Association of Pediatric Program Directors
14th Annual Fall Meeting

ORIENTATION AND TRAINING FOR NEW PROGRAM DIRECTORS AND THEIR COORDINATORS

PREPARATION FOR A SUCCESSFUL SITE VISIT

September 19 - 21, 2010

Hyatt Regency Reston
Reston, Virginia

- New Program Directors and New Coordinators
- Fellowship Directors and Fellowship Coordinators
- Associate Program Directors
- Individuals Considering Becoming a Program Director
- Individuals Interested in a Comprehensive Update
- Individuals Preparing for an RRC Site Visit
- Individuals Assisting Program Directors

Final Program

CME CREDITS AVAILABLE!
This activity has been approved for AMA PRA Category 1 Credit(s)™.
Sunday, September 19, 2010

7:00 pm - 10:00 pm  Dinner with Keynote  
McCormick & Schmick’s Restaurant, Reston, VA  
Keynote Address: The Secret to Longevity as Program Leader: When you Smell the Roses – Do Stop  
Robert McGregor, MD, Program Director, St. Christopher’s Hospital for Children, Philadelphia, APPD Past President, and 2008 Recipient of Walter W. Tunnessen, Jr. MD Award for the Advancement of Pediatric Resident Education.
Aligning personal mission/vision and values with career ambition may seem to preclude the personal side trips. However, after 15+ years in the trenches, this old guy reflects how occasional side-steps in his “action plans” have provided the most valuable resources and learning opportunities.

Monday, September 20, 2010

7:30 am - 8:00 am  Registration and Continental Breakfast  
Grand Ballroom C Foyer

8:00 am - 8:10 am  Welcome and Introduction  
Grand Ballroom A-C  
Dr. Ann Burke, Pediatric Residency Program Director, Wright State University and President, APPD

8:10 am - 9:30 am  PLENARY SESSION  
Grand Ballroom A-C  
Updates for Core and Fellowships from the following:

Association of Pediatric Program Directors (APPD)  
Dr. Ann Burke, President, APPD and Pediatric Residency Program Director, Wright State University; Ms. Laura Degnon, Executive Director, APPD; Elizabeth Sanchez-Rocca, Co-Chair of Coordinators’ Executive Committee, Pediatric Residency Coordinator, Brookdale University Hospital Medical Center

APPD LEARN  
Dr. Hilary Haftel, APPD LEARN Director, Program Director, University of Michigan

American Academy of Pediatrics (AAP)  
Ms. Charlette Nunnery, E-Learning Content, American Academy of Pediatrics (AAP)

American Board of Pediatrics (ABP)  
Dr. Gail McGuinness, Executive Vice President, ABP

Electronic Residency Application Service (ERAS)  
Ms. Angelique Johnson, Senior Specialist, ERAS Communications & Administrative Services, ERAS

National Resident Matching Program (NRMP)  
Laurie Curtin, NRMP Director of Match Policy

Q&A with Plenary Speakers

9:30 am - 10:30 am  Overview of Common and Institutional Requirements  
Grand Ballroom A-C  
Dr. Javier Gonzalez del Rey, Program Director, Cincinnati Children’s Hospital Medical Center/University of Cincinnati
To prepare for an RRC site visit, program directors need to prepare all sections of the individual program’s “PIF” and ensure that the institution meets all general requirements for accreditation. This session will help us step back and recognize the general requirements as well as the new hour regulations which must be in place for individual programs to be successful and ready for this process.

10:30 am – 10:45 am  Break

10:45 am – 11:45 am  CATEGORICAL DIRECTORS/ASSOCIATE DIRECTORS/COORDINATORS  
Grand Ballroom A-C  
Dr. Grace Caputo, Pediatric Residency Program Director, Phoenix Children’s Hospital / Maricopa Med Center; Dr. Adam Pallant, Program Director, Brown University; Ms. Jaime Bruse, Pediatric Residency Coordinator, University of Utah
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.
Surviving a Site Visit in the Competencies Era
Lake Audubon
Dr. Susan Guralnick, Director of Graduate Medical Education and DIO/Associate Professor of Pediatrics, Winthrop University; Ms. Caroline Fischer, Executive Director Accreditation Standards, ACGME Review Committee for Pediatrics; and panel of Drs. Javier Gonzalez del Rey, Debra Boyer, Patricia Hicks and Ms. Deb Parsons
The workshop will walk through the process of an RC site visit for the fellowship program, from preparation of the Program Information Form (PIF) to logistics of the on-site visit. The RC staff will provide insight and advice based on their experience on the Pediatric RC. In addition, recently “site visited” program directors will share first-hand experiences. This workshop will include practical steps, realistic timelines and pitfalls to avoid.

11:45 am - 12:45 pm
CATEGORICAL DIRECTORS/ASSOCIATE DIRECTORS/COORDINATORS
Surviving a Site Visit in the Competencies Era
Grand Ballroom A-C
Dr. Susan Guralnick, Director of Graduate Medical Education and DIO/Associate Professor of Pediatrics, Winthrop University; Ms. Caroline Fischer, Executive Director, Accreditation Standards, ACGME Review Committee for Pediatrics; and panel of Drs. Ann Burke, Javier Gonzalez del Rey, Patricia Hicks and Ms. Kathryn Miller
The workshop will walk through the process of an RC site visit, from preparation of the Program Information Form (PIF) to logistics of the on-site visit. The RC staff will provide insight and advice based on their experience on the Pediatric RC. In addition, recently “site visited” program directors will share first-hand experiences. This workshop will include practical steps, realistic timelines and pitfalls to avoid.

A Year in the Program
Lake Audubon
Dr. Debra Boyer, Pediatric Pulmonology Fellowship Program Director, Assistant Professor of Pediatrics, Children’s Hospital Boston; Ms. Deb Parsons, Neonatal-Perinatal Fellowship Program Coordinator, Indiana University School of Medicine
Participants will be presented with an overview of the activities of a typical Fellowship Program Director and Fellowship 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.

12:45 pm – 1:45 pm Lunch (provided by APPD)
Conservatory (first floor)

1:45 pm – 2:25 pm
COORDINATORS
Overview of APPD Coordinators’ Section
Reston Suites A
Ms. Deb Parsons, Co-Chair of Coordinators’ Executive Committee, Neonatal-Perinatal Fellowship Program Coordinator, Indiana University School of Medicine; Ms. Elizabeth Sanchez-Rocca, Co-Chair of Coordinators’ Executive Committee, Pediatric Residency Coordinator, Brookdale University Hospital Medical Center

Mentoring Program - Intro and Presentations
Reston Suites A
Ms. Avis Grainger, Pediatric Residency Program Coordinator, Carolinas Medical Center
This presentation will include an overview of the benefits of the coordinators’ mentoring program and how to become involved.

Hands-On Session
Lake Anne
This is an opportunity to meet with the leaders of each organization presenting during the plenary (and Share Warehouse) on a one-on-one basis to have your questions answered and to see demos.

Fellowship Directors will meet separately in Lake Audubon to review the American Board of Pediatrics training requirements for subspecialty certification with Dr. Gail McGuinness, Executive Vice President of the American Board of Pediatrics. There will be ample opportunity for questions from participants.
**ASSOCIATE PROGRAM DIRECTORS**

**Academic Advancement**

*Reston Suites B*

Dr. Lynn Garfunkel, Associate Program Director, Pediatric and MedPeds Training Programs, University of Rochester; Dr. Cynthia Ferrell, Program Director, Oregon Health Sciences Center

Associate program directors often find themselves in a junior faculty role while being given lots of time consuming activities related to the role as Associate Program Director. This session will focus on “making your educational work count twice,” hopefully enabling you to secure promotions along the way.

2:30 pm – 3:10 pm

**COORDINATORS**

*Preparing for a Site Visit: tips for preparing documentation*

*Reston Suites A*

Ms. Kathryn Miller, Senior Academic Program Coordinator, Johns Hopkins University; Patricia Jacobi, Residency Program Coordinator, Washington University/B-JH/SLCH Consortium

As the amount of documentation required for residency programs continues to increase, it is important for program coordinators to have an organized method for tracking, filing, storing and presenting this information at the site visit. The success of a site visit often depends on having the proper documentation readily available to the site visitor in a way that is organized and professional. This workshop will address the various types of documentation that are required at a site visit and suggestions for how this information can be organized and presented to your program’s best advantage. We will also touch on the coordinator’s potential role in the preparation of the PIF, particularly the Common PIF.

**CATEGORICAL AND FELLOWSHIP PROGRAM DIRECTORS**

**Leadership Development Plan for PDs and FDs**

*Lake Audubon*

Dr. Ann Burke, Pediatric Residency Program Director, Wright State University and President, APPD; Dr. Grace Caputo, Pediatric Residency Program Director, Phoenix Children’s Hospital / Maricopa Med Center

As Leaders of the residency and fellowship programs within our institutions, we have many competing demands on our time and attention. Many of us struggle with identifying and prioritizing our own professional and personal development plans. This session will enable us to focus our time, attention and energy so we can:

- specify our individual priorities
- develop specific goals and
- create an action plan with a timeline to achieve our goals
- identify a mechanism to enhance accountability to achieve our plan.

**ASSOCIATE PROGRAM DIRECTORS**

**Hands-On Session**

*Lake Anne*

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

3:15 pm – 3:55 pm

**COORDINATORS**

**Hands-On Session**

*Lake Anne*

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

**Academic Advancement**

*Lake Audubon*

Dr. Jerry Rushton, Pediatric Residency Director, Indiana University School of Medicine; Dr. Kenneth Roberts, Moses Cone Health System/University of North Carolina School of Medicine

In addition to running your program, many of us are making education one of our (if not our main) personal career missions. This session will focus on “making your educational work count twice,” hopefully enabling us to secure promotions along the way.

**ASSOCIATE PROGRAM DIRECTORS**

**Your Role as an Associate Program Director**

*Reston Suites B*

Dr. Lynn Garfunkel, Associate Program Director, Pediatric and MedPeds Training Programs, University of Rochester; Dr. Aditee Narayan, Associate Program Director, Duke University

The role of the Associate Program Director (APD) is often loosely defined and varies greatly among institutions. This session will review the numerous roles of the APD, define some specific niches for the APD, and discuss networking opportunities within the APPD.
3:55 pm – 4:05 pm  Break

4:05 pm – 5:05 pm  CATEGORICAL DIRECTOR/ASSOCIATE DIRECTORS/FELLOWSHIP DIRECTORS  

**Professionalism**  
Grand Ballroom A-C  
Dr. Robert McGregor, Program Director, St. Christopher’s Hospital for Children and Facilitators from the APPD Board of Directors  
Setting expectations, educating, assessing and advancing – a case-based “how to.” In these smaller group sessions, participants will work through a case resident and follow this resident through the steps to the development of a competent professional. The sessions will be facilitated by experienced program directors and promises active participation and sharing of resources and strategies.

**COORDINATORS AND FELLOWSHIP COORDINATORS**  
Scholarly Activity in Fellowships and Residencies  
Reston Suites A  
Ms. Deb Parsons, Neonatal-Perinatal Fellowship Program Coordinator, Indiana University School of Medicine; Ms. Kathryn Miller, Senior Academic Program Coordinator, Johns Hopkins University  
Scholarly Activity is an important American Board of Pediatrics requirement for sitting for the boards when completing a fellowship. Scholarly activity starts in residency, the residency program must demonstrate the opportunity for residents to be involved with scholarly activity and it must be reported on the PIF for a site visit. Scholarly Activity is a required part of graduation in fellowships. We will talk about Scholarly Activity in residency and fellowships and discuss the differences between the two.

Individualized Learning Plans (ILPs)  
Reston Suites A  
Ms. Kathryn Miller, Senior Academic Program Coordinator, Johns Hopkins University  
Individualized Learning Plans are the heart of the Practice-Based Learning and Improvement Competency in both residency and fellowship programs. This session will focus on the elements of the ILP, available methods for documentation, and its usefulness in guiding semi-annual reviews of residents and fellows.

6:00pm  Coordinators’ Evening Social  
Join other coordinators dining together at a local restaurant (at own expense)

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**Tuesday, September 21, 2010**

7:30 am - 8:00 am  Continental Breakfast  
Grand Ballroom C Foyer

8:00 am - 9:30 am  Program Improvement through Program Evaluation  
Grand Ballroom A-C  
Dr. Patricia Hicks, Program Director, Children’s Hospital of Philadelphia; Dr. Adam Pallant, Program Director, Brown University.  
The ACGME now expects programs to use resident performance and outcomes assessment data in the evaluation of the educational effectiveness of residency programs. Towards that goal, we will review the literature on program evaluation, present a task-oriented conceptual model of program evaluation as well as offer a step-wise process for program directors to use program evaluation data to drive program improvement.

9:35 am – 10:35 am  QI and Systems-Based Practice  
Grand Ballroom A-C  
Dr. Javier Gonzalez del Rey, Program Director, Cincinnati Children’s Hospital Medical Center/University of Cincinnati; Dr. Cynthia Ferrell, Program Director, Oregon Health Sciences University  
Systems-based practice is one of the most confusing competencies for program directors. Quality improvement activities are the way most programs meet this competency. This session will address the requirements associated with the SBP competency and provide guidance on how to be compliant within your program utilizing QI activities.

10:35 am – 11:00 am  Break (Attendees may take advantage of this break to check out of hotel rooms.)

11:00 am – 12:00 pm  CATEGORICAL AND ASSOCIATE PROGRAM DIRECTORS  
Grand Ballroom A-C  
Dr. Jerry Rushton, Pediatric Residency Director, Indiana University School of Medicine; Dr. Lynn Garfunkel, Associate Program Director, Pediatric and MedPeds Training Programs, University of Rochester; Ms. Kathryn Miller, Senior Academic Program Coordinator, Johns Hopkins University  
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.
Surviving a Successful Recruitment Season
Lake Audubon
Dr. Debra Boyer, Pediatric Pulmonology Fellowship Program Director, Assistant Professor of Pediatrics, Children’s Hospital Boston
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.

COORDINATORS AND FELLOWSHIP COORDINATORS

11:00 am – 11:20 am
AAP PediaLink
Lake Anne
Ms. Charlotte Nunnery, E-Learning Content, American Academy of Pediatrics

11:20-11:40
ERAS
Lake Anne
Ms. Angelique Johnson, Senior Specialist, ERAS Communications & Administrative Services, ERAS, Electronic Residency Application Service

11:40 am – 12 noon
ECFMG
Lake Anne
Ms. Deb Parsons, Neonatal-Perinatal Fellowship Program Coordinator, Indiana University School of Medicine

Session Codes

Please pay special note to the session codes below and throughout this program. These codes indicate the track each session is targeting and the attendees who would most benefit from the session.

PD Program Directors
APD Associate Program Directors
FD Fellowship Directors
FC Fellowship Coordinators
PC Program Coordinators

CME

Physicians
This activity has been planned and implemented in accordance with the Essential Areas and Policies of the Accreditation Council for Continuing Medical Education through the joint sponsorship of the Institute for the Advancement of Human Behavior (IAHB) and the Association of Pediatric Program Directors (APPD). The IAHB is accredited by the ACCME to provide continuing medical education for physicians.

AMA PRA Statement
The IAHB designates this educational activity for a maximum of 11.25 AMA PRA Category 1 Credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.
2011 Annual Spring Meeting
Association of Pediatric Program Directors

Educational Best Practice and Creative Program Management for the Future

March 31 - April 3, 2011
Hotel InterContinental
Miami, Florida

Call for Abstracts – Deadline October 1st
Visit www.appd.org/wk11.cfm

**APPD Leadership**

**President (2010-2012)** - Ann Burke, MD
**President-Elect (2010-2012)** - Patricia Hicks, MD
**Secretary-Treasurer (2010-2013)** - Adam Pallant, MD, PhD
**Past-President (2010-2012)** - Susan Guralnick, MD
**Executive Director** - Laura Degnon, CAE

**Board of Directors**
Debra Boyer, MD (2008-2011)
Grace Caputo, MD, MPH (2008-2011)
Cynthia Ferrell, MD, MSEd (2010-2013)
Lynn Garfunkel, MD (2009-2012)
Javier Gonzalez del Rey, MD, MEd (2010-2013)
Jerry Rushton, MD, MPH (2008-2012)

**Coordinators’ Executive Committee**
Jaime Bruse, C-TAGME (2009-2012)
Avis Grainger, C-TAGME (2009-2012)
Patricia Jacobi (2010-2013)
Kathryn Miller BS, C-TAGME (2010-2013)
Deb Parsons, C-TAGME (2008-2011), Co-Chair
Elizabeth Sanchez-Rocca, C-TAGME (2008-2011), Co-Chair

**Nominating Committee**
Susan Guralnick, MD (2010-2012), Chair

**APPD Task Force Leadership**

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**Evaluation Task Force**
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Linda Waggoner-Fountain, MD, Vice Chair
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Jean Ashley, Coordinator Chair

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Peter Smith, MD, Fellowship Director Chair
Ambrosya Amlong, Coordinator Chair

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Beth Woolf, Coordinator Chair

**New England Region**
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Beth Woolf, Coordinator Chair