MUSC GME Annual Program Calendar

This is a guide to the academic year. Each program should use this as a basic template to create an individualized program calendar. Timelines will vary between residencies and fellowships, so you will need to delete some tasks that don't pertain to your program and move some tasks around to fit your specific program's schedule. As you learn about other activities that are not on this list but are particular to your program, add them. You may even want to add a recurring item to your Outlook calendar to help you.

Coordinator Responsibilities - Daily			
Responsibility	Notes	Completed	Date
Send reminders for next day (BLS, ACLS, and other unusual scheduled activities)			
For those who have daily lectures: remind next speaker about their lecture, help get Teams rolling, record the conference, post the conference in Box, set up resident evaluations of the faculty member who spoke today.			

Coordinator Responsibilities - Weekly			
Responsibility	Notes	Completed	Date
Weekly lectures – remind speaker, help get teams rolling, record, etc.			
Check absences for the week and enter into MedHub			
Check resident schedule to see if any new absences at VA – if so email VA at vhacharesidenttime@va.gov			
Check incomplete evaluations in MedHub and email those who are from two months in the past or more. CC Director on particularly problematic ones.			

Coordinator Responsibilities - Monthly			
Responsibility	Notes	Completed	Date
Review GME deadline list and ensure compliance with deadlines			
Check case log reporting			
Track scholarly activity of the residents and faculty. Verify publications (PubMed search)/presentations. Update scholarly activity and 5 yr bib lists as appropriate in preparation for annual WebADS update.			
Complete and distribute resident lecture/conference schedule (didactics)			
Distribute journal club articles			
Review schedules (MedHub for accuracy). Run resident scheduling error report.			
Confirm evaluations distribution in MedHub (faculty, residents, rotations), check completion/compliance			
Submit meal card list to Caitlin in GME			
Track residents' annual/sick leave, ensure compliance with number of days permitted via GME contract			
Check duty hours reporting (including moonlighting hours) and compliance. Provide DH reports to PD in time to correct any issues prior to GME generating reports on the 15th of each month			
EGME (finance) – enter and upload resident schedules in MedHub. Complete input, so Reimbursement Services can review.			
GME VA Time Tracking Reporting – pre-report turned in to GME by the 15th of this month for the following month's schedule. Final VA report due the first week of the month for the previous month's hours (no later than the 7th).			
Remain compliant with VA protocol – remind residents to keep badges active. Track expiration on VA ID and remind residents when about to expire.			
Monthly meetings – compile agenda and minutes, provide and set up food/beverages. After meeting, distribute minutes and post on shared drive.			
Review license/certification lists for those expiring in the next 3 months. Ensure BLS/ACLS/PALS certification renewals are scheduled through MyQuest or ProMed. Update MedHub user's info – license renewals, certifications (BLS/PALS/ACLS plus board certifications for faculty). Update Interfolio.			

SC LLR – division paid (fellow renews online, submits receipt for reimbursement, paid via RQ from acct #xxxxx) DHEC – paid and processed through GME DEA – exempt and processed through GME. Cannot be used for external moonlighting.			
Complete requests for resident/training verifications			
Complete any specialty board documentation as requested/required			
Attend PC meeting – 3rd Tuesday			

Coordinator Responsibilities – July			
Responsibility	**Notes**	**Completed**	**Date**
Resident/Fellowship Orientation: Departmental/Divisional, GME, VA, EPIC, etc.			
SimonWeb: check resident PG level to reflect promotion on July 1st. Update paging groups (delete graduates, add incoming folks)			
Update address and contact lists with new resident info			
Update residents phone lists, email list, emergency contact list			
Following auto-promote in MedHub on July 1, check resident's PG level. Check graduate's status – active (now in non-ACGME year or now faculty) vs inactive (left MUSC). Confirm training dates			
Update resident demographics info in MedHub – current CV, copy of SC/DHEC/DEA licenses and certifications (specialty boards, BLS, ACLS, PALS)			
Input continuity clinics and vacations in MedHub, as needed			
Enter procedure privileges levels in MedHub (new residents/fellows)			
ACGME Annual ADS update opens. Add new faculty & residents and remove faculty who are no longer here. Begin collecting information for online update next month.			
In preparation for GME APE due in December: schedule PEC meeting in September, schedule review of current year and next year's action plans (to indicate continuous improvement to program) at November faculty and fellows meetings			
Annual documents to resident files – aggregate evaluation report, case log report, conference attendance, etc.			
Enter resident procedure logs in ACGME (if applicable)			
Archive ACGME data			
Add new residents to specialty board listing for certification data submission and tracking			
Submit PECOS signature & adverse action forms to GME – alphabetize and label packets with your program's name.			
BLS/ACLS attestation forms due to GME by end of July			
End-of-Program forms due to GME by end of July; for all graduates, so diplomas can be released to them			
Update website for recruitment/candidates			
NRMP Main Match registration			
Fellowships: ERAS (AAMC) opens this month (beginning of month for applicants, mid-month programs begin receiving applications). Confirm PD and faculty are set up to review applications. Remind faculty of appropriate/inappropriate interview questions.			
Fellowships: compile calendars of faculty availability for interview dates			
Fellowships: prepare fellow applicant packets. Include current faculty and resident composites, program accomplishments/accolades/highlights/brochure, mission/aims, specialty and subspecialty (when applicable) boards eligibility info, MUSC acknowledgement form			
Fellowships: order parking passes for fellow applicants			

Coordinator Responsibilities – August			
Responsibility	**Notes**	**Completed**	**Date**
ACGME annual ADS updates			
Create Interview Broker profile and invitation (if program uses this software)			
Request commitments from faculty for interview dates			

Responsibility	Notes	Completed	Date
Residency: order recruiting material. If your department produces a video for recruiting, now's the time to start planning this.			
Fellowship: invite candidates for fellowship interviews. Designate resident to coordinate attendees for applicant lunch/interview			
Prepare fellow applicant packets			
E-GME audit report – return with ORIGINAL SIGNATURES TO Leigh/Mary Anne			
Order 1 replacement lab coat/jacket for each R2-4 resident who wants one. Need invoice to pay through MarketPlace, then send to GME (Beth for reimbursement)			
Renew DHEC licenses (non-ACGMEs must be paid by department)			
Ensure fellows who are moonlighting for MUSC facility have trainee pager #, not faculty pager #			
National GME Program Survey/Census Tracking – FREIDA (Confirm for accuracy). https://services.aamc.org/gme gmetrack@aamc.org			
GME Census Track - UPDATE			

Coordinator Responsibilities – September			
Responsibility	Notes	Completed	Date
After incoming residents/fellows receive DEA, (s)he must follow instructions from Epicsecurity@musc.edu for e-prescribing privileges			
GME Census Tracking – FREIDA (confirm for accuracy)			
Residency: register for programs you will need for interviews (such as Thalamus, Interview Broker, etc.)			
Residency: ERAS Post Office opens this month			
Residency: schedule ERAS application review sessions (set up filters, review member listing, etc.)			
Residency: create new candidate packets			
Residency: reserve rooms for interviews			
Residency: continue interview season preparations (lunches, dinners)			
Residency: confirm resident dinner			
Residency: update social media platforms and web pages			
CCC meeting (Nov/Dec) – reserve venue, confirm date(s), place on faculty calendars			
SOC meeting (Nov/Dec) – reserve venue, confirm date(s), place on faculty calendars			

Coordinator Responsibilities – October			
Responsibility	Notes	Completed	Date
Obtain updated malpractice certificates (Oct 1 – contact Risk Management for non ACGMEs)			
In preparation for CCC meeting (Nov/Dec), distribute 360 and peer evaluations via surveymonkey/redcap, tabulate, compile comparison graphs. Distribute trainee performance assessment/ILP form to resident/fellow for update			
Residency: after ERAS application review session, review rankings with PD			
Residency: prepare packets for candidates (interview day). Include faculty and resident composites, program accomplishments/accolades/highlights/brochure, mission/aims, specialty and subspecialty (when applicable) boards eligibility info, MUSC acknowledgement form			
Residency: send Interview Invitations, schedule interviews with faculty, compile agenda			
Residency: send directions and information to candidates for interview socials			
Residency: order parking passes for residency candidates			
Distribute candidate evaluation to faculty and residents			
Resident interviews begin			
Register residency for specialty in-training exam & secure location/computer room depending on how administered			

Coordinator Responsibilities – November			
Responsibility	Notes	Completed	Date

Responsibility	Notes	Completed	Date
Coordinate CCC meeting(s) – prepare/pull resident mid-year data to update milestone ratings worksheets to include milestone ratings from MedHub; compile packet for each trainee – to include comments summary from MedHub evaluations, 360 and peer evaluation summaries, and updated trainee performance assessment; confirm all are in share drive and dashboards are included with each resident e-file.			
Schedule trainee semi-annual review with PD (1-on-1 meeting), prepare formal evaluation to be signed and score cards for each resident after CCC mtg			
Residency: order food for interview lunches/breakfast & mixers at residents' homes			
Residency: email candidates who are being offered an interview			
Residency: email candidates who will not be offered interview			
Residency: send directions & info to candidates for interview socials (or virtual happy hours)			
Resident Selection Committee: schedule final/mid-way rank meeting			
Fellowship: NRMP Match Results Available 11/30/22 (*fellowships only*) (Date varies by program). Designate matched applicants as 'will start' in ERAS.			

Coordinator Responsibilities – December			
Responsibility	Notes	Completed	Date
Attend joint GMEC meeting			
Prepare/enter ACGME milestone data (results of CCC meeting) for the period July-December			
Schedule remaining trainee semi-annual reviews with PD (1-on-1 meeting), prepare formal evaluation to be signed and score cards after CCC mtg			
Update lecture schedule for next year			
Schedule venue for orientation/boot camp for incoming residents/fellows			
Fellowships: send welcome letter to all matched applicants. Need annual leave requests and date for specialty boards for next year's rotation schedule.			
Residency: interviews continued			
Try to enjoy some time off between Christmas and the New Year!			

Coordinator Responsibilities – January			
Responsibility	Notes	Completed	Date
Renew resident's limited licenses			
Residency: interviews (continued/finished)			
Residency: NRMP quota deadline			
Residency Selection Committee: prepare for rank meeting			
Residency: confirm, enter, finalize NRMP rank list			
ACGME Anonymous Resident Survey			
Submit resident reappointment letters to GME			
Submit Completion Certificate Request List to GME Office			
Submit list of residents/fellows leaving ACGME status (transitioning to non-ACGME or faculty position*, graduating and leaving MUSC**). * = no termination notice will be submitted, ** = termination notice will be submitted			
PD review. Update Scope of Practice, update goals & objective, policies, procedures and other program documents			
New chief resident nomination/selection			
Fellowship: Start visa process, if applicable, and on-boarding process			

Coordinator Responsibilities – February			
Responsibility	Notes	Completed	Date
Contact all incoming residents for upcoming year with licensing information (use GME address and MSC on application forms), request documentation (current CV, USMLE step 3, MD diploma, ACLS/BLS, etc.) to add in MedHub			
Residency: NRMP rank order list deadline			

Responsibility	Notes	Completed	Date
Fellowship: continue on-boarding process			
GME: re-appointment letters due			
GME: Notification of non-renewal/ termination due/ training extensions			
GME: Applicant 'handbook notification document due'			
Subspecialty In-Training Exams			
ACGME Anonymous Resident Survey			
Coordinator Responsibilities – March			
Responsibility	Notes	Completed	Date
CCC meeting (May/June) – reserve venue, confirm date(s), place on faculty calendars			
SOC meeting (May/June) – reserve venue, confirm date(s), place on faculty calendars			
Register for ERAS participation for following academic year			
Residency: NRMP MATCH WEEK!!!			
Send welcome letter to all matched applicants, designate matched applicants as 'will start' in ERAS			
Begin scheduling orientation/training sessions (GME, VA, EPIC, pager, FIT Testing, etc.). This includes planning of department/division-specific orientations for your specialty (contact PD).			
Complete any/all required specialty board documentations / verifications for graduating residents (rotations, procedures, training, etc.)			
GME: PLA's (Program Letter of Agreement)			
Coordinator Responsibilities - April			
Responsibility	Notes	Completed	Date
Compile resident rotation schedules for upcoming academic year			
Begin coordinating graduation activities (reserve venue, distribute 'save the date', invitation with RSVP, order award plaques, etc.)			
GME: new resident contracts due			
GME: schedule new chief resident(s) leadership course			
GME: new resident license applications due			
GME: (PLA's) Prepare Affiliation Agreements for coming year – complete funding approval forms and submit to GME office.			
Ensure incoming residents have scheduled EHS appointment, including drug and urine screenings.			
By the beginning of April, order lab coats or fleece (obtain sizes from new residents). Need invoice to pay through MarketPlace, then send to GME (Beth) for reimbursement.			
Confirm arrival date and local address for incoming residents. Send name, local address, cell phone #, employee number to accountant to set up as vendor in UMS			
Prepare for onboarding and orientation activities			
Distribute 360 and peer review surveymonkeys, tabulate results (individual as well as comparison graphs)			
Distribute SOC and trainee assessment (CCC) forms for updates			
Review and update Resident Handbook/Program Manual (rotation information, curriculum, supervision, etc.)			
Coordinator Responsibilities – May			
Responsibility	Notes	Completed	Date
Submit funding approval forms. Once approved by GME, then follow approval process (submit to reimbursement services, legal, and signing authorities)			
Finalize affiliation agreements			
Continue compiling resident schedules for upcoming academic year			
Update department website			
Coordinate CCC meeting(s) – prepare/pull resident mid-year data to update milestone ratings worksheets to include milestone ratings from MedHub; compile			

Responsibility	Notes	Completed	Date
packet for each trainee – to include comments summary from MedHub evaluations, 360 and peer evaluation summaries, and updated trainee performance assessment; confirm all are in share drive and dashboards are included with each resident e-file.			
Schedule 2nd Semi-Annual Review with PD 1-on-1 Meetings (prepare formal evaluation to be signed and score cards) after CCC Meeting			
Schedule PD end of year 1-on-1 milestone evaluation review meetings			
Schedule iPhone set up/SPOK training with Communications			
Ensure moonlighting option has been turned on in MedHub by GME for residents who were approved for moonlighting next year.			
Distribute clearance sheet to upcoming graduates			
Distribute annual program evaluation to faculty and residents			
Run rotation and faculty evaluation summaries (de-identified) as well as ranking reports in MedHub. Distribute those reports to Division Chief prior to annual faculty performance reviews.			
Residency: Archive ERAS data (save matched candidates applications)			
Update resident dashboards with final milestone evaluations, prepare/print end of year milestone evaluation forms and resident score cards			
Ensure residents transitioning into non-ACGME year have been transferred to departmental funding source, SPOK account is transferred to non-GME paid phone, parking fee is transferred to resident/department.			
Order keys for incoming residents if applicable – call room, cubicle drawers			
Schedule appointment with Digital Imaging for incoming resident photos			

Coordinator Responsibilities - June			
Responsibility	Notes	Completed	Date
Residency: GME Orientation			
Attend joint GMEC meeting			
Confirm incoming residents have completed MyQuest modules			
Set up new files for each new incoming resident/fellow.			
Ensure incoming residents/fellows have set up their EHS appointments; including drug urine screenings.			
Update mailboxes – delete graduates, add incoming			
Update SimonWeb paging groups (delete graduates, add incoming)			
Pick up ID badges for incoming residents from GME, ensure access to inpatient and office areas – contact Dean Braddy to add any additional access needed			
Input resident milestone data into WebADS			
Set up new photo composite with new residents and fellows. Send to faculty and their admins and current residents.			
Add new residents to WebADS			
Provide NetID (and any required forms) to IT to obtain access to shared drives, etc for incoming residents			
Add new residents to email distribution groups			
Input next academic year's rotation schedules into MedHub			
Send new residents orientation schedule with maps and directions			
Plan the new resident welcome department reception			
Prepare orientation packets for new resident orientation/boot camp			
Schedule graduation group photo.			
Exit interviews			
Collect ID badges, keys, current CV, and clearance sheet from graduates. Attach CV in MedHub			
Ensure graduates have completed any outstanding rotation or faculty evaluations in MedHub			
Ensure graduates have brought duty hour logging to current			

For graduates staying on as faculty, ensure SCLLR receives copy of diploma and board certification certificate once received so that specialty classifications are corrected on their website			
Submit NetID extension request to Chairman for graduates who will be at MUSC affiliate after graduation (continues email and program access)			
Save each graduating residents efile with all of their important documents (BLS, ACLS, certifications, NPI, malpractice, case logs, etc.) as a zipped file and email to graduating residents (optional but helpful).			
Print case log list for PD review			
Submit clearance sheet to GME to obtain diploma (scan a copy and save in Box). Update address/phone#, email addresses in MedHub			
PubMed search for previous graduate's publications (reported in WebADS for 5 yr)			
Update MUSC directory			
Annual events that are coordinated			
Mock orals			
In-training exam(s)			
Residency retreat(s) or wellness activities			
Faculty retreat			
Resident graduation/banquet			
Intern orientation			
New resident welcome reception			
Resident or fellow research day			
Program Evaluation Committee meetings (approximately in November and April of each year)			
Annual Program Evaluation (APE) open for submission *check program's Submission/Reviewing Month (hyperlinked)			
Program Director semi-annual evaluation meetings with trainees			
Clinical Competency Committee meetings			

Resource List

NRMP Fellowship Match Program Checklist: https://www.nrmp.org/wp-content/uploads/2021/08/SMS-Program-Checklist.pdf

MUSC GME: https://medicine.musc.edu/education/gme and has Program Resources and Forms that you will use

ACGME: https://www.acgme.org/

ACGME Program Directors and Coordinators: https://www.acgme.org/program-directors-and-coordinators/welcome/

ACGME EBook Residency & Fellowship Guide to the Common Program Requirements:

Residency: https://dl.acgme.org/learn/course/the-program-directors-guide-to-the-common-program-requirements-residency-ebook/interactive-handbook/e-book

Fellowship: https://dl.acgme.org/learn/course/the-program-directors-guide-to-the-common-program-requirements-fellowship-and-one-year-fellowship-ebook

ACGME Review Committee Dates: https://www.acgme.org/meetings-and-educational-activities/meetings-calendars/all-meetings/

SC Medical License Lookup: https://verify.llronline.com/LicLookup/Med/Med.aspx?div=16&AspxAutoDetectCookieSupport=1

NPPES NPI Registry: https://npiregistry.cms.hhs.gov/

Avaya App: is an app you can use on your phone to transfer your desk phone to your cell phone. This is very useful for remote work and for days when you will be away from your desk frequently but don't want to miss a call.

Program Coordinator Mentors:

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– compile a list of willing mentors for new coordinators – specify fellowship or residency (Ann – we would like this to happen, and you can add us to the list: Sandra Stringer, Cassaundra Tucker