

Vascular Surgery Rolling Calendar

Below is a general rolling calendar for reference in helping program administrators in vascular surgery to plan for their year. Please download, save, and customize it to fit your individual training program.

Don't forget – Add reminders to your calendar for important dates.

July

- July 1st - first day of the academic year
- WebADS – Create case log IDs for new residents
- Late orientation - usually 1st week of July (*Fellows or Residents unable to attend June orientation*)
- Begin collecting scholarly activity for faculty and trainees to use for annual WebADS update
- All credentialing documentation for incoming residents must be in the office of GME
- GME track - Freida on-line resident survey opens & program survey completion reminder
- Update SCORE rosters for new residents and renew subscriptions
- Fellows/Resident to complete annual safety training
- Contracts returned to the office of GME
- ACGME WebADS opens for program information update (*Note: Program Director will receive notification from ACGME and office of GME when the dates have been set*)
- Archive residents who have left the program in new Innovations or system used by institution
- ERAS opens to integrated applicants
- ACGME WebADS – Promote current residents, activate new residents, download case logs for residents who completed training
- Check duty hours – Bi-weekly

August

- Annual TB Test Reminders
- ACGME WebADS continues
- Select interview dates for integrated programs
- GME track - Freida on-line resident & program survey completion reminder
- Submit Op Logs of graduating fellows by August 1st
- Confirm residents/fellows are entering cases into ACGME case log system
- Check duty hours – Bi-weekly

September

- Copies of medical school diplomas to GME office
- ACGME WebADS Due
- ERAS post office opens-review/download applications for integrated match residency program
- Set up interview dates for integrated residency – reserve rooms, start on packets, order food, etc.
- Assign faculty for resident interviews
- GME Track - Freida on-line resident & program survey due
- NRMP program registration
- Check duty hours – Bi-weekly

October

- Review/download ERAS applications for Integrated Program
- Invite applicants for integrated interviews
- Schedule Clinical Competency Committee (CCC) meeting to discuss trainees' milestones and other performance issues – Varies by program
- Set dates for vascular fellowship interviews – reserve rooms, start on packets, order food, etc.
- VSITE dates announced
- Check in with new residents and fellows to see if they need anything
- Develop interview schedules for residency applicants
- Check duty hours – Bi-weekly

November

- Annual Flu Vaccine Reminders
- Send out interview schedules to residency applicants
- Interviews can begin this month for integrated programs – order food, set up schedules
- Check duty hours – Bi-weekly

December

- Milestones evaluations – Conduct meeting to assign current milestones (*Nov./Dec. for January deadline*)
- ERAS opens for fellowship program – download applications
- VSITE payments due
- Interviews for integrated programs continue
- NRMP quota change deadline
- Assign faculty for fellowship interviews
- Semi-annual evaluations (resident, faculty, fellow, 360, & program) – run op log and defined category report
- Check duty hours – Bi-weekly

January

- Budget process begins for following year
- Develop interview schedules for fellowship applicants
- ACGME milestones are due
- Register for APDVS/AVSC annual meeting
- Send out interview schedules to fellowship applicants
- Interviews for integrated programs continue
- Letter of intent to renew contract to be sent by office of GME
- Schedule rank list meeting for February NRMP match
- Prepare NRMP rank list (available Jan. 15), confirm quotas
- Send letter to incoming fellow reminding them to apply for state training certificate and any other pertinent information
- Confirm office space and food for VSITE
- Check duty hours – Bi-weekly

February

- VSITE for vascular fellow/resident – typically occurs mid-Feb.-early March
- Deadline for budget submission for following year
- Prepare NRMP rank list
- Submit NRMP rank list for integrated program
- Interviews for fellowship
- Pick date for Annual Mock Oral Exam
- Check duty hours – Bi-weekly

March

- Start working on annual retreat - set date, work on agenda – Varies by program
- Letter of intent must be signed by March 1st
- NRMP results – main residency match day
- NRMP fellowship rank list opens
- Letter of acceptance (Intent) to matched applicants
- Send post-Match survey to ranked applicants who did not match
- Enter incoming residents into new innovations or other system used by institution
- Interviews for fellowship
- Schedule final evaluation meetings with PD and trainees that are finishing in June
- Organize packet for incoming fellows
- Check in with newly matched residents to provide an overview and contact information for coming months of paperwork and planning
- Check duty hours – Bi-weekly

April

- Department paperwork to incoming residents
- Primary source verification of incoming residents
- Work with PD to identify chief resident for upcoming year.
- Prepare graduation dinner
- Schedule Clinical Competency Committee (CCC) meeting to discuss trainees' milestones and other performance issues – Varies by program
- Send Board exam info to residents/fellows that are completing training in June
- Finalize rotation schedule for next year
- Order graduation certificates, gift for graduates
- Mail packet to incoming fellow/resident
- Check duty hours – Bi-weekly

May

- Milestones evaluations – Conduct meeting to assign current milestones (*April/May for June deadline*)
- Schedule annual Program Evaluation Committee (PEC) meeting – Varies by program
- Begin preparing for SVS and SVS Residency Fair
- Review and update any program letters of agreement for rotations
- NRMP fellowship rank list due, 1st Wednesday in May
- NRMP fellowship MATCH day
- Update department brochure/handbook/website
- Begin to submit incoming resident's credentialing documentation
- Yearly program evaluation by faculty and residents
- Annual TB Test Reminders
- Order vascular books and lab coats for fellow/resident
- Check duty hours – Bi-weekly

June

- Annual faculty retreat (other months depending on programs)
- Type and send minutes from annual retreat
- ACGME milestones are due
- Set-up computer accounts, ID badging, security, scrub access, parking, etc. access for incoming trainees
- GME contracts submitted to program
- Begin GME track - Freida on-line program survey
- Continue to submit incoming resident's credentialing documentation
- Complete all final evaluations for leaving residents
- End of year / graduation dinner
- Prepare paperwork for department orientation
- GME orientation for incoming integrated residents
- ACLS (2 days) for incoming integrated residents whose departments require certification
- Submit final paperwork for departing residents to office of GME
- ERAS user guide available
- Enter next years rotation schedule into new innovations or system used by institution
- WebADS – Create case log IDs for new fellows
- Check duty hours – Bi-weekly