“A YEAR IN THE PROGRAM”
A Survival Guide

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“The Circle of Life”

“Family”

“Staff”

“Yours”

“Regulatory”

“Chiefs”

“Institutional”
“Activities: Definitions”

- Common to all programs
- Specific to your program
- Seasonal
- Yearly
- Semiannual
- Monthly
“Common to All Programs”

- NRMP
- ACGME
- FREIDA
- ERAS
- GME

- Interviews
- Orientation
- Graduation
- “Official Paperwork”
- Budgets
“Specific to Your Program”

- Curriculum
  - Conferences
  - Simulation
  - Procedures
  - Projects
- Meetings with
  - Chair
  - GME
  - Council
  - Chiefs
  - Residents

- Retreats
- Parties / Social Events
- Hospital Committees
- Block Schedules
- GME – Institutional
“Seasonal”

- Interviews
- Match
- Orientation
- Advisors
- Letters of Recommendation

- Exit Interviews
- Regulatory
  - Web ADS
  - NRMP
  - FREIDA
  - GME (Institutional)
- RRC / Internal Review
“Semiannual”

• Evaluations
  • Program
  • Faculty
  • Rotations
  • Residents
  • Curriculum
“Monthly”

- Prompt residents & faculty to review learning goals & objectives
- Conference Schedule and attendance
- Evaluations – Previous and Current
- Duty Hours / ML
- Rotation “Issues”

- Meetings and Committees
  - Chair
  - Chiefs
  - Staff
  - Residents
  - Hospital Operations
  - Your family!!!!
“A Year - Tasting - Menu”

- Suggestions
- Samples
  - Monthly activities in different programs
- Resources
- Templates

Share Warehouse!!
JULY

- Back up resident evaluations to CD-ROM
- Run summary reports/back up rotation evaluations to CD-ROM
- Send resident evaluations of faculty to Chairman
- Conduct summative evaluations for old PL1s and old PL2s
- Prepare reports and schedule Semi-annual Program Review Meeting for August
- Begin planning day and location for PL 2’s Career day
- Populate new intern files
- Update program website and FREIDA

Clinical Load

Personal Load
JULY

- Create new binders for all project based learning activities
- Create binders for upcoming year
- Update program binders for site visit (maintain for internal review)
- Complete previous academic year’s binders
- Rearrange mailboxes for all residents
- Send files from graduating residents to GME for processing / microfilming
- Schedule semiannual evaluations
- Update Telephone Disaster Tree

Clinical Load

Personal Load
JULY

- Proctor American Board of Pediatrics In-training Exam
- Send notice to malpractice carrier for off-site clinic rotation coverage
- Prepare affiliation agreements for community practice physicians and for special electives
- New Residency Council Members / AAP Resident representatives
- Request final transcripts reports and med school diplomas
- Update “centerlink” directory
- Decide on interview dates for peds and combined programs

Clinical Load

Personal Load
AUGUST

- Send Summary of Rotation Evaluations Report to Division Directors
- Program Evaluation / Review Meeting
- Quarterly Mentor Meeting
- Purchase GME Directory
- WebADS (ACGME) Survey Begins
- Download ERAS software
- Reserve hotel rooms for intern applicants
- Review budget for recruitment expenses

Clinical Load

Personal Load
AUGUST

- Solicit input for Chief Residents for the next year
- Create/update Intern Recruitment materials
- Complete Semiannual evaluations with PD / APD
- Planning Med Students Dinner (those applying to pediatrics)
- Route NEXT year's intern contract for signatures
- Construct academic year speaker line-up for 3 year Noon Conference curriculum
- Write letters of recommendation for medical students applying for pediatrics
- “How to prepare fellowship application / process”

Clinical Load

Personal Load
SEPTEMBER

• 1st Quarter Mentor Reports Due
• ERAS Mailbox opens
• Review ERAS applications, invite applicants, & schedule interviews
• Send memo request to faculty for intern applicant interviews
• Medical Student Dinner
• Review and update FAQs for residents / faculty interview
• Schedules requests from residents
• Begin AAMC GME Track Survey

Clinical Load
Personal Load
SEPTEMBER

- Give CV talk, personal statement preparation, & interview advice
- ABP Resident Tracking Roster due
- National Census GME Survey on GME Track due
- Write letters of recommendation for residents applying for fellowships
- Faculty Advisors Lunch
- Grants reports
- Check delinquent evaluations and resend

Clinical Load

Personal Load
OCTOBER

- Review ERAS applications, invite & schedule interviews
- Schedule faculty for interview dates
- ITE Scores received
  - Send out scores to residents and
  - Feedback to mentors
- Winter holiday requests sent out
- Noon Conference: Recruitment Duties – Residents
- Secure facility for intern’s retreat in January

Clinical Load

Personal Load
NOVEMBER

- Send summary reports of resident evaluation of rotation to Division Directors for review
- Quarterly Mentor Meeting
- Review ERAS applications, invite & conduct interviews
- Core Interview Group Sub-Ranking Meeting #1

Clinical Load

Personal Load
DECEMBER

- Back up Resident evaluations
- Run/back up rotation evaluations
- 2nd Quarter Mentor Reports due (send data reports to mentors two weeks prior to due date)
- Written response of review of rotation evaluations due from Division Directors

- Prepare reports and schedule Semi-Annual Program Review Meeting for January
- Review ERAS applications, invite applicants, & conduct interviews
- Send out invitations to past residents regarding Alumni Grand Rounds
DECEMBER

- Semi-Annual Resident Review of Program Evaluation (based on ACGME survey)
- Core Interview Group Sub-Ranking Meeting #2
JANUARY

- Notify NRMP of any quota changes (www.nrmp.org) - deadline 12/31
- Send memo to graduating residents confirming name to print on diploma
- Schedule conference rooms for ITE
- Schedule PL-2 Resident as Teacher Workshop
- Schedule conference rooms for orientation sessions for future PL2s and PL3s
- Core Interview Group Sub-Ranking Meeting #3
- Schedule QI Workshop
- Preliminary rank list
- Begin budget report

Clinical Load
Personal Load
JANUARY

- Program Evaluation and Review Meeting (Pediatrics RC requirement to have minutes)
- Review ERAS applications, invite applicants, & conduct interviews
- Schedule second looks for intern applicants
- Send resident evaluations of faculty to Chair
- Begin organizing and secure orientation and all events
- Secure graduation location and date

Clinical Load

Personal Load
FEBRUARY

- Meeting with Outside Rotator Program Directors
- Quarterly Mentor Meeting
- Begin planning for graduation dinner
- Second look intern interviews
- Review all Step II Clinical Skills (CK) results before submitting final rank list
- Rank list due
- Resident as Teacher Workshop
- Order ITE Books and reserve Auditorium
- Core Interview Group Sub-Ranking Meeting #4
- Send the upcoming PL2's & PL3's their contracts for next year

Clinical Load

Personal Load
FEBRUARY

- Match dinner celebration planning
- Match Lunch celebration planning
- ABP Certifying Examination registration
- Intern retreat
- Graduation memos to senior residents
- Schedule requests for 3 most important holidays / vacation requests
- Voting for graduation awards

Clinical Load

Personal Load
FEBRUARY

• Meeting with incoming Chief Residents
• Requests to faculty for new interns advisors
• Pratt Lectures preparations (abstracts, rooms, key note speaker)
• Semiannual evaluations
• KY and OH Training Certificates renewals
• Scrubs and lab coats for current residents
• International Visa renewals
MARCH

• 3rd Quarter Mentor Reports
• Mail Welcome Packets and Institution Application to new interns
• Distribute roster of new interns & get training permit apps started

• Start planning for Intern Welcome Picnic
• Start planning for Intern Orientation
• ERAS Post Match Survey
• Elective and vacations requests to PL1s and PL2s

Clinical Load

Personal Load
MARCH

- ABP Certifying Exam registration due
- Collect resident contracts for next academic year (must be signed 90 days in advance of new year)
- Pratt Lectures mailing
- Confirm hotel rooms for interviews
- Import ERAS files
- Residents’ photos
- Residents and Fellows booklet
APRIL

- House Staff to choose awards for graduation
- Prepare tentative orientation schedule/call to schedule speakers
- Begin collecting orientation materials, notifying speakers, tentative reservations
- Reserve space for graduation dinner – print invitations
- Confirm with caterers and band for graduation dinner and dance
- Order flowers, awards & gifts for graduation dinner
- Business cards for residents
- Block Schedule published
- Follow up with State Medical Board to secure all certificates

Clinical Load

Personal Load
MAY

- Quarterly Mentor Meeting
- Confirm plans for Intern Orientation
- Confirm plans for Intern Social Events
- Plan to update Frieda (due early July)
- Collect forwarding addresses from graduates
- Send out:
  - Graduates residency evaluation survey
  - Fellowship Directors / Partners Graduates survey
  - Summary of Rotation Evaluations to Division Chiefs
  - Faculty Evaluations to Chair
- Invitations to faculty, residents, and staff regarding graduation dinner
- Advisors breakfast & orientation

Clinical Load
Personal Load
MAY

- ABP Resident Tracking Roster / begin work with Clinical Competency Forms
- National Census GME Survey on GMETrack opens
- Stop all Direct Deposit for PL3s who are graduating on time
- Pratt Lecture and Dinner
- Individual and Perpetual Plaques for graduation
- Renew to-be PL3 PALS certification
- Advocacy Project Presentations
- Need contract stipends for two years ahead (post on FRIEDA soon)
- Begin to schedule semiannual evals and exit interviews

Clinical Load

Personal Load
JUNE

- 4th Quarter Mentor Reports Due
- Summative/Exit evaluations for graduating residents
- Intern Orientation
- Intern Social Activities
- Verification of Training Forms completed / ABP Clinical Competencies
- Distribute picture roster, pager list and schedules to Faculty, Residents and Program Staff
- Add new residents to ACGME Case Log System
- Add new residents to AAP Pedialink

Clinical Load
Personal Load
JUNE

- Update FRIEDA including interview dates
- Roster of graduate information: fellowship/practice and new address
- Graduation/Awards Dinner
- Update documents with outside facilities / programs

Send ABP Resident Tracking Roster

- Verification of Clinical Competence Forms from ABP
- Assignment of Mentors/Advisors for new interns
- Assemble new intern Resident files
- ABP ITE Schedule to Residents

Clinical Load

Personal Load
GOOD LUCK!!!