New Neurology Residency Program Director
Color Coded Calendar

- Erica Schuyler, MD, Residency Director Uconn/Hartford Hospital
- Gauri Pawar, MD., FAAN. Associate Professor & Residency Program Director, West Virginia University
- Jon Cahill, MD, Assistant Professor & Residency Program Director, Alpert Medical School of Brown University, Rhode Island Hospital

Monthly To-Dos

- RED---ACGME
- BLUE—Recruitment
- GREEN—The REST
- Helpful for PDs and coordinators!

ACGME – Review Committee for Neurology

- RRC meeting dates

  - January 24-25, 2019 (Agenda closing date: 10/19/2018)

  - April 4-5, 2019 (Agenda closing date: 12/28/2018)

  - *The closing date for submission of new applications is two weeks before the scheduled closing date.*

  - *Request for temporary or permanent increase in complement can be requested through the year.*

Annual Reporting required

Each academic year,

- Annual ADS Update - July through August

- Milestones - November through December

- ACGME Resident and Faculty Surveys – January through February

- Milestones – May through June

Annual ADS Update

- Update information on all the residents and faculty for the prior academic year.
- During this academic year, updates had to be done between 7/5/2017 through 8/31/2017 on ACGME website.
- The information uploaded in the ADS is reviewed by the RRC.
- Update faculty roster – delete faculty who may have left the program, add new ones.
- Monitor faculty/resident ratio
- Faculty – from other departments who are closely involved in resident education can be listed – neurointerventionalist, neuroradiology, neurosurgery, psychiatry, child neurology, neuropathologist.
- Resident – update roster about who completed training and add new residents who have joined the program

Annual ADS Update

Program Director - update changes in academic appointments, new responsibilities/roles in the program, publication during the past 5 years only, participation in local/regional/national activities/presentations/abstracts/grants.

For all core faculty – update the following (have faculty send you their updated CVs or provide you the info below. May need to seek help from Chair).

- PMID
- Conference presentations -#
- Other presentations - #
- Chapters/Textbooks - #
- Grant leadership - #
- Leadership or peer review role – Yes/No
- Teaching Formal Courses – Yes/No`

Faculty requirements

- Program Director, Child neurologist and at least 4 FTE faculty who devote sufficient time to the program.

- Faculty must maintain ABPN certification

- Faculty to resident ratio must be maintained at 1:1

- Faculty must regularly participate in clinical discussions, rounds, journal club and conferences

- Core faculty – 15 hours per week related to resident education, administration, research

Annual ADS Update

For all residents – update scholarly activity

- PMID
- Conference presentations -#
- Chapters/Textbooks - #
- Participated in research – Yes/No
- Teaching presentations – Yes/No (include grand rounds, journal club, etc)

Milestones

- For every resident in your program, you are required to report all 29 milestones, every 6 months.

- Email received from ACGME on 4/24/17 to complete milestones by 6/23/17 (almost 2 months to complete).

- Email received from ACGME on 12/11/17 to complete milestones by 1/12/18 (1 month to complete).

ACGME Resident and Faculty surveys

- 1/15/2018 - 2/18/2018 (over a month)
- Program Director can monitor the rate of completion of faculty and resident surveys.
- Expect 100% completion rate for both faculty and residents.
- At our program, residents are free to complete the surveys on their own. At the end of January, our PC reserves a room with computers and there is a 12-1.00 pm mandatory meeting to complete the survey for all residents who have not completed it by then.
- Faculty – PC sends weekly reminders, PD monitors rate of completion, PD sends emails reminders to individual faculty, PD sends emails reminders to individual faculty and CCs Chair, may need to seek help from the Chair.

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Recruitment

- Program director is recruiter-in-chief

- Faculty and current residents vitally important

- More than just the interview days

Recruitment timeline

- July / August
- September
- October / November / December / January
- February
- March
- April

Recruitment timeline

- July / August
  - Update website / Facebook page
  - Update AAMC GME Track (program portion and resident portion)
- September
- October / November / December / January
- February
- March
- April

Recruitment timeline

- July / August
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- September
  - ERAS opens
  - Review applications, invite applicants
  - NRMP registration
- October / November / December / January
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@ Brown

- Pre-season resident get-together

- Interviews twice a week

- Dinner with residents night before

- Four faculty interviewers

- Bus tour of Providence

- Group interview with internal medicine

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Program director responsibilities (from NRMP Code of Conduct)

- Respecting an applicant's right to privacy and confidentiality

- Accepting responsibility for the actions of recruitment team members

- Refraining from asking illegal or coercive questions

- Declining to require second visits or visiting rotations

- Discouraging unnecessary post-interview communication

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The REST

- LATE JUNE/JULY—
  - Exit interviews, final feedback meetings for grads before they leave.
  - End of year FB/advising meetings with rest of residents.
  - ABPN pre-cert— final verification of the graduated residents—DEADLINE JULY 15.
  - ABPN pre-cert-update the rest of the residents.
  - PGY-1 (or 2) onboarding.
  - PGY-2 Orientations/boot camps/training new residents
  - Welcome events

The REST

- SUMMER
  - Try to get as much stuff done as you can before recruitment starts!!
  - Resident advising (PGY3s especially re. fellowship options).
  - Get annual QI projects up and running.
  - New faculty training and orientation-make sure entered in evaluation system.
  - Rest of faculty annual feedback meetings.

The REST

- FALL
  - AAN Abstract Deadline
  - Register new residents for AAN membership and register all PGY-2,3,4 for RITE.
  - Get everything together for the midyear CCC-rotation evals, CEXs, 360 evals, distribute to CCC members.
  - LORs for PGY-3s.

The REST

- DECEMBER
  - CCC/MILESTONES—You will feel really good if you get it done before the holidays!
  - ABPN—precert—and make sure all set for PGY-4s know deadlines to apply for the board exam.
  - Holiday party

The REST

- January/February
  - ABPN precert deadline JANUARY 15!
  - Discuss the ACGME survey with the residents before they do it.
  - Midyear FB meetings with all residents.
  - RITE

The REST

- **MARCH**
  - Update and send out Annual Program Review evaluations to faculty and residents.
  - Review survey data and plan PIPs, APR/PEC meeting planning.
  - APR/PEC meeting—We do ours prior to making the next academic year schedule. If any structural changes to rotations made we need to decide before April.
  - Chief Resident announcements at the APR meeting.
  - All of the onboarding stuff to the newly matched residents.

The REST

- APRIL
  - LOTS and LOTS of schedule making and curriculum planning for next academic year.
  - Annual Faculty Evaluations sent to residents and annual resident faculty FB generation.
  - AAN meeting—stuff for the PDs mainly Sat and Sunday. Career fair Monday night.
  - Graduation/end of year event planning.

The REST

- MAY/Early JUNE
  - Finalize all schedules.
  - Get everything ready for end of year MILESTONES/CCC—rotation evals, CEX/NEXs, 360 evals, RITE score reports, scholarly activity review and then do it.
  - Graduation/end of year events/research day.
  - Get ready for onboarding/boot camp and we all start again!

ADVICE

- Make sure PD and PC both familiar with the timeline/important dates!

- Things will always creep up quicker than you think.

- If you are not sure how or when to do something, seek advice! Your institutional GME office, other PDs. Our contacts at the AAN, ABPN, and ACGME are all really nice!