

12/6/2016

**2017 AADPRT Program Administrators' Symposium
San Francisco, CA
March 8-11, 2017**

Wednesday, March 8, 2017

4 PM – 5 PM

Program Administrators' Caucus - Committee Chairs' Meeting

5 PM - 6 PM

Annual Program Administrators' Caucus "Meet and Greet"

Once again, all Program Administrators Symposium attendees are invited to join us to unwind after travel, catch-up with returning friends and welcome new colleagues. Networking opportunities will be provided!

Thursday, March 9, 2017

8:30 AM – 11:30AM MORNING SESSION

8:30 – 8:40 AM

Introduction/Bagels and Coffee

Elaine Danyew, C-TAGME, Co-Chair
Program Administrators Symposium Program Planning Committee
Fellowship Coordinator, Addiction Psychiatry, Sleep Medicine
Department of Psychiatry, Dartmouth Hitchcock Medical Center

Barbara Burns, BA, C-TAGME, Co-Chair
Program Administrators Symposium Program Planning Committee
Division Manager, Education Office
Department of Psychiatry, University of Maryland

8:40–8:45 AM

Welcome

Art Walasek, MD
AADPRT President

Adam Brenner, MD
AADPRT Program Chair

Sara Stramel-Brewer, MA
AADPRT Administrative Director

8:45-9:45 AM	<p>Welcoming Presentation: “The Program Administrator as a Leader” Deborah S. Cowley, M.D. Professor and Vice Chair for Education and Faculty Development Department of Psychiatry and Behavioral Sciences University of Washington Medical Center</p>
10-10:20 AM	<p>ACGME Updates for 2017 George Keepers, M.D. Chair, ACGME Psychiatry Review Committee</p>
10:20-10:40 AM	<p>ABPN Updates and Changes for Program Administrators Pat Janda, Director, ABPN Credentials and Meetings Tina K. Espina, Manager, Credentials</p>
10:40-11:30 AM	<p>Tips, Time-Savers, and Thoughtful Ideas for the Training Office</p> <ol style="list-style-type: none"> 1. “A Day in the Life of a Coordinator” INTERRUPTED! Cindy L. Harrison Psychiatry Program and Education Manager UT Health Science Center 2. “Building and Maintaining your resume - The Ultimate Guide on How to Prepare an Interview-Ready Resume”. Kimberly Kirchner AADPRT Program Administrator Caucus Chair Academic Manager Western Psychiatric Institute and Clinic University of Pittsburgh Medical Center 3. “I Don’t Have Time Right Now!” <i>Beverly Pernitzke, C-TAGME</i> Medical Education Coordinator Medical College of Wisconsin Psychiatry Fellowship Programs 4. “Make the Transition to Electronic Interview Packets” <i>Amber Pearson C-TAGME</i> Mayo School of Graduate Medical Education 5. “Streamlining CCC Meetings” Sharon Ezzo, MA Program Manager Cleveland Clinic

11:30am-12:45pm

LUNCH/CAUCUS (Working lunch for first 30 minutes)
Update on Caucus Activities

Kimberly Kirchner, Chair, Program Administrators' Caucus
Academic Manager, Western Psychiatric Institute and Clinic

**Lucille Fusaro Meinsler Program Administrator Recognition
Award Announcement**

Nancy Lenz, BA, C-TAGME
Program Coordinator, Western Michigan University

1:00 – 2:40 PM

General Meeting – Opening Ceremony & Awards (All conference registrants, including Program Administrators, are invited and encouraged to attend this session.)

2:45 PM-4:30 PM

AFTERNOON SESSIONS:

A. New Program Administrators University

This session offers a comprehensive review of administrative tasks for all new program administrators in order to master their program's management and accreditation requirements. A summary of the academic year and deadlines is also provided.

Mary Barraclough, B.S.
Program Manager, Hennepin-Regions Psychiatry Training Program

Zoellen Murphy, B.A., C-TAGME
Psychiatry Residency & Curriculum Coordinator
The University of Toledo College of Medicine & Life Sciences

B. "Further Reflections on Life as a Career Program Administrator"

Summary: This workshop provides an opportunity for experienced program administrators to share their thoughts and feelings regarding the nature and value of their work - to themselves, to their programs, to their colleagues and, perhaps, to their families and communities. Based on a "Lifer's Workshop" offered for training directors at the annual AADPRT conference, we hope to give participants valuable space and time to reflect upon each other's experiences in psychiatry and graduate medical education. In a spirit of collegial support, we'll discuss participants' views on a variety of topics relating to their choice to persevere and thrive in their careers in graduate medical education

Linda Gacioch, C-TAGME
Training Administrator
Psychiatry Residency Education
University of Michigan

Friday, March 10, 2017

7:30 - 11:50 AM MORNING SESSION:

7:30-8:00 AM Continental Breakfast/Caucus Meeting

8:00-9:30 AM **PD Workshops (choose one of sixteen)**
Workshop information to be provided.

9:30-10:00 AM **Break**

10:00-10:50 AM **Program Administrators' Workshops - Session #1**

1. ACGME Site Visits: Fact vs Fiction and Strategies for Survival
Jennifer R. Koser, ASc
Adult Residency Program Coordinator
Department of Psychiatry
Penn State Medicine, Milton S. Hershey Medical Center

Summary: There are many misconceptions regarding ACGME site visits. Some mistakenly believe the visits went away with the new NAS Self-Study while some others who understand they still exist, fear them. This workshop will review the types of site visits that can occur, common red flags that might lead to an unplanned site visit, preparation for a site visit every day, and practical tips for the program administrator's "survival" of the site visit.

2. "Are *You* Well?" - Program Administrator Wellness, Well-Being and Welfare in Residency Training Programs
Kimberly Kirchner
AADPRT Program Administrator Caucus Chair
Academic Manager
Western Psychiatric Institute and Clinic
University of Pittsburgh Medical Center

Summary: In the ever-changing world of ACGME, programs are doing more with less. There has been a great emphasis on resident well-being and burnout, but what about Administrator well-

being and burnout? This workshop will provide Program Administrators with the necessary tools to identify fatigue, stress and burnout as well as how to cope with these day-to-day stressors at work and at home. It will also provide the resources that are available with a self-assessment to improve your own well-being.

10:50-11 AM

Break

11:00 - 11:50 AM

Program Administrators' Workshops - Session #2

1. Too Close to Home – When Pain and Psychiatry Unexpectedly Collide

Adrienne Van Winkle
Residency Coordinator
Creighton Psychiatry Residency Program

Summary: This workshop will take you through the events of a tragic day in March, 2016, when a residency program learned of the sudden death by suicide of a faculty member. The workshop will describe the events of that day and the steps taken by the Program leadership team to inform our residents and faculty that the unthinkable had happened.

2. TAGME Certification: It's New, So Let's Review . . . (Again)

Angelia Berkley, BS, C-TAGME
Program Coordinator
Palmetto Health/University of South Carolina SOM

Zoellen Murphy, BA, C-TAGME
Residency and Curriculum Coordinator
The University of Toledo COM & Life Sciences

Beverly Pernitzke, C-TAGME
Fellowship Program Coordinator
Medical College of Wisconsin

Dorothy Winkler, BA, C-TAGME
Medical Education Supervisor
Program Administrator
Texas A&M COM/Scott & White Program

Summary: TAGME certification can be an important part of a program administrator's professional development. This workshop will help participants understand how TAGME certification can be helpful to them. The workshop will discuss the TAGME leadership structure, the eligibility requirements for TAGME certification, and the timeline and process for the TAGME certification assessment cycle.

Saturday, March 11, 2017

7:30 - 9 AM

MORNING SESSION:

7:30 – 8:15 AM

Continental Breakfast

7:30 - 7:40 AM

Updates from APA

Tristan Gorrindo, M.D.
Director of Education, American Psychiatric Association

7:40 - 7:50 AM

Updates from the American College of Psychiatrists (PRITE)

Craig Samuels, Executive Director
Kathryn Delk, Program Manager

8:00 – 9:00 AM

A Training Director / Program Administrator Panel:

“You’ve Got Problems, We’ve Got Answers! – 2017 Edition” - Experienced Leaders Discuss Unexpected Problems for Training Programs

Summary: This is the third year for this very popular session. Program administrators deal with problem residents, communication issues, technology frustrations, etc. This panel will offer attendees a chance to submit problem scenarios in advance, and have our panelists, in real time at the conference, discuss their proposed solutions or what they would do in the situation.

Moderator: Linzi Conners
Sr. Program Coordinator
Child & Adolescent Psychiatry
Tulane University School of Medicine

9 AM

Final Thoughts: Appreciations and Closing Remarks