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| **Med-Peds Program Administrator Timeline**  (provided by Ohio State University/Nationwide Children’s Hospital; 2017) | |
| **MED-PEDS PROGRAM ADMINISTRATOR TIMELINE** | |
| **JULY** | Start of New Academic Year |
| Peds In-Training Exam (ITE) – dates vary |
| ABIM FasTrack opens |
| Reserve tables and order supplies for recruitment fairs |
| Schedule quarterly PD meetings for the academic year |
| Schedule Program Evaluation Committee meetings for the year and notify committee members |
| Schedule med4 student meetings with PD re: upcoming interview season and LORs |
| ACGME WebAds opens for program and resident updates   * Gather core faculty and resident scholarly activities * Review duty hour policies and procedures * Update program director CV * Update core faculty board recertification as necessary |
| Begin USMLE Step 3 exam application process for PGY1s |
| **AUGUST** | Internal Medicine In-Training Exam (ITE) – dates vary |
| Register for and submit match quotas to NRMP |
| Begin planning for program holiday party |
| Prepare for budget meeting   * Check for possible fee increases (AAP, licensing, etc.) * Requests for new/additional funding |
| Secure resident assistance with upcoming recruitment activities   * Interview day hosts * Dinner hosts * Tour guides * Breakfast/lunch hosts |
| Prepare interview materials   * Update brochures and handouts * Update PowerPoint presentations |
| Finalize interview day schedule   * Faculty interviews * Welcome/introduction to department chairs and/or categorical program directors * Breaks * Lecture * Tours * Breakfast/lunch * Presentations   + Clinic   + City   + Resident Life   + Scheduling |