



Association of Pediatric Program Directors
Program Director School (APPD PDS)

The APPD is pleased to announce the creation of the APPD Program Director School (APPD PDS) and extends an invitation to apply to serve on the APPD PDS Council. Our vision is to create a PDS that is a nationally recognized program which provides a unique opportunity for pediatric academic leaders who have been in their role as program director for less than five years, those considering becoming a program director, or those wishing for a refresher, to engage and learn from seasoned program directors, pediatric educators, and other national leaders in pediatrics.

If you are interested in becoming a candidate for a position on the Council, please see the criteria and details of the selection process below. All materials must be submitted to Kathy Haynes Johnson, APPD, 6728 Old McLean Village Drive, McLean, VA 22101 by **September 30, 2011**.

Criteria for Solicitation of Program Director School Council Members

A. Experience

1. Residency program directors and associate program directors who have at least five years experience or experience that is deemed equivalent, **or**
2. Residency faculty who have at least five years experience in residency education (may include PhD, EdD, MBA, etc)
3. Leadership position within a program that attained at least three-year accreditation.

B. Knowledge

1. Residency education and management
2. Specific area of expertise in curriculum or administration

C. General Expertise

1. Verbal communication skills
2. Written communication skills
3. Presentation skills (i.e., seminars, workshops)

D. Specific Expertise

Overall residency management and education, plus one or more of the following:

- Experience in the Competencies
- Experience in the experiential line-up of rotations
- Assessment in Medical Education
- Advanced Information Technology
- Educational scholarship and career advancement
- Educational research
- Linkage between programs and underserved training sites
- Research development
 - Clinical Teaching
 - Quality improvement
 - Literature review and synthesis of medical education topics

- Change Management and/or group facilitation skills
- Other priority areas of residency education or management

E. Nomination Process

1. Self or other may nominate
2. Personal letter of interest in being an APPD PDS Council Member, including identification of area(s) of specific expertise (see Item D) and acknowledgement of responsibilities (see Item F)
3. Two (2) letters of recommendation from superiors or colleagues who have current and direct knowledge of your expertise and your presentation skills.
4. Curriculum vitae – list month/year with no gaps
5. Writing sample (e.g. annual report, published article, other product as senior author)
6. Sample recent presentation with evaluations (specifically from seminars, workshops or other small group teaching experiences, preferably from regional or national level presentations)
7. For this first call for Council members, please also indicate if you wish to be considered for Chair of the Council.
8. Submit materials to: Kathy Haynes Johnson, APPD, 6728 Old McLean Village Drive, McLean, VA 22101.

F. Responsibilities

1. Three meetings per year, including Council participation and active PDS teaching (spring meetings, summer meetings and fall meetings)
[NOTE: Travel reimbursement will be provided to Council/Faculty.]
2. Attend an orientation session held before or after the APPD Annual Spring Meeting in San Antonio, TX (March 28-31, 2012) and any conference calls requested
3. Participation as a presenter at each PSS session
4. Develop/update presentations or co-presenter as assigned
5. Contribute to the projects and products of the PDS Council
6. Meet all assigned deadlines
7. Council members serve three year terms and terms may be renewed twice. For this first cycle to populate the Council, we will have staggered terms.

G. Special Considerations

As we form the first APPD PDS Council, special consideration will be given to ensure Council is diverse with regard to the specific skill sets and expertise required to create the curriculum and then be part of the faculty at each PDS meeting.

APPD PDS Rough Draft of Potential Year-Long Curriculum will include topics such as:

Roles and Responsibilities; Organizational Leadership; Curriculum and Faculty Development; Research and Evaluation, Introduction to Finances; Negotiation Skills; Management Skills for Program Directors; Site Visits and Accreditation Procedures for Developing Programs; Advanced Finance and Budgeting; Electronic Health Records; Medical Staff Issues; Resident/Program Evaluation; Academic and Finance Projects with Presentations; Mentoring

Adapted from the Association of Family Medicine Residency Directors (AFMRD). Special thanks to Vickie Greenwood and AFMRD for their help as we design APPD PDS.

APPD Program Director School (APPD PDS) Council

Materials that need to be submitted:

1. Current CV
2. Letter of interest and qualifications – must specifically demonstrate the following: residency education experience; evidence of broad knowledge of program director’s role, responsibilities and challenges; areas of expertise, special interest, or special training; availability and commitment to attend three APPD PDS sessions per year and complete work throughout the year, asynchronously as needed; leadership skills.
3. Two (2) letters of recommendation from superiors or colleagues who have current and direct knowledge of your expertise and your presentation skills.
4. Writing sample (e.g. annual report, published article, other product as senior author).
5. Sample recent presentation with evaluations (specifically from seminars, workshops or other small group teaching experiences, preferably from regional or national level presentations).

Process:

1. Application materials submitted by **September 30, 2011**. Submit materials to: **Kathy Haynes Johnson, APPD, 6728 Old McLean Village Drive, McLean, VA 22101**.
2. Review of applications by a subgroup designated by Board (after the first year, applications will be reviewed by the Council)
3. Select candidates interviewed by phone by two APPD Board Members and Executive Director
5. Recommendations go to APPD Board of Directors.
6. Final approval by the APPD Board of Directors
7. Applicants notified by **November 11, 2011**.
7. New APPD PDS Council members must be available to attend PDS Council inaugural meeting in San Antonio, March-April 2012.

Evaluation of applicants:

1. How well the applicant meets the published criteria
2. Diversity – region, type of program (community, university), gender, training, etc.
3. How well the applicant’s area(s) of expertise/interest meet the needs of the APPD PDS
4. Professionalism – timeliness, responsiveness, work product
5. Teaching experience
6. Overall knowledge of residency education and program director’s role – governance, finance, regulatory, recruitment, evaluation.