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.
<table>
<thead>
<tr>
<th>Specialty</th>
<th>Training Duration</th>
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<tbody>
<tr>
<td>Internal Med</td>
<td>3yrs</td>
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<tr>
<td>Critical Care</td>
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<tr>
<td>Interventional</td>
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<tr>
<td>Cardiology</td>
<td>3yrs</td>
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<td>Cardiac EP</td>
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<tr>
<td>Endocrinology</td>
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<td>Geriatrics</td>
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<tr>
<td>Oncology</td>
<td>2yrs</td>
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<tr>
<td>Infectious Disease</td>
<td>2yrs</td>
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<tr>
<td>Pulm/CC</td>
<td>3yrs</td>
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<tr>
<td>Pediatrics</td>
<td>3yrs</td>
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<tr>
<td>Adolescent</td>
<td>3yrs</td>
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<tr>
<td>Allergy</td>
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<tr>
<td>Critical Care</td>
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<td>Cardiology</td>
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<tr>
<td>Developmental</td>
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<tr>
<td>Endocrinology</td>
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<tr>
<td>Gastroenterology</td>
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<tr>
<td>Hematology</td>
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<tr>
<td>Palliative Care</td>
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<tr>
<td>Infectious Disease</td>
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<tr>
<td>Neonatology</td>
<td>3yrs</td>
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<tr>
<td>Pulmonary</td>
<td>3yrs</td>
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<tr>
<td>Rheumatology</td>
<td>3yrs</td>
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</tbody>
</table>
Coordinator’s Circle of Life

Staff

Regulatory

Yours

Family

Chiefs and/or Fellowship

Institutional
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/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
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!!!!
Residency
- Archive resident evaluations
- Summary of Rotation Evaluations
- Summative Evaluations PL3s send to GME
- Complete semi-annual review on PL1s and PL2s
- Begin Planning PL2 Retreat (Oct)
- 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

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

Fellowship
- July 1 – Welcome New Fellows
- Orientations/GME/Department/Program Specific
- Order & assign essential items for new fellows: mailboxes, phot ID/access privileges, lab coats, business cards, etc.
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 PL2 Retreat (Oct)

Fellowship

- Semi-Annual Coordinator’s Meeting (GME/Department level)
- Semi-Annual Directors Meeting (GME/Department level)
- Scholarly Oversight Committee Fellow Meetings
- Catch up time
- Good time for vacation!!
<table>
<thead>
<tr>
<th>September</th>
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<tr>
<td><strong>Residency</strong></td>
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<tr>
<td>- Mentors luncheon, mentor meetings &amp; reports due</td>
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<tr>
<td>- Sept. 15 – ERAS mailbox opens</td>
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<tr>
<td>- Review ERAS applications invite &amp; schedule applicants</td>
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<tr>
<td>- Host M4 Dinner</td>
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<tr>
<td>- Begin AAMC GME Track Survey</td>
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<tr>
<td>- ABP resident tracking roster due</td>
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<tr>
<td>- National Census GME Survey on GME Track</td>
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<tr>
<td>- Check for incomplete evaluations and resend</td>
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<tr>
<td>- Final planning PL2 resident retreat (Oct)</td>
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<tr>
<td>- Register program with NRMP for match</td>
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<tr>
<td><strong>Fellowship</strong></td>
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<tr>
<td>- Sept. 25 – Neonatology NRMP Rank Order List Due</td>
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<tr>
<td>- Notice from ACGME to begin ADS Annual Program Update: Adolescent Medicine, Cardiology, Critical Care, Endocrinology, Gastroenterology, Neonatology</td>
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<tr>
<td>- Collect Procedure Logs if applicable (quarterly)</td>
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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
- Begin planning PL1 retreat (February)
- Schedule planning with current residents for next academic year
- Resident Costume Party
- AAP Annual Meeting – Resident Representative Attends
- PL2 Retreat Occurs

**Fellowship**
- Oct. 9 – Neonatology Match Day: Send out Match Letters
- Oct. 24 – Adolescent Medicine Rank List Due
- Notice from ACGME to begin ADS Annual Program Update: Allergy
- ACGME ADS Annual Program Report Due: Adolescent Medicine, Cardiology, Critical Care, Endocrinology, Gastroenterology, Neonatology
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
- Confirm presenters PL1 Retreat (Feb)
- Register program with NRMP for match

**Fellowship**
- Nov. 7 – Adolescent Medicine Match Day: Send Match Letters
- Nov. 14 – Rank List Due: All/Immun, Dev Behav, Critical Care, Emergency Med, Med Genetics, Nephrology, Rheumatology
- Nov. 28 – Match Day: Dev Behav, Critical Care, Emergency Med, Med Genetics, Nephrology, Rheumatology: Send Match Letters
- ACGME ADS Annual Program Report Due: Allergy
- Notice from ACGME to begin ADS Annual Program Update: DBP, Hem/Onc, Infectious Disease, Nephrology, Pulmonary, Rheumatology
December

**Residency**
- Confirm mentor reports have been completed
- Review ERAS applications invite, schedule and conduct interviews
- Finalize PL1 Retreat Agenda (February)
- 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

**Fellowship**
- Dec. 5 – All/Imm Match: Send Match Letters
- 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)

*Happy Holidays!*
January

**Residency**
- Conduct final recruitment interviews
- Notify NRMP of quota change by Jan. 31
- Confirm name to be printed on PL3 Diploma/Certificate
- Confirm location for July ITE
- Plan PL3 Retreat (April)
- Confirm space for resident orientation
- Program Evaluation and Review Meeting (minutes taken)
- Confirm graduation location
- Begin organizing intern orientation
- Semi-annual rotation evaluations to rotation contact

**Fellowship**
- ACGME ADS Annual Program Report Due: DBP, Hem/Onc, Infectious Disease, Nephrology, Pulmonary, Rheumatology
- 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
- Resident Competency Committee reviews resident progress
- Formulate Orientation Outline
- Prepare Match Day info for interns
- Begin Visa Renewals

Fellowship

- Semi-Annual Coordinators Meeting (GME/Department level)
- Semi-Annual Directors Meeting (GME/Department Level)
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 PL3 Retreat Agenda (April)

**Fellowship**
- Collect procedure logs if applicable (quarterly)
- Start Appointment Paperwork for next academic year: New Hires, Continuing, Exiting graduates
- Start planning graduation and orientation
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
- PL3 retreat occurs
- Plan PL2 Career Day Agenda (August)

Fellowship

- April 17 - Hem/Onc NRMP Rank Order List Due
- 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**
- May 1 – Hem/Onc NRMP Match Day: Send out match letter
- May 15 – All/Immun, Cardiology, Endocrinology, Gastroenterology, Infections Disease Rank Order List Due
- May 29 – All/Immun, Cardiology, Endocrinology, Gastroenterology, Infections Disease Match Day: Send out match letter
- 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/case log system
- 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 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
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
- 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!!!