

Day	Time	Event	Leader	
Wednesday	5:00 - 6:00	Meet & Greet		
Day	Time	Event	Leader	
Thursday	8:00 - 11:45	Opening Day	M-Z-G*	
	8:00 - 8:10	Welcome and Program Overview	M-Z-G*	
	8:10 - 8:30	ACGME	<b>Robert Boland, M.D.</b> Chair, Psychiatry RRC, ACGME	
	8:30 - 8:35	AADPRT Intro/Welcome	<b>Sandra DeJong, M.D.</b> , President <b>Melissa Arbuckle, M.D., PhD</b> , Program Chair <b>Sara Stramel Brewer, MA</b> , Executive Director	
	8:35 - 9:35	Keynote speaker	<b>Eric R. Williams, M.D.</b> , Assistant Professor of Clinical Neuropsychiatry and Behavioral Science University of South Carolina School of Medicine	
	9:35 - 9:50	Break		
	9:50 - 10:10	ABPN	<b>Tina Espina</b> , Manager Credentials ABPN <b>Patti Vondrak</b> , Director of Operations ABPN <b>Jessica Huber</b> , Senior Credentialing Administrator ABPN	
	10:10 - 10:40	Two Minute Tips		
	10:10 - 10:15	(5 Min) Caucus Information	<b>Kim Kirchner</b> , C-TAGME Chair, Program Administrators' Caucus Academic Manager, Western Psychiatric Institute and Clinic	
	10:15 - 10:23	(8 Min) Stringing Up the 'Big Ka-Tuna'	<b>Adrienne Van Winkle</b> , Senior Residency Coordinator, Creighton-Nebraska Psychiatry Residency Program	
	10:23 - 10:31	(8 Min) Rejection Letters - Who, what, where, when, why?	<b>Sharon Ezzo, MA, C-TAGME</b> , Program Manager Cleveland Clinic Adult Psychiatry	
	10:32 - 10:39	(8 Min) Making It All Add Up	<b>Jeanna Reusink</b> , Program Coordinator Creighton University Child & Adolescent Psychiatry Fellowship Program	
	10:40 - 11:45	ERAS	<b>Gary Lee</b> , ERAS Business Team <b>Richard Peng</b> , ERAS Training Senior Specialist, ERAS Business Team	
	11:45 - 12:45	Program Administrators Working Lunch/Caucus <b>Update on Caucus Activities</b> <b>Lucille Fusaro Meinsler</b> <b>Program Administrator</b> <b>Recognition Award</b>	<b>Kim Kirchner</b> , C-TAGME Chair, Program Administrators' Caucus Academic Manager, Western Psychiatric Institute and Clinic <b>Nancy Lenz, BBA, C-TAGME</b> , Program Coordinator, Western Michigan University	
Thursday	2:50 - 4:30	New Program Administrators University	<b>Jennifer Janacek</b> , M.Ed. Residency Administrator, University of Minnesota Psychiatry Residency Program	This session offers a comprehensive review of administrative tasks for all new program administrators in order to master their program's management and accreditation requirements. A summary of the academic year and deadlines is also provided.

	2:50 - 4:30	Lifer Program Administrators University How to Deal with People Who Are Difficult For You	<b>Kaz J. Nelson, M.D.</b> Program Director, Psychiatry Residency Vice Chair for Education, Department of Psychiatry University of Minnesota Medical School	We all strive to demonstrate excellent communications skills. These (usually effective) skills sometimes fall short when interacting with people who are seemingly irrational: "It took you two minutes to respond to my e-mail and that's not responsive enough!". Dr. Nelson will share information about what happens in the brains of people who seem to be acting irrationally and how these circumstances tend to impact our own brains making us less effective. Based on highly effective techniques developed through clinical research, Dr. Nelson will teach strategies to effectively engage with others, promote understanding despite the barriers, and work through these types of issues.
<b>Day/Date</b>	<b>Time</b>	<b>Event</b>	<b>Leader</b>	
Friday	7:30 - 8:00	Breakfast		
	7:45 - 7:50	Overview of Day	M-Z-G*	
	7:50 - 8:00	PRITE	<b>Kathryn Delk</b> , Assistant Executive Director <b>Craig Samuels</b> , Executive Director The American College of Psychiatrists	
Workshop 1	10:00 - 10:50	<b>PA WORKSHOP SESSION #1:</b> QR Codes + Google Forms Solves Conference Attendance	<b>Sharon Ezzo, MA, C-TAGME</b> , Program Manager, Cleveland Clinic Adult Psychiatry <b>Brandon Hamm, M.D., MS</b> , Chief Resident, Cleveland Clinic Adult Psychiatry	Conference attendance has been a struggle for accuracy and efficiency. In this workshop we will discuss the problems and resolution that Cleveland Clinic Psychiatry Residency has developed. Our previous paper-based attendance system left a large gap for errors as well as resident dissatisfaction and contesting their attendance percentage. In this workshop, we will provide a step-by-step presentation of how to create a QR code and use a QR Code to track attendance linked to a Google Form with a timestamp. Attendees are welcome to bring their own laptop to trial the process in real time.
Workshop 1	10:00 - 10:50	<b>PA WORKSHOP SESSION #1:</b> Discover Your Inner Educator	<b>Elizabeth Sengupta</b> , Program Administrator, Child and Adolescent Psychiatry Fellowship, University at Buffalo <b>Carol Regan</b> , C-TAGME, Program Administrator, University at Buffalo	Come learn how to present your ideas to others using backwards design planning! Backwards design is a learner-centric model of teaching and presenting that helps educators design effective presentations by focusing on what we want our audience to be able to know, understand, and do by the end of the session. This workshop will teach presentation skills and presentation planning through backwards design. We will hone the skills of attendees who have already made the foray into the role of educator while helping novices feel both confident and excited about presenting.

Workshop 2	11:00 - 11:50	<b>PA WORKSHOP SESSION #2:</b> Organizing your Residency/Fellowship Program EXCEL-lently!	<b>Shana Scanlin</b> , Program Manager, Vanderbilt University Medical Center <b>Lauren Alexander</b> , Associate Program Manager, Vanderbilt University Medical Center <b>Ronald Cowan, M.D., PhD</b> , Training Director, Adult Psychiatry Residency, Vanderbilt University Medical Center	This presentation will show how to successfully structure a framework for the academic year of Residency and Fellowship Training based on a model currently in use by Vanderbilt Psychiatry Residency Program. Participants will be engaged in a discussion regarding the current barriers to structuring a successful program and best techniques for navigating around those barriers.  Participants will be provided an excel-based template laying out a full training year including rotation structures for each resident, seminar and conference scheduling, and call scheduling for both residency as well as fellowship programs.
Workshop 2	11:00 - 11:50	<b>PA WORKSHOP SESSION #2:</b> Juggling Priorities, People, and your "To-do List"	<b>Roopali Bhargava</b> , B.A., Child and Adolescent Psychiatry Training Program Administrator, Cambridge Health Alliance	Many of us can feel overwhelmed with the volume of tasks and requests that come to us as Program Administrators. In this workshop, we will explore how to prioritize tasks and identify what strategies work for us in accomplishing tasks. Thinking of the many tools available to us, we will consider new ways to manage tasks, people, and priorities that can work for each of our situations and needs.
Day/Date	Time	Event	Leader	
Saturday	7:30 - 7:50	Continental Breakfast & Morning Overview	M-Z-G*	
	7:50 - 8:35	Residency Wellbeing -- Not Only For Residents	<b>Cynthia Medina</b> , B.A., C-TAGME, Psychiatry Residency Program Coordinator, Brodes H. Hartley, Jr. Teaching Health Center at Community Health of South Florida <b>Britany Griffin</b> , B.S., B.A., Residency Fellowship Program Assistant, University of Florida Department of Psychiatry Residency. <b>Kimberly Slavsky</b> , M.S., Dept. of Psychiatry GME Senior Academic Coordinator, University of Colorado School of Medicine	During this workshop we will explore approaches to achieving and maintaining wellbeing during the challenging workday. Taking small breaks can help us re-focus throughout the day but making small adjustments to promote healthy habits such as adequate rest, good nutrition, hydration, and mindfulness, can help maintain our wellness. There is an expectation for residents to be healthy so they can provide safe and quality care to patients. We must also be well so we can be present for the residents and provide optimal support to our programs and health teams.
	8:35 - 8:45	Break		
	8:45 - 9:25	How using The 5 Love Languages in the Workplace can help create better interactions and working relations with faculty, residents, and support staff	<b>Priscilla Verales</b> , Psychiatry Residency Coordinator, Loma Linda University Health <b>Carmel M Plotkin</b> , Psychiatry Residency Coordinator, Kaiser Permanente, Fontana	A workplace has a variety of staff that contributes to the organization, but also has a variety of personalities that vary on how each can communicate, address concerns, and even how praise and recognition should be delivered. By using the concept and love languages from the book, <i>The 5 Love Languages</i> by author Gary Chapman, we will discuss how learning the "love languages" of your colleagues can be translated to the workplace, improve your working relationships, and create a workplace with positivity and collaboration.
	9:25 - 9:30	Wrap up	M-Z-G*	