

# Association of Pediatric Program Directors

*11th Annual Fall Meeting*

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

*PREPARATION FOR A SUCCESSFUL SITE VISIT*

**October 3 - 5, 2007**



*The Westin Arlington Gateway*  
Arlington, Virginia

**Final Program**

**Please welcome all First-time Attendees!**

## Wednesday, October 3, 2007

**7:00 pm - 10:00 pm**                      **Dinner at Pinzimini Restaurant in the Westin Arlington Gateway Hotel (www.pinzimini.com)**  
(additional fee of \$15.00 required)

*Keynote Address: Are We Having Fun Yet? The Life and Times of a Program Director''*  
*Dr. Carol Berkowitz, Executive Vice Chair, Los Angeles County-Harbor UCLA Medical Center*

## Thursday, October 4, 2007

**8:00 am - 8:30 am**                      **Registration and Continental Breakfast**                      **F. Scott Fitzgerald Ballroom Lobby**

**8:30 am - 8:45 am**                      **Welcome and Introduction**                      **F. Scott Fitzgerald Ballroom A/B/C**  
**Sesame Street Primer**  
**Alphabet Soup**

*Dr. Robert McGregor, Pediatric Residency Program Director, St. Christopher's Hospital for Children and President, APPD*

**8:45 am - 10:15 am**                      **PLENARY SESSION**                      **F. Scott Fitzgerald Ballroom A/B/C**  
**Updates for Core and Fellowships from the following:**

### **Association of Pediatric Program Directors (APPD)**

*Dr. Robert McGregor, Pediatric Residency Program Director, St. Christopher's Hospital for Children and President, APPD; Ms. Vanessa Goodwin, Pediatric Residency Program Director, University of Vermont, Co-Chair, APPD Coordinators Executive Committee; Ms. Laura Degnon, Executive Director, APPD*

### **APPD Share Warehouse**

*Dr. Ann Burke, Pediatric Residency Program Director, Wright State University*

### **American Academy of Pediatrics (AAP)**

*Mr. Ethan Jewett, Senior Health Policy Analyst, AAP Committee on Pediatric Education, American Academy of Pediatrics*

### **American Board of Pediatrics (ABP)**

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

### **National Resident Matching Program (NRMP)**

*Ms. Mona Signer, Executive Director, NRMP*

### **Electronic Residency Application Service (ERAS)**

*Ms. Angelique Tindal, Manager of Communications and Administrative Services, ERAS, Association of American Medical Colleges*

**10:15 am - 10:30 am**                      **Break**                      **F. Scott Fitzgerald Ballroom Lobby**

## CATEGORICAL DIRECTORS AND COORDINATORS

**10:30 am - 12:00 pm**                      **Hands-On Session**                      **Ernest Hemingway Salon 1 & 2**

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 - 1:00 pm**                      **Lunch (provided by APPD)**                      **F. Scott Fitzgerald Ballroom Lobby**  
*Please visit the lunch buffet and return to the meeting room with your food and beverage.*

**1:00 pm - 5:00 pm**                      **RRC - New Guidelines, New PIF:**                      **F. Scott Fitzgerald Ballroom A/B/C**  
**Surviving a Site Visit in the Competencies Era**

*Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine and President-Elect, APPD; Dr. Annamaria Church, Associate Director, GME, Palm West Hospital; Dr. Jerry Vasilias, Executive Director, Residency Review Committee (RRC) for Pediatrics; Dr. Carol Carraccio, Associate Chair for Education, University of Maryland; Ms. Patricia Schmidt, Pediatric Residency Program Coordinator, University of Maryland; Gail Olsen, PhD, Program Developer, University of Maryland*

The workshop will walk program directors through the process of an RRC site visit, from preparation of the Program Information Form (PIF) to logistics of the on-site visit. The RRC staff will provide insight and advice based on their experience on the Pediatric RRC. In addition, recently "site visited" program directors will share first-hand experiences. This workshop will include practical steps, realistic timelines and pitfalls to avoid.

## Thursday, October 4, 2007, continued

### FELLOWSHIP DIRECTORS

**10:30 am - 12:00 pm**      **Fellowship Directors 101:**      **F. Scott Fitzgerald Ballroom D/E**  
**Pediatric Subspecialty Updates from the ACGME and the ABP**

*Dr. Jerry Vasiliadis, Executive Director, Residency Review Committee (RRC) for Pediatrics; Dr. Gail McGuinness, Senior Vice President, American Board of Pediatrics*

This session will review the American Board of Pediatrics training requirements for subspecialty certification and the ACGME's common program requirements for the subspecialties of pediatrics and specialty specific program requirements. Updates from the ABP and ACGME will be the main focus of this session. Participants will be able to ascertain the changes necessary for compliance of their subspecialty training programs. There will be ample opportunity for questions from participants.

**12:00 pm - 1:00 pm**      **Lunch (provided by APPD)**      **F. Scott Fitzgerald Ballroom Lobby**  
*Please visit the lunch buffet and return to the meeting room with your food and beverage.*

**1:00 pm - 4:00 pm**      **Fellowship Directors 201:**      **F. Scott Fitzgerald Ballroom D/E**  
**Implementing ACGME Competencies into Fellowship Training Programs:**  
**Initial Steps in Curriculum Development**

*Dr. Cynthia Ferrell, Associate Program Director, Oregon Health Sciences University; Dr. John Mahan, Pediatric Residency Program Director, Children's Hospital/Ohio State University; Dr. Joseph Gilhooly, Pediatric Residency Program Director, Oregon Health Sciences University*

This workshop will assist fellowship program directors in creating an outcomes-based educational curriculum for their fellows. Using the new ACGME Companion Document that has been appended to the *General Program Requirements for the Subspecialties of Pediatrics*, participants will develop curricula to meet the outcomes outlined in the document. Participants will write 1) competency-based goals and objectives, 2) identify instructional methods, and 3) select evaluation tools appropriate for fellows. This workshop will feature a "bottom up" approach to implementing the competencies by examining what your fellowship program is doing currently for fellows, and placing these activities into a competency-based curriculum framework.

## Friday, October 5, 2007

**7:30 am - 8:00 am**      **Continental Breakfast**      **F. Scott Fitzgerald Ballroom Lobby**

**8:00 am - 9:00 am**      **Year in the Program**      **F. Scott Fitzgerald Ballroom A/B/C**

*Dr. Susan Guralnick, Pediatric Residency Program Director, Stony Brook University School of Medicine and President-Elect, APPD; ; Dr. Patricia Hicks, Program Director, UT Southwestern Medical Center; Ms. Lorraine Garcia, Peds/Med-Peds Coordinator, Mount Sinai School of Medicine/NY*

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.

### FELLOWSHIP DIRECTORS

**9:00 am - 12:00 noon**      **Fellowship Directors 301:**      **Ernest Hemingway Salon 1 & 2**  
**Fellowship Core Curriculum**

*Dr. Cynthia Ferrell, Associate Program Director, Oregon Health Sciences University; Dr. John Mahan, Pediatric Residency Program Director, Children's Hospital/Ohio State University; Susan Guralnick, MD, Pediatric Residency Program Director, Stony Brook University; Dr. Janet E. Fischel, Director, Pediatric Medical Education, Stony Brook University; Dr. Latha Chandran, Vice Chair for Education, Stony Brook University*

The goal of this session is to describe options for creative and useful ways to fulfill ACGME and ABP requirements for sub-specialty education. Particular attention will be paid to training essentials that are core and cross-disciplinary, such as those addressing a) education in teaching skills for subspecialty trainees; b) research and scholarship monitoring and supervision for each trainee; and c) training in research methodology. Those attending the session will gain a) an understanding of recent changes in requirements and guidelines; b) information and illustration of strategies to bring home for adoption or consideration at their institution and department; and c) an opportunity to interact with others seeking suggestions for aligning subspecialty training more completely with accreditation requirements and competencies. Participants will also learn how the PediaLink® website can be used to develop Individualized Learning Plans (ILPs) for fellows and document the progress of the fellow's Scholarship Oversight Committee.

**12:00 pm - 1:00 pm**      **Lunch (provided by APPD)**      **F. Scott Fitzgerald Ballroom Lobby**  
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**CATEGORICAL DIRECTORS AND COORDINATORS**

**9:00 am - 10:00 am**                      **Surviving a Successful Recruitment Season**                      **F. Scott Fitzgerald Ballroom A/B/C**  
*Dr. Patricia Hicks, Program Director, UT Southwestern Medical Center; Dr. Dena Hofkosh, Pediatric Residency Program Director, Children's Hospital of Pittsburgh; Ms. Marlene Keawe, Integrated Pediatric Residency Program Administrator, University of Hawaii; Dr. Adam Pallant, Pediatric Residency Director, Brown Medical School*  
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.

**10:00 am - 10:15 am**                      **Break**                      **F. Scott Fitzgerald Ballroom Lobby**

**CATEGORICAL DIRECTORS**

**10:15 am - 11:15 am**                      **Individualized Learning Plans(ILPs) and Learning Portfolios: New Age Educational Tools**                      **F. Scott Fitzgerald Ballroom A/B/C**  
*Dr. Ann Burke, Pediatric Residency Program Director, Wright State University; Dr. Adam Pallant, Pediatric Residency Program Director, Brown Medical School*  
Participants will become familiar with ILP and Portfolio concepts, philosophy, and practicality.

**11:15 am - 12:15 pm**                      **Climbing and Surviving the Academic Ladder**  
*Dr. Monica Sifuentes, Pediatric Program Director, Los Angeles County-Harbor UCLA Medical Center; Dr. Annamaria Church, APPD Director of Communications, Associate Director of GME, Palm West Hospital*  
Program Directors and Associate Program Directors are generally very adept at helping their residents develop their careers. We often forget about our own professional development. Learn some strategies to maintain focus on your professional development and get "credit" for the work that you do.

**12:15 pm - 1:15 pm**                      **Lunch (provided by APPD)**                      **F. Scott Fitzgerald Ballroom Lobby**  
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**COORDINATORS**

**10:15 am - 11:30 am**                      **Open Forum Q&A**                      **F. Scott Fitzgerald Ballroom D/E**  
*Members of the APPD Coordinators' Executive Committee (Ms. Judy Behnke, Program Coordinator, University of Texas Medical Branch/Austin; Ms. Therese D'Agostino, Pediatric Residency Program Coordinator, Massachusetts General Hospital; Ms. Lorraine Garcia, Peds/Med-Peds Coordinator, Mount Sinai School of Medicine/NY; Ms. Vanessa Goodwin, Pediatric Residency Program Director, University of Vermont; and Ms. Marlene Keawe, Integrated Pediatric Residency Program Administrator, University of Hawaii)*  
Topics covered will be based upon input from participants (some examples are: orientation, recruitment, graduation, resources, forms, day to day, etc.). Participants will be emailed prior to the meeting for topic suggestions and questions in order to make this session relevant to the needs of the attendees.

**11:45 am - 12:00 noon**                      **Electronic Residency Application Service (ERAS)**  
*Ms. Judy Behnke, Program Coordinator, University of Texas Medical Branch (Austin)*  
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.

**12:00 noon - 12:15 pm**                      **Mentoring**  
*Ms. Lorraine Garcia, Peds/Med-Peds Coordinator, Mount Sinai School of Medicine (NY) and Ms. Marlene Keawe, Integrated Pediatric Residency Program Administrator, University of Hawaii*  
This session is designed to provide information on the Coordinator's Mentoring Program. The program is designed to foster a comfortable relationship between new and/or less experienced coordinators and more seasoned coordinators. Coordinator Mentors offer guidance, role modeling, assistance, an attentive ear and, best of all, friendship. We encourage all coordinators, new and seasoned, to become part of the "APPD Coordinator's Mentoring Program."

**12:15 - 12:30 pm**                      **Lunch (provided by APPD)**  
*Please visit the lunch buffet and return with your food and beverage for remaining afternoon sessions*

**12:30- 1:00 pm**                      **Scramble: How to Survive and Even Thrive**  
*Members of the APPD Coordinators' Executive Committee*

**1:00 - 1:30 pm**                      **Chief Resident/Coordinator Team Dynamics**  
*Ms. Kelley Pike, Program Coordinator, Albany Medical Center*

**1:30 - 2:00 pm**                      **General Information Take-Away Points**  
Tables will be set up to provide general information on retreats, schedules, etc.