

ACOI PROGRAM DIRECTOR CALENDAR OF IMPORTANT EVENTS

2017

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 2018 AOBIM examination registration (online registration at www.aobim.org is available)
October 11 – 15	ACOI Annual Convention (Washington DC) (Each resident must attend at least one ACOI Education meeting during his/her training program)
October 20	Quarterly OGME 1 resident review (if applicable)
December 1 – 31	Quarterly OGME 1 resident evaluation (if applicable)
December 31	Registration Deadline for 2018 In-Service Examination

2018

January 1 – 31	Schedule mid-year resident evaluations Nominations open for ACOI/AOF Resident of the Year Award
February 1	Deadline for 2018 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 1 – 31	Quarterly OGME 1 resident evaluation (if applicable)

2018 (continued)

April 1	Late registration deadline for 2018 AOBIM internal medicine examination
April 1	Registration deadline for 2018 AOBIM subspecialty and CAQ exams
April 15 – 30	Distribution of ACOI Active member applications to graduating residents
April 25 - 29	ACOI Annual Board Review Course (Chicago, IL) (Each resident must attend at least one ACOI Education meeting during his/her training program.)
April 26 – 29	ACOI Hospital Medicine Update (Chicago, IL) (Each resident must attend at least one ACOI Education meeting during his/her training program.)
April 27 - 28	ACOI Annual Trainers Congress (IM program directors are required to attend each year, Subspecialty program directors are required to attend every other year.) (Chicago, IL)
April 27 – 29	ACOI Cardiology Focused Review (Chicago, IL)
May 1	Late registration deadline for 2018 AOBIM subspecialty and CAQ exams
May 1 – 31	Program Director and Resident/Fellow Annual Reports available online Review Resident In-Service Examination scores
June 1 – 30	Quarterly OGME 1 resident evaluations (if applicable)
June 15	ACOI Resident Humanism/Teaching Award nomination deadline
August 31	Latest training completion date for 2018 IM certifying exam eligibility
Dates TBA	2018 AOBIM subspecialty and CAQ examinations
Dates TBA	2018 AOBIM internal medicine certifying examination

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/education/gme/program-directors/standards.html>, on the ACOI webpage.