JULY

- July 1st – New Resident and Fellow Start Date (with few exceptions) – Requires:
  - Licensure (must have Full or Limited MA License)
  - Employee Health Clearance with Pre-employment Drug Test
  - UMass Memorial Credentialing
  - Employment Authorization for residents on visas

- **EDRS (Electronic Death Reporting System) Registration**
- **Mass PAT Registration**
- **Clozapine Registration** if applicable
- **ACGME WebADS Case Log Data Entry** – For most specialties, deadline is August 1st.

- **GME TRACK Program Update** for AMA FREIDA – Deadline is July 11th for August FREIDA uploads.

- **RESIDENT/FELLOWSHIP ROTATION SCHEDULES** – Final version of last academic year due to OGME for Medicare Cost Report
  - ALL ELECTIVES MUST BE IDENTIFIED.
  - WRITTEN PROGRAM LETTER OF AGREEMENTS ARE REQUIRED FOR ALL OUTSIDE ELECTIVES

- **RESIDENT/FELLOWSHIP ROTATION SCHEDULES** – New academic year schedules should be entered in Med Hub and be available for download by OGME and Hospital Fiscal for Medicare Cost Report. Please inform OGME of any changes for the first quarter (July 1 to Sept 30) as this information becomes part of the Hospital FY2018 Medicare Cost Report. Please advise OGME of additional changes on a quarterly basis (end of December, end of March, end of June). Don’t assume we will be aware of those changes.

- **NRMP REGISTRATION** for Medicine Subspecialty Fellowships
- **AUA MATCH REGISTRATION** for Urology
- **OFF CYCLE** processing: Notify OGME of all late Terminations, Hire Dates, & Change of PGY levels

- **MEAL CARDS ACTIVATED**
- **ERAS PDWS** - registration for most fellowship programs (Program Director Work Station) occurs in June
  - Accept invitation from AAMC
On-line webinars available

**New Web Users**

This webinar is intended for program directors and administrators who are new to the web PDWS. Click a session date to register.

**Returning Web Users**

This webinar is intended for program directors and administrators who have previous experience with the web PDWS. Click a session date to register.

**Ask ERAS: Open Q&A for PDWS Users**

This webinar is intended for DIOs, DMEs, program directors and administrators (new or returning) who have any remaining questions about the PDWS. Click a session date to register.

- July cycle programs start receiving applications

**AUGUST**

- **August 1st start date** for Ortho Fellowships, Colorectal Surgery
- **Update program web site on UMMS internet**
- **Recruitment Materials** – Prepare and gather brochures, Worcester Information, etc.
- **ACGME Web ADS Update** - Deadline August 31, 2018
- **OGME** processes first Chief Resident Bonus payment

**SEPTEMBER**

- **GME TRACK Resident Information Update** – Deadline is September 28, 2018 for FREIDA
- **INTERVIEW MATERIALS** – including mandatory information for applicants
- **NRMP REGISTRATION** for Residency Programs – September 1st
- **ERAS PDWS REGISTRATION** for residency programs
  - Accept invitation from AAMC
  - On-line webinars available as described above
- **GME PROGRAM RETREAT** - September 7, 2018
- **ANNUAL PROGRAM EVALUATION (APE)** due to OGME – Deadline is September 30th

**OCTOBER**

- **GME BOOK ALLOWANCE** - funds transferred to Departments in October
- **RECRUITMENT SEASON – APPLICATION REVIEW**
  Review Applications using instructions provided by OGME and ISO for review of foreign nationals or potential licensing concerns. OGME will
provide guidance but will not be reviewing all applications from foreign nationals or international medical graduates. OGME may review applicants who are transferring or changing programs because of issues or have unusual breaks in training.

- **SCHEDULE INTERVIEWS**
- **NRMP RANK ORDER LIST FOR FELLOWSHIPS** – Opens October 3, 2018
- **NRMP QUOTA CHANGE for Medicine Fellowships** – Deadline is October 31, 2018
- **RESIDENT & FELLOW PRACTICE MANAGEMENT PROGRAM – DATES TBD – WEDNESDAY MORNINGS 7:30-9:00 am**

**NOVEMBER**
- **NRMP RANK ORDER** for Medicine Fellowships – Deadline is November 14, 2018
- **MEDICINE SUBSPECIALTY MATCH DAY** – November 28, 2018
- Fellowships should send applicant materials to GME for matched applicants.

**DECEMBER**
- **ACGME MILESTONES REPORTING DUE**
- **NOTIFICATION OF NON-REAPPOINTMENT** must be provided 6 months prior to July 1
- **USMLE (or COMLEX) Step 3** Current PGY2s MUST pass to be reappointed to a PGY 3 level. Extension must be approved by Dr. DeMarco
- **CLINICAL COMPETENCY COMMITTEE (CCC) MEETINGS** to review Milestones Assessment for all program residents/fellows

**JANUARY**
- **ACGME Milestones Assessment** due
- **STATUS LIST sent to OGME**, listing reappointments and terminations. Revise as needed. Note all OFF-CYCLE terminations and reappointments.
- **REAPPOINTMENT PACKETS** distributed (subject to change using Med Hub)
  - Blue for Reappointment, Green for Change of Program, White for Research Reappointment
  - Type in PGY level and stipends (approved by GMEC in January)
• Return signed forms to OGME
• Risk Management Template must be updated for each PGY level in your program
• LICENSE RENEWAL INSTRUCTIONS DISTRIBUTED – ALL REAPPOINTED RESIDENTS MUST RENEW THEIR LIMITED LICENSES OR OBTAIN A FULL LICENSE IN ORDER TO WORK PAST THE EXPIRATION DATE ON THEIR CURRENT LIMITED LICENSE (usually July 1st).
  o All residents who are reappointed – even if only for a few weeks to make up a leave of absence – must be licensed. OGME can request an extension of up to 4 weeks; otherwise a renewal application is required if the licenses expire July 1st.
  o Let OGME know of anyone applying for a FULL MA license THIS CAN TAKE 3-6 MONTHS!!
• EXIT INFORMATION MEMO distributed to all terminating residents and fellows
• NRMP RESIDENT QUOTAS - Deadline is January 31st.
• As appointments are offered, send application and CV to OGME to initiate credentialing process
• VISA RENEWAL PROCESS BEGINS – Make sure your residents and fellows follow up with all requirements!!
• OGME processes second Chief Resident Bonus payment

FEBRUARY
• NRMP RESIDENT RANK ORDER LIST - Deadline is February 20, 2019
• RECRUITMENT LUNCHEON REIMBURSEMENT – Submit receipts and resident participant lists to OGME.
• Continue license renewal and reappointment processing
• Prepare program packets/materials for incoming residents

MARCH
• GRADUATION CERTIFICATION INFORMATION sent to OGME – Correct Spelling, Title, etc. as it will appear on the Certificates. One Program Certificate will be issued per resident. Chief Residents will also receive a Chief Resident Certificate
• GME PACKET MATERIALS provided for incoming residents and fellows. On-boarding to be done through Med Hub.
• March 11, 2019 – Match week begins: Applicants find out if they match; Programs find out if program filled; SOAP Begins
March 14, 2019 Programs receive final roster of matched applicants
March 14, 2019 SOAP ends
March 15, 2019 MATCH DAY. Match results for applicants posted to website at 1:00 pm EST
MAIL NEW APPOINTMENT PACKETS IMMEDIATELY!!
REMNID RESIDENTS OF STRICT TIMELINE TO RETURN MATERIALS and supplemental license documentation as required or they cannot start July 1! Repeat as often as necessary.
  • PRE-EMPLOYMENT DRUG TESTING REQUIREMENT – APRIL 20th deadline!!
  • LICENSE APPLICATION DEADLINE – ASAP – If all required documentation is not at the MA BORM BY THE LAST WEEK IN MAY licenses that need to go to the Licensing Committee the first week in June may not be approved by July 1!
  • NO LICENSE, NO START.
  • CREDENTIALS FORMS DEADLINE – ASAP – This is critical for anyone who has previous GME training or clinical work as credentialing takes longer. NO CREDENTIALING, NO START.

APRIL
• PROGRAM ORIENTATION SCHEDULES to OGME.
• EXIT INTERVIEW scheduling
• Health Insurance Open Enrollment Dates for School Employees
• Long Term Disability Insurance - Distribute Information
• New Rotation Schedules to OGME to establish Parking Rates and Affiliate funding
• Research Documentation Form - Make certain that all residents doing research complete appropriate form for OGME.

APRIL – MAY
• Track submission of all required documentation:
  • HR forms submitted to HR through iCIMS
  • GME paperwork submitted through Med Hub
  • Lab Coats and ID badge – order forms (send final order form to OGME)
  • BLS, ACLS and ATLS Registration (as required depending on specialty and current certification status) – submit registration forms to Continuing Ed
Parking Registration forms to Parking Office – Submit photo jpg files or schedule time for Photo IDs on University Campus

Schedule Fit Testing with Deb Campbell

MAY

EXIT FORM AND FINAL EVALUATIONS must be completed! (Completion from all residents/fellows is mandatory for release of Certificates)

EXIT INTERVIEW SESSIONS – departing residents (including those going to faculty) MUST attend. Those staying on for other programs do not need to attend.

OGME will arrange for pagers for new residents and fellows. These will be distributed at IS Training

CHIEF RESIDENT RETREAT

VA CREDENTIALING for residents who work at the VA clinic.

JUNE

ACGME MILESTONES REPORTING DUE

NEW PARKING RATE MEMO

ORIENTATION!!

NOTIFY MEMORIAL PARKING OFFICE when your residents obtain their ID badges at UMMS so the badges will be activated at Memorial and Hahnemann

ENROLL NEW RESIDENTS AND FELLOWS IN MED HUB - Assign evaluations

GRADUATE RESIDENTS FROM MED HUB

EVERYTHING STARTS ALL OVER AGAIN!!

ONGOING

NOTIFY OGME OF ALL MATERNITY AND OTHER LEAVES OF ABSENCE!!

TIME KEEPING AND REPORTING

UBER and LYFT REIMBURSEMENT FOR RESIDENTS

PROCESS REQUESTS FOR OUTSIDE ROTATIONS

OUTSIDE ELECTIVE AUTHORIZATION FORM FOR APPROVAL

PROGRAM LETTERS OF AGREEMENT (Domestic or Foreign) (a minimum of 8 weeks advance notice required for Domestic; 12 weeks for International)
- **MONITOR LICENSE EXPIRATION DATES** for Residents/Fellows with full MA licenses
- **PROCESS STUDENT LOAN DEFERMENTS** – note GME will process Public Service Loan Forgiveness forms
- **MOONLIGHTING AUTHORIZATION FORMS**
- **MED HUB EVALUATIONS**
- **ACGME Accreditation activities** (Self Study, Program Documentation)