

**PROGRAM COORDNATOR TIMELINE  
ASSESSMENT OF COMPETENCIES**

TARGET MONTH	PROGRAM COORDINATORS SCHEDULE OF RESPONSIBILITIES [note: this general template should be adjusted to reflect your specific responsibilities]	PURPOSE AND GOALS Note: adjustments will be necessary as NAS is developed	Behavioral Indicators	Novice	Advanced Beginner	Competent	Proficient	Expert	REFERENCE SOURCES
JULY	Program Orientation	Review department/division orientation agenda to identify speakers, necessary handouts (goals/objectives, rotation schedules, program or institutional policies manual etc.), required testing (drug/background check etc), necessary training (ACLS, BLS, HIPAA compliance).							
	Administer processes to orient residents to hospital system(s)	Electronic Medical Records (EMR) System							
		1. First-year resident data can be entered in WebADS or other computer tracking systems  2. Programs can also download WebADS data and import into GME Track to avoid duplicating survey information later in the academic year.							<a href="https://www.aamc.org/services/gmetrack/">https://www.aamc.org/services/gmetrack/</a>
	ACGME Web Accreditation Data System (WebADS) Preparation (Consider beginning this process well in advance of the ACGME deadline)	1. Under NAS, data used to accredit programs will include the Annual Accreditation Data System (ADS) update. The information required is similar to what used to be submitted in the PIF- pay attention to details  2. Program Director CV is required but all other Faculty CVs have been replaced with abbreviated data on faculty member's board certifications status and scholarly activity.  3. Case log and Clinical experience data will be collected (July-Sept)							CPR II.A.4.g).(1) Program Director Responsibilities
	Follow-up: Final Summative Evaluations for graduating residents	1. verify that all graduating residents have final evaluation in their files							CPR II.A.4.i) Program Director Responsibilities
	Loan deferments	This may be processed in conjunction with the GME office							For loan information – <a href="https://www.aamc.org/services/first/">https://www.aamc.org/services/first/</a>
	Begin Collection of "Formative Evaluations". (Should be repeated monthly or following each major assignment- these should be tied to milestones assessments when available)	1. The collection of faculty evaluations of the resident's performance following each educational rotation or assignment must be documented.  2. Completed evaluations must be retained in each residents file.  3. Samples of competency-based evaluation tools will be needed during future internal program assessments and external self studies.  4. Resident files should support the programs standard practice for collecting formative evaluations from faculty.							CPR V.A.2 Formative Evaluation
AUGUST	ERAS- opens;	Install ERAS software/ Respond to inquiries about the program							

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AUGUST (CONT'D)	NRMP Main Match Opens (Late August/Early September)  (subspecialty match deadlines vary- review schedule and adjust this template accordingly)	Review Match Agreement for compliance details.  1. Consider program responsibilities for Match compliance to avoid potential Match violations. New policies- SOAP and All In policy  2. Review applicant responsibilities for Match compliance.  3. NRMP Match violations are reported to the IRC, RRC, and the applicants medical school.  4. Programs with match violations will be flagged in the NRMP system for a specified period of time, and could have an impact on recruitment efforts for qualified applicants.							NRMP website: <a href="http://www.nrmp.org">www.nrmp.org</a>
	ACGME Annual Update August – September)	1. Complete any remaining data not previously updated in WebADS.  2. Review raw duty hour data to assure accurate reporting of duty hours.  3. Annual program updates must be submitted within the timeframe outlined by the ACGME in WebADS.  4. Quota changes must have approval of Designated Institutional Official (DIO).  5. It is important to ensure that the number of matched applicants through the NRMP do not create overages in the total resident complement approved by the RRC for an individual training program.							Data collection system <a href="https://www.acgme.org/ads/default.asp">https://www.acgme.org/ads/default.asp</a>
	End of Rotation/Assignment Formative Evaluations	1. The collection of faculty evaluations of the resident's performance following each educational rotation or assignment must be documented.  2. Completed evaluations must be retained in each residents file.  3. Samples of competency-based evaluation tools will be needed during future internal and external reviews.							CPR V.A.2 Formative Evaluation
	Collect baseline Duty Hours data to monitor resident compliance with work hour requirements	1. Initial reporting to the ACGME on the programs' compliance with work hours will be part of the ACGME annual Program Update in WebADS.  2. Between January and May of each year all programs will participate in the ACGME Anonymous Resident Survey, which is used to assess compliance with work hours and other educational components of the training program.							CPR VI.G Resident Duty Hours
SEPTEMBER	Resident applications available in ERAS;	Set up downloading schedule; consider doing it daily							
	Establish resident procedures for review and screening of applications	Use this time to prepare for in advance for interviewing season; order supplies, etc.							
	Update recruitment letters								
	Prepare materials for distribution to applicants								
	GME Track Resident Update closes late September.								<a href="https://www.aamc.org/services/gmetrack/">https://www.aamc.org/services/gmetrack/</a>
	End of Rotation/Assignment Formative Evaluations	See above							CPR V.A.2 Formative Evaluation

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OCTOBER	Prepare for Interview season	Resident Appointments: 1.Set up interview dates: 2.Invitations for interviews 3.Selection committee meet to plan interviewing season Other things to consider: Eligibility for appointment: visa issues, number of residents, resident transfer requirements, Appointment of Fellows and Other Learners.							CPR III Resident Appointments  Some Specialty Specific RRC Requirements on Eligibility may also apply.
	End of Rotation/Assignment Formative Evaluations	See above							CPR V.A.2 Formative Evaluation
NOVEMBER	Complete resident application review	Interview seasons may vary in length depending on the number of applicants planned for interviews, and the number of training slots a program hopes to fill.							
		'Dean's Letters' released							
		Numerous phone calls from applicants							
		Work with faculty and PD in coordinating the interviews							
		Interviews begin							
	Milestone Assessments	1. Core Programs in Phase I submit Milestone assessments- November/December 2013 2. All subspecialties linked to Phase I core specialties and some Phase II specialties will milestone-December 2014 3. Other subspecialties will report-December 2015  As milestone development is completed, the documents will be posted on the ACGME website.							<a href="http://www.acgme.org/acgmeweb/tabid/430/ProgramandInstitutionalAccreditation/NextAccreditationSystem/Milestones.aspx">http://www.acgme.org/acgmeweb/tabid/430/ProgramandInstitutionalAccreditation/NextAccreditationSystem/Milestones.aspx</a>
	End of Rotation/Assignment Formative Evaluations	See above							CPR V.A.2 Formative Evaluation
DECEMBER	Interviews first 2-3 weeks								

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DEC (CONT'D)	Milestone Assessments	1. Core Programs in Phase I report Milestone assessments: November/December 2013 2. All subspecialties linked to Phase I core specialties and some Phase II specialties will report milestones December 2014 3. Other subspecialties will report December 2015 As milestone development is completed, the documents will be posted on the ACGME website.							<a href="http://www.acgme.org/acgmeweb/tabid/430/ProgramandInstitutionalAccreditation/NextAccreditationSystem/Milestones.aspx">http://www.acgme.org/acgmeweb/tabid/430/ProgramandInstitutionalAccreditation/NextAccreditationSystem/Milestones.aspx</a>
JANUARY	ACGME Anonymous Resident Surveys Begin (January - May)	1. The Program Director and Coordinator will be notified by the ACGME of the timeframe of the survey. 2. The ACGME Anonymous Resident Survey will be used throughout the accreditation cycle, and specifically during the RRC site visit to document compliance for work hours. 3. Assure all contact information in WebADS is correct for all active residents. 4. All programs must achieve 70% response rate, or the program will be deemed noncompliant with this process. 5. Review survey results with faculty and residents to document resolution of identified areas of noncompliance. 7. Include a discussion of the survey results in the annual program evaluation committee meeting.							<a href="http://www.acgme.org/acgmeweb/tabid/97/DataCollectionSystems/ResidentFellowSurvey.aspx">http://www.acgme.org/acgmeweb/tabid/97/DataCollectionSystems/ResidentFellowSurvey.aspx</a>  Programs with 4 or less residents will receive an aggregate report after 3 years of data is obtained. Review prior surveys in WebADS to document recurrent areas of noncompliance.
	ACGME Anonymous Faculty Surveys Begin (January - May)	1. The Program Director and Coordinator will be notified by the ACGME of the timeframe of the survey. 2. The ACGME Anonymous Faculty Survey will be sent to all core faculty (15 hours or more) in core and subspecialty programs. 3. Assure all contact information in WebADS is correct for all active faculty. 4. All programs must achieve 60% response rate, or the program will be deemed noncompliant with this process. 5. Review survey results with faculty to document resolution of identified areas of noncompliance. 7. Include a discussion of the survey results in the annual program evaluation committee meeting.							
	Interview process continues	schedule revisits from applicants Follow-up letters to applicants Obtain scores/feedback from interviewers NRMP match quota deadline							

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	End of Rotation Evaluations	See above							CPR V.A.2 Formative Evaluation
<b>FEBRUARY</b>	Assist PD with match list	Numerous phone calls from applicants Enter NRMP match list/Verify Match list deadlines Notify GME of necessary changes							
	Process continuing residents appointments	Report contract non-renewal decisions to GME Order Certificates for graduating residents							See Institutional Requirements Section
		Written notification for non-renewal to residents advising of nonrenewal and grievance process							
	3rd Friday in March- NRMP match results	Note: Subspecialties must adjust dates to coincide with their specific match dates							
	End of Rotation Evaluations	See above							CPR V.A.2 Formative Evaluation
<b>MARCH</b>	Appointment process begins for new residents	Review VISA requirements for IMG accepted in program							
	Notify GME Office of extensions of training, terminations.	GME Office must confirm appropriate due process for grievances, if the resident disagrees with the decision. GME must also update employment system(s) for certificates of graduation, salary support and other patient care access badges.							IR.IV.D Grievances IR.II.A.3. Institutional Resources
	Work with GME Office regarding packet distribution for new residents	Update website and internal databases with program information, contact information and match data, etc.							IR.II.A.3. Institutional Resources
	Program Letter of Agreement (PLA) between the program and each participating site [renewed at least every five years]	1. Major changes to participating sites (length of the rotation) may require GMEC/DIO and RRC Approval. 2. The addition or deletion of a participating site must be reported in WebADS.							CPR I.B PLA Also review Program Specific Requirements for RRC expectations for participating training sites.
	Set up Program Evaluation Committee/Retreat/Workshop (Annual Program Evaluation-APE)	Evaluation: Program Evaluation and Improvement Minutes must document: faculty and resident/fellow participation Review of most recent RRC letter of report/internal review report Board performance/in-training exam performance Review of curriculum Confidential feedback of the program from residents and faculty Evaluate residents performance Review curriculum Contract non-renewal decisions							CPR V.C. Program Evaluation and Improvement
	Evaluation: Faculty Evaluation/Faculty Development	Review Faculty evaluation of program and resident/fellow evaluation of faculty							CPR V.B. Faculty Evaluation
<b>APRIL</b>	Update residents files	1. Assure collection of monthly/rotation formative evaluations. 2. Documentation of semi-annual evaluation 3. Updated report of case logs/patient logs. 4. In-training exam scores, as needed. 5. Final evaluation for all graduates.							

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APRIL (CONT'D)	Review and update residents handbook	Educational Program: Curriculum Components							IV.A. 1-4, pg 26-30 Program Directors Guide to the Common Program Requirements
	Update goals and objectives , policies and procedures and other documents	Overall Educational goals; competency based goals and objectives for each assignment							
	Update didactic programs	1 .Didactic sessions; delineation of resident responsibilities 2. Educational Program: Curriculum Components 3. ACGME Competencies 4. Educational Program: Residents' Scholarly Activities							CPR IV Educational Program
	Annual evaluation of program and faculty by residents	1. Residents must be allowed, at least annually to confidentially evaluate faculty on their teaching abilities, clinical knowledge, commitment to the educational program, professionalism and scholarly activities. 2. The evaluation form should avoid identifying rotation names, PGY levels or specific months to assure greater confidentiality. 3. The program director should utilize this data to determine continued participation of faculty in the educational program.							CPR V.C.1.a).(3).(d) Program Evaluation
MAY	Semi-Annual reviews/ Milestone Assessments (Clinical Competency Committee)	1. Formative evaluations from previous months should be used to provide feedback to residents on their performance. 2. Semi-annual reviews should also include a review of case logs/patient logs, if required by the RRC or Board, and a review of the residents participation at required conferences within the training program. 3. Plans for remediation for academic deficiencies should be discussed at this time for any resident of concern. 4. Remediation plans should include specific achievement goals, a timeframe for achievement, and consequences if goals are not achieved. 5. Documentation of the semi-annual review must be retained in the residents file, and this information should be accessible by the resident upon their request. 6. This documentation will be needed for internal and external site reviews.							CPR V.A.1 Resident Evaluation  Also review programs specific requirements on resident evaluations and feedback to determine other components required by the RRC for review during semi-annual evaluation of the resident's performance.
	Final Evaluations for Graduating Residents	<u>The final evaluation must specifically verify that "the resident has demonstrated sufficient competence to enter practice without direct supervision".</u>  This statement will be verified by internal and external site visitors via the graduate files.							CPR V.A.3. Summative Evaluation

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	Resident Duty Hours in the Learning and Working Environment	Principles; Supervision of Residents; Fatigue; Duty Hours; On call							<i>CPR VI</i> Resident Duty Hours in Learning and Working Environment
	Process HR paperwork to terminate graduating residents								
	Plan departmental graduating residents' celebrations								
	Plan departmental orientation for incoming residents								
	Coordinate election of Chief Residents with Program Director								
JUNE	Report Milestones to ACGME	1. Core Programs in Phase I 2.All subspecialties linked to Phase I core specialties 3.Some Phase II specialties							<a href="http://www.acgme.org/acgmeweb/tabid/430/ProgramandInstitutionalAccreditation/NextAccreditationSystem/Milestones.aspx">http://www.acgme.org/acgmeweb/tabid/430/ProgramandInstitutionalAccreditation/NextAccreditationSystem/Milestones.aspx</a>
	Review and update forms for new program year	Formative Evaluations- evaluation of resident performance during each rotation or similar educational assignment							
	Prepare documents for distribution at resident orientation								
	Collect check out form from graduating residents:	Forwarding addresses, pagers, keys, ID badges, etc Evaluation: Resident Summative Evaluation							
	Departmental graduation event for house staff								