



To: Program Coordinators

CC: GME Offices, Site Coordinators, Education Managers

Block Schedule Deadlines

As we plan for the upcoming academic year, please have your block schedules entered and complete in RMS by the deadlines below. A comprehensive and timely block schedule ensures:

- affiliate sites are aware of all trainees working within their organizations,
- programs can demonstrate compliance with accreditation policies related to duty hours and required educational experiences, and
- funding is managed accurately.

Comprehensive Block Schedule (no block gaps) Entry Deadlines

- **May 1: First quarter block schedule due** – *required for programs training at VA*, highly recommended for all programs.
 - **Program Action:** Minimum entry of 20-21 first quarter block schedule entry in RMS for VA participant programs
 - **Site Action:** Start site-specific onboarding based on data from RMS block schedule reports
- **June 1: First quarter block schedule due** *for programs not training at VA*.
 - **Program Action:** Minimum entry of 20-21 first quarter block schedule entry in RMS for non-VA participant programs
 - **Site Action:** Run new reports to capture trainee rotations added between 5/1 and 6/1; continue with site-specific onboarding.
- **August 1:** Complete academic year block schedule due.
- **August 2 and beyond:**
 - **Program Action:** Contact site coordinators directly with changes to the block schedule to ensure site onboarding takes place for their trainees.

Changes - Update and Communicate

- Prior to June 1st sites are responsible for running initial onboarding reports in RMS.
- After June 1st, programs must have direct communication with sites when changes occur.
- Generic placeholder rotations must be updated with correct rotation information prior to the rotation start date and communicated to appropriate site(s), as needed.

- If changes occur within the block schedules after noted deadlines, please communicate directly with site coordinators to ensure that they are aware of changes.

[MMCGME website](#)