

Obstetrics & Gynecology Fellowships Program Administrator Time Line

Weekly/Daily

- Confirm lecturers for next week

Monthly

- Procedures: Send email to fellows reminding them to log them
- Procedure logs - verify (monthly in meeting with Program Director (PD))
- Track prior month for missing evaluations
- Monitor all evaluations
- Duty Hours – Review by the second Friday of the month at a minimum
- Duty Hours - Send a reminder to fellows to log their duty hours every month.
- Schedule/reschedule meetings as asked
- Process LOA (vacations, days off, etc.) requests (get approval, send to group email, add to Calendars and/or other platforms)
- Attend monthly PA meetings
- Attend monthly GMEC meetings
- Attend Journal Clubs, Peer Mentoring meetings and webinars as they come up.
- Fellowship verification - fill out any requests as they come
- Update ACGME ADS site with new or gone faculty, etc.
- Send out evaluations as needed

Various

- Medicare Audit documents, per your GME's instructions
- Prepare GME Annual Program Report, per your GME's instructions
- Manage fellow financial allowance account purchases (textbooks, computers, etc.), per your institution's guidelines

Fellowship Program Administrators Monthly Tasks

July

ABOG

- Annual Report due July 15
- Advance fellow status on website when notified by ABOG

ACGME

- Begin collecting all attending and fellow scholarly activity for academic year to report in ACGME ADS updates
- Add new fellow data and change current fellow status
- Confirm all fellow data is current before ADS Academic Year Rollover Date (will receive notification of date from ACGME)

GME Track

- Complete and approve GME Census Program Survey by mid-July in order to be listed in Freida
- GME Track Resident survey opens (for residents and fellows)

New Academic Year

- Update address and contact lists of new fellow into appropriate platform
- Start planning Fellow Welcome party(ies)

Orientation

- Meet with new fellows for program orientation

Recruitment

- REI, MFM, MIGS, Gyn Onc
 - Update/finalize Itineraries
 - Schedule interviewers
 - Provide applicant information to interviewers
 - Order food
 - Reserve conference & interview rooms
 - Check in with hotel to see who has made reservations
 - Conduct interviews
 - Collect interview evaluations to be collated
- FPMRS
 - Rank Order List due

August

ACGME

- Complete work on ACGME ADS update due August 31

Recruitment

- MFM/REI/Gyn Onc/MIGS
 - Update/finalize Itineraries
 - Schedule interviewers
 - Provide applicant information to interviewers
 - Order food
 - Reserve conference & interview rooms
 - Check in with hotel to see who has made reservations
 - Conduct interviews
 - Collect interview evaluations to be collated
 - Email Rank Meeting date to faculty & fellows
- FPMRS
 - Match Day (results posted to NRMP website)
 - Notify appropriate personnel and departments of match results

September

GME Track

- October FREIDA Deadline for resident survey (end of month)

Recruitment

- MFM/REI/MIGS/ GynOnc
 - Ranking meeting
 - Submit Rank List

October

Evaluations

- Send out Post Graduate Program Evaluation to recent graduates per program policy
- Send out Post-Match Evaluation, if applicable

GME Track

- Complete and approve GME census Fellows Survey by end of October in order to be listed in Freida

Recruitment

- MFM/REI/MIGS/GynOnc
 - Match Day (results posted to NRMP website)
 - Notify appropriate personnel and departments of match results

November

ACGME

- Schedule CCC meetings
- Schedule PEC meeting

Misc

- Register for ERAS participation for next academic year, if applicable

Scheduling

- Schedule 6-month Semi- Annual Reviews

December

ACGME

- Schedule CCC meeting, if haven't already
- Hold CCC meeting
- Enter Milestones into ADS

Evaluations

- Send out/assign Quarterly or Rotation evaluations
 - Program Director
 - Faculty
 - Self
 - Staff
 - Patients
- Collect and collate evaluation data by Semi-Annual Review date
- Schedule Semi-Annual Review meetings with each fellow and the PD

GME Track

- Final GME Track Deadline

Recruitment

- MFM/REI/FPMRS/GynOnc
 - Start to collect and review applications (available Dec 1)
 - Archive ERAS data from recently completed recruitment into your document file
 - Update websites with current faculty and fellows, application deadlines and interview dates, as necessary

January

ACGME

- Milestone evaluations due
- Prepare for Faculty/Fellow surveys
 - Send emails/hold meetings with the group: remind them of policies/locations, accomplishments over last year, scoring scale used in surveys, etc.

Evaluations

- Obtain signed Semi-Annual Review documents and file as needed
 - Paper files
 - Appropriate online platform (New Innovations, My Evaluations, etc.)

Recruitment

- MFM/REI/FPMRS/GynOnc
 - Start to collect and review applications
 - Set interview dates for upcoming recruitment season
- MIGS
 - Jan 1 - Applications open (apply through AAGL)

February

ACGME

- Faculty/Fellow Surveys due
- Monitor completion of surveys

Recruitment

- MFM/REI/FPMRS/GynOnc
 - Collect and review applications
 - Mark as complete in ERAS, when applicable
 - Set up Invitation program for current recruitment year (ERAS, Interview Broker, Thalamus, etc.)
- FPMRS
 - Applications close (mid-month)

March

ABOG

- Register new fellows with ABOG by April 1
- Annual report opens April 15th

GME

- Assist GME office in monitoring, reminding and collecting signatures, as needed.

Graduation

- Set graduation ceremony date
- Plan format/details
 - Who's invited?
 - Number of guests per graduate
 - Schedule
 - Awards?

- Find and reserve location
- Order food
- Confirm with graduating fellow(s) preferred spelling and title to be printed on certificate of completion.

Onboarding

- Track incoming fellow progress (use an onboarding checklist)

Recruitment

- MFM/REI/FPMRS/GynOnc
 - Collect and review applications
- FPMRS
 - Send out invitations (early in month)
 - Applicants deadline to accept/decline

Scheduling

- Schedule Final Reviews with graduating fellows and PDs (for June)
- Schedule 6-month Semi-Annual Reviews for 1st and 2nd year fellows, with PD (for June)

April

GME

- Begin updating Goals & Objectives, Policies and Procedures, Manuals, etc.

Onboarding

- Track incoming fellow progress

Recruitment

- MFM/REI
 - Collect and review applications
 - Set date for Ranking meeting
 - Review applications
 - Start creating Itineraries
 - Update all interview materials including Interview Evaluation forms
 - Assemble packets or materials to be distributed to fellowship candidates
 - Determine interviewers
 - have them reserve dates/clear their schedule
 - Order food
 - Reserve conference & interview rooms
 - Check in with hotel
- Gyn Onc
 - Applications close April 15
 - Collect and review applications
 - Set date for Ranking meeting
 - Review applications
 - Start creating Itineraries

- Determine interviewers
 - have them reserve dates/clear their schedule
- Order food
- Reserve conference & interview rooms
- Check in with hotel

May

ABOG

- May 31, ABOG Fellowship Training Affidavit available for fellows graduating June 30

ACGME

- CCC meeting – start preparation, schedule date & time
- PEC meeting – start preparation, schedule date & time
 - Assign program evaluations to faculty and fellows

Beginning of Academic Year

- Prepare new block schedule, rotation schedule, didactics
- Continue updating Goals & Objectives, Policies and Procedures, Manuals, etc.

End of Academic Year

- Update Scholarly Activity for all fellows and faculty, especially graduating fellows
- Update program website with faculty or fellows that have left/arrived
- Prepare for Program New Fellow Orientation (with program administrator) (print documents, etc.)

ERAS

- Account Maintenance opens

Evaluations

- Send out/assign Quarterly or Rotation evaluations
 - Program Director
 - Faculty
 - Self
 - Staff
 - Patients
- Collect and collate evaluation data by Semi-Annual Review date
- Schedule Semi-Annual Review meetings with each fellow and the PD

GME Track

- GME Census Program Survey opens

Graduation

- Continue planning Graduation Party to be held in June
- Collect new contact information from graduating fellows

Onboarding

- Track incoming fellow progress

Recruitment

- MFM/REI
 - Applications close May 1
 - Send 1st and 2nd wave of invitations (MFM only)
 - Collect and review applications
 - Check in with hotel
 - Update itineraries
 - Confirm food
 - Confirm conference & interview rooms
 - Schedule interviewers
- Gyn Onc
 - Send 1st and 2nd wave of invitations
 - Collect and review applications
 - Check in with hotel
 - Update itineraries
 - Confirm food
 - Confirm conference & interview rooms
 - Schedule interviewers

June

ABOG

- Work on ABOG Annual Report
- Annual Report due - be sure graduating fellow has completed their portion prior to leaving.
- Fellowship training affidavit completed for Fellows graduating June 30th

ACGME

- CCC meeting, if not in May
- Enter Milestones into ADS and appropriate online platform
- PEC meeting

End of Academic Year

- Continue End of Academic Year tasks from May
- Confirm all fellows have completed case logging in ACGME

Evaluations

- Send out Semi-Annual evaluation to PD for 1st and 2nd year fellow
- Send out FINAL Summative evaluation to PD for 3rd year fellow
- Send out Fellow Evaluation of Faculty

- Obtain signed Semi-Annual Review and Final Summative Review documents (case logs, milestones, etc.) and file as needed
 - Paper files
 - Appropriate online platform (New Innovations, My Evaluations, etc.)

Graduation

- Check-out meeting with graduating fellow to collect beepers, keys, etc.
- Graduation ceremony and Farewell dinner
- Completion paperwork to GME office (after exit meeting)
- Have graduating fellow fill out Completion Checklist

NRMP

- Program registration/receive token redemption from NRMP

Onboarding

- Track incoming fellow progress
- Add new fellows to:
 - Distribution lists in Outlook
 - website
- Schedule and plan Welcome Parties/activities for new fellows (for July or Aug)

Recruitment

- MIGS
 - June 1 - Applications close for MIGS
 - Receive applications from AAGL and review
- REI
 - Send 1st and 2nd waves of interview invites
- MFM & Gyn Onc
 - Schedule interviews