

Residency Program Coordinator Timeline

This timeline outlines the responsibilities of a residency program coordinator* and provides an introduction to the position for those new to graduate medical education (GME). It contains a general summary of the types of tasks, events, and deadlines in a typical academic year, and aims to help new coordinators organize and prioritize their daily, weekly, and monthly projects.

Be aware of the varied nature of the coordinator position. Not all items included in the timeline will be applicable to all programs, and programs may use different terminology for the same processes. This is a general overview and a tool to edit and customize to an individual program's needs.

Guidance on vacation time is not included here, but note that the start of the academic year (June and July) and recruitment interview season (typically October through January) are the busiest periods for coordinators.

*The term program coordinator (or coordinator) is used throughout this document, although Sponsoring Institutions and programs may use different terminology (e.g., program administrator). According to the Background and Intent in the *ACGME Common Program Requirements (Residency)*, the coordinator “will frequently manage the day-to-day operations of the program and serve as an important liaison with learners, faculty and other staff members, and the ACGME” (page 15).

Contents

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- [Contacts](#): This section provides a table to record the names and contact information of colleagues with whom coordinators interact on a regular basis.
- [Important Dates](#): These are the deadlines and major events that occur throughout a typical academic year. These deadlines and events also appear in the timeline under the relevant month.
- [Monthly and As-Needed Events/Tasks](#): These tasks, divided by category, are typically performed on a monthly or as-needed basis throughout an academic year.
- [Annual Events/Tasks](#): These tasks occur annually during a typical academic year, but the actual dates/time of year will vary widely by Sponsoring Institution/program.
- [Timeline](#) (July through June): These tasks are performed at particular times during the academic year and are fairly standard across Sponsoring Institutions/programs. They are often tied to requirements from an organization outside the program (e.g., the ACGME, National Residency Matching Program [NRMP]).

Contacts

The names and contact information for important contacts can be added to this customizable table.

Position	Name	Email	Phone Number
Program Coordinator			
Program Director			
Associate Program Director			
Chief Resident			
Designated Institutional Official (DIO)			
GME Office Contact			
Specialty Board Contact			
ACGME Executive Director of the Review Committee			
Electronic Residency Application Service (ERAS) Contact			
National Residency Matching Program (NRMP) Contact			
Resident Management System (RMS) Contact			

Important Dates

This section outlines the major dates and deadlines of a typical academic year and is organized by source (the entity responsible for setting the dates).

In the “Event/Deadline” column, the approximate time of year each event/deadline occurs is noted in parentheses, but coordinators should add the exact dates and deadlines in the “Date” column. These dates may change slightly from year to year, and it is important to check with the Sponsoring Institution and/or the websites of relevant organizations for the most current information.

Source: Sponsoring Institution/Program

Event/Deadline	Date
START DATE: New Resident Orientation and Welcome Events (<i>late June/early July</i>)	
DEADLINE: Year-End Program Evaluation for Previous Academic Year (<i>mid- to late July</i>)	
START DATE: Resident Retreat (<i>date varies by program/institution, typically fall</i>)	
DEADLINE: Semi-Annual Resident Evaluations (<i>varies by program/institution, typically December</i>)	
DEADLINE: End-of-Year/Summative Fellow Evaluations (<i>varies by program/institution, typically June</i>)	
DATE: Graduation Ceremony (<i>June</i>)	

Source: [Association of American Medical Colleges \(AAMC\)/Electronic Residency Application Service \(ERAS\)](#)

Event/Deadline	Date
OPENING DATE: ERAS (<i>mid-September</i>)	

Source: [Association of American Medical Colleges \(AAMC\)/GME Track](#)

Event/Deadline	Date
START DATE: National GME Census: Program Survey (<i>mid-May</i>)	
DEADLINE: National GME Census: Program Survey (and August FREIDA listing) (<i>mid- to late July</i>)	
START DATE: National GME Census: Resident Survey (<i>late July</i>)	
DEADLINE: National GME Census (and October FREIDA listing) (<i>late September</i>)	
FINAL DEADLINE: National GME Census (both Program and Resident Surveys) (<i>mid-December</i>)	

Source: [Accreditation Council for Graduate Medical Education \(ACGME\)](#)

Event/Deadline	Date
DEADLINE: ACGME Annual Update (<i>varies by Sponsoring Institution and/or specialty, either late August or late September</i>)	
OPENING DATE: Milestones Fall Reporting (<i>mid-November</i>)	
CLOSING DATE: Milestones Fall Reporting (<i>mid-December</i>)	
DEADLINE: ACGME Resident/Fellow and Faculty Surveys (<i>varies by specialty, between February and April</i>)	
START DATE: ACGME Annual Educational Conference (<i>late February/early March</i>)	
OPENING DATE: Milestones Spring Reporting (<i>mid-May</i>)	
CLOSING DATE: Milestones Spring Reporting (<i>late June</i>)	

Source: [American Board of Medical Specialties: \(ABMS\)](#)

Event/Deadline	Date
START DATE: In-Training Exam (<i>date varies by specialty</i>)	

Source: [National Residency Matching Program \(NRMP\)](#)

Event/Deadline	Date
OPENING DATE: National Residency Matching Program (NRMP) Registration Opens (<i>mid-September</i>)	
DEADLINE: NRMP Quota (<i>late January</i>)	
DEADLINE: Rank Order List Certification (<i>early March</i>)	

Monthly and As-Needed Events/Tasks

These tasks/events are typically scheduled on a monthly or as-needed basis throughout the academic year. The exact dates and frequencies may vary by Sponsoring Institution and program, and not all items will apply to all programs, so it may be helpful to cut and paste the events and tasks in this section into the [appropriate month](#) for the residency program.

ACGME Accreditation

- Review Program Letters of Agreement for any changes, expirations, etc.
- Update ACGME Accreditation Data System (ADS) with new or departed faculty members, etc.

Program Administration

- Remind residents (via email) to log procedures
- Verify procedure logs with the program director
- Review clinical and educational work hours by the second Friday of the month (at a minimum)
- Remind residents (via email) to log their clinical and educational work hours every month
- Process resident time off requests (e.g., vacation, personal time, leaves of absence); this may include obtaining approval, notifying the appropriate faculty/staff, and adding to calendars and/or other applicable platforms
- Attend monthly program coordinator meetings
- Attend monthly Graduate Medical Education Committee (GMEC) meetings
- Attend Journal Clubs, peer mentoring meetings, and webinars as applicable
- Edit and distribute the program's newsletter
- Process residency verification requests
- Coordinate remediation process as applicable
- Assist residents who are attending specialty-specific conferences (e.g., approval, funding, registration)
- Participate in planning meetings with the program director (monthly, quarterly, as-needed). Discussion topics may include:
 - Scholars Day
 - Chief resident transition
 - Awards
 - Reappointments
 - New credentialing
 - Scheduling
 - Graduation
 - Orientation
- Schedule meetings and events and reserve space as necessary throughout the year; examples include:
 - Orientation
 - Recruitment meetings
 - Didactic sessions (e.g., Journal Club, grand rounds)
 - Resident evaluation meetings
 - Clinical Competency Committee (CCC) meetings
 - Program Evaluation Committee (PEC) meetings
 - In-training exams in computer classrooms
 - Graduation

Resident Evaluations

- Send out rotation evaluations as needed
- Monitor all resident rotation evaluations
- Follow up with faculty members on missing resident rotation evaluations for the prior month

Annual Events/Tasks

These tasks/events are scheduled on an annual basis during a typical academic year. The exact dates and frequencies may vary by Sponsoring Institution and program, and not all items will apply to all programs so it may be helpful to cut and paste the events and tasks in this section into the [appropriate month](#) for the residency program.

ACGME Accreditation

- Program Evaluation Committee (PEC) meeting
- Deadline for Annual Program Evaluation for the previous academic year; submit executive summary and action plan to the Graduate Medical Education (GME) Office
- Submit complement increase proposals to Graduate Medical Education Committee (GMEC)
- Send out the alumni survey
- Ensure completion of ACGME Resident/Fellow and Faculty Surveys

Program Administration

- Specialty certification board responsibilities
 - Report to specialty certification boards
 - Register for specialty certification boards, as applicable
 - Remind learners of certification board application deadline
 - Verification of training to specialty certification board
- Program director form verifying current training for medical licensure
- Send residents reminders regarding the deadline for the United States Medical Licensing Examination (USMLE) Step 3 exam, per program requirements
- Check on state medical licensure status
- Plan and prepare for in-training exams
 - Confirm dates
 - Confirm space
 - Confirm order
 - Create and confirm schedule
 - Program director to assign proctors
- Determine new chief resident(s)
- Start reappointment/recredentialing process
- Plan the resident retreat (logistics and theme/agenda)
- Coordinate annual evaluations of staff members
- If the residency program sponsors subspecialty programs, the program coordinator may plan and coordinate an annual meeting for the specialty and subspecialty program directors
- Coordinate house staff photo
 - Schedule date/time
 - Book photographer

Program Administration (continued)

- Plan the Scholars/Research Day
 - Logistics
 - Agenda
 - Collect abstracts
- Budget preparation for the next academic year
- Set timelines for teaching awards (department and program awards)

Timeline

July

ACGME Accreditation

- Begin working on the Accreditation Data System (ADS) Annual Update with the program director; this is a time-consuming process, so begin as soon as the ADS update opens for the program. The Annual Update includes:
 - Update of program information (e.g., responses to current citations, if applicable; update of program details, major changes, current sites, clinical experience and education, evaluation methods; and upload of current block diagram)
 - Update of scholarly activity for faculty and residents
 - Update of faculty rosters
 - Update of resident rosters (profile information; status; certification; verify entry of case log data, if applicable)

Orientation/Onboarding

Orientation dates vary by Sponsoring Institution, program, and specialty, but typically occur in June or early July

- Coordinate new resident orientation and welcome events
- Identify/follow up with intern mentors, if applicable (not all programs have intern mentors)

Program Administration

- Renew/enroll members in applicable specialty-specific associations
- Ensure that the resident management system (New Innovations, MedHub, etc.) is appropriately set up and includes evaluations, schedules, new residents, contact information, updated information.
- Assign residents to applicable committees, e.g., Rapid Improvement, Graduate Medical Education Committee (GMEC), Program Evaluation Committee (PEC), Safety, etc.
- Resident file clean up/creation, including verification of previous education
- Website review/update
- Deadline for National GME Census: Program Survey
- Deadline for August listing in FREIDA (the American Medical Association residency and fellowship database)
- Opening date for National GME Census: Resident Survey

Recruitment

- Begin preliminary planning:
 - Finalize dates
 - Reserve rooms
 - Determine resources needed

August

ACGME Accreditation

- ACGME Annual Data Update deadline for programs without Case Logs (late August)

Recruitment

- Recruitment committee meeting
 - Create interview schedule
 - Determine which faculty members will conduct interviews
 - Determine software platform and needs (webcam, microphones, etc.) for virtual interviews
- Plan recruitment meals
 - Solicit bids from vendors, if necessary
 - Confirm vendor contracts
 - Meet with medical center catering for lunches

Resident Evaluations

- Begin planning for semi-annual resident evaluations (typically occur in December):
 - Schedule meetings
 - Gather data

September

ACGME Accreditation

- Prepare for fall Clinical Competency Committee (CCC) meeting
 - Send meeting information to CCC members
 - Prepare agenda
- Begin to compile data for fall CCC meeting, which may include:
 - Evaluations
 - Milestones data
 - In-training exam scores
 - Conference attendance
 - Compliance pieces
 - Performance improvement plans
- ACGME Annual Data Update deadline for programs with Case Logs (late September)

Program Administration

- National GME Census deadline

- Deadline for October listing in FREIDA (the American Medical Association residency and fellowship database)

Recruitment

- National Residency Matching Program (NRMP) registration opens
- Electronic Residency Application Service (ERAS) opens
 - Review applications
 - Send interview invitations/confirmations
 - Create and confirm the interview schedule

October

Recruitment

- Final recruitment planning:
 - Medical student performance evaluation
 - (Dean's) letters released
- Recruitment interviews begin (start date of interviews may vary by program and institution)

Resident Evaluations

- Quarterly resident review (three-month check-in), if applicable; check-ins may be specific to PGY-1 residents, and reviews may be semiannual, rather than quarterly, for PGY-2 residents and up
- Start gathering data for semi-annual resident evaluations

November

ACGME Accreditation

- Opening date for Milestones fall reporting in the Accreditation Data System (ADS)
- Fall Clinical Competency Committee (CCC) meeting held
- Register for ACGME Annual Educational Conference, including travel and hotel

Recruitment

- Begin planning for rank/order meeting (held in February):
 - Scheduling
 - Logistics (e.g., room set-up, audiovisual needs, catering)

December

ACGME Accreditation

- Closing date for Milestones fall reporting in the Accreditation Data System (ADS)

Program Administration

- Reiterate program expectations, especially for those graduating this academic year
- National GME Census (both Program and Resident Surveys) final deadline

Resident Evaluations

- Semi-annual evaluations deadline
 - Resident self-assessment and learning plan
 - Evaluation summaries
 - Conference attendance
 - Review ACGME Case Logs (if applicable)
 - Review end-of-rotation exams (as applicable by specialty)
 - 360-degree evaluations

January

ACGME Accreditation

- “State of the Residency” - Preparation for annual ACGME Resident/Fellow Survey: Remind residents of program-provided information addressed in survey questions

Program Administration

- Set deadlines for specialty education tracks
- Update divisional research project list

Recruitment

- National Residency Matching Program (NRMP) quota change and Supplemental Offer and Acceptance Program (SOAP) participation status deadline

February

ACGME Accreditation

- ACGME Annual Educational Conference (typically held in late February/early March)

Recruitment

- Rank Meeting held

March

ACGME Accreditation

- Prepare Year-End Program Survey to release in May

Graduation

- Begin planning graduation
 - Order gifts, certificates, awards, and frames
 - Order catering
 - Send invites and date reminders
 - Confirm and coordinate audio/visual needs
 - Obtain future plans from residents (as applicable by program); this information may be incorporated into the graduation ceremony/program and/or used for other

reporting purposes, e.g., GME Track, the Annual Program Evaluation (APE), the program website, and alumni materials.

Orientation/Onboarding

- Begin onboarding process for new residents
 - Prepare contracts
 - Prepare and distribute onboarding checklists to incoming residents
 - Request information technology (IT) accounts
 - Order lab coats, etc.

Program Administration

- Start building the call and resident schedules for the next academic year
 - Collect vacation requests
 - Collect elective requests
 - Send requests for outside rotations (outgoing rotations)
 - Collect requests for outside rotators into your department (incoming rotators)
- Start master grand rounds planning for next academic year
- Notify Graduate Medical Education (GME) office of chief resident appointment and stipend (as needed)

Recruitment

- National Residency Matching Program (NRMP) rank order list certification deadline
- Supplemental Offer and Acceptance Program (SOAP) deadline

Resident Evaluations

- Quarterly resident review (three-month check-in), if applicable. Check-ins may be specific to PGY-1 residents as reviews may be semiannual, rather than quarterly, for PGY-2 residents and up
- Begin planning for end-of-year/summative resident evaluations
 - Schedule meetings
 - Gather data
 - Obtain all Step 3 scores

April

ACGME Accreditation

- Begin preparing for spring Clinical Competency Committee (CCC) meeting:
 - Send meeting information to CCC members
 - Prepare agenda
- Begin to compile data for spring CCC meeting, which may include:
 - Evaluations
 - Milestones data
 - In-training exam scores
 - Conference attendance

- Compliance pieces
- Performance improvement plans

Graduation

- Send graduation reminders

Orientation/Onboarding

- Start planning orientation (survival guide/training, etc.)

Program Administration

- Process new resident credentialing applications
- Begin updating and editing the following:
 - Residency handbook
 - Policies
 - Evaluation forms
 - Rotation goals and objectives
- Plan for resident advancement

Recruitment

- Archive/download all applicant Electronic Residency Application Service (ERAS) files

May

ACGME Accreditation

- Spring Clinical Competency Committee (CCC) meeting held
- ACGME Annual Educational Conference Call for Abstracts opens
- Opening date for Milestones spring reporting in the Accreditation Data System (ADS)
- Launch end-of-year surveys in the residency management system

Graduation

- Graduation reception and dinner (late May/early June)

Orientation/Onboarding

- New chief resident orientation
- Resolve scheduling issues related to licensing and visa concerns
- Assign intern mentors, if applicable

Program Administration

- Begin gathering data for the resident management system
- GME Track Program Survey opens

Recruitment

- Register for Electronic Residency Application Service (ERAS)
- Archive previous year's ERAS information

June

ACGME Accreditation

- Gather data in preparation for the Annual Program Evaluation, which should be completed one month prior to Program Evaluation Committee (PEC) meeting
- Exit evaluations with program director
- Complete program director summative evaluations
- Closing date for Milestones spring reporting in the Accreditation Data System (ADS)

Graduation

- Send graduation lists to the GME Office

Orientation/Onboarding

- GME orientations are held
- Departmental orientations are held
- New resident start date (late June)

Program Administration

- Exit procedures: Offboarding tasks for graduating residents
- Inform Human Resources of changes of status (e.g., salary/standing) for advancing, graduating, and new residents (The GME Office may do this.)

Resident Evaluations

- End-of-year/summative resident evaluations deadline