

Association of Pediatric Program Directors

9th Annual Fall Meeting

***ORIENTATION AND TRAINING FOR NEW PROGRAM
DIRECTORS AND THEIR COORDINATORS***

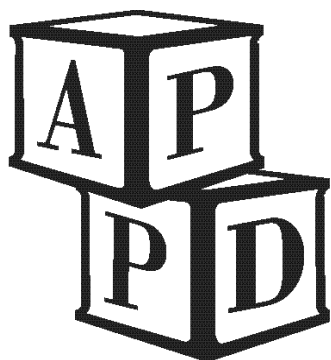
PREPARATION FOR A SUCCESSFUL SITE VISIT

September 28 - 30, 2005

Hyatt Regency Hotel
Reston, Virginia

WHO SHOULD ATTEND?

- ◆ *New Program Directors and New Coordinators*
 - ◆ *Associate Program Directors*
- ◆ *Individuals Considering Becoming a Program Director*
- ◆ *Individuals Interested in a Comprehensive Update*
 - ◆ *Individuals Preparing For a RRC Site Visit*
 - ◆ *Individuals Assisting Program Directors*
 - ◆ *Fellowship Directors (New track this year!)*



**Preliminary Program &
Registration Form**

Updated 8/24/05

Wednesday, September 28, 2005

7:00 pm - 10:00 pm **Dinner at a nearby restaurant in the Reston Town Center**

Keynote Speaker: "Experience is what you get right after you needed it." Reflections of a long-time residency program director.
Dr. Kenneth Roberts, Associate Program Director, Moses Cone Health System

Thursday, September 29, 2005

8:00 am - 8:30 am **Registration and Continental Breakfast**

8:30 am - 8:45 am **Welcome and Introduction**

Dr. Theodore Sectish, Pediatric Residency Program Director, Stanford University and President, APPD

8:45 am - 10:45 am **PLENARY SESSION - Updates from the following:**

Association of Pediatric Program Directors (APPD)

Ms. Laura Degnon, Executive Director, APPD; Dr. Theodore C. Sectish, Pediatric Residency Program Director, Stanford University and President, APPD; Ms. Cindy Colpitts, Residency Coordinator, University of Nebraska - Creighton and Chair, APPD Coordinators Executive Committee

American Academy of Pediatrics (AAP)

Ms. Deal Chandler, Director, Division of Medical Journals and Professional Periodicals, American Academy of Pediatrics

American Board of Pediatrics (ABP)

Dr. Gail McGuinness, Senior Vice President, American Board of Pediatrics

National Resident Matching Program (NRMP)

Ms. Mona Signer, Executive Director, NRMP

Electronic Residency Application Service (ERAS)

Ms. Nancy Nelson, Marketing Manager for ERAS, Association of American Medical Colleges

Opportunities for Funding

Dr. Edwin Zalneraitis, Pediatric Residency Program Director, Connecticut Children's Medical Center

10:45 am - 11:00 am **Break**

11:00 am - 12:00 pm **Hands-On Session**

This is an opportunity to meet with the leaders of each organization presenting during the plenary on a one-on-one basis to have your questions answered and to see demos.

12:00 pm - 1:30 pm **Lunch (provided by APPD)**

1:30 pm - 4:30 pm **RRC Workshop**

Dr. Ann Burke, Pediatric Residency Program Director, Wright State University; Ms. Caroline Fischer, Accreditation Administrator, Residency Review Committee (RRC) for Pediatrics; Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University, School of Medicine; Dr. Jerry Vasilias, Executive Director, Residency Review Committee (RRC) for Pediatrics; Dr. Edwin Zalneraitis, Pediatric Residency Program Director, Connecticut Children's Medical Center

The workshop will walk program directors through the process of an RRC site visit, from preparation of the Program Information Form (PIF) to logistics of the on-site visit. The RRC staff will provide insight and advice based on their experience on the Pediatric RRC. In addition, recently "site visited" program directors will share first-hand experiences. This workshop will include practical steps, realistic timelines and pitfalls to avoid.

Friday, September 30, 2005

8:00 am - 8:30 am **Continental Breakfast**

8:30 am - 9:30 am **Year in the Program**

Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine; Ms. Mary Gallagher, Program Coordinator, Long Island College Hospital

Participants will be presented with an overview of the activities of a typical Program Director and Program Coordinator through a month by month review. Examples of forms and memos will be provided for various activities. This session will be interactive. Questions will be encouraged throughout the presentation.

Friday, September 30, 2005 continued

Track for Categorical Directors

8:30 am - 9:30 am **Year in the Program (see previous page)**

9:45 am - 11:15 am **Attaining Competence in Competencies**

Dr. Ann Burke, Pediatric Residency Program Director, Wright State University; Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine; Dr. Adam Pallant, Pediatric Residency Program Director, Brown Medical School

This workshop is designed to update program directors on the newly approved RRC Requirements, and to assist program directors to better incorporate the ACGME core competencies into their educational programs. The conference will review the goals and definitions of the core competencies, with a focus on Systems-Based Practice and Practice Based Learning and Improvement, while also providing practical tools to identify and enhance educational venues where competency training and assessment is already done in your program. Upon workshop completion, participants should leave with a foundation and tools to build upon the competency based structure already present in their residency and fellowship programs.

Track for Fellowship Directors

8:30 am - 11:15 am **Implementing the ACGME Competencies into Fellowship Training Programs**

Dr. Joseph Gilhooly, Pediatric Residency Program Director, OHSU; Dr. Cynthia Ferrell, Associate Program Director, OHSU; Dr. Theodore Sectish, Pediatric Residency Program Director, Stanford University and President, APPD

This workshop will assist fellowship program directors write competency based goals and objectives, identify instructional methods to meet objectives, and select evaluation tools from the "ACGME Toolbox". Participants will learn how to use portfolios to collect learning activities and evaluations. This workshop will feature a "bottom up" approach to implementing the competencies by looking at what you are doing currently for fellows and placing these activities into a competency framework. Residency and fellowship program directors will discuss ways to integrate activities to accomplish common educational goals. In preparation for the workshop, we encourage participants to prepare in advance by:

1. Bringing any goals and objectives in current use
2. Browsing the APA website at www.ambpeds.org/egwebnew to see goals and objectives written in competency-based language and determine if these examples are applicable for fellow training...(download them and bring them).
3. Sharing all current evaluation tools and documentation of other educational activities within the fellowship program such as training exams, journal clubs, M&M, human investigation/research training, etc.

Track for All Directors

11:30 am - 1:00 pm **Professional Development**

Dr. Annamaria Church, Program Director, Grand Rapids Medical Education and Research Center; Dr. Robert McGregor, Pediatric Residency Program Director, St. Christopher's Hospital for Children; Dr. Edwin Zalheraitis, Program Director, University of Connecticut

This workshop will address the position of Program Director (PD) as an exciting pathway to a successful academic career. It will propose a methodology and pathway by which a PD can chart a course that will allow their appointment as PD to lead to promotion and recognition in an academic setting. It will examine some of the options beyond being a PD, or answer the question: "Is there life after being a PD?" Included in the workshop will be strategies to ensure that the PD can gain recognition for their work, and can keep focused on promotion. The session will emphasize the use the national meetings, such as our APPD spring meeting, as a forum and focus to push yourself to complete necessary projects to enhance both your personal career and your residency program in an appropriate time line. It will address key elements of establishing your academic standing, such as creating an educator's portfolio, consciously using the PD position to promote and not derail academic progress and creating a network of mentors and colleagues that will enhance and optimize your career progress and achievement.

1:00 pm **Lunch (provided by APPD) & Hands on Consultations**

Track for Coordinators

8:30 am - 9:30 am **Year in the Program (see previous page)**

9:45 - 10:30 am **American Academy of Pediatrics**

Ms. Terri Howard, Director, Division of Member Services

Receive information on the 2006 changes to the AAP Pediatric Residency Program. The implementation of a new database, changing from calendar-based membership to anniversary-date membership, and the implementation of the Program Director/Resident Corner in PediaLink have all contributed to significant change in process. This session will inform and prepare you for the impact these changes will have on your processes and budgets.

10:30 - 11:15 am **Electronic Residency Application Service (ERAS)**

Ms. Sally H. Koons, Pediatric Residency Coordinator, Penn State Hershey Medical Center; Ms. Vanessa Pichette, Pediatric Residency Coordinator, Vermont Children's Hospital at Fletcher Allen

This session is designed to give an overview on how ERAS works by exploring its various components. The session will also provide instructions, tips and suggestions to manage the system more easily including how you can adapt the system to meet the needs of your institution.

11:15 - 11:30 am **Break**

11:30 am - 12:15 pm **Using the Coordinator's Handbook to Help Facilitate Your Role**

Ms. Therese D'Agostino, Pediatric Residency Program Coordinator, Massachusetts General Hospital; Ms. Vanessa Pichette, Pediatric Residency Coordinator, Vermont Children's Hospital at Fletcher Allen

We plan to demonstrate how the APPD Coordinator's handbook is a valuable tool and can help not only new coordinators but seasoned ones as well keep track of the many varied tasks we are all responsible for. We would like to discuss our ways of using the handbook (via the web) throughout the year and how it helps us in our roles as residency coordinators.

12:15 pm - 12:45 pm **Surviving a Successful Recruitment Season and Scramble**

Ms. Cindy Colpitts, Pediatric Residency Coordinator, University of Nebraska/Creighton; Ms. Louise Kadane, Pediatric Residency Coordinator, University of California San Diego Medical Center

How to prepare before recruitment, tips on what to do during the season, a walk through the interview day, how to end the season and prepare the match list. Discussion and tips on how to be prepared to survive the process of "Scramble".

12:45 pm - 1:30 pm **Lunch (provided by APPD) & Open Discussion**

About the Hotel

The Hyatt Regency Hotel is a premier hotel with a resort-like ambience located in the heart of Fairfax County's technology hub at Reston Town Center approximately five miles from Dulles Airport. Reston Town Center offers 40 stores, 12 restaurants, a 13-screen multiplex theater and a seasonal ice rink; located 18 miles west of Washington DC, with access to the Metro subway, Civil War battlefields, Wolf Trap Arena and Nissan Pavilion Amphitheater, plus world-class shopping at Tyson's Corner, and Leesburg Corner Outlet Mall.

The special meeting room rate is \$210 single/double. Reservations should be made by calling the hotel directly at 703-709-1234 or Hyatt Central Reservations at 1-800-233-1234. Be sure to tell them you are with the Association of Pediatric Program Directors meeting.

All reservations should be received by the hotel no later than September 14, 2005.

The hotel offers a complimentary shuttle service to and from Dulles Airport daily from 6:00 am to 10:00 pm. Pick-up from the airport is every hour on the hour from curbs 2A and 2H. The shuttle departs from the hotel at 15 minutes to the hour for drop-off at the airport.

Advance Registration

(Please print clearly.)

Name _____ Degree _____

Length of Time in Current Position _____ years _____ months

Program _____

Title _____

Address _____

Phone _____ Fax _____ E-mail _____

Please indicate which track you will follow on Friday, September 30:

Categorical Directors Fellowship Directors Coordinators

Each meeting registration includes the opening dinner and continental breakfast, lunch and breaks for both days.

Will you attend the Dinner on Wednesday, September 28? Yes No

Is this your first time attending the Fall Meeting? Yes No

Do you plan to seek consultation from a Board Member during Friday's lunch session? Yes No

(If yes, please send your CV to: info@appd.org and indicate if there are particular areas you wish to be consulted.)

Received By September 13: \$395.00 Received After September 13: \$440.00

* **Special offering:** If there are multiple registrants from the same program, after the first registrant pays the full price, each additional registrant from the same program gets a \$50.00 discount. (Those programs taking advantage of this special must register by September 13.)

TOTAL AMOUNT ENCLOSED: \$ _____

This form may be reproduced. * APPD Tax ID#: 54-2015821 * Return form and payment (checks made out to APPD) by mail to:

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McLean VA 22101-3906
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Info@APPD.org * www.APPD.org

(APPD does not accept credit cards.)