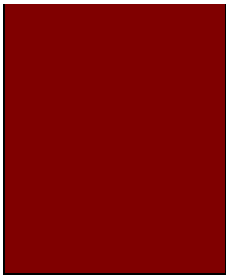


Academic Year Time Table

MONTH	COMMON TASKS	ALLOPATHIC PROGRAMS	OSTEOPATHIC PROGRAMS
JULY	<ol style="list-style-type: none"> 1. July 1st is the beginning of the academic year in all residency programs. This is the day that the majority of new residents begin their training. An orientation program must be presented. 2. Attend GME orientation with new emergency medicine residents and assist them with any needs pertaining to their new position. 3. Select date and location for graduation ceremony to take place in June. 	<ol style="list-style-type: none"> 1. Begin the process of answering questions about the Emergency Medicine Residency Program from 4th year medical students. 	<ol style="list-style-type: none"> 1. Submit Emergency Medicine Residency Program roster with American Osteopathic Association (AOA) numbers to American College of Osteopathic Emergency Physicians (ACOEP). 2. Set up resident/intern year-end evaluation meetings with Program Director. 3. Submit AOA Program Director's Report and Resident's Report on each resident and intern to ACOEP. 4. Begin accepting applications for internship and residency.
AUGUST		<ol style="list-style-type: none"> 1. Electronic Residency Application Service (ERAS) opens mid August. Install ERAS software. 2. Compile and input resident information on AMA Frieda Database, GME Track, and ABEM Annual Survey. 	<ol style="list-style-type: none"> 1. Review internship/residency applications and begin contacting candidates who are selected for interviews. 2. Prepare recommendation letters for recent graduates to sit for the American Osteopathic Board of Emergency Medicine written certification examination.
SEPTEMBER through DECEMBER			<ol style="list-style-type: none"> 1. Interviews are scheduled and continue through these months. 2. Assist during interview days by developing itineraries, greeting applicants and providing an overview of the program.
SEPTEMBER	<ol style="list-style-type: none"> 1. Prepare travel authorization for all residents who are attending the AOA/ACOEP Scientific Assembly or American College of Emergency Physicians (ACEP) Scientific Assembly. 	<ol style="list-style-type: none"> 1. Applications arrive via ERAS – download daily. 2. Update all interview materials including the Interview Evaluation Form. 3. Prepare interview schedule for faculty. 	

OCTOBER		<ol style="list-style-type: none"> 1. Begin to invite and schedule applicants to interview with program. 2. Complete ACGME WebAds Survey. 	<ol style="list-style-type: none"> 1. Send out letters of regret to applicants who have not been selected to interview.
NOVEMBER through JANUARY		<ol style="list-style-type: none"> 1. Interviews for residency continue through these months. 2. Assist during interview days by developing itineraries, greeting applicants, and providing an overview of the program. 3. Coordinate social activities for applicants. 	
DECEMBER	<ol style="list-style-type: none"> 1. Coordinate Semi-Annual reviews for all residents in program. 	<ol style="list-style-type: none"> 1. Send out letters of regret to those applicants who have not been selected to interview. 2. Verify in-service data for ABEM In-Service Training Exam. Submit check request for exam registration fee. 	<ol style="list-style-type: none"> 1. In early December, interviews are completed. Make phone calls and send letters/e-mails to notify internship applicants as to whether or not they will be ranked. Contact residency candidates as to whether they will be offered a position. 2. In mid December, prepare rank list to be submitted to the GME office. Verify AOA numbers and match codes for each applicant being ranked for internship.
JANUARY	<ol style="list-style-type: none"> 1. Society of Academic Emergency Medicine (SAEM) meeting. Prepare travel authorizations for any residents attending meeting. 2. Prepare travel authorization for coordinators to attend EMARC Annual Forum at SAEM. 	<ol style="list-style-type: none"> 1. Send follow-up letters to candidates. 2. Continue letters of regret. 3. Coordinate second-look visits from applicants. 	<ol style="list-style-type: none"> 1. Prepare resident identification date for ACOEP written in-service examination.
FEBRUARY		<ol style="list-style-type: none"> 1. Finalize match list on National Resident Matching Program (NRMP) web site. 2. American Board of Emergency Medicine (ABEM) National In-Service Training Exam on last Wednesday of this month. 	<ol style="list-style-type: none"> 1. Match Day. Results are posted on the National Matching Service web site. If there is an internship spot unfilled, participate in the scramble. 2. Verify written in-service exam data for ACOEP. Submit check request for exam registration fee.

<p>MARCH</p>	<ol style="list-style-type: none"> 1. Begin appointment process for new house staff. Mail out packets with necessary forms and information 2. Make a checklist of all tasks that need to be completed for incoming and outgoing residents (ID badges, certificates, ACLS, etc.) 3. Revise recruitment materials, cover letters, and supplies. 4. Update web site, if necessary. 5. Generate lists of residents for next academic year and distribute to appropriate personnel. 6. Begin budget for next year. 	<ol style="list-style-type: none"> 1. Match Day. Results are posted on the NRMP web site. If there is an unfilled spot, participate in the scramble. 	<ol style="list-style-type: none"> 1. Distribute AOBEM written certification exam applications to senior residents. 2. Submit all program updates for the AOA Opportunities to the GME office. 3. Submit program updates to ACOEP for publication on their web site.
<p>APRIL</p>	<ol style="list-style-type: none"> 1. Order certificates for graduating residents and fellows 2. Process resident appointments and reappointments. 	<ol style="list-style-type: none"> 1. Results of ABEM In-Training Exam are distributed to residents. 	<ol style="list-style-type: none"> 1. Assist Program Director with proctoring the ACOEP written In-Service exam.
<p>MAY</p>	<ol style="list-style-type: none"> 1. Prepare new rotation schedule for next academic year. 2. Process termination paperwork for graduating residents. 3. Plan events for graduating residents. 4. Update and print resident manual for the next academic year. 5. Prepare and distribute annual evaluation forms of program and core faculty to residents. 		<ol style="list-style-type: none"> 1. Begin to process questions from 4th year medical students about the Emergency Medicine Residency Program. 2. Results of ACOEP written In-Service exam are distributed to residents in late May or early June.
<p>JUNE</p>	<ol style="list-style-type: none"> 1. Coordinates orientation program for new residents. 2. Coordinate semi-annual reviews for all non-graduating residents. 3. Coordinate graduating 		



residents year-end
evaluation meetings with
Program Director.

4. Coordinate graduating
residents exit paperwork
and collection of
institution's equipment.
5. Graduation ceremony.

