

**PROPOSED 45-MINUTE PRESENTATION:**

**COORDINATORS SYMPOSIUM**

**2015 AADPRT ANNUAL MEETING**

**Title of Workshop: Aging Gracefully in the Coordinator's Chair: Sharing Thoughts on Life as a Career Coordinator.**

**Educational Objective(s) (Please list several key objectives):**

- 1. To reflect upon the many changes in the Coordinator role over time**
- 2. To provide an opportunity for career coordinators (in the job for >5 years) discuss how working in the psychiatry residency office has impacted their personal and professional lives.**
- 3. To discuss the idea of a career as a coordinator/administrator of a residency program – the Professional Coordinator**
- 4. To discuss burn-out for the career coordinator and finding ways toward renewal**

**Abstract (one short paragraph description of the content of the presentation):**

The purpose of the presentation is to provide a forum for coordinators to think about their jobs as coordinators and how lessons learned in the coordinator's office may have impacted their personal lives or how their personal lives affected their jobs. How do you handle an illness, maternity leave? Do you "take your job home with you?" What have you found effective to deal with the stress of the residency office? Have you thought about your plan for transition when you leave the coordinator's role? The presenters will briefly initiate discussion of personal experiences and changes over the past years and then provide an opportunity for the audience to share experiences and learn how others have dealt with similar issues.

**Please provide a brief, proposed agenda for your workshop. Your agenda should include:**

- 1. 10 min - Presentation of topic and personal anecdotes – Barbara, Vickie, Bob**
- 2. 10 min – Brief presentation from APD psychiatrist regarding stress and life transitions and the impact to career, productivity – Matt Ruble, MD**
- 3. 25 min. – facilitated sharing of some personal reflections**
- 4. 10 min. – wrap up – support, encouragement, personal triumphs**

**This workshop is geared toward (please check/specify):**

- ☐ **New Coordinators X Senior Coordinators**
- ☐ **General Psychiatry Coordinators** ☐ **Fellowship Coordinator**

**Has the workshop been presented at a previous AADPRT Meetings? If so, when?**

**A somewhat similar presentation last year on preparing a coordinator's manual but the topic was more geared to the manual than the thoughts and feelings of the coordinators facing challenging situations at work and home.**

**Names/Title/Contract Information for primary presenter and co-presenters:**

**Barbara Burns, BA, C-TAGME**

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**Robert Tetirick, MA, Program Planning Committee Chair**

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**Vickie White**

**Adult, Combined Child and Neuropsych Coordinator**

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**Matt Ruble, MD**

**Associate Training Director, Adult Psychiatry Residency Training Program**

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**DO NOT submit to the general AADPRT website. . Please email your submission(s) to the 2014**

**Coordinators' Symposium AADPRT mailbox at [AADPRT@cha.harvard.edu](mailto:AADPRT@cha.harvard.edu) with "Orlando Presentation**

**Submission" in the subject line by Monday, October 20, 2014**