

PROPOSED SHORT 5-MINUTE PRESENTATION:

COORDINATORS SYMPOSIUM 2015 AADPRT ANNUAL MEETING

Title of Five-Minute Presentation: **Calming the Chaos of Creating Call Calendars: An Auto-tracking template for annual call schedule creation**

Educational Objective(s):

To introduce coordinators to an excel template that I created that tracks how many call days each fellow has as they build the call schedule and show it's use for:

- a. The chiefs residents to build the annual resident call schedule
- b. The clinic and other rotations for identifying post call days quickly using filters

Please provide a brief description of your presentation:

I will introduce the template (which I will share) and demonstrate how for each fellow it tracks total days overall, and in addition it tracks by the day (ie. Monday, Tuesday, etc) Total Weekdays, Total Weekends and Total days by Month.

I will also demonstrate how the fellows, clinic manager and rotation supervisors use the filters to quickly identify call and thus post call days.

Please provide an example of how you have utilized your presentation's central idea within your program.

The chief fellows have used this spreadsheet for the past 3 years and have found it incredible useful. In addition, because of the filtering aspect it has also proven very useful to all the fellows, the clinic manager and rotation supervisors as they can quickly filter to find call, and thus post-call days. The first year my clinic manager informed that entering post-call days had gone from a 4 hour to a 1 hour job, with less errors.

Will you have a PowerPoint slide, or a Word or Excel document you would use to help visualize your presentation?

I will primarily be demonstrating this in Excel but will have instructions available as well.

This short presentation is geared toward (please check/specify):

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

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

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DO NOT submit to the general AADPRT website. Please email your submission(s) to the 2015 Coordinators'

Symposium AADPRT mailbox at AADPRT@cha.harvard.edu with "Orlando SHORT Presentation Submission" in the subject line by Monday, October 20, 2014.