME Track (FREIDA) Resident Survey.
Summer - August

- Continue scheduling applicants for interviews.
- Continue assembling interview packets for applicants/faculty.
- Continue to confirm preparations for interviews.
  - Rooms for interviews (space for lunch)
  - Catering – Lunch and/or dinner (if applicable)
  - Fellows serving as tour guides at least 2
  - Faculty participation at least 6
- Match Opens - NRMP
Let's brainstorm!

**Interview Day for a Small Fellowship**

- Coordinator to meet with Applicant
- At least 6 Faculty available to meet with Applicant
- At least 2 Fellows available to give tour of campus and all Fellows to have lunch on campus
- Program Director/Associate Program Director to meet to discuss overall program outside of interview time with Applicants as well as do closing
- Finish up with Coordinator

How does your fellowship interview day look??
Suggestions from the Group

• Very similar for most small fellowships
Summer - August

- Set a recruitment planning meeting with PDs, Chiefs and Coordinators.
  - Block PD calendars for interviews after planning meeting.
  - Email faculty about recruitment season dates and ask them to block calendars and send their availability.
  - Book rooms for recruitment lunches.
- Proctor In training examination (late August or early September).
- Let incoming (and current if applicable) chief residents know about APDIM chief resident meeting in the spring.
Fall - September

Due this month:

- ABIM FasTrack evaluations
- GME Track (FREIDA) National GME Census
Fall - September

- Continue scheduling applicants for interviews.
- Continue assembling interview packets for applicants/faculty.
- Continue to confirm preparations for interviews.
  - Rooms for interviews (space for lunch)
  - Catering – Lunch and/or dinner (if applicable)
  - Fellows serving as tour guides at least 2
  - Faculty participation at least 6
Fall - September

- Proctor In training examination (late August/early September).
- Begin receiving applications in ERAS. Send invitations.
  - Create ERAS filters.
  - Review applicant evaluation form.
  - Prepare informational folders / goodie bags (if applicable).
  - Schedule dinners (if applicable) and begin requesting residents to sign up for dinners, lunches and tours.
Fall - October

- More Fellowship Recruitment….
  - Continue scheduling applicants for interviews
  - Continue assembling interview packets for applicants/faculty
  - Continue to confirm preparations for interviews
    - Rooms for interviews (space for lunch)
    - Catering – Lunch and/or dinner (if applicable)
    - Fellows serving as tour guides at least 2
    - Faculty participation at least 6
  - Rank Order List Opens - NRMP
Fall - October

- Residency Recruitment is underway!
  - Begin scheduling interviews and creating interview day itineraries.
  - Prepare interview packets for faculty.
- Prepare coverage and schedule room for Residents as Teachers Retreat for 2nd years (our 2nd years begin supervising in January).
Let's brainstorm!

**Interview Day for a Large Residency**
- Dinner the night before with residents.
- Coffee with the chief resident and overview of program.
- Morning Report
- Rounds for ½ hour
- Three faculty meet with residents (one being a program director) -- consider specialty interests.
- Lunch with residents
- One resident leads a tour after lunch.

How does your residency interview day look??
Suggestions from the Group

- PD does coffee & presentation
- Some bring in 20 or more
- PD does morning report
- 2 interviews
- 20-40 minute interviews
- Try to be done by 1
- "Speed dating" - small time of one-on-one with PD
- Cocktail hour with PD, then dinner with Residents
- Split schedules – tours during interviews and then switch groups
- Combined cocktail hour – Thursday night for Thursday candidates and Friday candidates
- Get alumni involved – stop by Q&A
Fall - November

- Schedule CCC meeting (fellows/small programs).
- Prepare/Finalize Milestones for ACGME reporting on fellows and residents.
- Schedule semi-annual reviews with Program Director.
- Verify procedures logs and scholarly activity in software system (if applicable).
Fall - November

• Continue scheduling applicants for interviews.
• Continue assembling interview packets for applicants/faculty.
• Continue to confirm preparations for interviews.
  • Rooms for interviews (space for lunch)
  • Catering – Lunch and/or dinner (if applicable)
  • Fellows serving as tour guides at least 2
  • Faculty participation at least 6
• Quota Change Deadline – NRMP
• Rank Order List Deadline - NRMP
Fall - November

- Continue scheduling applicants for interviews and creating itineraries.
- Continue assembling interview packets for applicants/faculty.
- Continue coordinating lunches, dinners and tours.
- Begin scheduling rank meetings (several will be needed for large programs).
Winter - December

• Submit Milestones data to ACGME.
• Conduct 6 month evaluations.
• Review summary evaluations of trainees, faculty and rotations (complete between November and January).
• Review program’s action plan again.
Winter - December

- Fellowship Match Day – NRMP
- Send new fellow information to GME Office (if applicable).
- Send post-match correspondence and timelines.
- Post-match survey to all those who interviewed (if applicable).
Winter - December

- Continue scheduling applicants for interviews.
- Continue assembling interview packets for applicants/faculty.
- Hold Residents-as-Teachers retreat before 2nd year residents begin supervising (timing may vary).
Winter - January

- Wrap up interviews.
- Prepare documents for rank meetings.
- NRMP Quota Deadline occurs.
Winter – January & February

• Send out post graduate (alumni) survey for APE document (timing may vary among programs)

• Begin graduation preparation
  • Look at venues if not already booked.
  • View and order gifts (if applicable)
  • Book anything that may book up quickly.

• Begin working on items for new academic year
  • Rotation, didactic & call schedule
  • Curriculum, goals & objectives
  • Program evaluations (timeline may vary)
Winter – January & February

- Start appointment and termination paperwork.
- Begin Visa process (if applicable).
- In-Training Exam registration opens for fellows.
Winter – February

• NRMP rank lists due for residency match.
• Update ACP billing (if program facilitates resident memberships).
• Finalize APDIM registrations and help with travel (if applicable).
  • Chief Residents often attend (incoming).
  • Make a case to attend the conference yourself!
Spring – March

- Continue working on items for new academic year.
  - Prepare rotation, conference & call schedule.
  - Update curriculum, goals & objectives.
  - Send program evaluations before ACGME survey.

- ACGME Resident & Faculty Surveys
  - Prepare for survey (explain ACGME definitions, importance, etc).
  - Monitor Compliance.
Spring – March

• Fellowship In-Training Exam Registration Due.

• Schedule & Proctor In-Training Exam in March or April.
Spring – March

• Residency Match Day.
• Send post-recruitment survey.
• Schedule recruitment debrief meeting (use this meeting to help prepare for planning meeting in the summer/fall)
• Begin working on visa process after Match (if applicable).
• Send new resident information to GME office.
  • Licensure packets will need to be sent to incoming class.
Spring - April

- Prepare for Graduation
  - Confirm budget, location and date (location / date will need to be confirmed early in academic year for large programs).
  - Send invitations.
  - Finalize awards and/or gifts.
  - Finalize other details as applicable (eg. program, PowerPoint presentation, etc).
  - Create termination checklist for graduating residents/fellows.
- Orientation preparation
  - Create orientation schedule.
  - Send a to-do list to incoming class and follow up to ensure licensure and onboarding requirements are met.
  - Update curriculum, policies/procedures.
  - Request/order items for incoming residents/fellows
    - Pagers, lockers, lab coats, keys, books, business cards etc.
    - IT needs and systems access
- New academic year preparation
  - Add new class to residency management system (sometimes an easy transfer from ERAS).
  - Prepare trainee files if needed.
  - Create residency management system checklists (if applicable).
  - Begin scheduling rooms for didactics for following academic year.
- GME
  - Submit contracts (April/May – once new salaries are determined).
  - Send information for graduation certificates.
Spring - April

- Schedule & Proctor In-Training Exam in March or April.
- Complete ERAS Registration for upcoming recruitment season.

Residents
- Send ACP information on new residents (if program facilitates membership for residents).
- ABIM registration deadline for residents.
Spring - May

- Prepare/Finalize Milestones for ACGME reporting.
- Schedule semi-annual reviews/exit evaluations with Program Director.
- Verify procedures logs and scholarly activity in software system (if applicable).
- Input master schedule into residency management system.
- Finalize didactic lecture schedule for next academic year.
- Prepare evaluation summaries for fellows, faculty and rotations.
- GME Track (FREIDA) Annual Program Survey Opens.
- Finish up any projects; next few months will be busy!
- Update program graduates list (eg. names of graduates and where they are going).
Spring - May

- Complete ERAS maintenance for residency.
- Finalize and print banquet program.
Summer - June

- Graduation Ceremony!
- Submit Milestone data to ACGME.
- Program Director to write summative letters for departing trainees.
- Finalize details for Orientation.
- Ensure incoming class has submitted all licensure requirements, etc. Send lots of reminders in May/June!
- Complete GME Track (FREIDA) Annual Program Survey.
- Finalize details for Welcome Picnic.
Let's brainstorm!

Graduation Ceremony for a Small Fellowship
• Book a space at a Restaurant
• Invite All Division Faculty, Nurses, Office Staff and Fellows along with their Significant Others
• Program Director gives speech about the Graduating Fellows

Graduation Ceremony for a Large Residency
• Similar to planning a wedding: large venue, catering, music, program, slideshow, etc.
• Book a space in the fall since graduation is during "wedding season."
• Awards are given.
• Do you have a "roast"?

How do you plan your Graduation??
Suggestions from the Group

• Slideshow is fun / "roast"
• Open Mic on positive comments
• Slideshow of life from baby to hospital life
• Use personal statements – guess who is who
• All inclusive – Residents & Fellows
• Chairs, engraved pens, framed photo of campus
• Hoodies (include specialty), group photo at grad & of intern scavenger hunt
• Residents write comments on 3rd years & PD reads
• Collect money to pay
• Necklace (Fellow) Personalization
• Books – bad news post cards (Cute baby Animals)
• Alumni office gives glasses
• Portfolio with logo
• Clock
• Mugs
• White Coats
Summer - June

- Begin reviewing procedures for recruitment
  - Interviewers, dates & locations (if applicable)
  - Promotional Materials for Applicants (if applicable)
  - Lunches & Dinners (if applicable)
  - Tour guides
  - Financial Budget

and it all begins again...
Summer - June

- Residents will attend orientation activities.
- Welcome picnic will occur in June or July.
- Register for in-training examination.
Annual Duties

• In-Service Training Exams
• Internal Medicine Board Application
• Specialty Board Application
• PEC and CCC Meetings (schedules vary among programs – monthly/quarterly/semi-annually)
• Assist with Annual Program Evaluations and Program Improvement Plans
• National Meetings
  • ACGME (February or March)
  • APDIM (October and March or April)
• ERAS Registration
• NRMP Registration

• ACGME ADS Update
• GME Track (FREIDA) Annual Update
• Master schedules (call, rotation, didactic)
• Curriculum and program policy updates
• Events (Welcome Picnic, Graduation, Holiday, End-of-recruitment celebrations, etc)
• Retreats (if applicable)
Daily & Monthly Duties

- Fellow/Resident attendance (vacation, sick leave, meetings)
- Fellow/Resident training verifications
- Conference attendance & scheduling (to include catering, if applicable)
- Rotation & Milestone evaluations
- Rotation & call schedule updates
- Duty hour monitoring
- Fellow/Resident problems/concerns
- Committee meeting minutes
- Pay invoices (if applicable)
- Coordinate travel and reimbursement for fellows/residents and Program Director/Associate Program Director
Tips for Success

- Organization
  - Have a daily checklist.
- Communication
  - A good relationship with your Program Director, Associate Program Director and Fellows/Residents or Chief Fellow/Residents is key to a great program.
- Know your Program
  - Try new things and see what works and doesn’t work for your program. Know your APE, PEC and CCC.
- Find your Voice
  - Remember you know your job. Participate in meetings and offer suggestions.
- Utilize your resources
  - Know your GME staff & other program coordinators.
  - Sign up for ListServs (APDIM, ACGME and your specialty) – wonderful resources!
  - We all want the same thing = a successful program. We’re here to help!
- Coordinator Committees
  - Great for networking and opportunities for professional development.
  - Join and participate whenever you can.
- Be reliable and flexible
  - Always have a Plan B as things may not go according to plan.
- TAGME Certification
  - Additional way to assess/show your knowledge, skills and abilities of your program.
  - Gain credibility in your institution.
Resources

- ACGME - Accreditation Council for Graduate Medical Education
  - https://www.acgme.org
- ERAS – Electronic Residency Application Service
  - https://www.aamc.org/services/eras
- GME Track (FREIDA)
  - https://www.aamc.org/services/gmetrack
- NRMP – National Resident Matching Program
  - http://www.nrmp.org
- USMLE – United States Medical Licensing Examination
  - http://www.usmle.org
- COMLEX-USA NBOME – Comprehensive Osteopathic Medical Licensing Examination – National Board of Osteopathic Medical Examiners
  - http://www.nbome.org
- ECFMG – Educational Commission for Foreign Medical Graduates
  - http://www.ecfmg.org
- TAGME – Training Administrators of Graduate Medical Education
  - http://www.tagme.org
Questions?