Fellowship Program Coordinator Timeline

This timeline outlines the responsibilities of a fellowship program coordinator\* and provides an introduction to the position for those new to graduate medical education (GME). It contains a general summary of the types of tasks, events, and deadlines in a typical academic year, and aims to help new coordinators organize and prioritize their daily, weekly, and monthly projects.

Be aware of the varied nature of the coordinator position. Not all items included in the timeline will be applicable to all programs, and programs may use different terminology for the same processes. This is a general overview and a tool to customize to an individual program’s needs.

Guidance on vacation time is not included here but note that the start of the academic year (June and July) and recruitment interview season (dates vary by subspecialty) are the busiest periods for coordinators.

\*The term program coordinator (or coordinator) is used throughout this document, although Sponsoring Institutions and programs may use different terminology (e.g., program administrator). According to the Background and Intent in the *ACGME Common Program Requirements (Fellowship),* the coordinator “will frequently manage the day-to-day operations of the program and serve as an important liaison with learners, faculty and other staff members, and the ACGME” (page 14).

Contents

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* [Contacts](#Contacts):This section provides a table to record the names and contact information of colleagues with whom coordinators interact on a regular basis.
* [Important Dates](#Important_Dates): These are the deadlines and major events that occur throughout a typical academic year. These deadlines and events also appear in the timeline under the relevant month.
* [Monthly and As-Needed Events/Tasks](#Monthly_Events_Tasks):These tasks, divided by category, are typically performed on a monthly or as-needed basis throughout an academic year.
* [Annual Events/Tasks](#Other_Events_Tasks): These tasks occur annually during a typical academic year, but the actual dates/time of year will vary widely by Sponsoring Institution/program.
* [Recruitment Overview](#Recruitment_Overview): Because the dates of recruitment vary widely by subspecialty, the recruitment process is described in its own section, rather than under particular months.
* [Timeline](#Timeline) (July through June):These tasks are performed at particular times during the academic year and are fairly standard across Sponsoring Institutions/programs. They are often tied to requirements from an outside organization (e.g., the ACGME, National Residency Matching Program [NRMP]).

Contacts

The names and contact information for important contacts can be added to this customizable table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Email** | **Phone Number** |
| Program Coordinator |  |  |  |
| Program Director |  |  |  |
| Associate Program Director |  |  |  |
| Chief Fellow |  |  |  |
| Designated  Institutional Official  (DIO) |  |  |  |
| GME  Office contact |  |  |  |
| Specialty Board  Contact |  |  |  |
| ACGME Executive Director of the Review  Committee |  |  |  |
| Electronic Residency  Application Service  (ERAS) Contact |  |  |  |
| National Residency  Matching Program  (NRMP) Contact |  |  |  |
| SF Match Contact |  |  |  |
| Resident Management System  (RMS) Contact |  |  |  |

Important Dates

This section outlines the major dates and deadlines of a typical academic year and is organized by source (the entity responsible for setting the dates).

In the “Event/Deadline” column, the approximate time of year each event/deadline occurs is noted in parentheses, but coordinators should add the exact dates and deadlines in the “Date” column. These dates may change slightly from year to year, and it is important to check with the Sponsoring Institution and/or the websites of relevant organizations for the most current information.

**Source: Sponsoring Institution/Program**

|  |  |
| --- | --- |
| **Event/Deadline** | **Date** |
| **START DATE:** New Fellow Orientation and Welcome Events ***(varies by program/institution, typically late June through late July)*** |  |
| **DEADLINE:** Year-End Program Evaluation for Previous Academic Year ***(varies by program/institution, typically mid-June to late July)*** |  |
| **DEADLINE:** Semi-Annual Fellow Evaluations ***(varies by program/institution, typically December)*** |  |
| **DEADLINE:** End-of-Year/Summative Fellow Evaluations ***(varies by program/institution, typically June)*** |  |
| **DATE:** Graduation Ceremony ***(typically June)*** |  |

**Source:** [**Association of American Medical Colleges (AAMC)/Electronic Residency Application Service (ERAS)**](https://www.aamc.org/services/eras-for-institutions/program-staff)

* Some fellowship programs receive applications directly and do not use ERAS.

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| **Event/Deadline** | **Date** |
| **OPENING DATE:** ERAS ***(varies by program, check ERAS website for your subspecialty dates)*** |  |

**Source:** [**Association of American Medical Colleges (AAMC)/GME Track**](https://www.aamc.org/data-reports/students-residents/report/gme-track)

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| --- | --- |
| **Event/Deadline** | **Date** |
| **START DATE:** National GME Census: Program Survey ***(mid-May)*** |  |
| **DEADLINE:** National GME Census: Program Survey (and August FREIDA listing) ***(mid- to late July)*** |  |
| **START DATE:** National GME Census: Resident Survey ***(late July)*** |  |
| **DEADLINE:** National GME Census (and October FREIDA listing) ***(late September)*** |  |
| **FINAL DEADLINE:** National GME Census (both Program and Resident Surveys) ***(mid-December)*** |  |

**Source:** [**Accreditation Council for Graduate Medical Education (ACGME)**](https://www.acgme.org/Meetings-and-Educational-Activities/Annual-Educational-Conference)

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| --- | --- |
| Event/Deadline | Date |
| **DEADLINE:** ACGME Annual Update ***(varies by specialty and/or institution, either late August or late September)*** |  |
| **OPENING DATE:** Milestones Fall Reporting ***(mid-November)*** |  |
| **CLOSING DATE:** Milestones Fall Reporting ***(mid-December)*** |  |
| **DEADLINE:** ACGME Fellows and Faculty Members Complete Surveys ***(varies by specialty, between February and April)*** |  |
| **START DATE:** ACGME Annual Educational Conference ***(late February/early March)*** |  |
| **OPENING DATE:** Milestones Spring Reporting ***(mid-May)*** |  |
| **CLOSING DATE:** Milestones Spring Reporting ***(late June)*** |  |

**Source:** [**American Board of Medical Specialties: (ABMS)**](https://www.abms.org/member-boards/contact-an-abms-member-board/)

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| --- | --- |
| **Event/Deadline** | **Date** |
| **START DATE:** In-Training Exam ***(date varies by specialty)*** |  |

**Source:** [**National Residency Matching Program (NRMP)**](https://www.nrmp.org/)

* Not all fellowship programs use NRMP. Some use the [SF Match](https://sfmatch.org/) or directly offer positions to candidates.

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| --- | --- |
| **Event/Deadline** | **Date** |
| **OPENING DATE:** NRMP Registration Opens ***(varies by subspecialty)*** |  |
| **DEADLINE:** NRMP quota ***(varies by subspecialty)*** |  |
| **DEADLINE:** Rank Order List Certification ***(varies by subspecialty)*** |  |

Monthly and As-Needed Events/Tasks

These tasks/events are typically scheduled on a monthly or as-needed basis. The exact dates and frequencies may vary by Sponsoring Institution or program, and not all items included will apply to all programs, so it may be helpful to cut and paste the events and tasks in this section into the [appropriate month](#July) for the fellowship program.

ACGME Accreditation

Review Program Letters of Agreement for any changes, expirations, etc.

Update ACGME Accreditation Data System (ADS) with new or departed faculty members, etc.

Fellow Evaluations

Send out rotation evaluations as needed

Monitor all fellow rotation evaluations

Follow up with faculty members on missing fellow rotation evaluations for the prior month

Program Administration

Remind fellows (via email) to log procedures

Verify procedure logs with the program director

Review clinical and educational work hours by the second Friday of the month (at a minimum)

Remind fellows (via email) to log their clinical and educational work hours every month

Process fellow time off requests (e.g., vacation, personal time, leaves of absence); this may include obtaining approval, notifying the appropriate faculty/staff, and adding to calendars and/or other applicable platforms

Attend monthly program coordinator meetings

Attend monthly Graduate Medical Education Committee (GMEC) meetings

Attend Journal Clubs, peer mentoring meetings, and webinars as applicable

Process fellowship verification requests

Edit and distribute the program’s newsletter

Coordinate remediation process as applicable

Assist fellows who are attending specialty-/subspecialty-specific conferences (e.g., approval, funding, registration)

Scheduling and Reserving Space for Meetings/Events

Schedule meetings and events and reserve space as necessary throughout the year; examples include:

Orientation

Recruitment meetings

Didactic sessions (e.g., Journal Club, grand rounds)

Fellow evaluation meetings

Clinical Competency Committee (CCC) meetings

Program Evaluation Committee (PEC) meetings

Graduation

Annual Events/Tasks

These tasks/events are scheduled on an annual basis during a typical academic year. The exact dates and frequencies may vary by Sponsoring Institution and program, and not all items will apply to all programs, so it may be helpful to cut and paste the events and tasks in this section into the [appropriate month](#Timeline) for the fellowship program.

ACGME Accreditation

Prepare GME Annual Program Report, per the GME Office’s instructions

Deadline for Annual Program Evaluation for the previous academic year; submit executive summary and action plan to the GME Office

Program Administration

Prepare Medicare Audit documents, per the GME Office’s instructions

Manage fellow financial allowance account purchases (e.g., textbooks, computers), per the Sponsoring Institution’s guidelines

Plan and prepare for in-training exams

Confirm dates

Confirm space

Confirm order

Create and confirm schedule

Program director to assign proctors

Recruitment Overview

The recruitment process for fellowships is outlined below, but the important dates and deadlines vary by subspecialty, so it may be helpful to cut and paste the events and tasks in this section into the [appropriate month](#Timeline) for the program. Note: Some fellowships may not use an electronic application system and/or an electronic matching system.

Preliminary Planning

Begin planning for recruitment season in advance (Three to six months prior to the start of the interviewing season)

Choose interview dates

Recruit interviewers and block times on their calendars

Determine who will be reviewing applications

Reserve interviewing rooms (if in-person interviews)

Ensure the program is registered with the necessary entities, e.g., Electronic Residency Application Service (ERAS), National Residency Matching Program (NRMP), SF Match

Review Applications

Ensure applicants meet the necessary requirements for the program

Ensure application packets are complete

Distribute applications to the appropriate reviewers to compile the invitation list

Other Tasks

Invite applicants

Set-up interviewees’ schedules

Provide applicant information and evaluations to interviewers

Consider food and/or social events for interview dates

Collect completed evaluation forms

Ranking meeting

Submit rank order list

Timeline

July

ACGME Accreditation

Begin working on the Accreditation Data System (ADS) Annual Update with the program director; this is a time-consuming process, so begin as soon as the ADS Annual Update opens for the program

Begin collecting all faculty member and fellow scholarly activity for the academic year to report in the ACGME ADS updates

Add new fellow data and change current fellow status

Confirm all fellow data is current before the academic year rollover date (ACGME will send notification of date)

ACGME Procedure Logs, if applicable, need to be completed by graduates prior to marking the fellowship completed—due dates vary in August depending on the fellowship

Certification Board

Send Annual Report to subspecialty certification board

GME Track

Complete and approve GME Census Program Survey by mid-July in order to be listed in the August FREIDA (the American Medical Association’s residency and fellowship database)

GME Track Resident survey opens

New Academic Year

Ensure the resident management system (e.g., New Innovations, MedHub) is appropriately set up and includes evaluations, schedules, new fellows, contact information, updated information

Fellow file clean-up/creation, including verification of previous education

Update program website

Orientation

Check with institution to determine the process of fellow orientation (some fellowships may have an August start date)

Meet with new fellows for program/department orientation

August

ACGME Accreditation

Complete work on the Accreditation Data System (ADS) Annual Update. The due date varies by specialty and/or Sponsoring Institution and will either be in late August or late September.

September

GME Track

Deadline for October listing in FREIDA (the American Medical Association’s residency and fellowship database)

October

Evaluations

Send out post-graduate program evaluation to recent graduates per program policy, if applicable

Send out post-Match evaluation, if applicable

November

ACGME Accreditation

Opening date for Milestones fall reporting in the Accreditation Data System (ADS)

Schedule Program Evaluation Committee (PEC) meeting

Schedule Clinical Competency Committee (CCC) meeting

Begin to compile data for fall CCC meeting, which may include:

Evaluations

Milestones data

Conference attendance

Compliance information

Performance improvement plans

Fellow Evaluations

Schedule the semi-annual fellow reviews to occur after the CCC meeting

December

ACGME Accreditation

Fall Clinical Competency Committee (CCC) meeting held

Closing date for Milestones fall reporting in the Accreditation Data System (ADS)

Fellow Evaluations

Program director conducts semiannual review meetings with each fellow in December or January

GME Track

National GME Census (both Program and Resident Surveys) final deadline

Recruitment

By December, most fellowships have matched the next academic year’s fellows and should begin the appointment process for matched fellows

January

ACGME Accreditation

Prepare for Faculty/Fellow surveys (there are three windows between January and March; check for individual subspecialty windows and deadlines)

Send emails/hold meetings with faculty members and fellows and remind them of policies/locations, accomplishments over last year, scoring scale used in surveys, etc.

Check subspecialty requirements regarding Resident/Fellow and Faculty Surveys and monitor completion rate

February

ACGME Accreditation

Resident/Fellow and Faculty Surveys are due between February and April; dates vary by subspecialty

Monitor completion of surveys/send reminders to ensure compliance

Begin collecting data for Program Evaluation Committee (PEC) for multi-year programs

ACGME Annual Educational Conference (typically held in late February/early March)

March

Graduation

Begin planning graduation

Order gifts, certificates, awards, and frames

Order catering

Send invites and date reminders

Confirm and coordinate audio/visual needs

Orientation/Onboarding

Begin onboarding process for new fellows (tasks may be completed in conjunction with the Sponsoring Institution)

Prepare contracts

Prepare and distribute onboarding checklists to incoming residents

Request information technology (IT) accounts

Order lab coats, etc.

April

Orientation/Onboarding

Start planning fellow welcome party(ies)

Monitor the onboarding progress of incoming fellows

Program Administration

Start building the block schedule, rotation schedule, clinic schedule, call schedule, and didactics for next academic year

Begin updating goals and objectives, policies and procedures, manuals, etc.

May

ACGME Accreditation

Begin preparing for spring Clinical Competency Committee (CCC) meeting:

Schedule meeting

Send meeting information to CCC members

Prepare agenda

Compile data

Begin preparing for Program Evaluation Committee (PEC) meeting:

Schedule meeting

Send meeting information to PEC members

Prepare agenda

Send the program evaluation form to faculty members and fellows by assigning it to them in the residency/fellowship management system

ACGME Annual Educational Conference Call for Abstracts opens

Opening date for Milestones spring reporting in the Accreditation Data System (ADS)

End of Academic Year

Update scholarly activity for all fellows and faculty members, especially graduating fellows

Prepare for the program’s New Fellow Orientation (print documents, etc.)

Research forms for Medicare reimbursements for fellowships with dedicated research time, if applicable

Collect new contact information from graduating fellows

Ensure all fellows have entered Case Logs in the Accreditation Data System (ADS), if applicable

Fellow Evaluations

Send out/assign quarterly or rotation evaluations in the fellowship management system, including:

Fellow evaluation of program director

Faculty member evaluation of fellow

Self-assessment

Staff evaluation of fellow

Patient evaluation of fellow

Compile evaluation data by the semiannual review date

Schedule semiannual review meetings with each fellow and the program director

Program Administration

GME Track Program Survey opens

Finalize graduation activities

Recruitment

Register for Electronic Residency Application Service (ERAS)

Archive previous year's ERAS information

June

ACGME Accreditation

Annual Program Evaluation meeting

Closing date for Milestones spring reporting in the Accreditation Data System (ADS)

Evaluations

Program director conducts end-of-year evaluation for non-graduating fellows

Program director conducts summative evaluation meeting for graduating fellows

Outboarding

Check-out meeting with graduating fellows to collect beepers, keys, etc.

Ensure completion of all necessary paperwork

Graduation

Graduation ceremony