CREOG ACADEMIC YEAR TIMETABLE FOR OB-GYN PROGRAM DIRECTORS

- The timetable is intended specifically for residency activities and not for medical student program activities or department/chair administration, although there may be some overlap within all institutions/departments.

- Not all listed activities may be pertinent to all programs, although most will be.

- While many listed activities have very specific assigned months in all programs, other activities may occur at variable times within programs and may only be temporally approximated in the timetable.

- Blank spaces are provided for each month to write in program-specific activities pertinent to the conduct of your program.

Please give us feedback regarding the usefulness of the timetable and any/all suggestions for additional items for inclusion so that future editions may be as complete as possible. Send comments to creog@acog.org

JUNE-JULY
New resident welcome and program orientation

Confirm submission of new resident Junior Fellow applications to ACOG by mail or online
Meet with returning residents to discuss semi-annual evaluations (Jan-June performance), including Milestone assessment by CCC, case log data, progress on research or PSQI projects, self reflections, progress on last 6 month plan. Develop Individual Learning Plans for next 6 months. Make needed adjustments to assure adequate procedural volumes for each resident.

Complete summary evaluations for recently graduated residents.

Submit final ACGME case log information for recently graduated residents

Update ABOG Online Residency Coordinator System with new interns and graduating residents.

Clean files of recently graduated residents and determine documents for storage

Plan new resident core topic lecture series

Plan resident didactic schedule for the year (September-June)

Develop evaluation schedules for academic year: resident evaluations by faculty and faculty evaluations by residents for all rotations throughout the year

Develop schedule for periodic review of resident case experience submitted on ACGME Resident Case Log System (recommend at least quarterly review by PD)
Develop resident vacation/educational leave schedule

July 15: Deadline to complete “CREOG Resident Database Survey” online and “Activity Fee” acceptance

CREOG Education Retreat (last of July or first of August) should be attended by program director and program coordinator

CREOG and APGO send second Call for Abstracts, Breakout and Film Festival submissions for annual meeting (Deadline mid-August)

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AUGUST
August 1: Deadline for ACGME caselog submissions for last year’s graduating seniors.

August 15: Electronic Residency Application Service (ERAS) residency program application begins

August 15: Approximate deadline for submission of abstracts for CREOG and APGO Annual Meeting

Develop Journal Club schedule for the year (September-May)

Develop residency program applicant interview schedule (November through early February)

Develop recruitment/mentoring activities for medical students interested in an ob-gyn residency

Meet with third-year residents interested in fellowships to assist them with the application process

Meet with senior residents not pursuing fellowships to assist them with career planning

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SEPTEMBER

Review residency program applications and start interview invitation process

September 30: American Medical Association (AMA)-Fellowship and Residency Electronic Interactive (FRIEDA) data update due
Advise senior residents to obtain online American Board of Obstetrics and Gynecology, Inc. (ABOG) Bulletin and applications for June written ABOG examination (application deadline November 30). Remind them that TOTAL fees are due at this time.

Remind new residents to apply for United States Medical Licensing Examination (USMLE) Step 3 Examination

CREOG Examination applications available online late September

Review residents’ research project status, selection of projects, and preceptors

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OCTOBER

October 1: Dean’s Letters for applicants released by medical schools

Begin residency applicant interviews

Review/develop residency program budget requests for next fiscal year

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NOVEMBER

Sign senior residents’ applications for June ABOG Written Examination; due to ABOG by November 30

Complete APGO Directory of Residencies in Ob-Gyn (usually last week of month)

Deadline CREOG Examination applications are due by November 8 without penalty

Remind residents of January CREOG Examination and begin any planned examination review activities

CREOG and APGO send annual meeting preliminary program and registration form

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DECEMBER
Residency program application interviews continue

Begin CREOG Examination reviews

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JANUARY
CREOG Examination takes place weekend following Martin Luther King, Jr Day

CCC meets to review all residents’ evaluations (July-December) and assign Milestones.

Milestone data sent to ACGME through caselogs.

Meet with each resident for semi-annual review. Discuss 6-month resident evaluations (July-December performance), CCC Milestone assignments, case logs, research or PSQI project, self reflection and progress on last six month plans. Develop Individual Learning Plans for the next six months. Make needed adjustments to assure adequate procedural volumes for each resident.

Residency program application interviews continue

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FEBRUARY
Complete final residency program application interviews

Develop residency program applicant “match” list and submit to National Residency Matching Program (usually due third week)

Initiate contract renewal process for expected returning residents

Select Administrative Chief Resident(s) for next academic year

CREOG Faculty Award applications sent (due first week of May)

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MARCH
Attend CREOG and APGO Annual Meeting (usually late February, early March)
Registration forms and preliminary program for “CREOG Education Retreat” are sent

Registration forms for CREOG Workshop for Residents are sent (usually offered in 3 locations April/May/June)

Register for ERAS participation in the upcoming academic year

“Match Day”—usually occurs on the third Thursday of March

Call and send welcome emails/letters to newly matched residents

Schedule Program Evaluation Committee meeting to complete formal review of curriculum, resident/graduate performances on CREOG and ABOG exams, faculty development in education, annual confidential written reviews of the program by residents and faculty and ACGME annual resident and faculty survey results. Progress on prior RRC citations should be reviewed. A written action plan must be prepared and shared with faculty.

Remind residents to renew medical licenses for upcoming academic year

Collect signed contracts from all returning residents

Notify any residents who have failed remediation of proposed disciplinary actions affecting promotion, graduation, dismissal, or board eligibility. Advise DIO, legal counsel and hospital if not already aware.

Update/sign contracts for next academic year’s outside rotations with affiliated hospitals

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APRIL

Develop and send information letter to new residents (include information about orientation, housing, licensure)

Register next year’s senior residents for CREOG Workshop for Residents’ (offered in 3 locations usually April/May/June)

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MAY

CREOG Faculty Award applications are due the second week of May

“CREOG Resident Database Survey” online (due July 15)

Conduct resident research presentation day
Develop residents’ schedule of rotations for upcoming academic year

Revise resident manual for upcoming academic year

Plan new resident orientation schedule for June-July

Send final information letter to new residents

Update website for the new “recruiting year”

CREOG and APGO first “Call for Abstracts” Breakout and Film Festival submissions for annual meeting (Deadline mid-August)

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JUNE

Print off and sign senior residents’ ABOG Written Examination forms from Online Residency Coordinators System

Assure completeness of graduating residents “sign-out” responsibilities

Conduct exit interviews with graduating residents

Assure valid license renewal by all residents for upcoming academic year

Orient rising chief residents; review “Teaching Residents to Teach.”

Conduct graduation activities

ABOG written examination is held last Monday of June