A YEAR IN THE PROGRAM
A Survival Guide

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Disclosures

We have no conflicts of interest to disclose.
Learning Objectives

After attending this session, participants will be able to:

• Identify crucial deadlines
• Implement timelines that work for your program
• Obtain a good understanding of an academic training year
What is a Residency?

Residency is a stage of Graduate Medical Education. A Resident Physician is a person who practices medicine under the supervision of fully licensed physicians in a given medical specialty.
What is a Fellowship (Subspecialty)?

A subspecialty, otherwise known as a fellowship, is a period of training undertaken following completion of residency, as a means to sub-specialization.

A fellow is considered somewhere in the hierarchy between residents and faculty.
Medical Education Family Tree

Medical School (4yrs)

Internal Med (3yrs)

Cardiology (3yrs)
Cardiac EP (1yr)
Endocrinology (2yrs)
Geriatrics (1yr)
Oncology (2yrs)
Infectious Disease (2yrs)
Pulm/CC (3yrs)

Critical Care (2yrs)
Interventional (1yr)
Gastroenterology (3yrs)
Hematology (2yrs)
Palliative Care (1yr)
Nephrology (2yrs)
Rheumatology (2yrs)

Pediatrics (3yrs)

Adolescent (3yrs)
Cardiology (3yrs)
Developmental (3yrs)
Gastroenterology (3yrs)
Infectious Disease (3yrs)
Pulmonary (3yrs)
Rheumatology (3yrs)

Allergy (2yrs)
Critical Care (3yrs)
Endocrinology (3yrs)
Heme/Onc (3yrs)
Neonatology (3yrs)
Rheumatology (3yrs)

Surgery (5yrs)

Emergency Med (1yr)
Pediatric Surg (2yrs)
Surgical Critical Care (1yr)
Coordinator’s Circle of Life

- Staff
- Regulatory
- Institutional
- Chiefs and/or Fellowship
- Yours
- Family
Common to All Programs

- NRMP
- ACGME
  - PEC
  - CCC
- FREIDA
- ERAS
- GME

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

- Curriculum
  - Conferences
  - Simulation
  - Procedures
  - Projects
- Meetings with
  - Chair/Division Director
  - GME
  - Residents/Fellows
- Retreats
- Parties / Social Events
- Hospital Committees
- Schedules
- GME – Institutional
- ILP
- National Meetings
- Salaries/Stipends
Seasonal

- Interviews
- Match
- Orientation
- Advisors/Mentors/SOC
- Letters of Recommendation
- Graduation/Exit Interviews/Summative Evaluations
- Regulatory
  - Web ADS
  - NRMP
  - FREIDA
  - GME (Institutional)
- RRC / Internal Review
Semiannual

- Evaluations
  - Program
  - Faculty
  - Rotations
  - Residents
  - Curriculum
- Program Evaluation Committee (PEC)
- Clinical Competency Committee (CCC)
Monthly/Weekly

- Assign and deliver learning goals & objectives and rotation evaluations
- Log and update conference schedule and attendance roster
- Evaluations – Run report for incomplete evaluations
- Duty Hours Monitoring
- Rotation “Issues”

Meetings and Committees
- Chair
- Staff
- Residents/Fellows
- GME and/or Hospital Operations
- Your family!!!!
JULY

Residency
• Archive resident evaluations
• Summary of Rotation Evaluations
• Summative Evaluations PL3s send to GME
• Complete semi-annual review on PL1s and PL2s
• Begin Planning Year Specific retreats
• Populate Intern Files
• Update Program website and FREIDA
• Prepare reports & schedule Semi-Annual program review
• Create/Update Resident Learning Portfolio
• Determine Resident(s) to attend AAP meeting/AAP Representative
• Assign resident mailboxes
• Update Resident Directory

Residency-Continued
• Confirm Program Letters of Agreement
• Assign residents to GME committees
• Finalize interview dates and assign faculty
• Proctor ABP In-Training Exam

Fellowship
• July 1 – Orientation tasks
• Enter Block schedules
• Set up evaluations
• Order books/business cards/ scrubs/ white coats, etc.
• Update program websites and FREIDA
• Prepare/ submit annual program review
• Install ERAS PDWS for Fall Match programs
August

Residency

- Summary of Rotation Evaluation to Division Directors
- Program evaluation/review meeting
- WebADS (ACGME) Survey begins
- Download ERAS Software
- Finalize details recruitment: budget, schedule, hotel rooms, update materials, etc.
- Plan M4 Student Dinner
- LORs for M4s applying to Pediatrics
- Solicit applications for next academic years Chief Resident(s)
- Help residents prepare fellowship application/process
- Confirm agenda year specific retreats

Fellowship

- Begin interviews for Fall Match cycle Programs: Child Abuse; Developmental-Behavioral; Critical Care; Emergency Medicine; Nephrology; Rheumatology
- Semi-Annual Directors Meeting (GME/Department level)
- Assist fellows in arranging for Scholarship Oversight Committee Meetings (SOC)
- Fall cycle match opens
- Notice from ACGME for ADS updates – rolling cycles but many are due beginning of September
- Complete Resident portion of GME Track (FREIDA)
September

Residency

- Mentors luncheon, mentor meetings & reports due
- Sept. 15 –ERAS mailbox opens
- Review ERAS applications invite & schedule applicants
- Host M4 Dinner
- Begin AAMC GME Track Survey
- ABP resident tracking roster due
- National Census GME Survey on GME Track
- Check for incomplete evaluations and resend
- Final planning resident retreats
- Register program with NRMP for match (must be done by director-you should remind them)

Fellowship

- ACGME ADS program updates due for:
  - Pediatrics
  - Adolescent Medicine
  - Pediatric Critical Care
  - Pediatric Emergency Medicine
  - Pediatric Cardiology
  - Pediatric Endocrinology
  - Pediatric Heme/Onc
  - Pediatric Nephrology
- Continue interviews for Fall cycle programs
- Begin to plan for Semi-annual reviews (held in December or January)
- Begin to plan for semi-annual clinical competency committee meeting
- Register for Fall APPD meeting!
- Begin thinking about Abstract submission for Spring APPD meeting
October

Residency
• Review ERAS applications invite, schedule and conduct interviews
• ITE Scores received: share with resident, mentor and put in resident file
• Winter holiday requests due
• Formal recruitment kick-off with residents & faculty
• Follow up with year specific retreats
• Schedule planning with current residents for next academic year
• Resident Costume Party
• AAP Annual Meeting – Resident Representative Attends

Fellowship
• Oct. 9 – Neonatology Match Day: send out letters of acceptance
• ACGME ADS Annual program Updates due for:
  • Neonatal-Perinatal Medicine
  • Pediatric Pulmonology
  • Pediatric Rheumatology
  • Pediatric Gastroenterology
  • Pediatric Sports Medicine
  • Pediatric Infectious Disease
  • Developmental-Behavioral
  • Pediatric Transplant Hepatology
  • Child Abuse Pediatrics
November

Residency
• Complete mentor meetings & reports due
• Review ERAS applications invite, schedule and conduct interviews
• Confirm presenters PL1 Retreat (February)
• Resident Competency Committee meeting – all resident progress review
• Receive notice to update FREIDA
• ABP resident tracking roster due
• National Census GME Survey on GME Track
• Check for incomplete evaluations and resend
• Register program with NRMP for match (must be done by director-you should remind them)

Fellowship
• Nov. 6: Rank List Due: Peds Specialty programs: Child Abuse; Developmental/Behavioral; Critical Care; Emergency Medicine; Nephrology; Rheumatology
• Nov. 13 – Rank List Due: Allergy/Immunology
• Nov. 20 – Match Day! Adolescent Medicine; Dev Behav, Critical Care, Emergency Med, Med Genetics, Nephrology, Rheumatology: Send Match Letters
December

**Residency**
- Confirm mentor reports have been completed
- Finalize any year specific retreats
- Prepare reports and schedule semi-annual program review for January
- Semi-annual resident review of program evaluation (based on ACGME survey)
- Prepare rotation schedules for upcoming academic year
- Begin Visa Renewals

**Fellowship**
- Dec. 4 – Allergy/Immun. Match: Send Match Letters
- Clinical Competency Committee Meeting (hold prior to semi-annual reviews of fellows)
- Program Directors required to conduct individual fellows semi-annual evals
  - Individual meeting with Program Directors
  - Individual Learning Plan
  - Distribute/Collect 360 “Multi-Rater” Evaluations
- Collect Procedure Logs if applicable (quarterly)
- ERAs opens to programs for Spring Cycle applicant review

Happy Holidays
January

**Residency**
- Notify NRMP of quota change by Jan. 31
- Confirm name to be printed on PL3 Diploma/Certificate
- Confirm location for July ITE
- Finalize any remaining retreats
- Confirm space for resident orientation
- Program Evaluation and Review Meeting (minutes taken)
- Confirm graduation location for following year
- Begin organizing intern orientation and updating any materials needed
- Semi-annual rotation evaluations to rotation contact

**Fellowship**
- Begin confirming names for certificate of completion
- Begin (or continue) orientation planning
- Begin planning graduation
- Verify January through June block schedules
- Catch up time
- Good time for vacation
February

**Residency**
- Rank List Due
- Review Step II Clinical Skills before submitting Rank List
- Meet with outside rotator Program Directors
- Order In-Training Exams
- Plan match day celebrations
- ABP Certifying Exam Registration
- Send a Save-The-Date to faculty and residents for graduation
- Confirm chiefs for next academic year (if not done earlier in year)
- Formulate Orientation Outline
- Prepare Match Day info for interns

**Fellowship**
- Begin offering interviews for spring specialty match programs
- Continue working on orientation plans
- Submit list of reappointments to GME office (if this is your model)
- ACGME Survey opens – faculty and fellows
March

**Residency**
- Mentor meetings begin
- Match Day
- Welcome packets to new interns
- Roster of new interns distributed
- Continue planning of intern orientation
- Post Match Survey sent
- Finalize electives and vacation requests for current residents
- Contracts sent to PL2s & PL3s
- Graduation award voting
- Import ERAS files for matched interns
- Create resident photo composite
- Update Residents and Fellows Handbook
- Finalize any remaining retreats

**Fellowship**
- Collect procedure logs if applicable (quarterly)
- Start Appointment Paperwork for next academic year: New Hires, Continuing, Exiting graduates
- Conduct interviews for Spring specialty match programs
April

**Residency**
- Mentor meetings and reports due
- Finalize Graduation Awards and send invitations
- Continue planning of intern orientation
- Collect resident contracts
- Request faculty mentors for new interns
- Define lecture schedule for upcoming year
- Complete block schedule for interns
- Order business cards for interns
- Plan PL2 Career Day Agenda (August)

**Fellowship**
- April ?? - Hem/Onc NRMP Rank Order List Due (this is when it is normally due– dates have not been released)
- Scholarly Oversight Committee Fellow meetings
- Follow up:
  - Appointments
  - Graduation
  - Orientation
May

Residency
- Route intern contracts for necessary signatures
- Finalize Graduation plans: venue, awards, programs, etc.
- Confirm mentor reports submitted
- Finalize orientation plans: schedule, presenters, social, etc.
- Begin FREIDA update
- Collect forwarding address & practice info from PL3s
- ABP tracking roster
- National Census GME Survey on GMETrack opens
- Renewal PL2’s NRP & PALS certification
- CQI/Advocacy/Research poster presentations
- AAP Pedia link membership roster due

Fellowship
- There will be some Match Days this month. Dates have not been formalized as of 09/23/2013.
- Annual Program Review
  - Program Directors required to conduct with essential key faculty and fellows
- Finalize: Appointments, Graduation, Orientation
June - Residency

Residency

- Confirm all mentor reports submitted
- Summative evaluations due
- Intern Orientation
- Add new residents to ACGME roster and advance current residents
- Finalize Graduation plans: venue, awards, programs, etc.
- Finalize PL2 career day agenda (August)
- Semi-annual rotation evaluation, faculty and resident evaluation compiled
- Update FREIDA including interview dates

Residency – Continued

- Graduation Celebration
- Send ABP verification of Clinical Competence
- ABP ITE schedule to residents
- Begin assembling new interns files
- Update Program Letters of Agreement
- Send post residency survey to previous year’s graduates
- Finalize resident/fellow handbook changes
June - Fellowship

Fellowship

- ABP Verification of Competency Forms Due
- Semi-Annual Evaluations:
  - Individual meeting with Program Director
  - Individual Learning Plan
  - Distribute/Collect 360 “Multi-Rater” evaluations
- Final/Summative Evaluations for graduating fellows
  - “Verification Statement: “resident has demonstrated sufficient competence to enter practice without direct supervision and practice independently”.
- Collect Procedure logs if applicable (quarterly)
- Graduation Ceremonies/Events
- Complete Program portion of GME Track (FREIDA)
- Finalize orientation plans
- Finalize/confirm licensure (if this is your duty/model)
American Board of Pediatrics
Examination Dates

• April 8, 2013 – Developmental-Behavioral Peds
• April 9, 2013 – Pediatric Emergency Medicine
• April 11, 2013 – Pediatric Rheumatology
• April 16, 2013 – Pediatric Hematology/Oncology
• July 17-20, 2013 – Sports Medicine
• Oct 16, 2013 – Sleep Medicine
• Oct 22-24, 2013 – General Pediatrics
• Nov 12, 2013 – Child Abuse
• Nov 13, 2013 – Pediatric Endocrinology
• Nov 18, 2013 – Pediatric Gastroenterology
• Nov 19, 2013 – Pediatric Infectious Disease
A Year - Tasting - Menu

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

Share Warehouse!!
GOOD LUCK!!!