

RESIDENCY TIMELINE	FELLOWSHIP TIMELINE
<p><b>JULY</b></p> <ul style="list-style-type: none"> <li>• <i>Orientation and welcome activities (late June for some programs)</i></li> <li>• Distribute Large House Staff Manual (call responsibilities, continuity clinics, departmental policies, and rotation specific goals and objectives)</li> <li>• AAP dues information (if applicable)</li> <li>• <i>GME Track Program update due for August download to AMA-FREIDA</i></li> <li>• <i>GME Track Resident/Fellow update open</i></li> <li>• <i>Submit employment forms to GME Office as they come in</i></li> <li>• Request certificates for off-cycle terminating House Staff</li> <li>• <i>Begin monitoring/tracking duty hours information for quarter</i></li> <li>• Administer ABP In-Training-Exam</li> </ul>	<p><b>JULY</b></p> <ul style="list-style-type: none"> <li>• <i>Orientation and welcome activities</i></li> <li>• Distribute Fellowship Guideline Book</li> <li>• <i>GME Track Program update due for August download to AMA-FREIDA</i></li> <li>• <i>GME Track Resident/Fellow update open</i></li> <li>• <i>Submit employment forms to GME Office as they come in</i></li> <li>• NRMP-Rank Order List Opens (7/15/09)</li> <li>• <i>Begin monitoring/tracking duty hours information for quarter</i></li> <li>• Follow-up with new fellows on completing the on-line orientation training modules</li> </ul>
<p><b>AUGUST</b></p> <ul style="list-style-type: none"> <li>• <i>GME Track Program and Resident/Fellow updates are available for completion</i></li> <li>• Review program website for new applicant information; update/revise as necessary</li> <li>• Annual Chief Resident Workshop (Indiana University)</li> <li>• Visit and contract hotel for interview season</li> <li>• PL-3 retreat</li> <li>• Plan resident/ faculty picnic for fall</li> </ul>	<p><b>AUGUST</b></p> <ul style="list-style-type: none"> <li>• <i>GME Track Program and Resident/Fellow updates are available for completion</i></li> <li>• NRMP-Quota Change Deadline (8/26/09)</li> </ul>
<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>• ERAS opens</li> <li>• Register program director for NRMP Main Match</li> <li>• Remind chief residents of leadership workshop</li> <li>• <i>GME Track Program and Resident/Fellow updates deadline</i></li> <li>• <i>Web-ADS program updates begin – watch for notification from ACGME and GME Office</i></li> <li>• Plan holiday party for residents</li> </ul>	<p><b>SEPTEMBER</b></p> <ul style="list-style-type: none"> <li>• NRMP-Rank Order List Closes (9/9/09)</li> <li>• NRMP-MATCH DAY (9/30/09)</li> <li>• Fall Retreat</li> <li>• <i>GME Track Program and Resident/Fellow updates deadline</i></li> <li>• <i>Web-ADS program updates begin – watch for notification from ACGME and GME Office</i></li> <li>• APPD Fall Meeting</li> </ul>

<b>OCTOBER</b>	<b>OCTOBER</b>
<ul style="list-style-type: none"> <li>• <i>Complete duty hours report for 2<sup>nd</sup> quarter</i></li> <li>• Manage ERAS</li> <li>• Schedule intern applicant appointments</li> <li>• Update interview information for interview season</li> <li>• Schedule faculty for applicant interviews</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Complete duty hours report for 2<sup>nd</sup> quarter</i></li> <li>• Order contracts for matched applicants <ul style="list-style-type: none"> <li>▪ Background Check Request Form</li> <li>▪ Consent to Background Check</li> <li>▪ Self-Disclosure Questionnaire</li> <li>▪ Statement of Principles/Honor Code</li> <li>▪ Current CV or ERAS application</li> </ul> </li> <li>• American Pediatric Board Exam</li> </ul>
<b>NOVEMBER</b>	<b>NOVEMBER</b>
<ul style="list-style-type: none"> <li>• Distribute letter “Acknowledgement of Receipt of Conditions and Requirements for Appointment” to all applicants</li> <li>• <i>Complete duty hours report and submit to GME office by November 1st</i></li> </ul>	<ul style="list-style-type: none"> <li>• Work on any loose ends</li> <li>• <i>Complete duty hours report and submit to GME office by November 1<sup>st</sup>.</i></li> </ul>
<b>DECEMBER</b>	<b>DECEMBER</b>
<ul style="list-style-type: none"> <li>• <i>Remind residents/fellows to update state tax information for new year, if necessary, and to verify the home address on pay advice for mailing of the W-2. Submit any changes to GME Office.</i></li> <li>• Holiday Party</li> <li>• Request intent to return forms</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Remind residents/fellows to update state tax information for new year, if necessary, and to verify the home address on pay advice for mailing of the W-2. Submit any changes to GME Office.</i></li> <li>• ERAS Opens-Will start receiving applications</li> <li>• Visit and contract hotel for interview season</li> </ul>
<b>JANUARY</b>	<b>JANUARY</b>
<ul style="list-style-type: none"> <li>• NRMP quota change deadline is 1/31</li> <li>• <i>Remind J-1 visa holders to begin paperwork to renew visas</i></li> <li>• <i>ACGME surveys administered January-May; watch for notification from ACGME</i></li> <li>• <i>Inform trainees that W-2s can be procured online via Onestart</i></li> </ul>	<ul style="list-style-type: none"> <li>• Start scheduling fellow applicant interviews</li> <li>• Order new contracts for fellows</li> <li>• <i>Remind J-1 visa holders to begin paperwork to renew visas</i></li> <li>• <i>ACGME surveys administered January-May; watch for notification from ACGME</i></li> <li>• <i>Inform trainees that W-2s can be procured online via Onestart</i></li> </ul>
<b>FEBRUARY</b>	<b>FEBRUARY</b>
<ul style="list-style-type: none"> <li>• Hold/attend rank meeting</li> <li>• Finalize and submit NRMP Rank Order List</li> <li>• <i>Submit notification to trainees of any contract non-renewal (according to ACGME requirements)</i></li> <li>• <i>Submit reappointment lists to GME Office for continuing house staff</i></li> <li>• <i>Submit certificate requests for terminating house staff</i></li> <li>• <i>Register for ERAS</i></li> </ul>	<ul style="list-style-type: none"> <li>• Interview Season</li> <li>• <i>Submit notification to trainees of any contract non-renewal (according to ACGME requirements)</i></li> <li>• <i>Submit reappointment lists to GME Office for continuing house staff</i></li> <li>• <i>Submit certificate requests for terminating house staff</i></li> <li>• <i>Register for ERAS</i></li> </ul>

MARCH	MARCH
<ul style="list-style-type: none"> <li>• Match results arrive!</li> <li>• Contact matched applicants</li> <li>• Submit contract requests and associated paperwork to GME Office <ul style="list-style-type: none"> <li>▪ Background Check Request Form</li> <li>▪ Consent to Background Check</li> <li>▪ Self-Disclosure Questionnaire</li> <li>▪ Statement of Principles/Honor Code</li> <li>▪ Current CV or ERAS application</li> </ul> </li> <li>• Begin aggressively processing visa paperwork with the GME Office</li> <li>• Remind chief residents of leadership workshop</li> <li>• Begin updating residency lists for distribution in July</li> </ul>	<ul style="list-style-type: none"> <li>• Interview Season</li> <li>• ACGME resident/fellow survey opens</li> <li>• Spring Retreat</li> <li>• ABP: In-Training Exams</li> </ul>
APRIL	APRIL
<ul style="list-style-type: none"> <li>• Distribute contracts and Angel on-line orientation materials</li> <li>• New uniform change schedule available</li> <li>• Prepare rotation schedule for next academic year</li> <li>• Process e-docs for continuing and terminating House Staff residents/fellows</li> <li>• Complete Position Request Forms and submit to GME Office</li> <li>• Schedule PALS &amp; NRP recertification</li> <li>• <i>Complete duty hours report and submit to GME office by May 1<sup>st</sup>, 4<sup>th</sup> quarter</i></li> <li>• <i>Review program rotation goals and objectives, guidelines, policies and procedures for distribution in July</i></li> <li>• Begin preparations for house staff orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Interview Season</li> <li>• <i>Complete duty hours report and submit to GME office by May 1<sup>st</sup>, 4<sup>th</sup> quarter</i></li> <li>• <i>Review program rotation goals and objectives, guidelines, policies and procedures for distribution in July</i></li> </ul>
MAY	MAY
<ul style="list-style-type: none"> <li>• Notify House Staff of start of open enrollment for health &amp; dental insurance</li> <li>• Submit list of pager reassignments for new year; order new pagers if necessary</li> <li>• Process Add New Person e-docs for incoming residents &amp; fellows (if necessary)</li> <li>• <i>Process Hire e-docs and other relevant e-docs</i></li> <li>• <i>Submit valid I-9s with backup documentation to GME Office; submit updated I-9s for individuals on J-1 visas</i></li> <li>• <i>GME Track Program updates open</i></li> <li>• <i>Check on medical license expiration dates by</i></li> </ul>	<ul style="list-style-type: none"> <li>• Interview Season</li> <li>• NRMP-Match Opens (5/13/09)</li> <li>• Process e-docs for continuing and terminating House Staff residents/fellows</li> <li>• <i>Process Hire e-docs and other relevant e-docs</i></li> <li>• <i>Submit valid I-9s with backup documentation to GME Office; submit updated I-9s for individuals on J-1 visas</i></li> <li>• <i>GME Track Program updates open</i></li> <li>• <i>Check on medical license expiration dates by going to IPLA website; print out renewals and submit to GME Office;</i></li> </ul>

<p><i>going to IPLA website; print out renewals and submit to GME Office;</i></p> <ul style="list-style-type: none"> <li>▪ <i>Inform resident to contact IPLA for details if license is in 'pending' status for more than 5 days</i></li> <li>• Schedule Electives for year</li> <li>• Assist New House Staff in obtaining the following: <ul style="list-style-type: none"> <li>▪ Email Account</li> <li>▪ ID Badge/s</li> <li>▪ Indiana Permanent License/Temporary Medical Permit</li> <li>▪ Parking Permit</li> <li>▪ Gold Card (Meals while on call)</li> <li>▪ Scrub Card</li> <li>▪ Authorization Codes</li> <li>▪ Physician ID Number</li> <li>▪ NPI number</li> </ul> </li> <li>• Assist Reappointed House Staff with the following: <ul style="list-style-type: none"> <li>▪ Renew Parking Permit Online</li> <li>▪ Indiana Permanent License/Temporary Medical Permit</li> <li>▪ Renew PPD at Health Services</li> <li>▪ Update I-9s for trainees on J-1 visas</li> <li>▪ Schedule Electives for the year</li> </ul> </li> <li>• Assist Terminating House Staff with the following: <ul style="list-style-type: none"> <li>▪ Return Pager, Keys, ID Badge, Parking Passes</li> <li>▪ Complete "Information for Termination House Staff Form"</li> <li>▪ Complete Medical Records at Each Hospital</li> <li>▪ Distribute Exit/Graduations Survey to all graduating trainees and return to the GME office.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Inform resident to contact IPLA for details if license is in 'pending' status for more than 5 days</i></li> <li>• Schedule/arrange for Graduation Luncheon</li> <li>• Fill out ABP verification forms for boards</li> </ul>
<p><b>JUNE</b></p>	<p><b>JUNE</b></p>
<ul style="list-style-type: none"> <li>• Conduct peer selected voting for House Staff Forum representative</li> <li>• Complete all e-docs for terminating, continuing, and new residents and fellows</li> <li>• <i>Schedule new trainees for the following:</i> <ul style="list-style-type: none"> <li>▪ <i>Computer training (specified by hospitals)</i></li> <li>▪ <i>Fingerprinting (if applicable)</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Graduation Luncheon</li> <li>• Assist New Fellows in obtaining the following: <ul style="list-style-type: none"> <li>▪ Email Account</li> <li>▪ ID Badge/s</li> <li>▪ Indiana Permanent License/Temporary Medical Permit</li> <li>▪ Parking Permit</li> <li>▪ Gold Card (Meals while on call)</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>▪ <i>Fit testing for TB masks</i></li> <li>▪ <i>ID badges</i></li> <li>• Check on medical license expiration dates by going to IPLA website; print out renewals and submit to GME Office; inform residents to contact IPLA for details if license is in 'pending' status for more than 5 days</li> <li>• Complete Verification Forms as needed</li> <li>• Follow-up with new house staff on completing the on-line orientation training modules</li> <li>• <i>GME Track Program updates open; July due date for August download to AMA-FRIEDA</i></li> <li>• <i>Complete final letter of evaluation for all graduating trainees (ACGME requirement)</i></li> <li>• Complete verification forms for the American Board of Pediatrics</li> <li>• Update all lists of House Staff (delete graduates and adding new House Staff)</li> <li>• Graduation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scrub Card</li> <li>▪ Authorization Codes</li> <li>▪ Physician ID Number</li> <li>▪ NPI number</li> <li>• <i>Schedule new fellows for the following:</i> <ul style="list-style-type: none"> <li>▪ <i>Computer training (specified by hospitals)</i></li> <li>▪ <i>Fingerprinting (if applicable)</i></li> <li>▪ <i>Fit testing for TB masks</i></li> <li>▪ <i>ID badges</i></li> </ul> </li> <li>• Assist Reappointed Fellows with the following: <ul style="list-style-type: none"> <li>▪ Renew Parking Permit Online</li> <li>▪ Renew PPD at Health Services</li> <li>▪ Update I-9s for trainees on J-1 visas</li> </ul> </li> <li>• Assist Terminating Fellows with the following: <ul style="list-style-type: none"> <li>▪ Return Pager, Keys, ID Badge, Parking Passes</li> <li>▪ Complete "Information for Termination House Staff Form"</li> <li>▪ Complete Medical Records at Each Hospital</li> <li>▪ Distribute Exit/Graduations Survey to all graduating trainees and return to the GME office.</li> </ul> </li> <li>• <i>GME Track Program updates open; July due date for August download to AMA-FRIEDA</i></li> <li>• <i>Complete final letter of evaluation for all graduating trainees (ACGME requirement)</i></li> </ul>
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**MONTHLY REMINDERS:**

- On-line submission of the payroll rotation information is due in the GME office on the 20th (or the first work day after, in case of holiday or weekend);
- Evaluations;
- On call Meals need to be added to cards;
- Coordinators meetings;
- Reminders of electives and who to contact;
- Verification of work reports are due within 30 days of receipt.

**QUARTERLY REMINDERS:**

- Duty Hours, 3 month block schedule

**AD HOC**

- Prepare for internal review or site visit by the ACGME