PROGRAM DIRECTORS YEARLY TIMELINE

Please Keep in Mind:
1. **The AOCOO-HNS Council of Medical Education (C.O.M.E.) meets twice a year, September and February, to review and evaluate the resident and program progress and make appropriate recommendations to the American Osteopathic Association.**
2. The yearly deadline for scholarly activities is with the year-end reports (July 30, or 30 days after the completion of the training period); however, the Editorial Committee gladly accepts and encourages early submissions.
3. The Editorial Committee is available year-round for consultation with residents and program directors regarding the requirements for scholarly activity.
4. **As a Program Director, you are responsible to evaluate your residents' progress on a monthly basis in order to ensure that all requirements for their training are being met. It is unfair to the resident, training program and yourself to wait until the training year is near completion before realizing that there are deficiencies present. Program review, if done on a regular basis, will make certain that the residents' educational needs will be satisfied and that eventual program complete status will be obtained.**
5. *You* **are your residents' most important link to the AOCOO-HNS. Your support of the Colleges and its evaluation process is a necessary factor in guiding your residents' professional future. It is important to enhance the understanding of that process for all involved.**

June:
1. Finalize year-end reports of existing residents.
2. Meet with residents to review year-end reports. It is especially important to closely examine all documents for those residents who expect to be program complete. **Any deficiencies discovered after graduation are extremely difficult to remediate and may prevent the graduate from taking the certification examinations.**
3. Submit list of new residents/interns and contact information to College Office.
4. Submit OKAP/In-Service Exam scores to College Office by July 1st.

July:
1. Introduction of new residents to program/orientation to specific program requirements.
2. Present Basic Standards document to residents and review with them.
3. Require membership in the AOCOO-HNS.
4. Arrange for all available residents to attend the Mid-Year Seminar/Resident Forum, along with Program Director and Faculty.
5. Be aware that the C.O.M.E. meets prior to the Mid-Year Seminar and reviews all completed year-end and program complete reports.
6. Submit OKAP/In-Service Exam scores to College Office.

August:
1. Faculty/resident one-on-one discussion of scholarly activities planned for the upcoming academic year.
2. Submit any requests/concerns regarding residency training to the C.O.M.E. Agenda deadline, August 12th.

September (or the appropriate month):
1. Attend the Mid-Year Seminar and Resident Forum.

October:
1. Check on progress of scholarly activities.

November:
1. Register for the Faculty Development Course that is held during the Mid-Winter Meeting in February in Orlando, FL.

December:
1. Meet with each resident for mid-year review of progress utilizing promotion criteria as developed by the Colleges.

January:
1. Check on submission of any resident evaluation materials lacking at previous C.O.M.E. meeting. (Those residents who received notice of **deferred** evaluation.)
2. Submit any requests/concerns regarding residency training to the C.O.M.E. Agenda deadline, January 6th.

February:
1. Attend the Faculty Development Course.
2. Register for the May ACA, including the Program Directors Workshop scheduled at that time.
3. Encourage all available residents to plan to attend the May ACA.

March:
1. Check on progress of scholarly activities.
2. Prepare list of new residents/interns and contact information to be submitted to the College Office.

May:
1. Attend the ACA and Program Director's Workshop.
2. Support all residents' efforts with poster presentations and lecture presentations.
3. Strongly encourage (require) all residents attending the ACA to participate in the Council of Residents and Fellows scheduled activities.
4. Submit OKAP/In-Service Exam scores to College Office by July 1st.