The “typical” year for the PD/PC

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Adapted from “A year in the life of the Program Director and Program Administrator”

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JULY AND AUGUST

**Program Director**
- ERAS ACGME Fellowship Opens
- ERAS AOA Opens
- ACGME WebADS
- Specialty Board Data Review
- Student/Resident LOR
- Resident Core lectures
- ACOI Annual Reports – Due 7/31

**Program Coordinator/Manager**
- Orientation
- Welcome Events
- Memberships
- GME Program/Resident Survey Deadline
- In-Training Roster/Exam
- ACGME WebADS
- Resident Recruitment
- Update Alumni Database
- Resident Abstract Contest Due
SEPTEMBER AND OCTOBER

**Program Director**
- ERAS ACGME Opens
- NRMP Registration
- Register for the Match
- Qtrly Resident Meetings
- PGY-1 Interviews begin
- GMEC Annual Report
- Recruiting-Interviews
- AOA/ACOI Conferences

**Program Coordinator/Manager**
- Resident Recruitment
- Renew Resident Educations Subscriptions/Board Prep-Book Allowance
- AOA TIVRA Data Due
- Prepare Milestones Packets for Mentors
- National GME Census Deadline
- Holiday Party Preparations
NOVEMBER AND DECEMBER

- **Program Director**
  - Mentor Meetings
  - CCC
  - PEC
  - Military and Fellowship Match
  - PGY-1 Interviews continue
  - OPTI Annual Reports Due – December

- **Program Coordinator/Manager**
  - PGY-1 recruitment/interviews continue
  - Semi-Annual Evaluations/Quarterly
  - CCC/PEC meeting prep
  - Specialty Board Registrations Open
  - WebADS Reporting Period
  - Registration Deadline for Inservice exam
JANUARY AND FEBRUARY

**Program Director**
- The Match Rank Lists due Jan
- NRMP Rank Order due Feb
- SOAP Registration
- AOA Match Results – Feb
- CCC Follow-Ups with Residents
- Milestones Due
- Chief Resident - Letters of Intent/Interviews
- Any Quota changes

**Program Coordinator/Manager**
- AOA Program Fees Assessed
- COMLEX 3/USMLE 3 Verification for PGY-2s
- Register FRIEDA
- Resident Deadline for National Board Exams
- Book ACLS/BLS Recertification
- Graduation Certificates – prep
- Training Permits due - mid Feb
- Milestones Due - Jan
MARCH AND APRIL

**Program Director**
- NRMP Match – mid March
- Canadian Match – early March
- SOAP begins
- Specialty Program National Conferences
- Rotation Schedules for upcoming academic year
- Chief Residents selected
- PLAs for New Rotations
- OPTI Resident Surveys

**Program Coordinator/Manager**
- Collect Contract Signatures
- Onboard Newly Matched Residents
- Solicit Schedule Requests
- Welcome Letters to Matched Residents
- ERAS Registration
- Specialty Program National Conferences – ACGME, ACOI, AAIM
- Review PLAs that will expire
- Specialty Board Registration Deadlines
- 3rd Qtrly Evals – PGY1s (AOA)
- Permits/Licenses for 7/1
MAY AND JUNE

- **Program Director**
  - Graduation Ceremony/Dinner
  - Welcome Party Preparations
  - Orientation Planning/Materials
  - Semi-Annual Resident Meetings
  - Milestone Meetings (CCC)
  - Summative Residency Evaluation/Meeting
  - PEC
  - End of Year Reports for each Resident
  - AOA Opportunities

- **Program Coordinator/Manager**
  - Graduation Ceremony/Dinner - Future Plans for Grads
  - Meet new PGY1s
  - Orientation Planning/Materials
  - Graduate Check-Outs/Exit Interviews
  - Semi-Annual Resident Meetings
  - Faculty Teaching Awards
  - In-Training Exam (Reserve Rooms and Registration)
  - Update Website
REFERENCES

- AOA - www.osteopathic.org
- ACGME - www.acgme.org
- ACOI – www.acoi.org
- AAIM - www.im.org
THANK YOU FOR ALL THAT YOU DO!

YOU ROCK!!