



*President's Report
Association of Program Coordinators in Radiology
April 2018*

CURRENT AND ELECTED BOARD OF DIRECTORS

Sylvia Zavatchen, MEd	President
Joseph Stuckelman, MA, C-TAGME	President-elect
Janet Palmer, BA	Secretary-Treasurer
Sally Jones, BA, C-TAGME	Immediate Past President
Amanda Easton, BA	Board Member-at-Large
Rose Alden, C-TAGME	Board Member-at-Large
Basia Nowakowski, BA	Board Member-at-Large
Melinda Parangan-Chu, BBA	Board Member-at-Large, Alternate

In March 2018, Jacqueline Williams-Gaines resigned as Secretary-Treasurer upon accepting a new position in the medical specialty of Internal Medicine. Janet Palmer was elected by the Board of Directors to move into the position of Secretary-Treasurer, and Ms. Palmer accepted the nomination.

APDR/APCR GOVERNANCE AND POLICY MODEL

In January 2018, a conference call addressed a) clarification of autonomous vs non-autonomous activities of the APCR, b) fiscal activities of the APCR, and c) increased and more formalized communication between the APCR and APDR.

Present on the call were: Lori Deitte, MD – APDR President, Richard Ruchman, MD – APDR Secretary-Treasurer; Sylvia Zavatchen – APCR President, Joseph Stuckelman – APCR President-elect; Jacqueline Williams-Gaines – APCR

Secretary-Treasurer; Sally Jones – APCR Immediate Past President; Stephanie Taylor – RSNA Senior Director, and Joan Sampey – RSNA Deputy Account Executive, and a member of the RSNA accounting department.

Appendix A contains the Governance and Policy Model which all agreed upon.

FOUNDATION COURSE

For the second year, the APCR has offered a half-day training course to new members the day before the official start of the AUR Annual Meeting. Changes to the course this year include Committee Chair introductions at the end to familiarize new members with opportunities for engagement, and pairing of new members with Mentorship Committee members for the meeting.

WELLNESS COMMITTEE

In response to continued and increasing emphasis placed on physician well-being, and program coordinators' desire to help their trainees as well as their APCR colleagues, the Board decided to create a new committee: the Wellness Committee. Kelly Aronson, fellowship program coordinator and volunteer Wellness Ambassador at Beaumont, Royal Oak, accepted the appointment as chair of this new committee which will hold its inaugural meeting at the 2018 AUR.

AMENDMENTS TO THE RULES OF OPERATION

The Board of Directors has submitted numerous amendments to the Rules of Operation to the membership to be voted upon at the 2018 AUR. Amendments were drafted by the Rules Committee and received approval from the APCR Board of Directors; Lori A. Deitte, MD – APDR President; and Eric M. Spickler, MD – APDR Liaison to APCR.

The following was sent to the membership in accordance with Article VIII of the Rules of Operations.

Article VIII - Amendments

The Rules of Operation may be amended or repealed and new rules of operation may be adopted by a majority vote of those active members in good standing, provided that written or electronic notice of the proposed amendment(s) is given at least 14 days in advance. Proposed changes to the Rules of Operation will be presented by the President to the Board of Directors for approval. If rules changes are approved by the board, they will then be presented to the members for ratification at the annual meeting.

Amendment 1 to Article III.A is proposed to include Interventional Radiology coordinators as members of the organization. It further allows members of the GME community or affiliated radiology organizations, such as the ACR and AIRP, to be considered for membership as non-voting members of the organization.

Article III – Membership

A. Criteria for eligibility for membership will be appointment as a program coordinator, administrative assistant, or any other administrative capacity in any graduate medical education program in any residency program in Diagnostic Radiology, **Interventional Radiology**, Nuclear Medicine, or any subspecialty fellowships. **Applications from other members of the GME community or affiliated radiology organizations, such as the ACR and the AIRP, may be considered by the Chair of the Membership Committee and appointed by the Board of Directors as non-voting members. Non-voting members are not eligible to hold office.**

Amendment 2 to Article VI.13 is proposed to include a second scholarship in the amount of \$2,000 to be awarded to a coordinator with two years or less experience. It is proposed this Article be amended to include a Leadership Scholarship to be awarded to the President-elect should he/she be in need of funding to attend the AUR Program Planning Committee Meeting and the APDR Board of Directors at the during the Radiological Society of North America annual meeting in Chicago, IL.

13. **Scholarship Committee.** This committee is responsible for oversight of the APCR Scholarship Fund. **This committee reviews applications and selects two recipients who meet the scholarship application guidelines for the annual awards in the amount of \$2000.00 each. The recipients must be APCR members in need of funding to attend the annual meeting. One of the recipients must be a coordinator with 2 years or less experience.**

This committee shall administer a Leadership Scholarship in the amount of \$2,000 to be given to the President-Elect if the President-elect's institution will not support attendance at the AUR Program Planning meeting held during the Radiological Society of North America annual meeting and when the chairman of the institution has provided the Association with a letter stating that the institution will not financially support attendance at this mandatory meeting. This committee also administers any fundraising events to maintain the fiscal ability to offer these scholarships.

Amendment 3 to Article VI.15 is proposed to remove the function of the committee that requires the committee to “advocate for assessment processes

allowing specialty certification in Diagnostic Radiology, in addition to TAGME's global GME certification". The TAGME Board of Directors has decided that only global certification will be offered and specialty certification will no longer be considered.

15. **TAGME Certification Committee.** The functions of this committee are to advise APCR regarding TAGME matters affecting Diagnostic Radiology and to assist members who wish to pursue certification. The Chair of the Committee will serve as Diagnostic Radiology's representative on the TAGME Hospital-based Certification Review Board and serve as liaison between TAGME and APCR. All members of this committee must be TAGME certified. TAGME certification is completely voluntary and is not a requirement for APCR membership.

Amendment 4 to Article VI.16 is proposed to add development and maintenance of the meeting app as a function of the committee.

16. **Electronic Communications Committee.** This committee is responsible for the content of the APCR web page, monitoring the Radiology Program Coordinators Group on LinkedIn and Google Docs, **developing and maintaining the meeting app**, as well as liaison with the APDR for maintenance of the website.

Amendment 5 to Article VI is proposed to form and include the Wellness Committee as a standing committee of the organization.

APCR Wellness Committee: **This committee's mission is to encourage and empower a movement in cultivating positive changes in the growth of wellness for coordinators and all those they support within their residency programs.**

The Board of Directors wishes to amend the Rules of Operation to allow voting members of APCR to vote electronically on matters of the organization requiring ratification by APCR membership. This requires amendment of Article V.A and Article VIII.

Article V.A.

It shall be the duty of the President to call and preside at all meetings of the Association and to perform all duties customarily incident to the office of president and such other duties as may be prescribed from time to time by the Board of Directors. The President or designate shall be the spokesperson of the Association upon public issues within the area of interest of the Association and shall represent the Association on issues relating to other professional organizations. The President will present proposed changes in the Rules of

Operation to the Board of Directors for approval **by electronic vote** or at the annual spring Board meeting. The President or designate will appoint committees and representatives of the Association. The President will be a member ex officio of all committees and has the right but not the obligation to participate in the deliberations of any committee.

Article VIII.

The Rules of Operation may be amended or repealed and new rules of operation may be adopted **at any time** by a majority vote of those active members in good standing, provided that written or electronic notice of the proposed amendment(s) is given at least 14 days in advance. Proposed changes to the Rules of Operation will be presented by the President to the Board of Directors for approval. If rules changes are approved by the board, they will then be presented to the members for ratification **by electronic vote or at the annual meeting**.

APCR ACTIVITIES UPDATE

Committee meetings are open to all members, and committee membership is encouraged. During the annual meeting of the Association of University Radiologists, committee members meet face-to-face to continue or finalize projects which they have been working on throughout the past year.

A full listing of committees can be found on our website under the “APCR General Information” tab, along with the names of the current Committee Chairs and members.

Archives Committee

Tina Rapstine, Committee Chair, will be stepping down after the 2018 AUR due to personal commitments. A new chair will be selected at AUR. Ms Rapstine has graciously agreed to create the now-traditional APCR PowerPoint presentation to run during the APCR Welcome Reception.

Awards Committee

Three members will receive a service award in recognition of five years of service as Committee Chair: Joseph Stuckelman, MA, C-TAGME – Electronic Communications Committee Chair; Kathy Dixon, C-TAGME – TAGME Certification Committee Chair; and Sally Jones, C-TAGME, Survey Committee Chair.

The Awards Committee sent out the nomination for the annual Outstanding Coordinator Award in March 2018. A winner has been selected and we are excited to announce the recipient at the upcoming AUR meeting.

The AIRP and ACR continue to support the APCR through a generous donation of a \$400 cash award to accompany the Outstanding Coordinator Award.

TAGME Certification Committee

The TAGME Committee has updated its description in the Rules of Operation. These changes will be put to a vote before the APCR membership at the 2018 AUR.

Seven members have been newly certified: Kelly Aronson, Beaumont Hospital MI; Camille Dykas, Aurora Health Care, St. Luke's Medical Center, WI; Debbie Kenneybrew, Cedars-Sinai Medical Center, CA; Hollie Medina, University of New Mexico, NM; and Diane L. Slosser, Bridgeport Hospital, CT.

Two members earned recertification: Mary Botero, University of Miami, FL and Amy Romandine, University of Wisconsin, WI.

In an effort to "go green" and increase efficiency, candidates will submit all required information through TAGME's Fluid Review portal <https://apply-tagme.fluidreview.com>. TAGME is now accepting credit/debit card application fee payments through PayPal with an existing PayPal account or Guest option.

The first TAGME-PREP webinar will be held on March 10, 2018.

Finance Committee

With the resignation of Jacqueline William-Gaines, Janet Palmer is the current Secretary-Treasurer. Joseph Stuckelman, President-elect, has volunteered to co-chair the Finance Committee with Ms Palmer to maintain continuity. Mr Stuckelman will present the APCR financial report at the 2018 AUR.

Long-Range Planning Committee

The Long-Range Planning Committee has nothing new to report.

Membership Committee

As of March 2018, there are 197 APCR members. The committee has noted an increase in membership applications from Interventional Radiology program coordinators, and will discuss how to target this new audience.

The Committee will again play host during the APCR reception Sunday evening. Committee members will greet guests at the door, new members will receive leis so that they can be recognized and welcomed, get-to-know-you activities and door prizes will provide entertainment, socializing, and networking opportunities throughout the evening.

Mentoring Committee

This year, members of the Mentoring Committee will pair with new members at the AUR to be a “buddy” during the meeting.

Nominating Committee

The Nomination Committee received four nominations for three Board positions. The APCR membership will vote on committee appointments at the 2018 AUR.

Professional Development Committee

Jacqueline Williams-Gaines, Committee Chair, resigned from the APCR in March 2018. Ms Williams-Gaines informed the Board regarding potential chairs for the committee. A new chair will be selected at the 2018 AUR.

The Professional Development Committee distributed the APCR newsletter in February 2018.

Program Planning Committee

Once again, the Program Planning Committee has raised the bar for exceptional work. In partnership with the Radiology Leadership Institute (RLI), the APCR has planned two sessions designed specifically for program coordinators and administrators: “Can I Increase my Emotional Intelligence and Why Should I?” and “Leading from the Middle: Maximizing Coordinator Effectiveness.”

“The Perspectives on Resident Wellness” is a forum featuring presentations and a panel discussion including a Program Coordinator, a Program Director, and a resident.

Returning sessions include the Foundation Course, Welcome Reception, APCR Member Lunch & Coordinator Competition, and ACGME/ABR updates.

Appendix B contains the quick start guide for the 2018 AUR.

RRC Committee

The RRC Committee has nothing new to report. The purpose of this committee is to work with the Program Directors Support Committee on matters concerning Program Directors and Program Coordinators with regard to ACGME issues.

Rules Committee

The Rules Committee drafted seven amendments to the Rules of Operation which were noted earlier in this report.

Scholarship Committee

The Scholarship Committee was once solicited applications for the scholarship program. It has also proposed a change to the Rules of Operation to add another scholarship. This is in response to continued decreased financial support from institutions toward program coordinator professional development through AUR meeting attendance.

Survey Committee

Since the 2017 AUR Annual Meeting, the Survey Committee has reviewed and distributed the following 7 surveys: Educational Reimbursements, Loan and Tuition Assistance Survey; ABR 16-Month Nuclear Radiology Pathway Survey; Program Coordinator/Administrator FTE Survey; APCR Events & Committee Survey; Leadership Challenge Survey; SCARD's 2-minute Fellowship Survey; and the Gender in the 2018 Radiology Match Survey.

Electronic Communications Committee

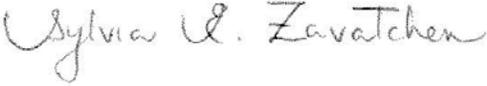
The Electronic Communications Committee has been working on multiple projects. The APCR website renovation focuses on reorganizing the large amount of current and archival data that is housed on the website, making it more user friendly, putting focused links on the landing page and organizing data in such a way that makes it easier to find.

The 2017 APCR mobile meeting app – Yapp – was a huge success! It has now been archived to create space for the 2018 app. The APCR subscription only allows for one activation at a time.

The 2018 Yapp meeting app has been launched for the 2018 AUR.

There are currently 121 APCR members who have joined the APCR LinkedIn group called “Radiology Program Coordinators”. The ECC continues to moderate the site and requests for site access.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sylvia U. Zavatchen". The signature is written in a dark ink and is positioned below the typed name.

Sylvia Zavatchen, MEd

President, APCR

Appendix A

APDR/APCR Governance and Policy Model

Goal: To create an environment and governance model that enables APCR to thrive; allows APDR to be fiscally and legally compliant; and establishes more formalized communication processes for the APDR and APCR.

Autonomous APCR Activities	APCR Activities Where APDR Leadership Input/Approval is Needed	Activities that are Solely APDR's Responsibility
Election of officers and committee chairs	Creation of new awards and scholarship (reporting)	Entering into contractual arrangements
Develop sessions and secure speakers for program at AUR	Bylaws changes	Membership recordkeeping and dues invoicing
Membership recruitment	Dues changes	Bookkeeping – collecting and maintaining all income and disbursing all payments; audits and submission of relevant tax reports
Develop website content	Creation of new programs and services (input; possible approval; reporting)	Meeting logistics – ordering food and beverage; AV; internet and other meeting related needs for all APCR meetings at AUR – in coordination with APCR planners.
Appointment of committees	Annual budget	Securing and maintaining insurance coverage
Creating communications to membership		Sending broadcast messages to APCR members, including Alliance specific communications
Administering existing awards and scholarship programs		Website hosting and maintenance
Administering existing programs		Contracting for administrative services
		Soliciting financial support from entities outside the organization, such as vendors and other societies.

For Consideration: The APDR 1st Director at Large and Account Executive shall serve as liaisons between APDR and APCR.