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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
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| 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
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| Secure resident assistance with upcoming recruitment activities* Interview day hosts
* Dinner hosts
* Tour guides
* Breakfast/lunch hosts
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| Prepare interview materials* Update brochures and handouts
* Update PowerPoint presentations
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| 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
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