Association of Pediatric Program Directors

13th Annual Fall Meeting

ORIENTATION AND TRAINING FOR NEW PROGRAM DIRECTORS AND THEIR COORDINATORS

PREPARATION FOR A SUCCESSFUL SITE VISIT

September 9 - 11, 2009

The Westin Arlington Gateway Hotel
Arlington, 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 a RRC Site Visit
- Individuals Assisting Program Directors

Final Program

CME CREDITS AVAILABLE!
This activity has been approved for AMA PRA Category 1 Credit(s)™.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tr>
<td>7:00 pm - 10:00 pm</td>
<td>Dinner at Westin Arlington Gateway Hotel</td>
<td>Fitzgerald Foyer</td>
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<td>(additional fee of $15.00 required)</td>
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<td></td>
<td><strong>Keynote Address: Top Ten List for Program Leaders: Why This Is a Great Job!</strong></td>
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<td>Theodore Sectish, MD, Program Director and Associate Professor, Children's Hospital Boston</td>
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<td><strong>Wednesday, September 9, 2009</strong></td>
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<tr>
<td>7:30 am - 8:00 am</td>
<td>Registration and Continental Breakfast</td>
<td>Fitzgerald Foyer</td>
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<td>8:00 am - 8:15 am</td>
<td><strong>Welcome and Introduction</strong></td>
<td>Sesame Street Primer/Alphabet Soup</td>
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<td><strong>Sesame Street Primer/Alphabet Soup</strong></td>
<td>F. Scott Fitzgerald C/D/E</td>
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<td><strong>Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine and President, APPD</strong></td>
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<td>8:15 am - 9:30 am</td>
<td><strong>PLENARY SESSION</strong></td>
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<td>Updates for Core and Fellowships from the following:</td>
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<td><strong>F. Scott Fitzgerald C/D/E</strong></td>
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<td><strong>Association of Pediatric Program Directors (APPD)</strong></td>
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<td><strong>Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine and President, APPD; Ms. Laura Degnon, Executive Director, APPD</strong></td>
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<td><strong>American Academy of Pediatrics (AAP)</strong></td>
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<td><strong>Ms. Charlette Nunnery, Manager, E-Learning Content, AAP</strong></td>
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<td><strong>American Board of Pediatrics (ABP)</strong></td>
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<td><strong>Dr. Gail McGuinness, Executive Vice President, ABP</strong></td>
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<td><strong>Electronic Residency Application Service (ERAS)</strong></td>
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<td><strong>Ms. Angelique Johnson, Senior Specialist, ERAS Communications &amp; Administrative Services, ERAS</strong></td>
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<td><strong>National Resident Matching Program (NRMP)</strong></td>
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<td><strong>Ms. Mona Signer, Executive Director, NRMP</strong></td>
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<tr>
<td>9:30 am - 10:30 am</td>
<td><strong>Overview of Institutional and Common Program Requirements</strong></td>
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<td><strong>F. Scott Fitzgerald C/D/E</strong></td>
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<td><strong>Dr. Joe Gilhooly, Professor, Vice Chair of Education, Oregon Health Sciences University</strong></td>
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<td>As we all focus on our individual program requirements, this session will help us step back and recognize the general requirements which must be in place for our individual programs to be successful.</td>
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<td>10:30 am – 10:45 am</td>
<td><strong>Break</strong></td>
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<td>10:45 am – 11:45 am</td>
<td><strong>CATEGORICAL DIRECTORS/ASSOCIATE DIRECTORS/COORDINATORS</strong></td>
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<td><strong>A Year in the Program</strong></td>
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<td><strong>F. Scott Fitzgerald C/D/E</strong></td>
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<td><strong>Dr. Patricia Hicks, Program Director, Children’s Hospital of Philadelphia; Dr. Grace Caputo, Pediatric Residency Program Director, Phoenix Children’s Hospital / Maricopa Med Center; Ms. Lorraine Garcia, Peds/Med-Peds Coordinator, Mount Sinai School of Medicine/ NY</strong></td>
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<td>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.</td>
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Surviving a Site Visit in the Competencies Era

Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine and President, APPD; Dr. Jerry Vasilias, Executive Director, Review Committee (RC) for Pediatrics

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

Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine and President, APPD; Dr. Jerry Vasilias, Executive Director, Review Committee (RC) for Pediatrics

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

Dr. Debra Boyer, Assistant Director, Associate Professor, Pulmonology, 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)

Please visit the buffet in the Foyer and then take your lunch to Fitzgerald A/B where you’ll find tables and networking opportunities.

1:45 pm – 2:25 pm

ASSOCIATE PROGRAM DIRECTORS

Your Role as an Associate Program Director

Dr. Lynn Garfunkel, Associate Program Director, Pediatric and MedPeds Training Programs, University of Rochester; Dr. Nancy Spector, Associate Program Director, Pediatrics, St. Christopher’s Hospital for Children

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.

Academic Advancement

Dr. Jerry Rushton, Pediatric Residency Director, Indiana University School of Medicine; Dr. R. Franklin Trimm, Program Director and Professor of Pediatrics, University of South Alabama

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.

Hands-On Session

Hemingway 1/2

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.
2:25 pm – 3:05 pm

**ASSOCIATE PROGRAM DIRECTORS**

**Hands-On Session**

*Hemingway 1/2*

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.

**CATEGORICAL AND FELLOWSHIP PROGRAM DIRECTORS**

**Your Role as the Team Leader**

*F. Scott Fitzgerald C*

Dr. Ann Burke, Pediatric Residency Program Director, Wright State University; Dr. Ted Sectish, Program Director and Associate Professor, Children’s Hospital Boston

With the expanding number of associate and assistant directors and coordinators, our residency leadership teams have grown. How should our role as leaders develop and expand? This session will begin to examine these issues of team leading and group processes.

**COORDINATORS**

**APPD Coordinators’ Section**

*F. Scott Fitzgerald E*

**Overview of the APPD Coordinators’ Section**

Members of the APPD Coordinators’ Executive Committee (Co-Chairs: Ms. Lorrayne Garcia, Peds/Med-Peds Coordinator, Mount Sinai School of Medicine/NY and Ms. Marlene Keawe, Pediatric Residency Program Administrator, University of Hawaii; Ms. Jaime Bruse, Program Coordinator, University of Utah/Primary Children’s Medical Center; Ms. Avis Grainger, Pediatric Residency Program Coordinator, Carolinas Medical Center; Ms. Deb Parsons, Neonatal-Perinatal Fellowship Program Coordinator, Indiana University School of Medicine; and Ms. Elizabeth Sanchez-Rocca, Pediatric Residency Coordinator, Brookdale University Hospital Medical Center)

**Mentoring Program**

Ms. Elizabeth Sanchez-Rocca, Pediatric Residency Coordinator, Brookdale University Hospital Medical Center

We will explore methods of Mentoring with other coordinators in residency and fellowship programs.

3:05 pm – 3:45 pm

**ASSOCIATE PROGRAM DIRECTORS**

**Academic Advancement**

*F. Scott Fitzgerald D*

Dr. Lynn Garfunkel, Associate Program Director, Pediatric and MedPeds Training Programs, University of Rochester; Dr. R. Franklin Trimm, Program Director and Professor of Pediatrics, University of South Alabama

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.

**CATEGORICAL AND FELLOWSHIP PROGRAM DIRECTORS**

**Hands-On Session**

*Hemingway 1/2*

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.

*Hemingway 3*

**Fellowship Directors** will meet separately 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.

**COORDINATORS AND FELLOWSHIP COORDINATORS**

**Coordinators’ Task Forces**

*F. Scott Fitzgerald E*

Ms. Therese D’Agostino, Pediatric Residency Program Coordinator, Massachusetts General Hospital

**Tools Task Force**

**Professional Development**

**Supervisory Management/Team Work**
Thursday, September 10, 2009, continued

3:45 pm – 4:00 pm  Break

4:00 pm – 5:00 pm  
**CATEGORICAL DIRECTOR/ASSOCIATE DIRECTORS/FELLOWSHIP DIRECTORS**

Professionalism

*F. Scott Fitzgerald C*

Facilitators from the APPD Board of Directors

Setting expectations, educating, assessing and elevating – 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**

Professionalism in Administrative Management

*F. Scott Fitzgerald E*

Facilitators from the APPD Board of Directors

Coordinators will explore concrete definitions for professionals in administrative management.

6:00pm  Coordinators’ Evening Social

Join other coordinators dining together at a local restaurant (at own expense).

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Friday, September 11, 2009

7:30 am - 8:00 am  Continental Breakfast

*F. Scott Fitzgerald Foyer*

8:00 am - 9:30 am  Program Improvement through Program Evaluation  

*F. Scott Fitzgerald C/D/E*

Dr. Joseph Gilhooly, Professor and Vice Chair for Education, Oregon Health Sciences University; Dr. Patricia Hicks, Program Director, Children’s Hospital of Philadelphia

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.

9:30 am – 10:30 am  Individualized Learning Plans (ILPs) and Learning Portfolios: New Age Educational Tools  

*F. Scott Fitzgerald C/D/E*

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

Participants will become familiar with ILP and Portfolio concepts, philosophy, and practicality.

10:30 am – 11:00 am  Break

11:00 am – 12:00 pm  
**CATEGORICAL, ASSOCIATE AND FELLOWSHIP DIRECTORS**

Surviving a Successful Recruitment Season

*F. Scott Fitzgerald C/D/E*

Dr. Dena Hofkosh, Pediatric Residency Program Director, Children’s Hospital of Pittsburgh; 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. Cindy Colpitts, Program Coordinator, University of Nebraska-Creighton

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/FELLOWSHIP COORDINATORS**

11:00 am – 11:30 am  AAP PediaLink  

*F. Scott Fitzgerald A/B*

Ms. Charlotte Nunnery and Ms. Doris Santos, E-Learning Content, American Academy of Pediatrics

Updates to the newly developed web program.
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 [The Institute for the Advancement of Human Behavior (IAHB)] and The Association of Pediatric Program Directors [APPD]. IAHB is accredited by the ACCME to provide continuing medical education for physicians.

AMA PRA Statement
IAHB designates this educational activity for a maximum of 11.75 AMA PRA Category 1 Credit(s)™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

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.

Program Directors
Associate Program Directors
Fellowship Directors
Program Coordinators
Fellowship Coordinators
CALL FOR WORKSHOPS/ABSTRACTS/QI PROJECTS

Innovations in Pediatric Education: Evidence and Experience

Workshops/Abstracts/QI Projects now being accepted for possible presentation at the

2010 Annual Spring Meeting
Chicago, Illinois
April 15-18, 2010

Details available with submission materials on-line at www.appd.org/submission.cfm

Deadline for submission: October 8, 2009
2010 Annual Spring Meeting
Association of Pediatric Program Directors

Innovations in Pediatric Education:
Evidence and Experience

April 15-18, 2010
Chicago, Illinois

PLAN NOW TO ATTEND!!

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APPD Leadership

President (2008-2010) - Susan Guralnick, MD
President-Elect (2008-2010) - Ann Burke, MD
Secretary-Treasurer (2007-2010) - Joseph Gilhooly, MD
Past-President (2008-2010) - Robert McGregor, MD
Executive Director - Laura Degnon, CAE

Board of Directors
Debra Boyer, MD (2008-2011)
Grace Caputo, MD, MPH (2008-2011)
Lynn Garfunkel, MD (2009-2012)
Patricia Hicks, MD (2007-2010)
Dena Hofkosh, MD (2007-2010)
Jerry Rushton, MD, MPH (2008-2011)

Coordinators Executive Committee
Lorrayne Garcia, C-TAGME (2007-2010), Co-Chair
Marlene Keawe (2007-2010), Co-Chair
Jaime Bruse, C-TAGME (2009-2012)
Avis Grainger, C-TAGME (2009-2012)
Deb Parsons, C-TAGME (2008-2011)
Elizabeth Sanchez-Rocca, C-TAGME (2008-2011)

Nominating Committee
Joel Forman, MD ~ Robert McGregor, MD ~ Heather McPhillips, MD

Research Task Force
Linda Waggoner-Fountain, MD, Vice Chair
Heather McPhillips, MD, Vice Chair

APPD Regional Chairs
Mid-America Region
Raheel Khan, MD, Chair
Hilary Haftel, MD, Associate Director Chair
Jean Ashley, Coordinator Chair

Mid-Atlantic Region
Paul Bellino, MD, Chair
Nancy Spector, MD, Associate Director Chair
Stephen Schraith, Coordinator Chair

Midwest Region
James Nocton, MD, Chair
Keith Mann, MD, Associate Director Chair
Tara Shirley, Coordinator Chair

Northeast Region
Edwin Zalneraitis, MD, Chair
Vanessa Goodwin, Coordinator Chair

New York/New Jersey Region
Joel Forman, MD, Chair
Beth Woolf, Coordinator Chair

Southeast Region
Mark Bugnitz, MD, Chair
Karen Ariemma, Coordinator Chair

Southwest Region
Surendra Varma, MD, Chair
Judy Behnke, Coordinator Chair

Western Region
Adam Rosenberg, MD, Chair
Kathy Morten, Coordinator Chair