

End of Year Activities Graduation and Special Events

Graduation is a symbol of the hard work and dedication of the Radiology Resident over the four years of training in Radiology. Graduation/end of year activities is a celebration of the end of this training and the beginning of their career in radiology. These activities will vary from program to program, but basically focus on the same theme. The goal of the residency coordinator is to coordinate an end of year event that will be memorable for everyone.

Program Coordinator's Role in End of Year Activities

There are a variety of different activities that may be planned for the end of the year.

- An end of year picnic: A simple way for everyone to get together and have a good time and bid farewell to the departing residents.
- An end of year banquet: A more formal get together with cocktail hour and dinner, followed by an award presentation.
- An end of year weekend: One example - a Friday morning of golf followed by a dinner and "roast", with only residents and faculty in attendance. On Saturday evening, a formal banquet with spouses included. During the banquet a continuous slide show comprised of baby-adolescent pictures set to a musical theme.

The following is a check list of the coordinator's role in the planning of end of year activities:

- Work with the graduating residents / Program Director, in selection of a date, time and place for the activities.
- Reserves the site and makes menu arrangements for the event.
- Arranges for speakers and /or entertainment for the event.
- Prepare the guest list and send out invitations and receives RSVP's
- Verify all awards for the event are in order.
- Arrange to have all gifts for the event available for presentation.
- Make sure certificates are ready for presentation to the recipients.

- Prepare the program and handouts, making sure they are available for the event.

Program Coordinator's Role in Resident Graduation

- Order certificates from the Graduate Medical Education Office well in advance of graduation banquet. Double check spelling of graduate's name. Get the required signatures on the certificates. Make sure the certificates are available well in advance for presentation at the end of year event. It is also helpful to make 5 or 6 notarized copies of the certificate for future use by the resident.
- Schedule exit interviews of graduating residents with the program director.
- Help graduating residents with credentialing, license applications and other paperwork necessary for their post residency career.
- Prepare resident exit packet
 - o Graduation invitation/announcement
 - o Graduation program
 - o Exit interview with program director's signature
 - o Portfolio
 - o Mammography letter stating they have read 240 mammograms, etc.
 - o Notarized copies of the residency certificate

Graduate Medical Education's Role in Resident Graduation

Many institutions sponsor a Graduate Medical Education Week or Day with activities for all residents. Daily events may include a breakfast, luncheon, or ice cream social. An evening reception for graduating residents is often held by the GME Office with a wine and beer reception featuring hors d'oeuvres served to the attending graduates, program directors, and program coordinators.