

2015 AADPRT Coordinators' Symposium
Orlando, Florida
March 4-7

Wednesday, March 4

2:30 – 5:00 PM

TAGME Credentialing Exam Session

5:00 – 6:00 PM

Committee Chairs Meeting

6:00 - 8:00 PM

"Meet and Greet"

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

Thursday, March 5

7:30 AM

Continental Breakfast

7:45 - 8:10 AM

Introductions & Welcome from AADPRT

Chris Varley, MD, AADPRT President

Sandra DeJong, MD, AADPRT Program Chair

Sara Stramel-Brewer, MA, AADPRT Administrative Director

Carol Regan, Chair, Coordinators' Caucus

General Psychiatry Program Administrator, University of Buffalo

Robert Tetirick, MA, Chair, Coordinators' Program Planning Committee
Coordinator, Cambridge Health Alliance

8:10 - 9:00 AM

Welcoming Remarks - Getting Involved as Coordinators

Eric R. Williams, MD

Assistant Professor of Clinical Neuropsychiatry and Behavioral Science
University of South Carolina School of Medicine

9:00 - 9:40 AM

ACGME Updates for 2015

George Keepers, MD, Chair, ACGME Psychiatry Review Committee

9:40 - 9:50 AM

Networking Activities

9:50 – 10:00 AM

BREAK

10:00 - 10:20 AM

ABPN Updates and Changes for Coordinators

Pat Janda, Director, ABPN Credentials and Meetings

Tina K. Espina, Manager, Credentials

10:20 - 11:10 AM

Using Technology to Keep the Residency Office Running Smoothly

SUMMARY: The Program Directors and Program Coordinator at the University of Wisconsin's Department of Psychiatry will introduce various technologies to support the operations of the residency program. The presentation will include successes and challenges of each program, and the specific area of the residency program that it applies to most. There will be a breakout session where each able will be asked to share their "best practice" technology used in their program and the group will reconvene and compile a comprehensive list based on categories such as interviewing, scheduling, professional development, orientation and file management. Throughout this presentation the directors and coordinators will give examples of how the technology not only helped run the residency program, but also maintained their organization and communication among one another.

Art Walaszek, MD, Professor Vice -Chair of Education,
Residency Training Director
University of Wisconsin Hospital & Clinics

Claudia Reardon, M.D. Associate Professor
Associate Residency Training Director

Kate Rusi, BA
Residency Coordinator

11:10-11:55

Tips, Time-Savers, and Thoughtful Ideas for the Training Office

Navigating Through the New ERAS System is not as Difficult as It Seems

Juliet Arthur, BS, MS
Senior Staff Assistant
State University of New York, Downstate Medical Center

Barbara Gamboni-Silva
Secretary IIIB, Program Coordinator
Child & Adolescent Psychiatry
State University of New York, Downstate Medical Center

*Calming the Chaos of Creating Call Calendars: An Auto-tracking
Template for Annual Call Schedule Creation*

Shirin Salzer,
Program Coordinator, Child & Adolescent Psychiatry
University of Washington

Fixing Our Resident File Problem

Jamie Shomette
Manager, Academic Programs
The University of Texas Health Sciences Center at San Antonio

Regina Herrera, BA
General Psychiatry
The University of Texas Health Sciences Center at San Antonio

Coordinators Can Make PRITE Preparation Fun with Jeopardy Labs

Tara Lauriat, PhD
General Psychiatry Residency Training Coordinator
Steward St. Elizabeth's Medical Center

Free Useful On-line Tool to Create & Manage Surveys

Alexandra Perez, BA
Program Manager, Psychiatry
Columbia University/New York State Psychiatric Institute

Systematic Program Evaluation: A Best Practice Example

Abby Schwalb
Manager, Education & Training, Department of Psychiatry
Oregon Health Sciences University

11:45 AM - 1:15 PM

LUNCH / BREAK

1:30 – 4:00 PM

New Coordinators University

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

4:00 – 5:00 PM

Coordinators' Caucus Meeting #1

This important meeting will focus on the Coordinators' Caucus committees' accomplishments in 2014-15 and on any upcoming pending proposals to Caucus' membership. (Please note, all AADPRT training coordinators and administrators are automatically members of our caucus.)

Friday, March 6

7:30 AM

Continental Breakfast

7:45 – 8:00 AM

Lucille Fusaro Meinsler Coordinator Recognition Award Announcement

Mary M. Barraclough, BS, 2011 Awardee
Manager, Psychiatry
Hennepin County Medical Center & Regions Hospital

Barbara Burns, BA, C-TAGME, 2014 Awardee
Division Manager, Education, Dept. of Psychiatry
University of Maryland

8:00 - 8:55 AM

Managing a Crisis: A Resident Disappearance

Robert D. Strung, MD
Department Chair and Program Director
Western Michigan University School of Medicine

Michael Redinger, MD, MA
Chief Resident

Nancy J. Lenz, BBA, C-TAGME
Program Coordinator

9:00 - 9:30 AM Coordinators join the AADPRT Awards Ceremony (in progress) for announcement of the 2015 Meinsler Coordinators' Recognition Award to the general membership

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

10:00-10:50 AM **Coordinators' Workshops Session #1: Committees' Presentations**

1 *Settling Into the Coordinator's Chair: Sharing Thoughts on Life as a Career Coordinator*

SUMMARY: Based on a Training Directors' Workshop entitled "Lifers", this presentation will provide a forum for coordinators to reflect upon and share their thoughts and feelings about their careers as professional coordinators. They are invited to discuss how lessons learned in the coordinator's office have impacted their personal lives and how their personal lives have affected their jobs. How have you handled an illness, maternity leave, the empty nest? 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 plans 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.

Program Planning Committee:

Barbara Burns, BA, C-TAGME
Division Manager, Education, Psychiatry
University of Maryland

Linzi Conners
Child Psych & Triple Board Program Coordinator
Tulane University School of Medicine

Elaine Danyew
Child & Adolescent, Addiction, Geriatrics, & Sleep Medicine
Addiction and Sleep Medicine
Dartmouth-Hitchcock Medical Center

Robert Tetirick, MA, Chair
Adult Psychiatry Residency Training Coordinator

Cambridge Health Alliance / Harvard Medical School

Alison Wellman

Coordinator, Child & Adolescent Psychiatry

Institute of Living/Hartford Hospital

Vickie White

Adult, Combined Child and Neuropsych Coordinator

University of Massachusetts Medical School

2 *Professional Development 101: Taking It Back to the Basics: A Side-By-Side View of "Program Coordinator" vs. "Program Administrator"*

SUMMARY: There have been so many changes in Graduate Medical Education over the years- Milestones, CLER, ACGME, Web ADS annual update and the PRITE exam to name a few. The Professional Development Committee will be taking all of these advancements and reconstructing our idea of a basic Program Coordinator job description. The objective is to show Program Directors and local Graduate Medical Education offices a concrete look at a more coherent description of what we perform on a daily basis. We will be showing the description from a monthly calendar view based on ACGME requirements and Program Goals and Objectives as well as “the four seasons” of Residency Training. Our Goal is to have this used globally for more consistency across ACGME!

Professional Development Committee:

Kimberly Kirchner, Chair

Academic Manager, Psychiatry

Western Psychiatric Institute & Clinic

Sophia Bienek-Cate, C-TAGME, MA

Residency Program Administrator

West Virginia University School of Medicine

Heather Close, BA

Psychiatry Residency Coordinator, Psychiatry and Behavioral Medicine

University of Illinois College of Medicine at Peoria

Laura Covert, BA
Residency & Fellowship Coordinator, Psychiatric Medicine
University of Virginia Health System

Tara Lauriat, PhD
General Psychiatry Residency Training Coordinator, Psychiatry
Steward St. Elizabeth's Medical Center

Kate Rusi, BA
Residency Coordinator, Psychiatry
University of Wisconsin Hospital & Clinics

Shirin Salzer, BA
Program Coordinator, Child and Adolescent Psychiatry Training Program
University of Washington Program

3 *Ready, Set, Go! Off to a Good Start: Best Practices for Residents' Orientation*

SUMMARY: Psychiatry training programs prepare residents for careers that may include leadership roles as psychiatry clinicians, educators, and/or scientists. It all begins with Orientation. We want to set the tone for our residents to feel welcome, to start off on the right foot, to have the tools they need to be successful. We need for them to acclimate quickly to the program's day-to-day activities; we want them to feel confident about beginning psychiatry residency training. This interactive workshop will review the role of the GME Program Manager in the orientation planning process and program activities. One model doesn't fit all, we will share different approaches and models for core and fellowship programs; as well as provide examples of orientation manuals/guides/timelines.

TAGME Committee:

Linda Gacioch, CTAGME, Chair/Moderator
Psychiatry, Geropsychiatry, & Psychosomatic Medicine Training
Administrator
University of Michigan

Angelia Berkeley, CTAGME
Child and Adolescent Psychiatry Training Administrator
Palmetto Health Alliance/USC School of Medicine

Karyn Kitchen, CTAGME
Child and Adolescent Psychiatry Training Administrator
University of Michigan

Nancy Lenz, CTAGME
Psychiatry Training Administrator
Western Michigan University School of Medicine

Zoellen Murphy, CTAGME
Psychiatry Training Administrator
University of Toledo

11:00 - 11:50 AM

Coordinators' Workshops Session #2: Milestones - A Work in Progress

1 Open Discussion: What We Did to Prepare and Implement the Adult Milestones

SUMMARY: Nine months into the implementation of ACGME Milestones Project, the general psychiatry residency program coordinators and administrators have already weathered the challenges of “The Milestones” - from clinical competency committees, to creating evaluations, to reporting outcomes to ACGME, they are surviving and thriving through milestones mania. This Workshop will provide an opportunity to share among ourselves what worked and what didn’t as well as short-cuts, tips and lessons learned through implementing one of the most comprehensive evaluation systems ACGME has ever mandated. Please come prepared to share your best practices!

Facilitated by Program Planning Committee: (Please see 10 AM listing of members)

2 The Nuts and Bolts of ACGME's Milestones Project for Fellowship Coordinators

SUMMARY: ACGME’s Milestones Project has been one of the most significant changes to evaluating psychiatry residents’ and fellows’ clinical and professional competency in the past 15 years. It has required years of discussion, review, comment, and roll-out. However, the Milestones Project has been presented to many coordinators as an overwhelming and inscrutable challenge. Uncertainty and lack of

understanding of the Milestones Project on many levels has fueled much anxiety for coordinators as this system now needs to be implemented within the training programs of the Psychiatry subspecialties. This workshop is meant to focus on reviewing and explaining the new system to coordinators and helping them understand their role and responsibilities within the new system and to consider how they will carry out certain anticipated tasks.

Robert Tetirick, MA
Adult Psychiatry Residency Training Coordinator
Cambridge Health Alliance / Harvard Medical School

5:15-6:15 PM

Coordinators' Caucus Meeting #2

This second caucus meeting builds on the proposals of the first meeting the day before. Any necessary votes will be taken by Caucus membership, which includes all training coordinators and administrators.

Saturday, March 7

7:30 AM

Continental Breakfast

7:30 - 7:40 AM

Updates from APA

7:40 - 7:50 AM

Updates from the American College of Psychiatrists (PRITE)

Maureen D. Shick, Executive Director
Kathryn Delk, Program Manager

7:50 - 8:00 AM

Final Thoughts: Appreciations and Closing Remarks

8:00 - 9:00 AM

A Training Director / Coordinator Panel:

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

SUMMARY: Nearly every day, coordinators face difficult problems or new questions that they just don’t know what to do with. Coordinators deal with problem residents, communication issues, technology frustrations, requirements issues, etc. This panel will offer attendees a

chance to present problem scenarios before our meeting, and have our panelists, in real time at the conference, discuss their proposed solutions or what they would do in the situation.

Moderated by: Linzi Conners

Child Psych & Triple Board Program Coordinator

Tulane University School of Medicine