

## **A YEAR IN THE LIFE OF A RESIDENCY PROGRAM**

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Managing a medical residency program is one of the most challenging and least boring occupations a person could pursue. The focus is constantly changing. By the time we're tired of one project, it's time to move on to something new. Every month brings different challenges, and there's always something new to learn. Planning ahead and knowing what's coming next eliminates surprises, last minute crunches, and reduces stress for both the coordinator and the program director (not to mention the residents!). Outlined below is an approximate time line for the annual cycle in a residency program.

## **JULY:**

1. July 1 is the beginning of the academic year in all graduate medical education programs. It's also one of the most fun days of the year. This is the day the majority of new residents and fellows begin their training. This day will be spent welcoming them to the department, answering a gazillion questions, and most likely coordinating an orientation program.
2. Assist with departmental orientation, training in information systems, etc.
3. Process requests for information about your training programs.
4. Process loan deferment forms; most are due this time of year.
5. Update trainee information for organizations requesting it (American College of Radiology, Radiological Society of North America, Association of Program Directors in Radiology).
6. Remainder of month: assist new house staff in their transition into the program.

## **AUGUST:**

1. The primary focus this month is processing requests for information about the training programs and sending out recruitment materials.
2. ERAS opens mid-August. Install ERAS software on PC's of all staff who will be using it. Work with computer personnel to be sure ERAS is installed and operating properly.
3. Organize event for senior medical students interested in radiology. Prepare materials for students seeking radiology residency.
4. Current residents are preparing for written Board exams. Extra conferences may be scheduled.
5. Submit match quotas to NRMP.
6. Input current resident and fellow data into GME Track.
7. Update program information in WebADS (Web-based Accreditation Data System).

## **SEPTEMBER:**

1. Residency applications begin to arrive. Download every day. Work out procedures with program director for review and screening of applications. Set up local data fields on ERAS.
2. Late September or early October: American Board of Radiology written examinations.
3. September-October: semiannual resident reviews with program director.
4. Update form letters used in recruitment. Prepare enclosures for interview confirmations.
5. Assemble any packets or materials to be distributed to residency candidates.
6. Order supplies and make other advance preparations for the coming interview season.

## **OCTOBER:**

1. The majority of residency applications are received in October. Many programs have late October or early November deadlines.
2. Determine interview dates.
3. Orient interviewing faculty to ERAS.
4. Begin to send out invitations to interview.
5. Resident selection committee may meet around this time to plan upcoming interview season.
6. Registration for American College of Radiology Resident In-Training Exam in February.

## **NOVEMBER:**

1. Dean's letters are released November 1. Complete review of residency applications during November.
2. Many applicants will be calling to find out their status and whether they will be offered an interview.
3. Another fun part of the year begins with the interviewing of residency and fellowship candidates.
4. Notify faculty, residents, other appropriate personnel in department that interviews are underway for the next several months.
5. Coordinate with faculty in interview process. Coordinate scoring of applicants.
6. Assist interview committee with applicant information, ERAS, or other recruitment-related activities.

## **DECEMBER:**

1. Radiological Society of North America (RSNA) meets in Chicago in early December. May not want to schedule interviews during this time.
2. Use RSNA break to catch up and prepare schedules for upcoming interviews.
3. Interviews continue.
4. Complete American Board of Radiology program director certification forms for residents taking Board exams.

## **JANUARY:**

1. January is generally the busiest interview month.
2. Coordinate "second look" visits from applicants.
3. Send follow-up letters to interviewees.
5. Collect final scores and comments from interviewers and residents.
6. Note deadline for match quota changes.

## **FEBRUARY:**

1. Coordinate match list. Many applicants will be contacting you in early February.
2. Enter match list on NRMP web site.
3. American College of Radiology In-Training Exam.
4. Register your programs for ERAS for the following year.
5. Schedule Education Committee meetings or faculty meetings to evaluate program, make curriculum decisions for coming year, and evaluate resident performance. (ACMGE requirement). May be quarterly or as needed, but must meet regularly.

## **MARCH:**

1. NCERP WORKSHOP – meet your colleagues – exchange information – share ideas – learn new techniques – relax – unwind – make new friends!
2. Mid-March: Match Day! Results of match are posted on NRMP web site—an exciting day in a residency program.
3. Begin appointment process for new house staff. Send out packets with necessary forms and information.
4. Reappoint returning house staff.
5. Prepare checklist of all tasks that need to be completed for incoming and outgoing house staff. Note the target date for completion. This can be very helpful as it is easy to overlook something.
6. Revise recruitment materials for next recruitment year (it never ends!).
7. Update website with current information on training programs, deadlines, contact information, match numbers, etc.
8. Update data base with house staff information for next year. Distribute information on new house staff to pertinent institutional personnel as needed.
9. March-April is a good time for semiannual resident reviews with program director.

## **APRIL:**

1. Order certificates for graduating house staff. A word of advice: ask them how they want their name printed. Some want their full names; others want only initials.
2. Process new house staff appointments.
3. Order books, lab coats, film badges, and other items for new house staff.
4. Results of ACR In-Training Exam are received. Distribute to residents.
5. Process new house staff appointments.
6. Schedule annual evaluation of faculty and program by residents.

**MAY:**

1. American Board of Radiology oral examinations.
2. Preparation of annual resident rotation schedule.
3. Process termination paperwork for graduating house staff.
4. Plan events for graduating house staff.
6. Plan orientation schedule for incoming house staff.
7. Association of Program Coordinators in Radiology (APCR) and Association of Program Directors in Radiology meet along with Association of University Radiologists and American Association of Academic Chief Residents in Radiology.
8. American Roentgen Ray Society meets, and many other radiological associations have their annual meetings in the spring. This may necessitate travel arrangements for residents presenting papers and posters.

**JUNE:**

1. Finalize and distribute orientation program for incoming house staff to all participants.
2. Reserve conference rooms, caterer, etc. as needed
3. Graduation ceremony for graduating house staff.
4. Graduating house staff are checking out and saying goodbye . Collect forwarding addresses, keys, etc.