	July	August	September	October	November	December	January	February	March	April	May	June
Orientation Planning								Welcome! Contracts, Licesens, ERAS, NI	Welcome! Contracts, Licesens, ERAS, NI	Provide Orientation Dates; Order Scrubs. Coats.	Licenses, Health, Background Clearances	Computer Training
Graduation Events Planning		Secure site, dates, Ceremony, Matriculation, BBQ			SAVE THE DATES		Finalize Caterer		SAVE THE DATES		Invitations, Brochure	Awards, RSVP
Block & Clinical Schedules	ED Clinical Schedule on MedScheduler	ED Clinical Schedule on MedScheduler				ED Holiday Clinical Schedule on MedScheduler	PD meet with Site Directors	Distribute for selection	Block Schedule Finalized	Vacations Electives Finalized Off Site Apps Sent	Sites Notified	
Website Update	Einstein Residency	SAEM							EMRA			Draft Einstein Residency
Semi-Annual Reviews											Graduates	
In-training Examinations							ACOEP	ABEM				
ABEM	Off-cycle Resident notification	Graduate Verifications; Intern roster update				Verify Roster-process payment			Off-cycle Resident notification			
Medical Students	SLOE	SLOE	SLOE	SLOE	SLOE			VSAS Electives OPEN	Process Approved Electives	Process Approved Electives	Clerkship Names - Dates next academic year	
PA Interview Season												
Curriculum, Lab Week	Labs	Labs			Supply Inventory	Labs					Supply Inventory	
Acctng/Budget	Annual Service Agreements				Herewith ACOEP ITE	Herewith ABEM ITE	Herewith CORD Registration	-Draft FYBudget	Herewith SAEM Registration		Herewith Graduation	Accrue/Close FY Budget
Recruitment	Update Recruitment Brochure	Update Recruitment Brochure	Application Review	Interviews	Interviews	Interviews	Interviews; Follow-Ups; Ltrs of Regret	AOA Match	NRMP Match; On-boarding	On-boarding; Mentor assignments		
File Management	Intern Eval Binders, Personnel file	Purge Graduate Personnel and Eval files	Purge Alumni Log Files					File Review during ITE	File Review during ITE			
New Innovations	Session Mgr; Evals							Download ERAS to NI for AOA	Download ERAS to NI for Allopathic	Update ITE Results	Create New Academic Year Block Schedules	Update ITE Results
Surveys	ACGME WebAds	AMA Freida, GME Track	ABEM Annual Survey	TIVRA				Post-Match Survey	Compile Results Post-Match Survey	ACGME Resident - Fellow Annual Survey		
Budget		Track DivofBudget		Track DivofBudget		Track DivofBudget	Draft Budget w/PD	Draft Budget w/PD	Finalize Budget w/PD	Track DivofBudget	Finalize Expenses DivofBudget	Accounting closes mid-June
Professional Development		Attend OSD Class		Complete Goals & Objectives			Attend Excel Class		Attend Annual Academic Meeting CORD			
Annual Report	Final to PD	ACOEP Annual Report						Stats to PD; Request Chiefs	Draft to PD		Collect CORE FACULTY Scholarly Activity	Finalize CORE FACULTY Scholarly Activity
Residency/MS Fairs				ACOEP, ACEP, PCOM				TJU	PCOM	Drexel; EMRA	SAEM	
Human Resources	Confirm all Background Clearances Rcvd	Update Certifications on PRISM	Schedule PPD	Schedule FLU	PRISM Compliance	Open Enrollment	Electronic W-2; Schedule Resp Fit	PRISM 100% Compliance		Annual Safety Training		
Med Student Forum						Date, Logistics			Invitations	RSVP, Logistics	Attend Forum	
Resident Retreat	Plan RESIDENT RETREAT	Reminders-Release from Service-RESIDENT	Pa ACEP RESIDENT RETREAT									
Scholarly Tracks Milestones		Scholarly Track Mentor Assignments					Reminder-Outline due Feb 1				Due May 1	Sr Scholars due
Chief & Chairs Selections									Chief Selection	Recruitment Chair Selection	Wellness Chair Selection	
CCC					Prepare evaluation binders, forms	Attend					Prepare evaluation binders, forms	Attend
City-Wide Conferences			PA-ACEP Resident Day	Toxicology Day	AAEM DelVal Day			Wellness Day			EMS Day	
National Meetings				ACEP; ACEOP				ACGME; AAEM; ACEOP PD	CORD		SAEM	