

General Calendar Activities

- **July 1** – New Fellows Arrive
- **July 15** – Register new fellows on ABAI
- **August 1** – review applicants in Cortex and create interview list
- **August 15** – complete ACGME ADS Annual update
- **September 1** – Begin fellowship interviews
- **September 15** – verify correct number of rank spots in NRMP
- **September 30** – Review previous action plan from PEC meeting
- **October 30** – Submit rank list to NRMP
- **November 15** – Clinical Competency Committee
- **December 1** – Review milestones with Trainee
- **December 5** – submit milestones to ACGME-ADS
- **December 10-** update 6 month evaluation on ABAI
- **January 10** – Program Director Assembly Meeting!
- **February 15** – Review unaddressed Action items from PEC
- **May 1** – Clinical Competency Committee
- **May 5** – review milestones with trainee, submit to ACGME and ABAI.
 - Verify graduating fellows are completely signed off on ABAI for 6 month evals and procedures.
- **June 15** – Program Evaluation Committee meeting – create new action list

The above is a suggested timeline. Actual dates should be verified each year, but this will give you an idea of the general timeline for items.

Suggestion

- When starting out, meet with your coordinator to find out what items on this list they will be reminding you and staying on top of.
- Set calendar reminders for major activities