

AADPRT Child & Adolescent Psychiatry Caucus Chair Roles, Responsibilities, and Selection

Roles:

- Reports to the AADPRT President
- Functions as the member of the AADPRT Executive Council that represents the interests of the members who are Child and Adolescent Psychiatry (CAP) Residency Training Directors
- Functions as a liaison to the AACAP (American Academy of Child and Adolescent Psychiatry) Work Group on Education and Training, representing the CAP members of AADPRT
- Functions as a liaison to the ADMSEP (Association of Directors of Medical Student Education in Psychiatry), representing the CAP members of AADPRT
- Functions as a liaison to the APA (American Psychiatric Association), representing the CAP members of AADPRT
- Functions as a liaison to the NRMP (National Resident Matching Program) representing the CAP members of AADPRT
- Functions as a liaison to ERAS (Electronic Residency Application Service) representing the CAP members of AADPRT
- Functions as a liaison to the AACDP (American Association of Chairs of Departments of Psychiatry) representing the CAP members of AADPRT

Responsibilities:

AADPRT

Child & Adolescent Caucus

- Provides a resource for new and continuing child and adolescent psychiatry training directors regarding information, available resources, and support.
- Facilitates sharing of information and communication between CAP members.
- Collaborates with CAP members to develop and enhance resources for CAP training (e.g. curriculum, website, educational and informational material).
- Solicits workshop submissions, helps CAP members collaborate, and assists the Program Chair in identifying relevant topics on child psychiatry training for the annual AADPRT meeting.
- Revises, solicits content for, monitors and updates the child section of the AADPRT website in collaboration with IT.
- At the end of term chooses one member of the Child Caucus Chair nomination committee
- After term, is a resource and mentor to the new chair. Child Caucus Meeting (during annual March meeting)
- Develops Child Caucus meeting agendas with input from child members and distribute to child listserv prior to the meeting; solicits agenda items in the areas of most pertinence to child and adolescent psychiatry training directors; arranges

for presentations on relevant issues (e.g. child RRC updates, etc.); distributes minutes/ information after meetings.

- Chairs the Child Caucus meeting(s) at the annual AADPRT meeting; supports and facilitates active information sharing and discussion of pertinent issues within the Child Caucus meetings.

Executive Council (EC)

- Attends AADPRT EC Meetings in March (Annual Meeting), May (APA Annual Meeting) and September/October (AAP Annual Meeting).
- Prepares an update/summary on Child Caucus activities for the meeting.
- Reports back to the AADPRT EC the topics of discussion, activities of the Child Caucus, and any action items for deliberation by EC.

AACAP

- Attends/ participates by conference call in the Education and Training meetings at the annual AACAP meeting (October) and the mid---year meeting (often January).
- Updates CAP directors on relevant AADPRT issues during annual AACAP meeting during the training director lunch.
- Collaborates on CAP curricular projects.
- Updates AADPRT CAP members on AACAP education and training issues and projects.

ADMSEP

- Collaborates on medical student and recruitment projects and issues.

APA

- Collaborates on issues related to CAP medical education.

NRMP

- Introduces self after appointment to the Executive Director.
- Signs annual agreement in April (verifying 75% program participation)
- Updates CAP members on NRMP issues, process, and deadlines.
- Point person for any issues with NRMP/ CHILD MATCH.
- Encourages CAP member participation in the CHILD MATCH.
- Collects and shares information on results of CHILD MATCH with CAP members and AACAP Training and Education Committee.

ERAS

- Introduces self after appointment to the, Director.
- Updates CAP members on ERAS issues, process, and deadlines
- Collaborates with ERAS to support CAP program participation in ERAS/ electronic application process.
- Point person for any issues with ERAS.

Selection:

- Late in the year prior to the appointment (November---December), the Child Caucus Chair recommends to AADPRT president that a nominating committee for the Child Caucus Chair be formed, which the President-elect revises/ approves. Recommended members may include:
 - Past Child Caucus Chair
 - Past-Past Child Caucus Chair
 - Individual chosen by the current Caucus Chair
- The Nominating Committee solicits nominations, vets the nominations with peers in the field and discusses interest in the position with the top nominees.
- In February of the appointment year the nominating committee recommends the Child Caucus Chair candidate to the President-elect, who makes the appointment.
- The incoming Child Caucus Chair is announced at the annual meeting and works with the sitting Chair to prepare for assuming the leadership role following the meeting.
- Three-year term, starts after the Annual Meeting of year appointment and ends after the annual meeting in the 3rd year.