ADULT Psychiatry Program Director's Calendar At-A-Glance

American Association of Directors of Psychiatric Residency Training — AADPRT

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE
ACGME	ADS system Annual Program and Resident update: Opens Mid-July						Submit ACGME Milestones		ACGME Annual Resident and Faculty Survey		Submit ACGME Milestones	
ABPN Credentialing	Enter/update residents in PreCert						PreCert **deadline** for entering rotations	PGY4 Register for Cert Exam	PG4 Cert Exam registration **deadline**			Begin PreCert update
RECRUIT-MENT (NRMP/ERAS)	FREIDA Online (AMA Residency & Fellowship Database):Update profile	ERAS: Daily Download applications	Interview Applicants						Match Week: Soap participation mid-March		Update GME track /AAMC database for prospective applicants, Update ERAS for prospective applicants	Welcome NEW Interns!
	Fellowship advice for PG-3 and 4s		MSPE letters available on ERAS			GME track /AAMC database **Deadline**	NRMP: Rank Order List (ROL) Opens	NRMP: ROL **deadline:** mid-Feb	Send offer letters to matched residents			
	Prepare for recruitment						NRMP: Quota change/ SOAP status **deadline**		Send new resident photos/bios to dept/hosp staff			
	Check IMG visa requirements	NRMP opens Registration	FREIDA Online **Deadline**				Match meeting: Discuss applicants and formulate Rank Order List					
RESIDENCY	Orient PG 2-4s			Prepare CCC	CCC Meets				Review Curriculum	CCC Prep	CCC Meets	
	Set up tracking system (New Innovations, MedHub, etc)	PRITE prep	PRITE Exam			Holiday parties	PRITE results			Set up rotation / didactic schedule for next yr	Set up psychotx supervisors	Welcome Party Orient 1s
									Review Assessment Tools	Update policies, G&Os	Prepare orientations	PRITE contract **due**
	PRITE payment **deadline**						Start preparations for graduation		Update Website	Train chiefs		Graduation
										Letters of Agreement		Call schedule
AADPRT	Membership Renewal: Pay Registration Dues! (7/1-9/30!)		Sign up for AADPRT Mentor!	Registration for Annual Meeting (early Dec-early Feb)					AADPRT Annual meeting		Sign up for AADPRT Mentor	
	NNCI Scholar Award nomination	Award Submissions 8/1- mid-Sept)	Abs for posters/ workshops submission (Mid Sept-early Nov)			12/1 Announce Awards / Abstract	Schedule meeting with Mentor at AADPRT Annual Meeting!					
Program-Specific Scheduling	CSV scheduling Resident Retreat	Annual Skills Exam scheduling Events with Program Directors!		Schedule EPC / PEC Meetings Internal GME Surveys for Faculty & Residents		Other Assessment scheduling Graduation Planning		Annual Program Evaluation (APE) Faculty development			Chief Selection	CLER Visits Retreat