DISCLOSURES

•NONE
New Orleans Mardi Gras
SO MUCH TO COVER...
LETS TAKE A OVERLOOK
Knowing Your Timeline

In order to meet those deadlines and prepare for events; a yearly timeline can be helpful.
Yearly Outlook

January

**INTERVIEW SEASON**

- Order Catering/Applicant Reception (for March)
- Finalize and Forward Interview Schedule
- Applicant Evaluations (Include Pictures on Forms)
- Interview Packets/Name Tags (Bags)

*OTHER*

- Send Contracts to Incoming Residents Starting July 1st
- Register Residents for March In-Service Exam
- Semi-Annual Residents Evaluations
- Annual Program Evaluation (APE)

February

**INTERVIEW SEASON**

- Reconfirm Catering for Interviews & Reception (for March)
- Interview Schedules
- Send Final Invite Letter to Applicants
- ACAPS Winter Retreat
Yearly Outlook

**March**
- Send GME PAF forms to Incoming Residents
- Order Lab Coats
- Administer In-Service Exam
- Schedule and Prepare for Mock Orals for May

**April**
- Enter Incoming Residents in MedHub
- Order Graduation Certificates
- Schedule date for June Graduation Celebration
- Rotation and Conference Schedules for next Academic Year
- Annual Residents Research Day in May (order breakfast)
Yearly Outlook

May
- Provide Rank List to SF Match
- Check Letters of Agreements Renewal
- Schedule End of the Year Interviews and Promotions
- Schedule Orientation for Incoming
- Administer Mock Orals
- SF Match Results
- Prepare for June Orientation
  1. Goals and Objectives
  2. Power Point Presentation
  3. Resident Contracts to Sign
  4. Rotation Schedule
  5. Academic Conference Schedule
  6. On-Call Schedule

June
- FREDIA UPDATE
- GME TRACK UPDATE
- CLINICAL COMPETENCY COMMITTEE MEETING (CCC)
- PROGRAM EVALUATION MEETING (PEC)
- ENTER ROTATION SCHEDULES IN MED HUB
- ENTER MILESTONES
- ORIENTATION
- PROMOTION AND EXIT INTERVIEWS
Yearly Outlook

July

- Start ACGME Annual Ads Update
- AAMC/GME Track Survey Due
- Hotel Reservations & Registration for ACAPS Meeting

August

- ACGME Ads Updates
- Review Residents Files for License Renewal
- Faculty Credentialing
Yearly Outlook

**September**
- Prepare to receive Applications
- Finalize and submit ACGME Ads
- Send Interview dates to Faculty
- Prepare Spread Sheet of Applicants for Faculty Review
- Make Reservations for Applicants Reception (Jan & March)

**October**
- Continue with Applicants Interview Spreadsheet
- Look over ACGME Updates & RRC
Yearly Outlook

November
- Continue Accepting Applications
- Update Applicant Spreadsheet
- Prepare Invite Letters

December
- Provide Applicant Spreadsheet to faculty
- Prepare selected applicants files for Fellows to Review
- Send Invite Letters to Applicants
- End of Year Celebration
THANK YOU!