**2019-2020 Coordinator Timeline**

**July:**

* Happy New Academic Year!!!
* 2019-2020 APE to be published in New Innovations ~ due date is August 31, 2019.
* Is ACGME WebADS updated with your new residents and those who have graduated?
* Is New Innovations/My Evaluations updated with your new residents?
* GMEC Meeting – July 8, 4:00-5:00pm in the East Pavilion Auditorium
* Education Coordinator Meeting – July 22, 2:00-3:00pm in the East Pavilion Auditorium
* Notify GME office of any exceptionally qualified applicants accepted into program.

**August:**

* In preparation for the upcoming Institutional Survey be sure you have the correct housestaff in New Innovations and their email address is correct.
* 2019-2020 APE (covering the 2018-2019 academic year) due by August 31, 2019.
* All house staff schedules for the time period of July – December (of current academic year) must be in New Innovations by August 31.
* Begin surveying your housestaff for duty hours. This should cover four weeks of data.
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Watch for NRMP deadlines.
* Notify GME office of any exceptionally qualified applicants accepted into program.
* Start working on scheduling your mid-year CCC meeting.

**September:**

* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Institutional Survey will open Monday, September 23.
* ERAS opens for some programs.
* Watch for NRMP deadlines.
* GMEC Meeting, September 16, 4:00pm-5:00pm, East Pavilion Auditorium.
* Notify GME office of any exceptionally qualified applicants accepted into program.
* Start working on scheduling your mid-year CCC meeting.

**October:**

* Institutional Survey will close Monday, October 7.
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Watch for NRMP deadlines.
* Quarterly Duty Hours (7/1/2019-9/30/2019) – submission deadline date is October 31, 2019
* Education Coordinator Meeting, October 28, 2:00pm-3:00pm, East Pavilion Auditorium.
* Notify GME office of any exceptionally qualified applicants accepted into program.
* Start working on scheduling your mid-year CCC meeting.

**November:**

* Institutional survey results available to send to programs.
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* GMEC Meeting, November 11, 4:00pm-5:00pm, East Pavilion Auditorium.
* Watch for NRMP deadlines.
* Notify GME office of any exceptionally qualified applicants accepted into program.
* Start working on scheduling your mid-year CCC meeting.

**December:**

* ACGME Milestones
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Watch for NRMP deadlines.
* Notify GME office of any exceptionally qualified applicants accepted into program.

**January:**

* Milestones due – Refer to ACGME website for deadline date.
* Begin preparing documentation for J-1 Visa house staff in Non-Standard Programs. All documentation must be sent to Barnes GME office PRIOR to the March GMEC meeting. This must be presented at the March GMEC meeting.
* Check ACGME for ACGME Resident/Faculty Survey. Should be released for some programs starting mid-January.
* GMEC Meeting, January 13, 4:00pm-5:00pm, TBD
* Education Coordinator Meeting, January 27, 2:00pm-3:00pm, TBD
* All Exceptionally Qualified Applicant documentation (items 1-6 on checklist) must be sent to the GME office. See checklist on the GME website.
* Time to start remediation plans (only for those resident/fellows who might not be up to par with their training). Begin talking to GME about resident/fellow issues. March 1 is deadline to begin process.
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Quarterly Duty Hours (10/1/2019-12/31/2019) – submission deadline date is January 31, 2020
* Send new incoming Washington University paid fellows the Washington University Memorandum of Appointment and Appointment Letter. \*\*Send copy of signed appointment letter to GME office, Box 8033.
* Watch for NRMP deadlines.

**February:**

* Decisions for remediation plans (deadline is March 1).
* Begin preparing documentation for J-1 Visa house staff in Non-Standard Programs. All documentation must be sent to Barnes GME office PRIOR to the March GMEC meeting. This must be presented at the March GMEC meeting.
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Send new incoming Washington University paid fellows the Washington University Memorandum of Appointment and Appointment Letter. \*\*Send copy of signed appointment letter to GME office, Box 8033.
* Watch for NRMP deadlines.
* Notify GME office of any exceptionally qualified applicants accepted into program.
* Start working on scheduling your end of year CCC meeting.

**March:**

* Remediation deadline – March 1
* Match Day
* Background Check and Drug Screen spreadsheet to be sent to program coordinators.
* All documentation for J-1 Visa house staff in Non-Standard Programs should have been sent to the Barnes GME office PRIOR to the March GMEC meeting. This **MUST** be presented at the March GMEC meeting.
* Any Exceptionally Qualified Candidates **MUST** be presented at the March GMEC meeting for approval!!
* GMEC Meeting, March 16, 4:00pm-5:00pm, YBD
* Advise GME office of any new non-ACGME fellowships
* Send new incoming Washington University paid fellows the Washington University Memorandum of Appointment and Appointment Letter. \*\*Send copy of signed appointment letter to GME office, Box 8033.
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Watch for NRMP deadlines.
* Notify GME office of any exceptionally qualified applicants accepted into program.
* Start working on scheduling your end of year CCC meeting.

**April:**

* Quarterly Duty Hours (1/1/2020-3/31/2020) – submission deadline date is April 30, 2020
* Education Coordinator Meeting, April 27, 2:00pm-3:00pm, TBD
* Advise GME office of any new non-ACGME fellowships
* Send new incoming Washington University paid fellows the Washington University Memorandum of Appointment and Appointment Letter. \*\*Send copy of signed appointment letter to GME office, Box 8033.
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Watch for NRMP deadlines.
* Notify GME office of any exceptionally qualified applicants accepted into program.
* Start working on scheduling your end of year CCC meeting.

**May:**

* GMEC Meeting, May 18, 4:00pm-5:00pm, TBD
* All house staff schedules for the time period of January – June (of current academic year) must be in New Innovations by May 15.
* Be sure resident procedures are up to date (ACGME website)
* Enter new residents/fellows into New Innovations and advance residents/fellows
* Advise GME office of any new non-ACGME fellowships
* Send new incoming Washington University paid fellows the Washington University Memorandum of Appointment and Appointment Letter. \*\*Send copy of signed appointment letter to GME office, Box 8033.
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Watch for NRMP deadlines.
* Background Check and Drug Screen information is due to GME for all clinical fellows who are new to the Washington University payroll.
* Notify GME office of any exceptionally qualified applicants accepted into program.
* Start working on scheduling your end of year CCC meeting.

**June:**

* ACGME Milestones
* Advise GME office of any new non-ACGME fellowships
* Send new incoming Washington University paid fellows the Washington University Memorandum of Appointment and Appointment Letter. \*\*Send copy of signed appointment letter to GME office, Box 8033.
* Quarterly Duty Hours 4/1/2020-6/30/2020 – submission deadline date is June 30, 2020
* Check ACGME for any WebADs updates. Also, update any responses to current citations, major program changes since last academic year, all participating site information, duty hour/learning environment section. These sections must remain up to date at all times.
* Watch for NRMP deadlines.
* Notify GME office of any exceptionally qualified applicants accepted into program.