**Background:** Residents are provided a yearly roadmap that includes all time sensitive training program requirements, such as completion of educational and administrative responsibilities. These dates are featured on the IMRP website and calendar reminders for program and GME deadlines are pushed out to you. Email reminders may be distributed prior to deadlines as a courtesy but the baseline expectation is that residents independently complete these responsibilities as part of their professional growth and development. APDs should review the road map at semi-annual meetings as a further means of support.

At the end of each academic year, all residents with zero misses will receive a signed written commendation from the Program Director for outstanding performance in ACGME milestone PROF-2 (see below) that will be part of their permanent file. **Missed deadlines are tracked across the 36 months of residency – they do not “reset” between academic years.**

Missed deadlines will lead to the following responses:

**1st miss:** You will receive an email noting the missed deadline and a reminder about the various deadlines in residency; this will help you to find a list of those deadlines known as the ‘Residency Roadmap’ (<http://www.ucdenver.edu/academics/colleges/medicalschool/departments/medicine/intmed/imrp/KEYDATES/Pages/Roadmap.aspx>)

**2nd miss:** You will receive an email noting the missed deadline. You will be offered the opportunity to speak to your APD if you would like.

**3rd miss:** You will receive an email noting the missed deadline. We require that you and your Associate Program Director communicate via email upon a 3rd missed deadline.

**4th miss:** You will receive an email noting the missed deadline. We require that you meet with your Associate Program Director to discuss the residency requirements upon a 4th missed deadline.

**5th miss:** You will receive an email noting the missed deadline. We require that you meet with Dr. Connors for all 5th missed deadlines. All residents with 5 missed deadlines are brought to Clinical Competency Committee for review for ACGME Milestone PROF-2 (“Accepts responsibility and follows through on tasks.”). It will be at the discretion of Dr. Connors whether this 5th missed deadline leads to Focused Review or Probationary Status. (Please take note as this is important: If you are placed on Focused Review it is not a part of your Permanent training file).

**6th miss:** You will receive an email noting the missed deadline. We require that you meet with your APD and Dr. Connors together, with an option to meet with leadership from the GME office. Clinical Competency Committee review and Focus Review can be assumed, Probation is possible at the discretion of the Program Director. (Please note that Probation will be a part of your Permanent training file).