

Association of Pediatric Program Directors

8th Annual Fall Meeting

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

PREPARATION FOR A SUCCESSFUL SITE VISIT

October 6 - 8, 2004

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*



**Preliminary Program &
Registration Form**

Wednesday, October 6, 2004

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

Keynote Speaker: *"Reflection of Personal Mission"*

Dr. Carol Carraccio, Associate Chair for Education, University of Maryland Medical System

Thursday, October 7, 2004

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. Rosemary Munson, Residency Coordinator, Maine Medical Center

American Academy of Pediatrics (AAP)

Mr. Ethan Alexander Jewett, Health Policy Analyst, Division of Graduate Medical Education and Pediatric Workforce

American Board of Pediatrics (ABP)

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

National Resident Matching Program (NRMP)

Dr. Robert Beran, Executive Director, NRMP & Vice President, AAMC

Electronic Residency Application Service (ERAS)

Ms. Moira Edwards, ERAS Director, Association of American Medical Colleges

Ambulatory Pediatric Association (APA) Educational Guidelines

Dr. Diane Kittredge, Dartmouth Hitchcock Medical Center

Opportunities for Funding

Dr. Robert Englander, Director of Inpatient Services, Connecticut Children's Medical Center; Dr. Carol Carraccio, Program Director, University of Maryland Medical System

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**

Ms. Caroline Fisher, Accreditation Administrator, Residency Review Committee (RRC) for Pediatrics; Dr. John Mahan, Pediatric Residency Program Director, Children's Hospital at Ohio State University; Ms. Mary Alice Parsons, 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 to logistics of the on-site visit. Mary Alice Parsons will provide insight and advice based on her vast experience on the Pediatric RRC. In addition, recently "site visited" program directors will share first-hand experiences and insights. Workshop will include practical steps, realistic timelines and pitfalls to avoid.

Friday, October 8, 2004

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. Venice VanHuse, Educational Program Administrator, Maimonides Medical Center

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.

Track for Directors

9:45 am - 11:15 am **Competencies**

Dr. Carol Carraccio, Program Director, University of Maryland Medical System; Dr. Robert Englander, Director of Inpatient Services, Connecticut Children's Medical Center; Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine; Dr. Ann Burke, Pediatric Residency Program Director, Wright State University

This workshop will use the draft of the new RRC guidelines as a backdrop to provide participants with a practical approach to identifying competencies within their programs that require curriculum development. Participants will explore approaches/ methods/barriers to implementation of new curricula. Potential evaluation tools will be discussed. Systems-Based Practice and Practice-Based Learning and Improvement will be the primary areas of focus. Participants should leave with concrete plans for implementation at home.

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

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

Dr. Joseph Gilhooly, Program Director, Oregon Health Sciences University; Dr. John Mahan, Program Director, Children's Hospital at Ohio State University; Dr. Robert McGregor, Pediatric Residency Program Director, St. Christopher's Hospital for Children; Dr. Edwin Zalneraitis, Program Director, University of Connecticut

This workshop will address the program director as an academic career, where do we go from here (or is there life after being a program director)? Included in the workshop will be strategies to make work count twice, keeping focused on promotion, using the national meeting as a forum and focus to push yourself to complete necessary projects for your own residency in an appropriate time line, creating an educator's portfolio, consciously not allowing the role as PD to derail academic progress and how to establish mentors from within and outside your own institution.

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

Track for Coordinators

9:45 am - 10:30 am **Surviving a Successful Recruitment Season**

Ms. Venice VanHuse, Education Program Administrator, Maimonides Medical Center

How to prepare before recruitment, tips on what to do during the season (we will walk through an entire interview day from beginning to end); and what to do at the end of the season, from how to prepare the match list to preparing data that can be used by program directors as an overview of the entire season.

10:30 am - 11:15 am **ERAS**

Ms. Aida Velez, Medical Education Coordinator, Connecticut Children's Medical Center

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 am - 11:30 am **Break**

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

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

We plan to demonstrate how the APPD Coordinators 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 **Scramble**

Ms. Rosemary Munson, Residency Coordinator, Maine Medical Center

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 rates are \$205/single and \$230/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 21, 2004.

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 _____

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

Will you attend the Dinner on Wednesday, October 6? Yes No
Do you plan to seek consultation from a Board Member during Friday's lunch session? Yes No
Is this your first time attending the Fall Meeting? Yes No

Received By September 15: \$395.00 Received After September 15: \$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 15)

TOTAL AMOUNT ENCLOSED: \$ _____

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Return form and payment (checks made out to APPD) by mail to:

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(APPD does not accept credit cards.)