



# The “typical” year for the PD/PC

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Adapted from “A year in  
the life of the Program  
Director and Program  
Administrator”

Thanks to:

Joanne Baker, DO and Denise  
King

Western Michigan University  
Homer Stryker School of  
Medicine



KEEP  
CALM  
AND  
START  
COLLABORATING

# JULY AND AUGUST

## ▪ Program Director

- ✓ ERAS ACGME Fellowship Opens
- ✓ ERAS AOA Opens
- ✓ ACGME WebADS
- ✓ Specialty Board Data Review
- ✓ Student/Resident LOR
- ✓ Resident Core lectures
- ✓ ACOI Annual Reports – Due 7/31

## ▪ Program Coordinator/Manager

- ✓ Orientation
- ✓ Welcome Events
- ✓ Memberships
- ✓ GME Program/Resident Survey Deadline
- ✓ In-Training Roster/Exam
- ✓ ACGME WebADS
- ✓ Resident Recruitment
- ✓ Update Alumni Database
- ✓ Resident Abstract Contest Due

# SEPTEMBER AND OCTOBER

## ▪ Program Director

- ✓ ERAS ACGME Opens
- ✓ NRMP Registration
- ✓ Register for the Match
- ✓ Qtrly Resident Meetings
- ✓ PGY-1 Interviews begin
- ✓ GMEC Annual Report
- ✓ Recruiting-Interviews
- ✓ AOA/ACOI Conferences

## ▪ Program Coordinator/Manager

- ✓ Resident Recruitment
- ✓ Renew Resident Educations  
Subscriptions/Board Prep-Book  
Allowance
- ✓ AOA TIVRA Data Due
- ✓ Prepare Milestones Packets for  
Mentors
- ✓ National GME Census Deadline
- ✓ Holiday Party Preparations

# NOVEMBER AND DECEMBER

## ▪ Program Director

- ✓ Mentor Meetings
- ✓ CCC
- ✓ PEC
- ✓ Military and Fellowship Match
- ✓ PGY-1 Interviews continue
- ✓ OPTI Annual Reports Due – December

## ▪ Program Coordinator/Manager

- ✓ PGY-1 recruitment/interviews continue
- ✓ Semi-Annual Evaluations/Quarterly
- ✓ CCC/PEC meeting prep
- ✓ Specialty Board Registrations Open
- ✓ WebADS Reporting Period
- ✓ Registration Deadline for Inservice exam

# JANUARY AND FEBRUARY

## ▪ Program Director

- ✓ The Match Rank Lists due Jan
- ✓ NRMP Rank Order due Feb
- ✓ SOAP Registration
- ✓ AOA Match Results – Feb
- ✓ CCC Follow-Ups with Residents
- ✓ Milestones Due
- ✓ Chief Resident - Letters of Intent/Interviews
- ✓ Any Quota changes

## ▪ Program Coordinator/Manager

- ✓ AOA Program Fees Assessed
- ✓ COMLEX 3/USMLE 3 Verification for PGY-2s
- ✓ Register FRIEDA
- ✓ Resident Deadline for National Board Exams
- ✓ Book ACLS/BLS Recertification
- ✓ Graduation Certificates – prep
- ✓ Training Permits due - mid Feb
- ✓ Milestones Due - Jan

# MARCH AND APRIL

## ▪ Program Director

- ✓ NRMP Match – mid March
- ✓ Canadian Match- early March
- ✓ SOAP begins
- ✓ Specialty Program National Conferences
- ✓ Rotation Schedules for upcoming academic year
- ✓ Chief Residents selected
- ✓ PLAs for New Rotations
- ✓ OPTI Resident Surveys

## ▪ Program Coordinator/Manager

- ✓ Collect Contract Signatures
- ✓ Onboard Newly Matched Residents
- ✓ Solicit Schedule Requests
- ✓ Welcome Letters to Matched Residents
- ✓ ERAS Registration
- ✓ Specialty Program National Conferences – ACGME, ACOI, AAIM
- ✓ Review PLAs that will expire
- ✓ Specialty Board Registration Deadlines
- ✓ 3<sup>rd</sup> Qtrly Evals – PGY1s (AOA)
- ✓ Permits/Licenses for 7/1

# MAY AND JUNE

## ▪ Program Director

- ✓ Graduation Ceremony/Dinner
- ✓ Welcome Party Preparations
- ✓ Orientation Planning/Materials
- ✓ Semi-Annual Resident Meetings
- ✓ Milestone Meetings (CCC)
- ✓ Summative Residency Evaluation/Meeting
- ✓ PEC
- ✓ End of Year Reports for each Resident
- ✓ AOA Opportunities

## ▪ Program Coordinator/Manager

- ✓ Graduation Ceremony/Dinner - Future Plans for Grads
- ✓ Meet new PGY1s
- ✓ Orientation Planning/Materials
- ✓ Graduate Check-Outs/Exit Interviews
- ✓ Semi-Annual Resident Meetings
- ✓ Faculty Teaching Awards
- ✓ In-Training Exam (Reserve Rooms and Registration)
- ✓ Update Website



# REFERENCES

- ❖ AOA - [www.osteopathic.org](http://www.osteopathic.org)
- ❖ ACGME - [www.acgme.org](http://www.acgme.org)
- ❖ ACOI - [www.acoi.org](http://www.acoi.org)
- ❖ AAIM - [www.im.org](http://www.im.org)

THANK YOU FOR ALL THAT YOU DO!

**YOU ROCK!!**

