2016 GME New and Returning Resident Deadlines & Important Dates


List of residents/fellows leaving GME (will no longer have a GME contract after this academic year) due to Beth Jones.

Deadline date to turn in Handbook Verification Forms to Angela Ybarra. (For extensions, please contact Angela Ybarra.)

All available (outside of Main Match) ERAS information saved N:\Resident Coordinators\2016\ERAS. Please contact Hung Vo prior to downloading ERAS data.

February 12, 2016 - Scope of Practice revisions for 2016-2017 academic year due to Rob Chisholm.

February 19, 2016 - Re-appointment Letters for returning residents/fellows due to Rob Chisholm. (Please use Appointment/Re-appointment Letter Template)

February 29, 2016 - Deadline to notify Angela Ybarra if any current residents have not yet taken the USMLE Step 3 examination (or the equivalent COMLEX Step 3 Examination or the MCCQE Parts I and II).

Deadline to have any missing USMLE scores uploaded into E*Value for current residents who have already taken and passed the USMLE Step 3.

GME Office begins running contracts for all returning residents/fellows.

March 7-11, 2016 - GME Office will deliver contracts to the Program Coordinators for returning residents/fellows.

March 18, 2016 - Transfer Release Letters from MUSC programs for current residents due to Rob Chisholm (for internal program-to-program transfers ONLY).

March 25, 2016 - All Main Match ERAS information saved N:\Resident Coordinators\2016\ERAS. Please contact Hung Vo prior to downloading ERAS data.

Appointment Letters for incoming residents due to Rob Chisholm. (Please use Appointment/Re-appointment Letter Template)

Release Letters for incoming PGY 2-8 residents due to Rob Chisholm (for residents transferring from another institution to an MUSC program).

Transfer Acceptance Letters for residents due to Rob Chisholm (for internal program-to-program transfers ONLY).

March 30, 2016 - All demographic data for incoming residents/fellows should be complete in E*Value.
March 31, 2016 - Deadline to become compliant for all above requirements. **Program Director and Department Chair will be notified that contract cannot be issued by the GME Office if requirements are not met.**

April 1, 2016 - Deadline to turn in names of Chief Residents (2016-2017) to Beth Jones.

April 4, 2016 - GME Office emails SC Medical License and NPI application information to all incoming residents/fellows.

GME Office runs contracts and GME appointment letters for all incoming residents/fellows.

April 8, 2016 - Contracts for returning residents due to the GME Office.

April 11, 2016 - GME Office begins mailing contracts to incoming residents.

May 2, 2016 - All incoming resident/fellow contracts due to the GME Office.

June 20, 2016 - All Moonlighting, Non-Required Elective and VA LOA forms due to Angela Ybarra.

June 23, 2016 - Completion Certificates will be ready for pick up by Program Coordinators. **Please remember certificates will not be released without a completed Clearance Sheet.**

June 29, 2016 - GME Orientation for all incoming PGY-1 residents (Drug Discovery Building Auditorium)

June 30, 2016 - GME Communications training for all incoming PGY-1 residents (Drug Discovery Building Auditorium)

Deadline for all residents to be in compliance with the GMEC USMLE Step 3 (or equivalent) requirements. Scores to be uploaded into E*V.

Deadline for all incoming PGY-1 residents to be compliant with all GME Orientation requirements (MyQuest, EHS, licensing, computer training, GME orientation attendance, etc…). **Program Director and Department Chair will be notified if requirements are not completed.**

Deadline for incoming residents to receive NPI number.

(Please note that while GME requirements for incoming PGY-1 residents are completed by this date, they may not start until July 1.)

July 1, 2016 - GME Office will auto-promote all returning residents and inactivate all graduating residents.

July 5, 2016 - GME Orientation for all incoming PGY 2-8 residents (Drug Discovery Building Auditorium)

July 12, 2016 - Final deadline for PGY 2-8 residents to become compliant for all GME Orientation requirements. **Program Director and Department Chair will be notified if requirements are not completed.**
Deadline for all MyQuest modules to be completed by incoming PGY 2-8 residents.

July 15, 2016 - Deadline to set Procedure Privilege levels in E*Value on all new and returning residents.

July 29, 2016 - Deadline for all End-of-Program forms due to Angela Ybarra.

PECOS signature and adverse action forms due to Angela Ybarra. *Applies to all programs.*

BLS/ACLS attestation forms due to Angela Ybarra.