

**ASSOCIATION PROGRAM DIRECTORS IN RADIOLOGY
EARLY CAREER AND JUNIOR MEMBERS TASK FORCE
PROGRAM DIRECTOR AND ASSISTANT PROGRAM DIRECTOR RESOURCE GUIDE
November 2018**

JULY:

1. Beginning of the academic year in all graduate medical education programs. July 1 is the day the majority of new residents and fellows begin their training. This day will be spent welcoming them to the department, answering questions, and most likely coordinating an orientation program.
2. Assist with departmental orientation, training in information systems (PACS, EMR, voice recognition), etc. and confirm/schedule ACLS/BLS renewal. A sample resident orientation schedule might include discussion of policies and the resident manual. During the remainder of month, assist new house staff in their transition into the program.
3. Process loan deferment forms (most due this time of year; note: coordinator qualified to fill out and sign loan deferment forms, as the record keeper for the trainees)
4. Update trainee information for organizations requesting (American College of Radiology, Radiological Society of North America, Association of University Radiologists, ACGME).
5. ABR final reference forms for graduated R4s due August 1.
6. Have 1st year residents register with the ABR.
7. Update department website, social media sites, etc. to reflect changes – schedule group and individual pictures.
8. Update program information in WebADS (Web-based Accreditation Data System). This includes the faculty roster on ACGME website; review which faculty you would like to strategically keep as *core faculty*. Remember that *not all* faculty members need to be counted as core faculty, even though they spend a substantial amount of time teaching trainees.
9. Schedule Program Evaluation Committee meeting for early August – the PEC meeting report will assist in the completion of the ACGME Annual Program Evaluation, due in late September. Ahead of meeting schedule, decide committee membership, including resident representatives (who can rotate every other year if desired).
10. Set up RadExams for the academic year.
11. Check fall abstract deadlines for Spring meetings - send faculty/resident reminder.
12. Check status of automated case log reporting with IT and add new residents.
13. Input current resident and fellow data into AAMC GME Track.
14. If you hold quarterly/monthly resident wellness and teambuilding activities, schedule fall dates (optional).
15. Identify an R2 (PGY-3) to nominate for the Introduction to Academic Radiology Program (ITAR) held at RSNA or ARRS (optional).

AUGUST:

1. Hold Program Evaluation Committee Meeting to review your program's educational curriculum, discuss any changes, etc., and gather data used to submit for the ACGME Update and institutional Annual Program Evaluation.
2. Submit match quotas to NRMP.
3. Complete Annual Program Evaluation/Action Plans (Due September 1, date institution-specific).
4. Write letters of recommendations for your med students.
5. Schedule CCC meeting for mid-September - evaluate CCC membership and adjust as necessary (optional: CCC required to meet every 6 months).
6. Organize event for senior medical students interested in radiology (optional).

SEPTEMBER:

1. Evaluate and submit match quota changes to NRMP.
2. ERAS opens mid-September. Residency applications begin to arrive. Work out procedures between PD/APD for review and screening of applications. Work with coordinator to set up filters and scheduler on ERAS.
3. Confirm interview dates and interviewers, decide on arrangements for night-before receptions.
4. Begin to send out invitations to interview (Note: MSPE released to ERAS on October 1).
5. Work with coordinator to update form letters used in recruitment, prepare enclosures for interview confirmations, order materials to be distributed to residency candidates and reserve office space for faculty interviews (RSNA meets in Chicago the Sunday after Thanksgiving, may not want to schedule interviews during this time).
6. Hold CCC meeting (optional).
7. Schedule Research Day for sometime in early November (optional) - for trainees/faculty presenting at RSNA and other conferences to practice and get feedback from faculty before they present at meetings (optional).

OCTOBER:

1. Resident selection committee may meet around this time to plan upcoming interview season; coordinate with faculty participating in interview process, determine scoring of applicants; If interview committee, assist with ERAS and recruitment-related activities.
 - a. AAMC guide to best practices in interviews:
https://www.aamc.org/download/469536/data/best_practices_residency_program_interviews_09132016.pdf
 - b. AAMC webinar: What You Don't Know: The Science of Unconscious Bias and What To Do About it in the Search and Recruitment Process:
https://www.aamc.org/members/leadership/catalog/178420/unconscious_bias.html
2. Registration for American College of Radiology Resident In-Training Exam (January).
3. Notify faculty, residents, other appropriate personnel in department that interviews are underway for the next several months.

4. Complete review of residency applications (most programs have application completion deadline of November 1).
5. MSPEs released October 1.

NOVEMBER:

1. Interview season begins (some programs begin in October).
2. PDs/APDs - Start working on semi-annual reviews.
3. Schedule CCC meeting for December.
4. Hold Research Day (optional).

DECEMBER:

1. Interviews continue.
2. Complete American Board of Radiology program director certification forms for residents taking Board exams.
3. Hold CCC meeting - enter milestones information for each resident into WEBADS (due 2nd Friday in January).
4. Send out self-evaluation/reflection forms to residents (prior to semi-annual review)
5. Consider a resident forum discussing previous year's ACGME survey results, get feedback and inform of program changes to answer their concerns (optional)
6. Schedule PEC meeting for January (optional, required annually).
7. Identify an R2 (PGY-3) to nominate for the AUR Radiology Resident Academic Leadership Development (ARRALD) Program (stipend and curriculum associated with annual Association of University Radiologists (AUR) annual meeting); announcements come from AUR and APDR in December/January and nominations due in January (optional).

JANUARY:

1. Interviews slow this month.
2. Coordinate "second look" visits from applicants.
3. Note match rank list deadline.
4. Schedule Match ranking meeting, typically held in late January-early February
5. Complete semi-annual reviews with residents (should be after CCC meeting, can be performed in December).
6. American College of Radiology In-Training Exam.
7. Absolute deadline to enter Milestone information for each resident is due (reminder email sent from ACGME).
8. Upcoming RSNA abstract deadline April 15 - send reminder to faculty and residents.
9. Consider sending internal resident and faculty surveys.
10. ABR training verification forms for R4s due January 30.
11. Hold PEC meeting (optional).
12. Register for AUR meeting (optional).

FEBRUARY:

1. Enter match list on NRMP website.

2. Register your programs for ERAS for the following year.
3. Send out 360-degree evaluation to radiology techs, nurses.
4. Schedule CCC meeting for mid-March (optional).
5. Schedule second Radiology Research day for Spring conferences (optional).

MARCH:

1. Match week typically 3rd week of March – on Monday of match week, programs notified of filled positions; on Thursday, programs notified of matched applicants; Match Day on Friday of Match week (results of match are posted on NRMP web site).
2. Consider making contingency plan if needed for SOAP – telephone/video interviews Monday, Tuesday, Wednesday of Match week.
3. Send welcome email/letter to newly-matched residents.
4. Work with coordinator to begin appointment process for new house staff and send out packets with necessary forms and information.
5. Renew returning house staff contracts.
6. Prepare checklist of all tasks that need to be completed for incoming and outgoing house staff. Note the target dates for completion.
7. Update website with current information on training programs, deadlines, contact information, match numbers, etc.
8. Update institutional database with house staff information for next year. Distribute information on new house staff to pertinent institutional personnel as needed.
9. Send out self-evaluation/reflection forms to residents (prior to semi-annual review).
10. ACGME resident and faculty surveys come out this month. This would be the time to remind residents and faculty of your program's policies that are addressed on the survey (i.e.: some faculty members may not know that you have a fatigue policy for the residents, etc.).
11. Results of ACR In-Training Exam are received. Distribute to residents.
12. Elect chief resident.
13. Identify resident to nominate for Roentgen Resident/Fellow Research Award; nominations due early April (<https://www.rsna.org/Roentgen-Research-Award/>) (optional).
14. Grand Rounds committee meeting (optional).
15. Hold CCC meeting (optional).

APRIL:

1. Order certificates for graduating house staff (clarify exact name to printed)
2. Plan events for graduating house staff.
3. In conjunction with coordinator and GME department, process new house staff appointments, and order books, lab coats, film badges, and other items for new house staff.
4. Schedule annual evaluation of faculty and program by residents.
5. Preparation of annual resident rotation schedule.
6. Second Radiology Research Day for Spring conferences (optional)

7. Association of Program Coordinators in Radiology (APCR) and Association of Program Directors in Radiology meet along with Association of University Radiologists and American Alliance of Academic Chief Residents in Radiology - usually in April/May (optional).
8. Set-up feedback meeting with MS3s and MS4s who matched in radiology (optional).

MAY:

1. Process termination paperwork for graduating house staff.
2. Plan orientation schedule for incoming house staff.
3. American College of Radiology meets, and many other radiological associations have their annual meetings in the spring.
4. Start working on semi-annual reviews - and start meeting with residents in mid-late May.
5. Start preparing summative evaluations and case logs for graduating residents.
6. I-131 Therapy logs (Forms A & B) for graduating residents due to ABR June 1.
7. Send out curriculum to appropriate section education leaders to review/submit changes for goals/objectives, lecture schedules for upcoming academic year.
8. Send out outcomes survey to alumni.
9. Prepare and submit your budget for the next academic year.
10. Enroll in NRMP - due last week of May.
11. Send out self-evaluation/reflection forms to residents (prior to semi-annual review).
12. AAMC community service recognition award application deadline (optional).
13. Plan introductory lecture schedule (optional).

JUNE:

1. Core Board Exams (2 different set of dates).
2. Work with coordinator to finalize and distribute orientation program for incoming house staff to all participants; reserve conference rooms, caterer, etc. as needed.
3. Graduation ceremony for graduating house staff.
4. R4s graduate - collect forwarding addresses, keys, pagers, iPads, etc.
5. Update and finalize changes to Curriculum Goals/Objectives - to be distributed to all trainees.
6. Finalize resident lecture calendar - resident presentations, journal club, grand rounds, etc.
7. Biannual PD evaluation after CCC meeting and Milestones are completed (milestones due Friday of 3rd week in June)
8. Faculty evaluation by PD
9. Run exam volumes reports for semi-annual and summative evaluations, ACGME case logs
10. ADS update opens - ask for core faculty members' scholarly activity for the year to include (update due last week of September)
11. GME Track - due last week of July
12. Revise recruitment materials for next recruitment year

Monthly tasks (for PC/PD):

1. Check duty hours
2. Follow faculty completion of resident evaluations
3. Follow patient completion of resident 360 evaluations – encourage tech involvement
4. Review lecture sign-in sheets - check attendance percentages of individuals
5. Remind faculty/residents to update scholarly activity
6. Update meeting abstract deadlines calendar (national society meeting dates and submission deadlines for the residents)
7. Review RadExam performance
8. Residents' concerns meeting