

PROPOSED SHORT 5-MINUTE PRESENTATION:

COORDINATORS SYMPOSIUM 2015 AADPRT ANNUAL MEETING

Title of Five-Minute Presentation: "Fixing Our Resident File Problem"

Educational Objective(s): To present a strategy for re-organizing an archaic and/or unorganized filing system.

Please provide a brief description of your presentation: To show and explain how our residency program took an archaic and unorganized filing system and created an organized, tabbed system that encompasses both the training file and portfolio items into a single binder that makes it easier for both staff and the Program Directors to find what they are looking for

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

Since implementation of the new binder system, we are able to move much more quickly through 6-month evaluations in the CCC meetings and can more efficiently find documentation of items when needed.

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

Yes, PowerPoint slide

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

- New Coordinators
- ☐ Senior Coordinators
- General Psychiatry Coordinators
- 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.