

Key Annual Tasks & Deadlines for Radiology Program Directors and Program Coordinators

Time of Year	Task / Deadline	Who's Responsible / Notes	Website for More Information
July 1 – July 31	ABR: Add new incoming residents in myABR; New resident application period opens	Program Director and Program Coordinator must register new PGY-2 (first year of DR training) residents	https://www.theabr.org/diagnostic-radiology
July – September	Resident onboarding tasks: New hire paperwork, EHR access, badges, compliance, NPI enrollment	Program Coordinator	
July – September	Annual orientation: schedule creation, materials preparation, evaluations of new residents	Program Coordinator	
July – September	Fellowship and ESIR application season begins - NRMP opens for fellowship programs	Residents applying to fellowship; Program Director provides one of the letters of recommendation	https://www.aamc.org/services/eras-for-institutions
July – September	Initial Clinical Competency Committee (CCC) meeting setup - early assessments for new residents	Program Coordinator and CCC Chair	
July – September	ADS Annual Update period (due date depends on program)	Each program must complete data updating in ADS including faculty, program description, scholarly activity. The Program Director oversees completion and often submits via institution's GME office.	https://www.acgme.org/specialties/radiology/overview/
July – September	Case Logs reporting period opens/closes	Ensure residents' case logs are up to date. Monitored by Program Coordinator and Program Director	https://www.acgme.org/specialties/radiology/overview/
September	ERAS application season begins for residency programs	Applicants begin submitting through ERAS; programs start receiving applications.	https://www.aamc.org/services/eras-for-institutions
October-January	Interview season for residency applicants	Program Director and Program Coordinator set up interviews	
November-January	Interview season for fellowship applicants	Residents applying to fellowship	
December	Mid-year Clinical Competency Committee Meeting	Program Coordinator sets up meeting date and time; CCC Chair completes forms in MedHub	
December-January	Mid-year semiannual reviews: Program Director meets individually with each resident to review CCC assessment, mentor and faculty evaluations, RadExam scores, case logs, etc	Program Coordinator assigns semiannual review forms in MedHub to Program Director and works with administrative assistants to schedule meeting dates/times	
December-January	ABR 16-Month Attestation for PGY-3 residents	Program Coordinator	
January	Diagnostic Radiology In-Training Exam (DXIT) registration ends; exam window	Program Director and Program Coordinator ensure all eligible residents are registered and roster is updated in ACR system	https://www.acr.org/Education-and-CME/Trainee-Education
January – February	Update program website and recruitment materials for next cycle	Program Coordinator and Program Director/Associate Program Director	
January – February	ABR: Submit training verification for qualifying (core) exam for PGY-4s	Program Director and Program Coordinator must verify training for those eligible	https://www.theabr.org/diagnostic-radiology
January – April	ACGME Surveys (e.g. program evaluation, Clinical Learning Environment Review etc.)	Program Director and Program Coordinator ensure trainees and faculty complete required surveys	https://www.acgme.org/specialties/radiology/overview/
January – April	Graduation planning	Education Leadership team, including Chief Residents	https://www.acgme.org/specialties/radiology/overview/
February	Rank Order List (ROL) opens for NRMP; Deadline for programs to certify rank lists	Program Director and Program Coordinator formulate and certify rank list	https://www.nrmp.org/

March	Match Day for Residency and Fellowship Matches	Program Director and Program Coordinator communicate match outcomes to incoming residents and start planning orientation	
April – May	End-of-year Clinical Competency Committee Meeting	Program Coordinator sets up meeting date and time; CCC Chair completes forms in MedHub	
April – May	End-of-year semiannual reviews: Program Director meets individually with each resident to review CCC assessment, mentor and faculty evaluations, RadExam scores, case logs, etc	Program Coordinator assigns semiannual review forms in MedHub to Program Director and works with administrative assistants to schedule meeting dates/times	
April – May	Scholarly activity tracking	Program Coordinator and/or Program Director/Associate Program Director	
April – May	Prepare and distribute contracts for incoming residents/fellows	Program Coordinator	
April – May	Prepare Annual Program Evaluation documentation and schedule Program Evaluation Committee meeting	Program Coordinator	
May	Final Milestone evaluations for outgoing residents/yield data; Graduation requirements	Program Director and Program Coordinator ensure that graduating residents have met all requirements	https://www.acgme.org/specialties/radiology/overview/
May – June	ABR: Final training verification for residents completing their DR program; Certifying exam information	Program Director and Program Coordinator ensures verification of completion so residents are eligible for the certifying exam	https://www.theabr.org/diagnostic-radiology
June	Final Milestone evaluations (end of academic year) submitted in ACGME ADS	Program Director; Clinical Competency Committee	https://www.acgme.org/specialties/radiology/overview/
Late June	ACGME ADS & Case Log systems rollover to next academic year	All programs will have unconfirmed status briefly; be aware of system downtime	https://www.acgme.org/specialties/radiology/overview/