

September 2017

coorCOMM September

APPD 2017 ANNUAL FALL MEETING INFORMATION

We look forward to seeing many of you next week in Arlington, VA! If you aren't planning on attending this meeting, you can still find the presentations and information on the APPD Website . We will also do a recap in the next coorCOMM.

Here is the link to the full program for the APPD 2017 Annual Fall Meeting.

There will be some great content for the entire audience and the Coordinator specific content includes representatives from both ERAS and the AAP. The Executive Committee will also lead discussions on topics specific to Fellowship and Residency, Professional Development and Technology.

If you are planning on attending the meeting and have any questions for the Executive Committee, ERAS or the AAP - **you can ask them in this linked survey.**

Looking for something to do while you're in DC?

Try this link for 100 cool and unusual things to do in Washington DC or these 11 cool and unusual things to do in Arlington, VA.

Also, **here is where to eat in Arlington, VA right now.**

One of the coordinators who is attending the Fall Meeting suggested a tour - **see this link to a tour of the Washington DC Monuments by Moonlight Night Tour** . This isn't a program sponsored event, but if you might be interested in signing yourself up and having the company of others along for the ride, check in with Bethanie Calvanese at Bethanie.Calvanese@baystatehealth.org



MARK YOUR CALENDARS!

APPD 2018 Annual Spring Meeting

March 20 - 23, 2018

Atlanta Mariott Marquis

Atlanta, GA



COORDINATORS' EXECUTIVE COMMITTEE MESSAGE

The new academic year has begun and our new trainees are oriented, recruitment is underway for some of us, our annual updates are complete, and we are officially entering fall! We hope to see many of you at the Fall Meeting. If we don't see you there, please know you will be with us in spirit and join us for the Annual Spring 2018 Meeting in Atlanta, Georgia. The Coordinators' Executive Committee has been busy setting new goals for this new academic year. In the spirit of transparency, we'd love to share them with you.

Proposed of an Advanced Coordinator Professional Development Program

The APPD Coordinators' Executive Committee has identified a goal to develop an Advanced Coordinator Professional Development Program. We will propose a curriculum, including format, number of sessions, goals and objectives, and eligibility/application process by September 2018. A full proposal will be submitted to the APPD Board by January of 2018 for potential implementation during the 2018/2019 educational year.

Develop Communication Workgroup

The APPD Coordinator s' Executive Committee has identified a goal to develop a Communication Workgroup, composed of interested coordinators. A workgroup will be identified by April 2018. The workgroup will create templates and a rotation schedule for the creation of the monthly *coorCOMM*, distributed to the coordinator membership by the 15th of each month. A member of the Coordinators' Executive Committee will mentor and oversee the communication workgroup. If you are interested in this work group, email Amy (gaugx002@umn.edu) or Pamela (Pamela.Carpenter@hsc.utah.edu).

Support the Coordinator integration into the Vision 2020 Strategic Plan

The APPD Coordinators' Executive Committee has identified a goal to support coordinator integration in the Vision 2020 Strategic Plan. The EC has been very active in making recommendations and soliciting nominations from the coordinator membership for participation in the strategic plan and the project teams. There is a very good distribution of coordinators in all project teams. It is the EC's hope that coordinators will continue to be involved in the strategic plan as our organization plans for its' future direction.

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Don't forget to send any projects, presentations, publications, or ideas for future *coorCOMM* issues to Amy Gaug at gaugx002@umn.edu. Any reference to commercial or non-commercial product, process, service, or company is not an endorsement or recommendation by the Association of Pediatric Program Directors (APPD) unless specifically stated as such. APPD assumes no liability whatsoever for the use or contents of any product or service mentioned.

COORDINATORS' EXECUTIVE COMMITTEE MESSAGE CONT'D

Continued incorporation of coordinators into existing Task Forces and Education Groups

The APPD Coordinators' Executive Committee has identified a goal to continue to support and encourage the incorporation of coordinators into existing APPD Task Forces and Pediatric Educational Groups (PEGs). Task Forces and PEGs will be highlighted in the monthly *coorCOMM*, continued encouragement at both Fall and Spring coordinator sessions to increase coordinator participation, and mentioned in other formats (e.g., discussion boards, "Ask the EC" live sessions, mentoring groups) by the Coordinators' Executive Committee.

Coordinator Membership Engagement -Ask EC live, discussion board posts, social media

The APPD Coordinators' Executive Committee has identified a goal to continue and enhance membership engagement through the following mechanisms:

Electronic newsletter, *coorCOMM*, is filled with information and resources that is directed to the membership on a regular basis.

Executive Committee members are utilizing the discussion boards to engage the membership.

Quarterly live "Ask the EC" sessions that are recorded and shared on the discussion boards.

Spring Meeting Planning 2018

The APPD Coordinators' Executive Committee has identified a goal to plan and develop content for the APPD 2018 Annual Spring Meeting Planning that will take place in Atlanta, GA. The Coordinators' Executive Committee will encourage abstract submissions from the coordinator membership with a focused call with potential themes/topics, timely "Ask the EC" session on "how to" write an abstract, and individual peer mentorship on developing ideas and writing an abstract. Please submit once the call goes out and reach out to the EC if you need mentorship on presenting or writing an abstract!

Continue Mentoring Restructure

The APPD Coordinators' Executive Committee has identified a goal to continue the restructuring of the coordinator mentoring program, through the newly formed mentoring workgroup. Steps as follows:

The Mentoring Workgroup will complete pairing of individual mentors. Each workgroup member has been tasked with taking the spreadsheet for a few days and making as many thoughtful matches as possible. If a member does not have the bandwidth on their turn, they are passing it immediately to the next member. All coordinators should be matched and notified by the APPD 2017 Fall Meeting.

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COORDINATORS' EXECUTIVE COMMITTEE MESSAGE CONT'D

Continue Mentoring Restructure CONT'D

The next step will be a peer mentoring group restructure. The mentoring workgroup will look at peer group feedback and reorganize peer groups in a Friday meeting session. The workgroup will look holistically at the peer groups, ensure that each peer group has a leader and that new peer groups will be formed by Spring 2018. Some peer mentoring groups will remain, others will be disbanded, and new format peer groups will emerge. The workgroup will share new peer group structure with peer group members, along with information on expectations by Spring 2018.

The final phase will be structuring mentoring maintenance- the formation of a process to check in, non-judgmentally, with the mentor pairs. A two-question survey will be distributed twice a year to assess how well the individual mentoring is going. We will keep forms simple, and assign a person to email them at the biannual markers, (Spring and Fall). Any changes that need to be made, will be made by the group immediately. This phase will be implemented by February 2018.

Mentoring Moment

Please join us at the Fall APPD Meeting on September 27th, from 12pm-1pm for a mentoring lunch. We will be rolling out "Seasoning Tables"- a new concept in group mentoring. New coordinators can pick the brains of seasoned coordinators on a wide variety of topics!

The Mentoring Workgroup is currently sorting One-on-One mentoring pairs and will be emailing those pairings out shortly. If you haven't already completed the mentoring survey- please visit the [survey linked here](#). We are using the information provided to match pair mentoring, as well as to refine our group mentoring process.

Tech Check



Say goodbye to reply-all emails and paper sign up sheets. Coordinate events and people in minutes with online sign ups. Sign Up Genius is a FREE online tool for volunteer management and event planning. We use the free version for a large residency program. Some things we use it for: PD/trainee semi-annual meetings, advocacy schedule creation for residents with our community organizations, faculty sign up for residency conferences, Morning report sign up for our residents, resident sign up for simulation lab time, Medical student didactics sign ups for each rotation, faculty teaching sign up for our fellow school, and much more! It is a life-saver! **Check it out**