

The fellowship program academic year at-a-glance

July	August	September
Orientation Review applications & invite for interviews Recruitment season prep - Faculty and staff calendar invites (interviews & ranking meetings) - Update slides & other materials - Website updates ACGME ADS annual update ABIM FasTrack evaluations AAMC GME Census Program Survey & Resident Survey	Fellow research pairings complete Fellow QI project initiation Mini-semiannual reviews Division interview season prep - Program offerings/highlights - Interview training Begin interview season ACGME ADS annual update AAMC GME Track Survey Register program in NRMP	Interview season Schedule CCC fall meeting Schedule PEC fall meeting
October	November	December
Interview season Review evaluations & prepare for CCC meeting Prepare for applicant ranking meeting	CCC meeting PEC meeting Applicant ranking meeting Submit rank order list Schedule semiannual reviews Schedule ITE (clinic cancellations)	Match fellows Semiannual reviews ACGME milestone reporting
January	February	March
Schedule PEC spring meeting Schedule CCC spring meeting Schedule Rising fellow retreat Program enhancements - Clinical curriculum - Didactic curriculum - Website	ITE Prepare for ACGME annual survey Fellow surveys of faculty Program enhancements - Clinical curriculum - Didactic curriculum - Website	Graduation planning ACGME annual survey completion Prepare for internal surveys Onboarding/orientation planning Build clinical schedule Build conference schedule
April	May	June
Internal program survey completion Prepare for CCC meeting Prepare for PEC meeting Onboarding/orientation planning Finalize clinical schedule Finalize conference schedule Sign IDSA MOU for ERAS/All-in Match	CCC meeting PEC meeting Annual Program Evaluation Rising fellow retreat Semiannual reviews/exit interviews ACGME milestone reporting Orientation planning Register program in ERAS	Complete Annual Program Evaluation Graduation events Finalize orientation plans and materials

Staying on Track: ID Fellowship Program Timeline and Key Events Throughout the Year

Vera P. Luther, MD

Chair, IDSA Training Program Directors' Community of Practice

September 2024

Ongoing ID fellowship activities

Establish and Shape the Tone and Philosophy of Education

- o Participate in conferences
- o Prepare & deliver didactics
- o Oversee conference curriculum and scheduling

Counsel and mentor fellows and teaching faculty

Review fellow progress

- o Evaluations (rotations, conferences, 360, mini-CEXs, etc.)
- o Consult logs
- o Call logs
- o Duty hours
- o QI projects
- o Progress on research

Credentialing Forms

Letters of recommendation

Host community events

Help trainees make social connections

Help trainees address work-personal life balance issues

Provide crisis intervention and creative problem solving

