

ACOI PROGRAM DIRECTOR CALENDAR OF IMPORTANT EVENTS

2011

July 1 – 15	Distribution of all necessary ACOI documents to residents
July 1 – 15	Distribution of ACOI Residency Survey
July 15	Resident Research Abstract Contest deadline
July 31	Deadline for submission of online ACOI Program Directors Reports Deadline for submission of online ACOI Resident and Fellow Annual Reports
August 15	Deadline for completion of ACOI Residency Survey
October 1	Opening date of 2012 AOBIM examination registration (online registration at www.aobim.org is available)
October 20	Quarterly OGME 1 resident review (if applicable)
October 12 – 14	ACOI Annual Convention (San Antonio, TX) (Each resident must attend at least one ACOI Education meeting during his/her training program.)
December 1 – 31	Quarterly OGME 1 resident evaluation (if applicable)
December 30	Registration Deadline for 2012 In-Service Examination

2012

January 1 – 31	Schedule mid-year resident evaluations Nominations open for ACOI Resident Humanism/Teaching Award
February 1	Deadline for AOBIM internal medicine examination registration Opening date for ACOI Resident Research Contest entries
March 1	Registration Deadline for AOBIM subspecialty and CAQ examinations
March 2	Resident In-Service Examination administered at all IM sites
March 14 – 18	ACOI Annual Board Review Course (Las Vegas, NV) (Each resident must attend at least one ACOI Education meeting during his/her training program.)
March 1 – 31	Quarterly OGME 1 resident evaluation (if applicable)

2012 (continued)

April 1	Late registration deadline for AOBIM internal medicine examination
April 1	Registration deadline for AOBIM subspecialty and CAQ exams
April 15 – 30	Distribution of ACOI Active member applications to graduating residents
May 1	Late registration deadline, AOBIM subspecialty and CAQ exams Program Director and Resident Annual Reports available online
May 1 – 31	Review Resident In-Service Examination scores
May 4 – 6	ACOI Annual Trainers Congress – Hilton Head, SC (IM program directors are required to attend each year, Subspecialty program directors are required to attend every other year.)
June 1 – 30	Quarterly OGME 1 resident evaluations (if applicable)
June 15	ACOI Resident Humanism/Teaching Award nomination deadline
August 12	Latest training completion date for 2011 IM certifying exam eligibility
August 25	AOBIM subspecialty and CAQ examinations (Chicago)
September 13	AOBIM internal medicine certifying examination

INSPECTION PROTOCOL

- Inspection date agreed on by inspector and program director
- ACOI Provides inspection workbook materials at least 60 days prior to inspection date
- Program submits completed documents to inspector – at least 30 days prior to inspection

Approval Timeline

<u>Inspection Date</u>	<u>ACOI Action</u>	<u>AOA PTRC Action</u>
May – August	Early September	Early November
September – December	Early February	Late April
January – April	Early May	Late July

Internal Review

(Required at midpoint of inspection approval cycle)

Example: 2 ½ years if five-year approval
 2 years if four-year approval
 1 ½ years if three-year approval

Program Director Requirements

- Must attend Congress for Resident Trainers each year (usually 1st weekend in May.)
- Each July, the ACOI will send out a Residency Survey to all program directors. This must be completed and returned to the ACOI by the designated date.
- Annual Reports must be completed for all residents/fellows by July 31st. **Fines of \$150, per delinquent report, will be imposed after that date.**
- Distribute an updated copy of the *Basic Standards for Residency Training in Internal Medicine* to all residents in the program. The *General Standards for Fellowship Training in Internal Medicine Subspecialties* and the specific standards should be distributed to all fellows in the program.
- Complete the registration form for the In-Service Examination and return to the ACOI by the designated date. **Please note that the In-Service Exam is ALWAYS given on the first Friday in March. DO NOT schedule out-rotations or leave for any resident during that time.**

A more detailed list of Program Director Requirements can be found in the *Basic Standards for Residency Training in Internal Medicine* located here: <http://www.acoi.org/ResidentIMStds2.html>, on the ACOI webpage.