

2009 PROGRAM DIRECTOR/ACADEMIC COORDINATOR KEY DATES

01/2009	Email sent to programs asking to advise all PGY1's to apply for USMLE Step 3
01/2009	Email sent to residents reminding of annual TB skin testing
1/15/2009	Rank Order List entry opens on the NRMP web site
1/15/2009	Departments requested to submit updated department policies for 2009- 2010 to GME Office (Moonlighting, Supervision, Work Hours)
1/31/2009	Last chance to change NRMP program quotas/program withdrawals
2/11/2009	Start writing new training program agreements for 2010 year to submit to GME Office
2/15/2009	All PGY1's should have sent in application for USMLE Step 3
2/25/2009	NRMP Rank Order List deadline
3/16/2009	NRMP applicants learn if they did not match; posted on web at 10:00 am MST
3/17/2009	NRMP filled/unfilled program results posted at 9:30 am MST
3/17/2009	NRMP unmatched applicants may begin scrambling at 10:00 am MST
3/19/2009	MATCH DAY – All results posted on the web at 11:00 am MST
TBD	Program Director Retreat
3/31/2009	Deadline to submit new hire intern, resident and fellow lists to GME Office
3/31/2009	Deadline to submit signed houseofficer contracts w/required policies attached for 2009-2010
3/31/2009	Deadline to submit lists of terminating residents to GME Office
4/02/2009	E-mail GME annual Resident Survey to all residents
4/02/2009	New housestaff Welcome Packets emailed from GME Office
4/30/2009	GME Office will send out final certificate lists for approval by departments
5/09/2009	GME Office will send out printed certificates for program director signatures
5/15/2009	GME Office will email out Check-Out packets to terminating residents
5/15/2009	Deadline to submit rotation schedules for 2008-2009 residents
6/02/2009	Deadline to submit new training agreements to GME Office for 2009-2010
6/02/2009	Deadline to submit remaining department policies for 2009-2010 to GME Office
6/22/2009	Intern Orientation (8:00 a.m. to 5:00 p.m.)
7/1/2009	Resident Orientation (8:00 a.m. to 5:00 p.m.)
7/29/2009	Fellow orientation for August 1 hires (10:00 to 12:00 p.m.)
7/31/2009	Deadline for PGY2 residents to apply for medical licenses (applications in GME Office)
7/2009	NRMP programs and numbers due for the Institutional Agreement for 2010 Match
9/30/2009	Deadline for annual Web Ads update on ACGME webpage
10/31/2009	Deadline for PGY2 housestaff to have Utah medical licenses (subject to change)
11/1/2009	Residents should apply for federal DEA license (after receiving Utah license)
11/1/2009	Email to each resident/intern not currently ACLS certified, for compliance
12/2009	Housestaff stipends for coming year determined by GMEC
12/31/2009	Housestaff contracts for 2010/2011 sent to departments
12/31/2009	Deadline for PGY2 residents to have federal DEA licenses (subject to change)

* Asterisk indicates those items that require program to send something to GME Office