

OSTEOPATHIC GRADUATE MEDICAL EDUCATION CALANDAR OF EVENTS

JULY

- **New Housestaff Arrive**
 - New Housestaff Orientation
 - Manuals are handed out and signed for by new trainees
 - ACLS/BLS Training
 - HIPAA Training
 - House Staff Physicals/Fit Testing, I.D. Badges, Parking Stickers, Meal Tickets, Lab Coats, Pagers, etc.
- **Medical Students begin submitting Intern/Resident applications to ERAS**
- **Monthly I/R Evaluations**
- **Monthly OMEC meeting**

AUGUST

- **COMLEX USA Level 2 offered**
- **Listing of information on program(s) offered in the Match by each institution is sent to the institution's Director of Medical Education (DME) by National Matching Services Inc. DME's must confirm or correct the information and return the form to National Matching Services Inc.**
- **Monthly I/R Evaluations**
- **Monthly OMEC meeting**
- **OPTI Annual Report Due**
- **ERAS opens to all AOA programs 2005**
 - Programs begin reviewing applications for next years candidates

SEPTEMBER

- **Begin completing AOA's Trainee Information, Verification and Registration Audit (TIVRA)**
- **Begin gathering IRIS data**
- **Monthly I/R Evaluations**
- **Monthly OMEC meeting**
- **Quarterly OPTI OGMEC Meeting**
- **Recruitment/Interviewing Season Begins**
 - Applications are downloaded and reviewed by designated officials
 - Program directors select interview candidates

OCTOBER

- **Complete TIVRA**
- **Review IRIS data with Department of Finance**
- **Continue Interviewing Process**

AODME

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- Recommended date by which students must return their Agreements and registration fees to National Matching Services Inc.
- October 31st a [Listing of Programs](#) participating in the Match will be available on the National Matching Service web site.
- Monthly I/R Evaluations
- Monthly OMEC meeting
- Quarterly Intern/Resident evaluation and report to OMEC

NOVEMBER

- Instructions for submitting Rank Order Lists and obtaining Match results will be provided to registered students and programs.
- Continue Interviewing Process
- Submit IRIS disk to CMS
- Monthly I/R Evaluations
- Monthly OMEC meeting
- AOCD In-training (service) examination
- ACOFP In-training (service) examination

DECEMBER

- Finalize the Interview and selection process
- COMLEX USA Level 3 offered
- Monthly I/R Evaluations
- Monthly OMEC meeting
- Quarterly OPTI OGMEC Meeting

JANUARY

- Submission of student and program Rank Order Lists to the Match
- COMLEX USA Level 2 offered
- Quarterly Intern/Resident evaluation and report to OMEC
- Monthly I/R Evaluations
- Monthly OMEC meeting
- ACOS In-training (service) Examination
- ACOOG In-training (service) Examination

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FEBRUARY

- Results of the Match are released to all participants in the Match (students and institutions), as well as to the colleges of osteopathic medicine.
- Students who have not matched will scramble for open positions.
- Institutions must complete a standard AOA contract for each matched student, and send it within 10 working days after receipt of the Match results to the student for signature. Each matched student must sign and return the contract to the institution within 30 days after receiving the contract from the institution.
- Institutions must prepare a packet of information for licensure in accordance with State policies and procedures and send to matched trainees
- Monthly I/R Evaluations
- Monthly OMEC meeting
- AOCC In-training (service) Examination

MARCH

- Begin review and update of Housestaff Manual for arrival of new trainees.
- Begin planning didactic and rotation schedules for new trainees.
- OMEC to review and approve curriculum for entering class.
- Monthly I/R Evaluations
- Monthly OMEC meeting
- Quarterly OPTI OGMEC Meeting
- ACOI In-training (service) Examination
- AAO In-training (service) Examination

APRIL

- Quarterly Intern/Resident evaluation and report to OMEC
- Monthly I/R Evaluations
- Monthly OMEC meeting
- AOCCP In-training (service) Examination

MAY

- Monthly I/R Evaluations
- Monthly OMEC meeting
- Begin program director's annual report to the specialty colleges
- Review housestaff files for completeness and notify the designated individual of deficiencies, i.e. evaluations, logs, papers, etc.
- Remind residents that the residents logs and reports are due to their respective specialty college
- Update "Opportunities" website by June 30th

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JUNE

- **COMLEX USA Level 3 offered**
- **Monthly I/R Evaluations**
- **Quarterly Resident evaluation and report to OMEC**
- **“Exit” Evaluations and report to OMEC**
- **Monthly OMEC meeting**
- **Residency Graduation**
 - Plan event
 - Send training license back to the state if applicable
- **Interns and Residents begin to leave the institution**
 - Pagers, library books, parking stickers, I.D. Badges are returned to institution
 - Check out list is completed and signed by those trainees who are leaving.
- **Agreement forms for participation in the AOA Intern/Resident Registration Program (the “Match”) are distributed via the osteopathic medical schools, to students.**
- **Students begin applying to programs independently of the Match.**
- **Develop call schedule for new trainees**
- **Quarterly OPTI OGMEC Meeting**