**Residency Program Calendar – A Year in the Life**

Rachel Cramton, MD and Scott Carney, MD

Edited by Alan Chin, MD and Margaret McNamara, MD

Introduction

Keeping track of annual activities for Program Directors can be a challenge. Here you will find an outline for major activities organized by month for Pediatric Residency Program Directors.

Annual Calendar – An Example

|  |  |  |
| --- | --- | --- |
| To Do | | *0/56 Pending* |
| *0/56 Completed* |
|  |  |  |
| ✓ |  | Task |
| **July** |  |  |
|  |  | American Board of Pediatrics In - Training Exam |
|  |  | Formulate Faculty-Resident Mentorship planning discussions for incoming and established residents |
|  |  | Complete letters of recommendation for PGY3 Trainees in preparation for Fellowship applications |
|  |  | Plan/discuss known leave time periods amongst program leadership (PD, APD, Coordinators) to avoid gaps |
| **August** |  |  |
|  |  | Assist Residents in Development and Review of Individualized Learning Plans |
|  |  | Review Recruitment Plan for upcoming ERAS applications with Program Team, set up expectations, recruit faculty. Activate program in NRMP. |
|  |  | Evaluate and update program website, submit new materials to ERAS, FREIDA, Doximity, etc. |
|  |  | Deadline for submission of ACGME Program Survey (Not Resident or Faculty Survey) |
|  |  | Deadline for Submission of ACGME WebADS (Program updates, response to citations, etc.) |
| **September** |  |  |
|  |  | Deadline for submission of ACGME Resident Roster |
|  |  | Plan and establish dates for Residency evaluation for academic year, CCC, PEC, Annual Reviews |
|  |  | End of September - ERAS opens for review of residency applications |
|  |  | Participation in online "Open Houses" for applicants including DEI open houses, those hosted by others (ex: FuturePedsRes) |
|  |  | Set date/plan for graduation |
| **October** |  |  |
|  |  | Completion of holistic review of applications with submission of candidate interview opportunities |
|  |  | ABP certification exam held for graduates |
|  |  | Schedule +/- begin residency Interviews |
| **November** |  |  |
|  |  | Review Faculty Members (core v. non-core) on ACGME site |
|  |  | Fellowship Match Day |
|  |  | Residency Interviews |
|  |  | End of Month consider CCC meeting if not already scheduled |
|  |  | Project block dates for next academic year |
| **December** |  |  |
|  |  | ABP Certification Test results sent to graduates |
|  |  | Recommend letting all applicants know if they will be offered an interview, waitlisted, or not offered an interview |
|  |  | ACGME Milestones Reporting Due |
|  |  | Schedule and hold biannual feedback meetings |
|  |  | Residency Interviews |
| **January** |  |  |
|  |  | Deadline for ACGME Milestone reporting |
|  |  | Residency interviews |
|  |  | Review ABP certification exam results |
|  |  | Chief Resident selection process begins (if not done already) |
|  |  | Finalize quota for NRMP |
| **February** |  |  |
|  |  | Complete residency interviews |
|  |  | Rank List meeting (usually due March 1) |
|  |  | ACGME Annual Faculty and Resident Survey launches |
| **March** |  |  |
|  |  | Rank List due |
|  |  | Update/write welcome email for new class |
|  |  | SOAP Process for unmatched applicants |
|  |  | Match Day!!! (3rd Friday in March) |
|  |  | Communicate with residents about timeline for fellowship applications; assure sufficient guidance for application process |
|  |  | Announce Chief Resident selection (if not done already) |
|  |  | Block scheduling for rising R2s and R3s |
| **April** |  |  |
|  |  | ACGME Survey for Residents and Core Faculty closes |
|  |  | Meet with MS3 interested in Pediatrics |
|  |  | Intern appointments, onboarding, and planning for Orientation |
| **May** |  |  |
|  |  | PEC Meeting to discuss ACGME survey results |
|  |  | Finalize orientation schedule |
|  |  | Finalize graduation |
|  |  | End of Month consider CCC meeting if not already scheduled |
| **June** |  |  |
|  |  | Schedule and hold biannual feedback meetings |
|  |  | Graduation |
|  |  | PD Letters of Recommendation for fellowship applications |
|  |  | Deadline for ACGME Milestone reporting |
|  |  | ABP graduation packets and Tracking Roster due |
|  |  | Intern Orientation |

Resources

[EXCEL SHEET Tracker - Residency Program Calendar – A Year in the Life](https://uwmadison.box.com/s/l4ra387fc6wb1f5y40p74rrjxu6qdb39)