

## 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).

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- [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](#): 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](#): These tasks, divided by category, are typically performed on a monthly or as-needed basis throughout an academic year.
- [Annual 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](#): Because the dates of recruitment vary widely by subspecialty, the recruitment process is described in its own section, rather than under particular months.
- [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 |
|---|------|
| <b>START DATE:</b> New Fellow Orientation and Welcome Events ( <i>varies by program/institution, typically late June through late July</i> )      |      |
| <b>DEADLINE:</b> Year-End Program Evaluation for Previous Academic Year ( <i>varies by program/institution, typically mid-June to late July</i> ) |      |
| <b>DEADLINE:</b> Semi-Annual Fellow Evaluations ( <i>varies by program/institution, typically December</i> )                                      |      |
| <b>DEADLINE:</b> End-of-Year/Summative Fellow Evaluations ( <i>varies by program/institution, typically June</i> )                                |      |
| <b>DATE:</b> Graduation Ceremony ( <i>typically June</i> )  |      |

### Source: [Association of American Medical Colleges \(AAMC\)/Electronic Residency Application Service \(ERAS\)](#)

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

| Event/Deadline   | Date |
|--|------|
| <b>OPENING DATE:</b> ERAS ( <i>varies by program, check ERAS website for your subspecialty dates</i> ) |      |

### Source: [Association of American Medical Colleges \(AAMC\)/GME Track](#)

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

Source: [Accreditation Council for Graduate Medical Education \(ACGME\)](#)

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

Source: [American Board of Medical Specialties: \(ABMS\)](#)

| Event/Deadline  | Date |
|---|------|
| <b>START DATE:</b> In-Training Exam ( <i>date varies by specialty</i> ) |      |

Source: [National Residency Matching Program \(NRMP\)](#)

- Not all fellowship programs use NRMP. Some use the [SF Match](#) or directly offer positions to candidates.

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

## 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](#) 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](#) 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](#) 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