

**PROPOSED 45-MINUTE PRESENTATION:  
COORDINATORS SYMPOSIUM  
2014 AADPRT ANNUAL MEETING**

**Title of Workshop:**

**“Professional Development 101, taking it back to the basics” – a side by side view of the “Program Coordinator” vs. “Program Administrator” role job description.**

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

**During this presentation, we would like to present the results of a newly constructed “basic” job description to be introduced for the coordinator role. Some of the key educational objectives will be as follows:**

- To educate Program Coordinators as well as Program Directors, to all of the advancements and changes in the Coordinator role.**
- To introduce new descriptive language such as “Program Administrator” or “Fellowship Administrator”.**
- To do a side by side comparison of the duties of a “Program Coordinator” 10 years ago to a “Program Administrator” today.**

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

**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!**

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

- 1. the order of presentations or activities**
- 2. the names of the persons responsible for each**
- 3. the time allotted for each activity**

**This will not be a workshop, it will be a joint presentation given by our committee.**

**Please be sure to allow sufficient time in your agenda for interactive components and leave time at the end for questions. Be sure that the total time does not exceed the time allotted for the workshop.**

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

**everyone can benefit from our talk.**

☐ **New Coordinators**

☐ **Senior Coordinators**

☐ **General Psychiatry Coordinators**

☐ **Fellowship Coordinator**

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

**It has not.**

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

Professional Development Committee  
Kimberly Kirchner, Chair  
Sophia Bienek-Cate  
Heather Close  
Laura Covert  
Tara Lauriat  
Kate Rusi  
Shirin Salzer

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.