

2020 AADPRT Program Administrator Symposium

Day	Date	Time	Event	Leader/Presenter	Abstract	Objectives
Wednesday	3/4/20	11:00am - 12:00pm	PA Committee Chairs Meeting	Kim Kirchner, C-TAGME		
Wednesday	3/4/20	12:00 - 1:15pm	Plenary: Lunch, Opening, Business Meeting			
Wednesday	3/4/20	1:30 - 3:00pm	Educational Workshops Session #1			
Wednesday	3/4/20	3:30 - 5:00pm	Educational Workshops Session #2			
Wednesday	3/4/20	6:30 - 9:00pm	OPTIONAL Social Gathering	MetroDemic		
Day	Date	Time	Event	Leader/Presenter	Abstract	Objectives
Thursday	3/5/20	7:30 - 8:00am	General Breakfast			
Thursday	3/5/20	8:00 - 8:10am	Welcome and Program Overview	Planning Committee Juliet Arthur, MHA, C-TAGME Zoellen Murphy, BA, C-TAGME Amber Pearson, C-TAGME Chelsea Wimmer, MS Georgina Rink, C-TAGME		
Thursday	3/5/20	8:10 - 8:25am	ACGME Updates	Robert Boland, MD Chair, ACGME Psychiatry Review Committee		
Thursday	3/5/20	8:25 - 8:30am	AADPRT Introduction/Welcome	Adam Brenner, MD President, AADPRT Sallie DeGolia, MD, MPH Program Chair, AADPRT Sara Stramel-Brewer, MA Executive Director, AADPRT		
Thursday	3/5/20	8:30 - 9:30am	Keynote: Chupacabra's, Chainsaws & Champions: Rising to the Challenge of Change	Victoria Kelly, MD Residency Program Director University of Toledo	The world of academia has undergone many waves of change, and along with those changes have come additional stress to psychiatry residency programs. As departments and faculty are spread thin with an increase in responsibilities both clinical and academic, the individuals that are impacted the most are the program administrators and residents. In functioning as an interface between academics and transitions to practice, program administrators are in a unique position to embrace the changes in academia and translate the barriers to wellness into opportunities for programs, residents, and themselves. To rise to the challenges of change, programs must identify challenges, solutions, and individualized strategies to not only survive, but thrive, in today's academic world.	1. Identify challenges to effective program administration in today's changing academic world 2. Describe potential solutions to a residency program's barriers to wellness 3. Discuss wellness implementation plans that a program administrator can incorporate at the individual, resident, administrator, and director levels
Thursday	3/5/20	9:45 - 10:05am	ABPN Updates	Patti Vondrak, MBA Vice President, ABPN Operations Jessica Huber Manager, ABPN Credentials		
Thursday	3/5/20	10:05 - 10:09am	Lucille Fusaro Meinsler Program Administrator Recognition Award	Nancy Lenz, BBA, C-TAGME Chair, AADPRT Lucille Fusaro Meinsler Program Administrator Award Committee		

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Thursday	3/5/20	10:10 - 10:18am	Five Minute Tips: Fostering Psychological and Emotional Well-Being of Residents	Ryan Flynn, BA Program Administrator Albert Einstein Medical Center	Given the fast-paced and stressful nature of Psychiatry, both residents and faculty members alike are at risk for burnout and depression. Residency programs, as well as their Sponsoring Institutions, hold the responsibility to address psychological and emotional well-being just as much as other aspects of resident competence (e.g. medical knowledge and professionalism). This presentation aims to provide a clear picture of what is expected from the ACGME regarding resident well-being, and to offer helpful resources and program policies that program coordinators can adopt.	<ol style="list-style-type: none"> 1. Defining ACGME common program requirements and expectations for resident well-being 2. Provide suggestions for practical resources and programming that can help foster resident well-being
Thursday	3/5/20	10:19 - 10:27am	Five Minute Tips: FaceCards: Documented Evaluations of Resident's Performance from Patients	Debbie Bibeau, C-TAGME Program Administrator Baystate Medical Center	Our institutions Program Administrators (all programs) collectively came up with a solution to patient evaluations of residents given the challenges of computer access for patients and providing feedback from them prior to leaving the hospital/outpatient office. My presentation will offer another way for Program Administrators to provide feedback from patients on resident's performance that helps us meet the ACGME requirement.	<ol style="list-style-type: none"> 1. Provide another option for obtaining patient evaluations of residents to meet the ACGME requirements
Thursday	3/5/20	10:28 - 10:36am	Five Minute Tips: Residency Newsletter	Regina Boeve Program Administrator University of South Dakota	A weekly newsletter sent to residents, PDs and acquired faculty including birthdays, outstanding evaluations, reminders, things to do in city, announcements, etc.	<ol style="list-style-type: none"> 1. To decrease email flow but still get all important information to the appropriate places 2. Wellness, program communication
Thursday	3/5/20	10:37 - 10:44am	Five Minute Tips: The 3 P's: Public Speaking, Presentations, Persuasion	Sharon Ezzo, MA, C-TAGME Program Manager Cleveland Clinic Foundation	From minor meetings, to making a boardroom presentation or delivering a presentation at a national conference. Advice and guidance for planning, practicing, and putting together something that will be effective and memorable. Sharing techniques to develop this important skill is a great way to empower program administrators.	<ol style="list-style-type: none"> 1. Getting comfortable in public speaking situations 2. Tips for making effective presentations 3. Developing the ability to influence other people
Thursday	3/5/20	10:45 - 11:30am	Questions and Answers Panel	Roopali Bhargava Program Administrator Cambridge Health Alliance	Everyday coordinators face hard problems or questions that we just don't know what to do with. We deal with problem residents, communication issues, technology frustrations, etc. This panel will offer attendees a chance to present problem scenarios before our meeting, and have our panelists, in real time at the conference, discuss their proposed solutions or what they would do in the situation.	<ol style="list-style-type: none"> 1. Equip coordinators with solutions to the tough problems that they face in residency training 2. Have seasoned training directors and coordinators share their history and knowledge about residency training with attendees
Thursday	3/5/20	11:45am - 1:00pm	Program Administrators Working Lunch/Caucus Update on Caucus Activities	Kim Kirchner, C-TAGME Caucus Chair, AADPRT Sharon Ezzo, MA, C-TAGME Caucus Chair Elect, AADPRT		
Thursday	3/5/20	1:15 - 2:45pm	Plenary: Input and Awards	Adam Brenner, MD Melissa Arbuckle, MD, PhD Sallie DeGolia, MD, MPH		

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Thursday	3/5/20	2:45 - 5:15pm	New Program Administrators University	Kimberly Slavsky, MS Program Administrator University of Colorado Tiffany Hamilton, BA Program Administrator University of Colorado	This workshop offers a comprehensive review of administrative tasks for all new program administrators in order to master their program's management and accreditation requirements. The workshop will be interactive with the new coordinators, giving different perspectives, from years of the presenters' experience. This workshop will give tips and advice on how build a successful relationship as an administrator with their program leadership and trainees. Participants will be provided with documentation that can be altered to fit individual training programs including a yearly calendar of events, an acronym list and other program management tools.	<ol style="list-style-type: none"> 1. Gain an understanding of structure for the academic year and how to plan for efficiency to meet deadlines 2. Understand the different organizations that programs interact with during the academic year 3. Start to learn how to develop institutional knowledge as a program resource
Thursday	3/5/20	2:45 - 4:45pm	Lifers Program Administrators University: Scheduling Your Non-Negotiable Time	Karla Anderson, C-TAGME Program Administrator University of Kentucky Sally Jones, C-TAGME Medical Education Specialist University of Kentucky	As program administrators we are the core-person everyone comes to with questions and concerns on the daily basis. We stop what we are doing to help others. Creating time in your weekly schedule to focus on your wellness and not allowing anything to interfere with this time helps make me a more productive and satisfied program administrator.	<ol style="list-style-type: none"> 1. Identify the times and days of the week that is least interruptive to program 2. Create a schedule that maximizes your time for wellness 3. Commit to following the schedule
Day	Date	Time	Event	Leader/Presenter	Abstract	Objectives
Friday	3/6/20	7:00 - 8:00am	Breakfast			
Friday	3/6/20	7:15 - 7:20am	Program Overview	Planning Committee Juliet Arthur, MHA, C-TAGME Zoellen Murphy, BA, C-TAGME Amber Pearson, C-TAGME Chelsea Wimmer, MS Georgina Rink, C-TAGME		
Friday	3/6/20	7:20 - 7:45am	Mentoring, Professional Development and TAGME	Sharon Ezzo, MA, C-TAGME Program Manager Cleveland Clinic Foundation Tracy Hendershot Program Administrator Geisinger Health System Jaime Christensen, C-TAGME Education Director University of Utah	This session will encompass the mentoring and networking resources available to program administrators through AADPRT. We will also review the professional development opportunities that align with mentorship, and review the application process for TAGME certification.	<ol style="list-style-type: none"> 1. Utilizing mentorship to assist with your own personal and professional development 2. Preparing for TAGME certification: eligibility and application process
Friday	3/6/20	8:00 - 9:30am	<i>Educational Workshops Session #3</i>			
Friday	3/6/20	9:45 - 10:30am	ACGME Updates/WebADS	Louise Castile, MS Executive Director, ACGME Psychiatry Review Committee		

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Friday	3/6/20	10:45 - 11:30am	PA Workshop Session 1A: Behind the Scenes of Starting a New Residency Program	Traci Wooden, MHA Program Administrator University of Central Florida (Gainesville) Krystal Hernandez Program Administrator University of Central Florida (Osceola) Elizabeth Rashid Program Administrator University of Nebraska	During this workshop, we will split up the stages of building a new program into the following- Stage 1, Stage 2 and Stage 3. Stage 1 will focus on applying for initial accreditation, gathering faculty and sites, the first recruitment season, building/creating a curriculum, program planning and the first full cycle of GME including match, onboarding, orientation, CCC/PEC, wellness and more. Stage 2 will focus on more program planning, including building a new clinic, building electives, adding faculty, faculty development, continued accreditation site visit, building a senior curriculum and chief resident selection. Stage 3 will discuss board prep and board passing rates, graduation, preparing residents for job searches, having a chief resident, recruiting own residents, expanding the residency/adding fellowships or a rural track, the transition for faculty and residents in a growing program. We plan to provide program administrators with the knowledge they need to build a new program and discuss some key factors that specifically affect a new and upcoming psychiatry residency program.	<ol style="list-style-type: none"> 1. Obtain knowledge on how to build a new program from the ground up 2. Obtain a clear understanding of the 3 different stages of building a new program 3. Provide with easy tips on how prepare residents and faculty for the transitioning periods of new and growing programs
Friday	3/6/20	10:45 - 11:30am	PA Workshop Session 1B: When the REAL Kind of Tornado Hits	Regina Boeve Program Administrator University of South Dakota	On September 10th, 2019, our main training facility got hit by a tornado that left our facility patient less. (No one was seriously injured!) Patients got moved all over to various hospitals with open beds, Residents/Fellows had to be rescheduled, state cars needed to be reserved, daily per diem rates needed to be reviewed, call schedules etc. Even though the tornado didn't even touch my office/desk, it sure feels like it did something to my brain!	<ol style="list-style-type: none"> 1. Natural disaster rotation 2. Schedule changes 3. Teamwork
Friday	3/6/20	11:45am - 12:45pm	General Lunch			
Friday	3/6/20	1:15 - 2:00pm	PA Workshop Session 2A: How to Get Written Learner Feedback That is Perceived as Helpful Rather Than as Retaliatory	Charla Clark Program Administrator University of Texas Austin Kari Whatley, MD CAP Fellow University of Texas Austin	Evaluations have been a struggle for many years to get completed evaluations with useful information. We are going to conduct research for the best ways to increase completion of written fellow evaluations. We are also comparing diverse ways to receive constructive and useful written feedback as opposed to personal, offensive and retaliatory comments. We will then be taking the information from the research and will use the results to incorporate in to our written fellow evaluations for this year. We will discuss the cycle of evaluations from the beginning to what is done with the information.	<ol style="list-style-type: none"> 1. Differentiate the various purposes of the diverse types of written evaluations 2. Identify and summarize potential barriers on receiving quality written feedback from evaluations 3. Compare ways to improve the quantity and quality of written evaluations 4. Develop solutions for overcoming potential barriers to receiving quality written feedback from evaluations
Friday	3/6/20	1:15 - 2:00pm	PA Workshop Session 2B: 360 Degrees in Recruitment: Using your "RAD" to Develop a "Winning Formula"	Juliet Arthur, MHA, C-TAGME Program Administrator SUNY Downstate Health Sciences Romain Branch, MD Residency Program Director Nassau University Rishab Gupta, MBBS Chief Psychiatry Resident SUNY Downstate Health Sciences	For a PD, running a residency program is very complicated. There is a direct dependency on the Program Administrator and the Chief Resident(s). In this presentation, we will demonstrate how the use of RAD as a team can improve your recruitment process(es) and the overall program from a 360 degree(s) perspective.	<ol style="list-style-type: none"> 1. Understand how collaboration between the Residents, Administrator, and (Program) Director can be maximized to facilitate recruitment of the 'best' applicants 2. Understand how to utilize residents (particularly, chief residents) throughout the recruitment (interview and evaluation) process 3. Understand how to complete a 360-degree evaluation process through the application/utilization of "RAD"

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Friday	3/6/20	2:00 - 2:45pm	PA Workshop Session 3A: What is your EI? Why Emotional Intelligence is Crucial for Program Coordinator Success!	Jessie Skriner, MS, CHES Program Administrator University of Utah Jaime Christensen, C-TAGME Education Director University of Utah Pamela Carpenter, MEd, C-TAGME Education Director University of Utah	Emotional Intelligence is the ability to manage one's emotions and the emotions of others. This is a vital key to guiding communication and professional relationships. As program administrators, our role can be seriously complicated by managing emotional relationships with our peers, leadership, and trainees. Skills in assessing not only our response to interpersonal obstacles but also coaching others to similarly react are invaluable.	<ol style="list-style-type: none"> 1. Define Emotional Intelligence and its importance in the workplace, specifically as it pertains to the program coordinator role 2. Utilize tools to assess individual EI and discuss the components of EI in workplace relationships 3. Practice EI tenets for increased self-awareness and demonstrate coaching techniques for others
Friday	3/6/20	2:00 - 2:45pm	PA Workshop Session 3B: Finding Your Fire: Professional Development for Program Administrators	Kimberly Slavsky, MS Program Administrator University of Colorado Denver	This presentation will discuss how program administrators can find opportunities within their institutions for professional development and how to incorporate those opportunities into their roles with potential for changing positions within graduate medical education or outside of the system. This program will also discuss advocacy for program administrators and building better relationships with the program's leadership and department teams.	<ol style="list-style-type: none"> 1. Identify areas of interest for professional development 2. Develop implementation plans 3. How to network with others within similar interests
Friday	3/6/20	3:15 - 4:45pm	<i>Educational Workshops Session #5</i>			
Day	Date	Time	Event	Leader/Presenter	Abstract	Objectives
Saturday	3/7/20	7:30 - 8:45am	Breakfast			
Saturday	3/7/20	7:30 - 7:40am	Program Overview	Planning Committee Juliet Arthur, MHA, C-TAGME Zoellen Murphy, BA, C-TAGME Amber Pearson, C-TAGME Chelsea Wimmer, MS Georgina Rink, C-TAGME		
Saturday	3/7/20	7:40 - 8:40am	Wellness: Attitude of Gratitude	Britany Griffin Program Administrator University of Florida Cynthia Medina, C-TAGME Program Administrator Citrus Health Network	The word gratitude comes from the Latin word gratia, which means gratefulness. Gratitude encompasses an appreciation for all the things an individual receives. Gratitude can improve one's overall happiness and wellbeing by providing lasting benefits to one's health, emotions, personality, career, and social life. This workshop will explore practices for incorporating an "Attitude of Gratitude" into everyday life.	
Saturday	3/7/20	8:40 - 8:45am	Wrap-Up	Planning Committee Juliet Arthur, MHA, C-TAGME Zoellen Murphy, BA, C-TAGME Amber Pearson, C-TAGME Chelsea Wimmer, MS Georgina Rink, C-TAGME		
Saturday	3/7/20	9:00 - 9:30am	<i>Plenary: Milestones 2.0</i>	Deb Cowley, MD		
Saturday	3/7/20	9:30 - 10:30am	<i>Plenary: President's Symposium: Creating Solutions to Faculty Burnout</i>			
Saturday	3/7/20	10:30 - 10:40am	<i>Plenary: Closing Session</i>	Adam Brenner, MD Melissa Arbuckle, MD, PhD Donna Sudak, MD Randy Welton, MD		
Saturday	3/7/20	10:50 - 12:00pm	<i>Skills Fair</i>			

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