



APPD Coordinators' Executive Committee

What is the APPD?

The Association of Pediatric Program Directors (APPD) serves pediatric programs by leading the advancement of education to ensure the health and well-being of children.

What is the purpose of the APPD Coordinators' section?

The APPD Coordinators' Section is dedicated to promoting and enhancing graduate medical education in the specialty of pediatrics. The Coordinators' Section of APPD is established as an educational resource to foster the exchange of ideas and information for persons in the position of pediatric program coordinator. Our goal is to enhance graduate medical education within each program and promote communication among coordinators, program directors, and the APPD membership.

What resources are available to coordinators through the APPD?

Coordinators' Handbook

https://www.appd.org/ed_res/Handbooks/APPD_Coordinators_Handbook_2015.pdf

coorCOMM: Coordinators' Monthly e-Communication

https://www.appd.org/home/PDF/coorCOMM_newsletters_2016/coorCOMMWinter2016.pdf

Coordinators' Scholarships

<https://www.appd.org/home/PDF/APPDCoordinatorsScholarshipApplicationrevised2012.pdf>

Coordinators' Directory

https://www.appd.org/members_only/index.cfm?fromwhere=about_us/memdir.cfm

Coordinators' Mentoring Program

Michelle Brooks, At-Large Coordinators' Executive Committee, MBrooks@stanfordchildrens.org

APPD Share Warehouse

<https://www.appd.org/shareWarehouse/index.cfm>



APPD Coordinators' Executive Committee

Who is on the Coordinators' Executive Committee?

2015-16

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Program Manager, University of Kansas

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Charlene Larson Rotandi, AB, AA (2015-16) Chair-Elect

Fellowship Program Coordinator, Stanford University

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Kelley Pike, BA (2015-16) Past-Chair

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APPD Coordinators' Executive Committee

2016-17

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APPD Coordinators' Executive Committee

What is the general structure of the Coordinators' Executive Committee?

The Coordinators' Executive Committee will consist of three at-large members (serving three year terms), one Chair-Elect, one Chair and one Immediate Past Chair (serving a combined three year term, with a one year term in each position). The Coordinators' Executive Committee members are elected by the Coordinators' Section membership. A Coordinator must be a member of the APPD during the call for nominations to be considered. Any APPD member may nominate a coordinator, or a coordinator may nominate themselves to serve on the Executive Committee.

If for any reason once elected an executive committee member cannot fulfill the elected term, the Coordinators' Executive Committee may appoint a committee member with approval of the APPD Board. The committee person vacating their position will notify the Chair of the Coordinators' Executive Committee, who in turn will notify the Executive Director that a vacancy will occur.

Annually, the Coordinators' Executive Committee will identify the skill sets and knowledge desired to fill open positions on the Executive Committee. In addition to helping lead specific tasks/programs, it is expected that the Executive Committee will delegate to members within the section leadership projects to be carried out under the Executive Committees' supervision. Executive Committee work will be guided by the APPD Strategic Plan.

What are the duties and responsibilities of the Coordinators' Executive Committee?

Chair, Coordinators' Executive Committee

The Chair shall prepare the agenda for and preside at the meetings of the Coordinators' Executive Committee of the APPD. In addition, the Chair shall be responsible for working with section members throughout the year with concerns of and opportunities for the Section. The Chair shall be an excellent communicator, working closely with the APPD President or designee and Executive/Associate Director, in addition to the Executive Committee members, members of the coordinators sections and all APPD members. The Chair will have the following roles/responsibilities:

- Ensure conference calls with the Coordinators Executive Committee occur monthly and that minutes are sent within two weeks to the APPD Board
- Assume responsibility for bi-annual reporting to the APPD Board; and other times as requested.



APPD Coordinators' Executive Committee

- Chair Coordinators' meetings during the APPD Annual Spring Meeting
- Provide oversight for grassroots sessions and other key components of the spring and fall meetings as they pertain to the coordinators section, in concert with the planning committees
- Communication of Key issues and strategic recommendations to the Board
- Assume responsibility for presentations to the Board, if requested.

Assure that activities of the Coordinators' Executive Committee are guided by the APPD Strategic Plan The Immediate Past Chair will have the following roles/responsibilities:

- Oversee Fall and Spring Meeting Planning with Chair-Elect
- Circulate Report to all coordinators after fall and spring meeting
- Act as contact for section membership requests from recent meetings
- Assist the Chair as needed

Chair-Elect, Coordinators' Executive Committee

- Oversee Fall and Spring Meeting Planning with Immediate Past Chair, including but not limited to Professional Development Planning and new attendee planning
- Oversee Task Force and Committee Chairs, to include but not limited to Communication/Tools Committee, Professional Development Committee, Scholarly Activity Committee
- Assist the Chair as needed

At-Large, Coordinators' Executive Committee

Year 1

- Take and distribute the minutes of Executive Committee conference calls to the EC and Exec Dir/Assoc Dir within ONE week of the call.
- Assist the Chair as needed

Year 2

- Coordinate and update the mentoring program
- Annually review "APPD Coordinator's Executive Committee Leadership Structure" for accuracy
- Assist the Chair as needed



APPD Coordinators' Executive Committee

Year 3

- Oversee Share Warehouse information, including but not limited to additions and updates
- Oversee Scholarship function for both meetings
- Assist in preparation and presentation for Onboarding new members of the Executive Committee
- Assist the Chair as needed

All Coordinators' Executive Committee Members

- Attend APPD Fall and Spring meeting annually
- Present workshops/presentations in the absence of other presenters for each meeting
- Review and vote on all Coordinator Scholarship Awards and coordinator meeting abstract submissions
- Welcome new coordinators and APPD members
- Ensure close communication/collaboration with APPD Board and Association Executive management
- Participate in monthly conference calls
- Communicate with Section members as often as necessary to assure that member perspectives are represented
- Meet onsite during the APPD Annual Fall and Spring Meeting
- Develop recommendations to the Board regarding issues pertaining to, or affecting, Section members, including how these align with the APPD Strategic Plan, proposed timeline with action items and outcome measures and what budgetary implications may be connected to these recommendations.
- On an ad-hoc basis the Section Executive Committee may communicate to the Board as needed
- Help implement strategic plans in concert with the Board
- Help implement requests from the Board
- Identify plans arising from the Section that may help implement aspects of the APPD Strategic Plan
- Encourage Section members to get involved with the work of APPD, including taking on leadership positions
- Ensure that Section members are being served by conducting the following, which may be delegated with Executive Committee oversight/input:
 - Annual needs assessment of section
 - Needs assessments should have Board input/approval before dissemination
 - A summary of the needs assessment with proposed activities as a result of the survey should be presented to the Board



APPD Coordinators' Executive Committee

What other opportunities are available to get involved?

Coordinators' Communication Committee

Lead in the collation and dissemination of the coordinators' monthly e-communication, coorCOMM, to all coordinators in a timely and professional fashion.

Interested in getting involved? Please contact: Amy Gaug gaugx002@UMN.EDU, Tara McKinley Tara.McKinley@nortonhealthcare.org, or Beth Payne PayneE@uthscsa.edu.

APPD Council of Regions

In addition to the national organization, pediatric programs in APPD are divided into regions. These regional groups have leadership opportunities, meetings, and activities which are a vital part of the APPD. To learn which region you belong to and to find updated information on regional happenings, please click on the corresponding links below

Regions are led by two or more regional chairs from different member categories (program director, associate program directors, coordinator, etc.)

Regional Structure <https://www.appd.org/activities/PDF/APPDRegionalStructure.pdf>

List of Regional Chairs <https://www.appd.org/activities/regions.cfm>

APPD Council of Task Forces

The APPD has five main task forces that focus on areas as listed below. APPD members are welcome to join a task force - there is no additional fee, requirement, or specific skill needed. Join in a task force during the annual meeting, or contact the leadership below for ongoing activities between meetings to get involved.

Assessment Task Force

The APPD Assessment Task Force is charged with: a) understanding the needs of APPD membership in the domain of learner, faculty and program assessment and b) communicating to APPD leadership proposed areas of development of assessment instruments and procedures. As well, the Task Force will serve as a group of content experts (program directors and leaders) who assist pediatric programs in improving and implementing their assessment procedures. Such procedures may include assessment and feedback to individual trainees and faculty, as well as evaluating curricular or programmatic activities.



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Curriculum Task Force

The APPD Curriculum Task Force is charged with: a) understanding the needs of the APPD membership in the domain of curriculum and b) communicating to APPD leadership ways in which APPD can take a lead role in promoting and developing training curricula that meet RRC requirements, prepare residents for certification and, most importantly, reflect the current needs of children in our society. As well, this Task Force will also serve as a group of content experts (program directors and leaders) who assist Pediatric programs in improving and implementing curriculum, including proposing to the APPD leadership an infrastructure for curriculum development.

Faculty and Professional Development

The APPD Faculty and Professional Development Task Force is charged with: a) understanding the needs of the APPD membership in the domain of faculty development and b) communicating to the APPD leadership proposed areas of meeting programming, and curricular materials that address the APPD membership (Program directors and leaders) needs regarding professional development. These areas of professional development may include faculty teaching skills, for example.

Learning Technology

The APPD Learning Technology Task Force is charged with: a) understanding the needs of the APPD membership in the domain of technology; b) identifying and evaluating technology, including software, computers, personal digital assistants, telecommunication devices, and wireless technologies; and, c) communicating to the APPD leadership recommendations for technology solutions for APPD members (Program Directors and leaders). As content experts, members of the APPD Learning Technology Task Force will be called upon to work collaboratively across all APPD task force groups to advise and assure integration of technology.

Research and Scholarship

The APPD Research and Scholarship Task Force is charged with: a) understanding the needs of the APPD membership in the domains of research and scholarship; b) supporting the APPD's organizational processes and procedures that promote and support APPD member research and scholarship; and, c) informing the APPD leadership regarding ways in which research and scholarship can be supported for all APPD members (Program Directors and leaders).

List of Task Force Chairs <https://www.appd.org/activities/taskforce.cfm>



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APPD Pediatric Education Groups (PEGs)

APPD Pediatric Education Groups (PEGs) were created as an avenue for APPD members to collaborate and communicate with others who share a common area of interest. PEGs may provide a forum, both at APPD meetings and between meetings, to facilitate informal networking opportunities in a specialized topical area, as well as to provide a platform from which collaborative projects might develop. Scholarly activity is encouraged.

Healthcare Simulation in Pediatrics PEG

Interested in getting involved? Please contact: Sharon Calaman sharon.calaman@drexelmed.edu or Ariel Frey-Vogel afrey@partners.org

LGBTQA PEG

Interested in getting involved? Please contact: Brian Lurie Brian.Lurie@atlantichhealth.org or Michelle Brooks MBrooks@stanfordchildrens.org.

Pediatric Global Health Educators PEG <https://appdgh.wordpress.com/>

Interested in getting involved? Please contact: Mike Pitt mbpitt@umn.edu or Nicole St. Clair nstclair@mcw.edu.

Under Represented Minorities in Pediatric Graduate Medical Education PEG

Interested in getting involved? Please contact: Patricia Poitevien patricia.poitevien@nyumc.org or Aisha Davis abdavis@childrensnational.org.

The APPD Board of Directors provides opportunities for the formation of additional Pediatric Education Groups (PEGs) through an application process.

APPD PEG Policies and Procedures

https://www.appd.org/activities/PDF/PediatricEducationGroupspoliciesandprocedures2014_rev.pdf

APPD PEG Application Form https://www.appd.org/activities/PDF/Application_%20PEG.pdf