



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

2017 Meeting Packet

Contents:

1. APCR Board of Directors
2. President's Message
3. Agenda – APCR Member Meeting #1
4. Minutes of 2016 Member Meeting #1
5. Financial Statement
6. APCR New Members
7. APCR Registered AUR Attendees (as of 04/27/17)
8. How To Download the APCR Yapp Meeting App
9. Agenda – APCR Sessions at AUR 2017
10. APCR Committee Meeting Schedule
11. APCR Committee Descriptions
12. APCR Standing Committee Reports
13. APCR Rules of Operation



APCR BOARD OF DIRECTORS

2016-2017

PRESIDENT

Sally Jones

University of Kentucky Medical Center

sajone2@email.uky.edu

PRESIDENT-ELECT

Sylvia Zavatchen

Cleveland Clinic

dred@ccf.org

SECRETARY-TREASURER

Joseph Stuckelman

Cedar Sinai Medical Center

joseph.stuckelman@cshs.org

IMMEDIATE PAST PRESIDENT

Marleen Viola

Eastern Virginia Medical School

violaml@evms.edu

BOARD MEMBERS-AT-LARGE

Jacqueline Williams

University of Arkansas for Medical Services

JDWilliams@uams.edu

Janet Palmer

Baylor University Medical Center at Dallas

janetp@baylorhealth.edu

Amanda Easton

University of Washington

amande@uw.edu

Tina Rapstine

Medical University of South Carolina

rapstint@musc.edu

ALTERNATE BOARD MEMBERS-AT-LARGE

Rose Alden

University of Cincinnati College of Medicine

rose.alden@uchealth.com

Basia Nowakowski

University of Virginia Medical Center

bun4n@virginia.edu



President's Letter
Association of Program Coordinator's in
Radiology May 2017

It is hard to believe we have almost reached the midpoint of the year and the 65th Annual AUR Meeting is only a week away! I am looking forward to seeing everyone in sunny Hollywood, Florida!

Included in this packet are several documents for your review as well as items to help you navigate this year's meeting. As printed copies of this packet will not be available at the meeting, you may wish to bring your own or better yet, download the new APCR Yapp meeting app (see download instructions on p. 15)! The mobile app will not only allow you to electronically access meeting materials from your smart phone but you can also view maps of the conference space to find meeting rooms, receive updates on the news feed page, connect/network with others on the social feed, and more! Many thanks to Joey Stuckelman and the Electronic Communications Committee for their hard work on this exciting project!

As you may already know, the theme of this year's meeting is "Leading Change & Bringing Value". With this in mind, our President-Elect, Sylvia Zavatchen, has prepared an incredible program, including the debut of the half-day APCR New Coordinator Foundation Course (formerly APCR Bootcamp). Designed for program coordinators with two or fewer years of experience, this newly expanded course aims to assist our newest members understand the expectations of the position and the professional resources available to them.

This year's program also includes a series of thought-provoking presentations and workshops by Dr. Paul Putman on "Group Dynamics" (How to Understand, Influence and Improve Group Dynamics during PEC, CCC, and other Meetings) and "Myers-Briggs: How Understanding Perception and Judgement Can Make You More Successful as Program Coordinator or Manager," the ever popular ACGME, ERAS and AIRP updates, as well as some great APCR-led sessions on Thursday morning: "Best Practices of APCR Membership" and "Program Coordinator Expert Panel Open Discussion." There will surely be many ideas and notable practices shared that we all will be excited to take back to our own programs! Be sure to check out the full agenda of APCR and open joint sessions on page 16-20.

In conclusion, my sincere thanks to our Committee Chairs and Committee Members for all of their hard work this past year. They not only lay the ground work to grow and strength our association, but most importantly they support and further our mission to "promote excellence in the administration of our training programs, provide educational opportunities in the field of GME and program administration and provide forums for professional growth and the exchange of information." If you do not already serve on one of these committees, I encourage you to attend the APCR Committee Meetings on Tuesday afternoon and consider getting involved (see meeting schedule & committee descriptions on p.21-22)!

I would also like to express my gratitude to all of the members of the Board of Directors and Past Presidents of the APCR for their guidance and support this past year and most especially to Marleen Viola and Kathy Dixon for your unwavering mentorship and cherished friendship. It has been a wonderful honor to serve the APCR membership.

Sally Jones
Sally Jones, C-TAGME
APCR President



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

**Annual Member Meeting #1
Monday, May 8, 2017
4:00 pm – 5:30 pm
Regency Ballroom 3**

AGENDA

- | | |
|---|-------------------|
| 1. Call to order | Sally Jones |
| • Acknowledgement of RSNA Staff | |
| • Acknowledgement of RSNA contribution | |
| 2. Approval of March 29, 2016 Minutes | Sally Jones |
| 3. Officer's Reports | |
| a. President's Report | Sally Jones |
| • Acknowledgment of New Members | |
| b. President-Elect's Report | Sylvia Zavatchen |
| • Review of APCR Program Agenda | |
| c. Secretary-Treasurer's/Finance Committee Report | Joseph Stuckelman |
| • Review of APCR financials | |
| 4. New Business | |
| a. APCR Yapp Meeting App | Joseph Stuckelman |
| 5. Old Business | |
| None | |
| 6. Presentation of Awards and Gifts | Amanda Easton |



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

Member Meeting 1

Tuesday, March 29, 2016

4:00 PM – 5:30 PM

Manchester Grand Hyatt La Jolla

San Diego CA

I. Call to Order

Marleen Viola, President, called the first member meeting of the APCR 16th Annual Meeting to order at 4:15 pm. Agenda and meeting materials were emailed to the membership prior to the meeting.

Marleen introduced Joan McMillan, representative from RSNA. Joan offered thanks to all the program coordinators for their hard work on behalf of the RSNA. As a show of appreciation, RSNA will provide the refreshments during the APCR Committee Meetings.

II. Approval of April 14, 2015 Minutes

Motion: A motion was made and seconded to accept the April 14, 2015 meeting minutes as written.

Action: The motion was passed.

III. Officer's Reports

A. President's Report – Marleen Viola

The 2016 President's report was distributed to all members via email. It was also posted to the website.

Members were reminded of the raffle to be held at the end of the member meeting.

B. President-Elect Report – Sally Jones

Sally Jones reviewed the agenda for the upcoming meeting (agenda attached).

In particular, Sally noted

- i. All members are welcome to attend the Beer & Pretzel reception this evening
- ii. Members should spread out when seating themselves during the Program Coordinator Knowledge Competition during the first member lunch. This will help ensure a mix of novice and experienced members at each table.
- iii. All are welcome to attend the PC Boot Camp Wednesday morning, but the material will focus on resources for new coordinators.
- iv. Members who signed up for a committee online are listed as new members in the meeting packet.

C. Secretary-Treasurer's Report – Sylvia Zavatchen

The financial statement for the fiscal year ending in September 2015 reflects revenue, expenses and net assets as summarized below:

Total Revenue	\$ 16,225.00
Total Expenses	\$ 12,608.00
Excess of Revenue over Expenses	\$ 3,617.00
APCR net assets for 2015	\$ 95,055.00

IV. New Business

A. TAGME Update – Kathy Dixon

Kathy Dixon reviewed the changes in program coordinator certification from the Training Administrators of Graduate Medical Education (TAGME) - *presentation is posted on APCR website*. In particular, Kathy noted:

- i. TAGME no longer offers specialty-specific certification, but this may change in the future.
- ii. Starting in 2016, there will be a two-step process for certification involving the qualifying assessment and the certifying assessment. Applicants will have one year to complete the certification process.
- iii. New criteria for initial certification will include continuous GME experience over two years and 15 hours GME education credits accrued within two years.

B. LinkedIn and Google Drive updates – Joseph Stuckelman

Joseph Stuckelman reminded all members about the resources available via the APCR LinkedIn group, called Radiology Program Coordinators, and the APCR Google Drive. There has been a decrease in the amount of use and postings, and Joey requested suggestions to make these resources more dynamic. The Fellowship Ad Hoc committee will encourage its members to post fellowship-specific materials and to use LinkedIn for professional development.

C. Recognition of new members – Marleen Viola

New members were announced and welcomed by the APCR membership. A group photo of the new members was taken by the Archives Committee designated photographer.

V. Presentation of Awards and Gifts

Five-year committee service awards were presented as follows:

Lynn Lammers Chair, Awards Committee

The 2016 Outstanding Coordinator of the Year Award was presented to Sherry Bucholz from Providence Sacred Heart Medical Center & Children’s Hospital, Spokane WA.

VI. Adjournment

Motion: It was moved and seconded to adjourn the meeting at 5:30 PM.

Action: The motion passed.

Respectfully submitted by:
Sylvia Zavatchen

**ASSOCIATION OF PROGRAM DIRECTORS IN RADIOLOGY
APCR
Statement of Activities
Six months ended March 31, 2017 and 2016**

	BUDGET 09/30/2016	BUDGET 09/30/2017	ACTUAL 03/31/2017	ACTUAL 03/31/2016
Revenue:				
1 Net membership dues	\$14,100	\$14,550	\$7,575	\$7,350
2 Meeting contributions	1,750	1,750	1,750	1,750
3				
4 Total revenue	15,850	16,300	9,325	9,100
5				
6 Expenses:				
7				
8 Office supplies	0	25	0	18
9 Postage & freight	150	150	0	0
10 Outside office services	125	525	399	0
11 VIP/lecturer travel	3,000	3,000	0	0
12 Certificates & awards	525	500	13	204
13 Scholarship travel grant	2,000	2,000	0	1,956
14 Publications/dues/educ.	50	50	0	0
15 RSNA management fee	1,880	2,000	0	0
16 Computer/consulting fees	150	100	0	0
17 Honorarium	0	1,000	0	0
18 A/V equipment rental	900	900	0	0
19 Ribbons	50	50	2	35
20 Food services	5,500	5,000	0	4,625
21 Miscellaneous	500	800	50	774
22				
23 Total expenses	14,830	16,100	464	7,612
24				
25 Excess of revenue over expenses	\$1,020	\$200	\$8,861	\$1,488



ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

New Members

March 1, 2016 through March 31, 2017

Total 61

<p>Kelli Alderman Northwestern University Chicago IL</p>	<p>Jessica Candelaria University of Texas Southwestern Medical Center Dallas TX</p>
<p>Karla Anderson University of Kentucky Lexington KY</p>	<p>Gabrielle Carbone University of Massachusetts Medical School Worcester MA</p>
<p>Lacy Bemboom University of Kansas Medical Center Kansas City KS</p>	<p>Elizabeth Christmas Memorial Health University Medical Center Savannah GA</p>
<p>Janet Black University of Arizona Tucson AZ</p>	<p>Tracy Colley University of South Florida Tampa FL</p>
<p>Courtney Bork University of Iowa Hospitals and Clinics Iowa City IA</p>	<p>Heather Contreras University of Kansas – Wichita Wichita KS</p>
<p>Dion Brown University of California – San Diego San Diego CA</p>	<p>Victoria Davis Oklahoma State University Center for Health Sciences Tulsa OK</p>
<p>Namita Bhusri Kaiser Permanente Los Angeles CA</p>	<p>Megan Dodge University of Vermont Medical Center Burlington VT</p>

<p>Nilu Dorschner University of Arizona Tucson AZ</p>
<p>Tosha Feldkamp University of Cincinnati Medical Center Cincinnati OH</p>
<p>Tabitha Fineberg Beth Israel Deaconess Medical Center Boston MA</p>
<p>Denise Foti Winthrop University Hospital Mineola, NY</p>
<p>Patricia Franzen Aultman Hospital Canton OH</p>
<p>Shelly Gabel Medical College of Wisconsin Milwaukee WI</p>
<p>Katie Galek Rochester General Hospital Rochester NY</p>
<p>Andrea Garbrecht University of Colorado Aurora CO</p>
<p>Blanca Gonzalez University of California – San Diego San Diego CA</p>
<p>Anita Goodwin Presence Saint Francis Hospital Evanston IL</p>
<p>Heather Gottfried University of Vermont Medical Center Burlington VT</p>

<p>Angela Graves Emory University Atlanta GA</p>
<p>Jose Hernandez University of New Mexico Albuquerque NM</p>
<p>Amanda Hicks University of Illinois College of Medicine – Peoria Peoria IL</p>
<p>Cristi Holmes Maine Medical Center Portland ME</p>
<p>Amanda Jewell University of Kentucky Lexington KY</p>
<p>Morgan Jones, MS, BA Henry Ford Hospital Detroit, MI</p>
<p>Holly Kreidermacher Mayo Clinic Rochester MN</p>
<p>Candice Kunkle University of South Florida Tampa FL</p>
<p>Tina Kutsuma University of Colorado Aurora CO</p>
<p>Carine Lahitette Stanford University Stanford CA</p>
<p>Ricuhelt Lantaya University of Maryland Baltimore MD</p>

<p>Irma Lazo Loma Linda University Loma Linda, CA</p>
<p>Shirley Levins University of Alabama – Birmingham Birmingham AL</p>
<p>Misty Lilley University of Kentucky Lexington KY</p>
<p>Susan McFadden Pennsylvania Hospital Philadelphia PA</p>
<p>Jaclyn McMillin University of Chicago Chicago IL</p>
<p>Elizabeth Meehan American College of Radiology Reston VA</p>
<p>Simona Milosevska Florida Hospital Medical Center Orlando FL</p>
<p>Kelly N. Minardo West Virginia University SOM Morgantown, WV</p>
<p>Oluwatosin A. Odefemi, MBA, BS Newark Beth Israel Medical Center Newark, NJ</p>
<p>Salonee Parikh Saint Vincent Hospital Worcester MA</p>
<p>Cynthia A. Patena University Hospitals Case Med Ctr Cleveland, OH</p>

<p>Karen Pennington University of Rochester Rochester NY</p>
<p>Seema Prasad University of California – Davis Medical Center Sacramento CA</p>
<p>Stephanie Putman Maricopa Medical Center Phoenix AZ</p>
<p>Jill Rosenthal Dartmouth Hitchcock Medical Center Lebanon NH</p>
<p>Daphne Secrest University of Mississippi Medical Center Jackson MS</p>
<p>Sheori Sinegal Houston Methodist Hospital Houston TX</p>
<p>Amanda Stadler Medical College of Wisconsin Milwaukee WI</p>
<p>Kim Swieringa Virginia Mason Medical Center Seattle WA</p>
<p>Rachel Taylor University of Buffalo Buffalo NY</p>
<p>Lisa Turner, C-TAGME UConn Health Farmington CT</p>
<p>Katharina Wang Icahn School of Medicine, Mount Sinai New York NY</p>

Carrie Warner

University of Illinois
College of Medicine at Peoria
Peoria IL

Kimberly Wilson

Stony Brook Medicine /
John T. Mather Memorial
Port Jefferson NY

Elizabeth Winkler

Lousiana State University HSC
Shreveport, LA

**APCR Members Registered for AUR 2017
129 as of 4/27/2017**

Hanouvi C. Agbassekou	University of California Davis	CA
Reva A. Aguilar	Creighton University	NE
Rose Alden	University of Cincinnati Medical Center	OH
Jasmine Allen	Rutgers Robert Wood Johnson Medical School	NJ
Sheik Amin, BA	New York Presbyterian Hospital Columbia Campus	NY
Kelly R. Aronson	Beaumont Health	MI
Ann M. Atiyeh, BS	Beaumont Health	MI
Monica A. Bailey	University of Utah	UT
Barbara Barnett	University of Louisville Hospital	KY
Lacy Bemboom	University of Kansas Medical Center	KS
Mary S. Botero	University of Miami	FL
Dana Brian, MPH	Louisiana State University Health Sciences Ctr	LA
Clara V. Bright, BS	University of Tennessee Methodist Healthcare	TN
Dion Brown, BS	University of California San Diego	CA
Lori H. Burlin	Baylor College of Medicine	TX
Angela P. Butler, BS	Loma Linda University Medical Center	CA
Michelle Butler	Metro Health Medical Center	OH
Jessica R. Candelaria	University of Texas Southwestern	TX
Gabrielle Carbone, BS	University of Massachusetts Medical School	MA
Megan V. Carrier, MS	Einstein Medical Center	PA
Jane P. Choura	Boston Children's Hospital	MA
Glena K. Clarke, C-TAGME	University of Iowa	IA
Terri Clayson	University of Utah	UT
Patricia Clayton	Bellevue Hospital Center	NY
Heather Contreras	University of Kansas	KS
Cedell Cook	Rush University Medical Center	IL
Pamela A. Coyle, BS	Thomas Jefferson University Hospital	PA
Katherine J. Dixon, C-TAGME	Ochsner Clinic Foundation	LA
Megan Dodge, BA	University of Vermont Medical Center	VT
Nilu A. Dorschner, BA, BS	University of Arizona	AZ
Sabrina R. Dubois, BA	University of Florida	FL
Amanda R. Easton, BA	University of Washington	WA
Tosha C. Feldkamp	University of Cincinnati Medical Center	OH
Denise Foti	NYU Winthrop Hospital	NY
Patricia J. Franzen	Aultman Mercy NEOMED Residency Program	OH
Gayle S. Gaddis	Oregon Health & Science University	OR
Katie Galek	Rochester General Hospital	NY
Blanca Gonzalez	University of California San Diego	CA
Michele Griggs	Mayo Clinic Arizona	AZ
Sarah M. Hartman	University of Kansas Medical Center	KS
Donald E. Hatley Jr, BS	American Institute for Radiologic Pathology	MD
Jan Hemma	Geisinger Medical Center	PA
Jose J. Hernandez, AAS	University of New Mexico	NM
Ryan T. Hewitt	Brigham & Women's Hospital	MA
Amanda M. Hicks, AAS	University of Illinois, Peoria	IL
Stefani A. Hodgkins, BS, MBA	University of Louisville	KY
Lakesha S. Hudson	Rush University Medical Center	IL
Angela L. Huff	Emory University	GA
Tina Hunter	University of Nebraska Medical Center	NE
Shari Johnston, C-TAGME	University of Minnesota	MN
Morgan Jones, MS, BA	Henry Ford Hospital	MI
Sally A. Jones, BA	University of Kentucky	FL
Gloria Jorge	SUNY Downstate Medical Center	NY
Selena Kelley	Santa Barbara Cottage Hospital	CA

**APCR Members Registered for AUR 2017
129 as of 4/27/2017**

Lisa M. Kempton, MEd, RT	Cleveland Clinic	OH
Debbie Kenneybrew	Cedars Sinai Medical Center	CA
Melissa Khy	University of California Irvine	CA
Sandra T. Knapp	Cooper University Hospital	NJ
Janet C. Knopp, BS	Saint Louis University	MO
Pam Krayewski	Beaumont Health	MI
Holly Kreidermacher	Mayo Clinic	MN
Candice J. Kunkle	University of South Florida	FL
Carine Lahitette	Stanford University School of Medicine	CA
Susan Lamey	University of Pennsylvania	PA
Lynn M. Lammers	Mallinckrodt Institute of Radiology	MO
Irma Lazo	Loma Linda University Medical Center	CA
Misty Lilley, MA, MBA	University of Kentucky	KY
Madeline Mateo	New York Presbyterian Hospital Columbia Campus	NY
Julie A. McCollum, MS	Saint Luke's Hospital	MO
Faith E. McDaniel	University of Texas Medical Branch	TX
Ranitta S. McDowell, BA	Emory University	GA
Susan M. McFadden, MS	Pennsylvania Hospital	PA
Jaclyn M. McMillin, MS	University of Chicago	IL
Tometra F. Meadows, MEd, RT(R)	University of Miami	FL
Hollie P. Medina, BA	University of New Mexico	NM
Elizabeth Meehan	American College of Radiology	VA
Kelly N. Minardo	West Virginia University	WV
Annika H. Mitchell	Mount Auburn Hospital	MA
Jennifer Monks	Westchester Medical Center	NY
Christina M. Moorhead	Penn State Health	PA
Rosa Y. Moran, BBA	University of California Irvine	CA
Norma H. Noriega	Texas Tech University	TX
Basia U. Nowakowski, BA	University of Virginia Health System	VA
Oluwatosin A. Odefemi, MBA, BS	Newark Beth Israel Medical Center	NJ
Janet G. Palmer	Baylor University Medical Center	TX
Susan H. Palmer	Beaumont Health	MI
Melinda G. Parangan-Chu	University of California San Francisco	CA
Salonee Parikh, MS	St. Vincent Hospital	MA
Cynthia A. Patena	University Hospitals Case Medical Center	OH
Laura D. Pawlak	University of Chicago	IL
Karen Pennington, BA	University of Rochester	NY
Seema R. Prasad, BA	University of California Davis Medical Center	CA
Stephanie Putman	Maricopa Integrated Health System	AZ
Jill E. Raczekowski	Rhode Island Hospital	RI
Tina M. Rapstine	Medical University of South Carolina	SC
Lori H. Rice	Wake Forest University School of Medicine	NC
Tiffany T. Rodgers	Rush University Medical Center	IL
Amy Romandine, C-TAGME	University of Wisconsin Hospitals & Clinics	WI
Jill M. Rosenthal	Dartmouth Hitchcock Medical Center	NH
Samantha L. Schnitzer, BA	Ohio State University	OH
Linda Schomer	Loyola University Medical Center	IL
Daphne K. Secrest, MS	University of Mississippi Medical Center	MS
Lois A. Shuman	Indiana University	IN
Marsha K. Simon	Children's Hospital & Medical Center	NE
Sheori A. Sinegal	Houston Methodist Hospital	TX
Diane L. Slosser	Bridgeport Hospital	CT
Erika Soto, MA	Weill Cornell Medical College	NY
Amy E. Spencer	University of Michigan	MI
Amanda Stadler	Medical College of Wisconsin	WI

**APCR Members Registered for AUR 2017
129 as of 4/27/2017**

Joseph Stuckelman, BA	Cedars Sinai Medical Center	CA
Kim Swieringa	Virginia Mason Medical Center	WA
Suzanne R. Taylor	Mayo Clinic	FL
Lisa Turner, C-TAGME	UConn Health	CT
Mirna Valenzuela	Phoenix Children's Hospital	AZ
Kelli VanNosdall	Monmouth Medical Center	NJ
Silvia Villarreal	Georgetown University Hospital	DC
Marleen L. Viola	Eastern Virginia Medical School	VA
Ellen Walker	Tulane University	LA
Katharina Wang	Mount Sinai Hospital	NY
Beth Ward	Indiana University	IN
Carrie L. Warner, BS	University of Illinois, Peoria	IL
Evelyn Warren	Cincinnati Children's Hospital Medical Center	OH
Jacqueline Williams	University of Arkansas for Medical Sciences	AR
Kimberly J. Wilson, BS	John T. Mather Memorial Hospital	NY
Elizabeth Winkler	Louisiana State University Health Sciences Ctr	LA
Frances M. Wolff	Medical College of Georgia	GA
Sandria J. Wong, BS	University of California San Francisco	CA
LaToya Wright	University of Texas Southwestern	TX
Sylvia E. Zavatchen, BA	Cleveland Clinic	OH

Download the official APCR/AUR 2017 Annual Meeting App

via **Yapp**



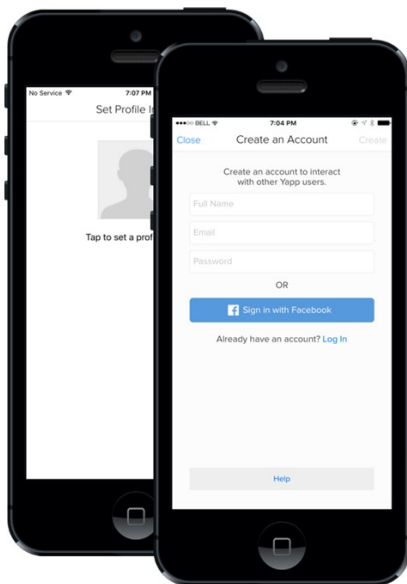
Download the app on any iOS or Android mobile device:

1. Visit <http://my.yapp.us/APCR2017> on your device and follow instructions on page (or use the QR code below with a QR reader)
2. You'll be asked to install Yapp from the app store (if you don't have it already).
3. Open Yapp and tap "Download an existing Yapp" and your app will appear.
4. Yapp ID Code: APCR2017

Don't have an iOS or Android device? You can view this app in preview mode only from your desktop browser by clicking the my.yapp.us URL above.



Interact with the App Create an Account



To post to a News Feed, Crowd Pics, Social Feed Page you will need to create an account

1. Tap the Post or Camera icon at the top right of a News Feed or Crowd Pics Page
2. Fill out your name, email, and a password or choose Facebook to create an account in one tap.
3. Add a Photo so people will recognize you when you post!

... and that's it! You're done. You can post to any page and we'll already have your identity saved. If you need to change your profile, you can do so by tapping the person icon in the top left of the Yapp home screen.

Sunday, May 7

1:00 PM - 5:00 PM

Atlantic Ballroom 2

New Program Coordinator Foundation Course

- Part I: A Year in the Life
- Part II: Resources
- Part III: Open Q&A

Registered members only

6:00 PM – 8:00 PM

Diplomat Ballroom 3

APCR Member Reception

ENTERTAINMENT OBJECTIVES ☺

- Conference Survival Kits for new members and first time AUR attendees
- Door prizes
- Ice-breaker games
- Meet your mentor

Supporters

The evening festivities are made possible by generous support from the American College of Radiology and Cleveland Clinic



Monday, May 8

7:00 AM – 8:30 AM
Residency Hot Topics

Grand Ballroom West
APDR session

8:30 AM – 10:00 AM

What to do with the unexpected: Resident ACGME Survey results and the self-study
APDR session

Grand Ballroom West
APDR session

10:30 AM – 12:00 PM

Regency Ballroom 3

Group dynamics: Understand, influence, and improve group dynamics during PEC, CCC, and other meetings

LEARNING OBJECTIVES

- Identify the characteristics of a successful group, including individual key roles and skillful guidance of the stages of group development
- Identify the composition of an achievable group goal
- Recognize and describe the elements of individual benefit and social relations within a group, particularly motivation and cohesion

12:00 PM – 1:30 PM

APCR Board of Directors Meeting

Room 207

(closed session)

2:00 PM – 3:30 PM

Regency Ballroom 3

Myers-Briggs Workshop Part 1:

How understanding perception and judgment can make you more successful as a program coordinator or manager

LEARNING OBJECTIVES

- Identify one's individual personality type based on one's preferences of the four dichotomies of extroversion and introversion, sensing and intuiting, thinking and feeling, and judging and perceiving
- Discuss how to adjust interpersonal skills and communication when dealing with residents, fellows, and faculty of different personality types

4:00 PM – 5:30 PM

Regency Ballroom 3

APCR Member Meeting 1

- Officer Reports
- Service Awards and Recognition
- New Member Welcome

Gift Card Drawings

Winners must be present to win!

Sponsor: Member meeting gift card drawings

are generously funded by the University of Cincinnati



5:30 PM – 6:30 PM

Great Halls 5 & 6

Beer & Pretzels Reception

Tuesday, May 9

7:00 AM – 8:15 AM

Regency Ballroom 3

Myers-Briggs Workshop Part 2:

How understanding perception and judgment can make you more successful as a program coordinator or manager

LEARNING OBJECTIVES

- Explain how to manage change effectually using insight into personality type
- Discuss how to formulate a plan to develop professionally using insight into personality type

8:30 AM – 10:00 AM

Grand Ballroom West
Plenary session

Keynote lecture:

Changes in radiology education: Evolution or revolution?

10:30 AM – 12:00 PM

Grand Ballroom West
APDR session

ABR Update

12:00 PM – 1:30 PM

Diplomat Ballroom 3

APCR Member Lunch & 2nd Annual Program Coordinator

Professional Knowledge Competition

2:00 PM – 3:30 PM

Grand Ballroom West
APDR session

RRC Update

4:00 PM – 5:30 PM

Regency Ballroom 3

APCR Committee Meetings

4:00 – 4:30 Archives, Fellowship Ad Hoc, Mentoring, Scholarship

4:30 – 5:00 Awards, Electronic Communications, Membership, TAGME

5:00 – 5:30 Professional Development, Survey, RRC

Supporter

Refreshments during the APCR Committee Meetings are generously donated by the RSNA



5:30 PM – 6:00 PM

**Regency Ballroom 3
(closed session)**

APCR Committee Chairs Meeting

6:30 PM – 8:30 PM

South Palm Court

AUR Welcome Reception

Wednesday, May 10

7:00 AM – 8:15 AM

Atlantic Ballroom 3

ACGME Update

LEARNING OBJECTIVES

- Explain how recent ACGME changes will affect program management, including revisions to section VI of the ACGME Common Program Requirements, which will be implemented in the 2017–2018 education year
- Identify the function of the ACGME Coordinator Advisory Group and its current goals
- Discuss proposed revisions to sections I–V of the ACGME Common Program Requirements, specifically the Coordinator Description Task Force submission to modify section II.C, “Other Program Personnel”

8:30 AM – 10:00 AM

Problem solving for residents, program directors and coordinators, and chairs

Great Halls 5 & 6

APDR session

10:30 AM – 11:30 AM

Atlantic Ballroom 1

APCR Member Meeting 2

- Outstanding Coordinator of the Year Award
- Committee Reports
- Location of APCR group photo announced

Gift Card Drawings

Winners must be present to win!

11:40 AM – 12:00 PM

APCR Group Photo

**Location announced
at previous meeting**

12:00 PM – 1:30 PM

APCR Member Lunch with AIRP Update

Diplomat Ballroom 3

4:00 PM – 5:30 PM

ERAS Update

LEARNING OBJECTIVES

- Explain the functionalities of the ERAS® program
- Identify solutions to ERAS® management through query and collaboration
- Discuss how to formulate program improvements, which may be submitted to developers

Thursday, May 11

7:00 AM – 8:30 AM

Atlantic Ballroom 1

Best Practices of APCR Membership

LEARNING OBJECTIVES

- Describe the best practices of APCR members
- Discuss how to adapt and incorporate these best practices into management of CCC and PEC meeting organization, interview season, resident orientation and onboarding, senior graduation, and the annual program evaluation

8:30 AM – 10:00 AM

Atlantic Ballroom 1

APCR Expert Panel Open Discussion

LEARNING OBJECTIVES

- Explain how to develop a clearer understanding of both practical and abstract elements of program management through querying experienced and knowledgeable program coordinators.
- Discuss how to develop a fund of resources—personal, digital, and educational—to which to refer during independent practice at the training program level.

Safe travels, everyone!

Hope to see you
in 2018
in Nashville TN!

AUR 66th Annual Meeting

In Joint Providership
with the Radiological Society of North America
April 9-12, 2018 (Monday - Thursday)
Omni Nashville Hotel
Nashville, Tennessee

**PLEASE NOTE: Committees are split into three groups which will meet at three different times.
(You are welcome to join (rejoin) any committee, even if your term is expiring or you have not yet signed up.)**

Meeting Day		Tuesday, May 9, 2017 - Regency Ballroom 2			
Meeting Time		4:00pm-4:30pm			
Committee Chair	Archives	Fellowship Ad Hoc	Mentoring	Survey	Long Range Planning
	* Tina Rapstine (2020)	* Melinda Parangan-Chu (2019)	* Marleen Viola (2017)	* Sally Jones (2018)	* Sylvia Zavatchen (2019)
Current Members	* Barbara Barnett (2021) * Kim Christman (2018) * Linda Galante (2018) * Stefani Hodgkins (2021) * LaToya Wright (2021) Dianna Otterstad (Emeritus)	* Kelly Aronson (2021) * Jane Choura (2018) * Linda Dagsys (2018) * Tasha Feldkamp (2021) * Cindy Flores Gaytan (2019) * Sally Jones (2019) * Gloria Jorge (2019) * Debbie Kenneybrew (2018) * Ashley Thurston (2019) * Mirna Valenzuela (2018) * Sandria Wong (2021)	* Sheik Amin (2018) * Sally Jones (2021) * Gloria Jorge (2021) * Susan Lamey (2021) * Madeline Mateo (2021) * Ranitta McDowell (2018) * Linda Schomer (2018) * Diane Slosser (2017) * Jacqueline Williams (2018)	* Rose Alden (2020) * Marte Bergman (2019) * Kim Christman (2020) * Suna Hakim (2021) * Stefani Hodgkins (2020) * Gloria Jorge (2019) * Pam Krayewski (2018) * Hollie Medina (2021) * Linda Schomer (2018) * Mirna Valenzuela (2021)	* Teresa Lalli (2017) * Jill Philp (2017) * Jacqueline Williams (2017)
New Members		* Nilu Dorschner (2022) * Natalia Moskalluk (2022)	* Hanouvi Agbassekou (2022) * Tina Hunter (2022) * Shari Johnson (2022) * Kelly Minardo (2022) * Lois Shuman (2022) * Marleen Viola (2022) * Katharina Wang (2022)	* Lori Burlin (2022) * Misty Lilley (2022)	* Clara Bright (2022) * Angela Butler (2022)

*Red indicates term expiring - please confirm with committee chair
indicates registration at the 2017 AUR Annual Meeting (as of 4/27/17)

Meeting Day		Tuesday, May 9, 2017 - Regency Ballroom 2			
Meeting Time		4:30pm-5:00pm			
Committee Chair	Awards	Electronic Communications	Membership	TAGME	
	* Amanda Easton (2021)	* Joseph Stuckelman (2018)	* Sylvia Zavatchen (2019)	* Kathy Dixon (2019)	
Current Members	* Kim Christman (2018) * Glenna Clarke (2021) * Terri Clayton (2017) * Linda Galante (2018) * Denise Graham (2019) * Amy Ice-Gipson (2021) * Kellyn Mahan (2017) * Madeline Mateo (2021) * LaToya Wright (2019)	* Jasmine Allen (2018) * Cassie Bruggerman (2021) * Angela Butler (2021) * Gloria Jorge (2017) * Susan Lamey (2021) * Rosa Moran (2021) * Basia Nowakowski (2017) * Janet Palmer (2018) * Melinda Parangan Chu (2021) * Tina Rapstine (2018)	* Monica Bailey (2019) * Sandra Baum (2018) * Clara Bright (2021) * Cassie Bruggerman (2021) * Glenna Clarke (2021) * Terri Clayton (2017) * Linda Galante (2017) * Suna Hakim (2021) * Jackie Hansen (2019) * Angela Huff (2021) * Debbie Kenneybrew (2017) * Tina Hunter (2019) * Jennifer Rabiega (2021) * Linda Schomer (2018) * Diane Slosser (2017) * Tammy Sorenson (2018) * Mirna Valenzuela (2021) * Jacqueline Williams (2018)	* Rose Alden (2020) * Marte Bergman (2020) * Mary Botero (2017) * Sherry Bucholz (2019) TAGME Board Member * Glenna Clarke (2019) * Linda Erickson (2019) * Patti Horvath (2020) * Tina Hunter (2016) * Shari Johnston (2017) * Sally Jones (2018) * Gloria Jorge (2020) * Lynn Lammers (2019) * Karen Penater (2017) * Tina Rapstine (2019) * Amy Romandine (2017) * Lois Shuman (2020) TAGME Board Member * Joseph Stuckelman (2018) * Suzanne Taylor (2021) * Kelli VanNosdall (2021) * Shane Wong (2017)	
New Members	* Nilu Dorschner (2022) *	* Clara Bright (2022) * Misty Lilley (2022) * Kim Swieringa (2022)	* Shari Johnston (2022) * Holly Kreidermacher (2022) * Natalia Moskalluk (2022) * Christina Moorhead (2022) * Oluwatosin Odefemi (2022) * Kelli VanNosdall (2022)		

*Red indicates term expiring - please confirm with committee chair
indicates registration at the 2017 AUR Annual Meeting (as of 4/27/17)

Meeting Day		Tuesday, May 9, 2017 - Regency Ballroom 2		
Meeting Time		5:00pm-5:30pm		
Committee Chair	Professional Development	Scholarship	RRC	
	* Jacqueline Williams (2018)	* Rose Alden (2021)	* Sylvia Zavatchen (2018) <i>President</i>	
Current Members	* Shey Anderson (2021) * Clara Bright (2021) * Angela Huff (2021) * Amy Ice-Gipson (2021) * Anne Jones (2018) * Susan Lamey (2021) * Ranitta McDowell (2021) * Beth Parker (2021) * Jill Philp (2018) * Linda Schomer (2018) * Kelli VanNosdall (2021)	* Sherry Bucholz (2021) * Glenna Clarke (2021) * Angela Huff (2021) * Pam Krayewski (2018) * Madeline Mateo (2021) * Hollie Medina (2021) * Angie White (2021) * LaToya Wright (2019)	* Kelly Aronson (2021) * Cassie Bruggerman (2021) * Glenna Clarke (2021) * Gayle Gaddis (2017) * Kathy Dixon (2018) * Jan Hemma (2018) * Gloria Jorge (2018) * Debbie Kenneybrew (2017) * Susan Lamey (2021) * Janet Palmer (2017) * Madeline Mateo (2018) * Cynthia Patena (2019) * Jennifer Rabiega (2021) * Amy Romandine (2018) * Joseph Stuckelman (2018) * Kelli VanNosdall (2021) * Angie White (2021)	
New Members	* Hanouvi Agbassekou (2022) * Angela Butler (2022) * Candice Kunkle (2022) * Angela Minardo (2022) * Lois Shuman (2022) * Katharina Wang (2022)	* Misty Lilley (2022) * Kelly Minardo (2022) * Christina Moorhead (2022) * Kelli VanNosdall (2022)	* Basia Nowakowski (2022) * Suzanne Taylor (2022)	

*Red indicates term expiring - please confirm with committee chair
indicates registration at the 2017 AUR Annual Meeting (as of 4/27/17)



APCR STANDING COMMITTEES

ARCHIVES COMMITTEE

The Committee will keep a record of the history of the Society.

AWARDS COMMITTEE

The Committee may select a candidate for the Coordinator of the Year Award and will submit any name selected to the Board of Directors of the APCR at the Spring Board Meeting for approval.

ELECTRONIC COMMUNICATIONS COMMITTEE

The Committee is charged with maintaining the content of the APCR web page and serves as APDR liaison for maintenance of the website.

FELLOWSHIP AD HOC

The Committee

FINANCE COMMITTEE

The Committee will supervise all fiscal activities of the Association. The Chair will be the Secretary-Treasurer.

LONG-RANGE PLANNING COMMITTEE

The Committee is charged with the development and implementation of programs/services to further the interests of the APCR membership.

MEMBERSHIP COMMITTEE

The Committee will review all new membership applications. The Committee shall encourage and facilitate the recruitment of new members. Works together with the Mentoring Program Committee.

MENTORING PROGRAM COMMITTEE

The Committee is responsible for maintaining the Mentoring Program available within the association. New members can request to be paired with a mentor. Works together with the Membership Committee.

NOMINATING COMMITTEE

The Nominating Committee shall consist of the Immediate Past-President, the President, President-elect and two members appointed by the President. The Chair will be the Immediate Past President. The Committee will seek nominations for Secretary-Treasurer, Board Members-at-Large and Board Alternate positions.

PROFESSIONAL DEVELOPMENT COMMITTEE

The Committee is charged with undertaking projects to further the professional development of APCR members.

PROGRAM PLANNING COMMITTEE

The Committee will consist of the President-Elect, the Secretary-Treasurer, the first Member-at-Large and two members appointed by the President. The Chair will be the President-Elect. The Committee will be responsible for the development of the annual APCR program sessions at the AUR meeting.

RRC COMMITTEE

The Committee will serve as liaison between APDR, RRC and ABR. The Chair will be the President and will represent APCR as a member of the APDR Program Directors Support Committee.

SCHOLARSHIP COMMITTEE

The Committee is responsible for the oversight of the APCR Scholarship Fund and administers any fundraising events to maintain the fiscal ability to offer the APCR Scholarship. The committee may select a candidate for the Scholarship Award.

SURVEY COMMITTEE

The Committee will administer all survey requests from APCR members and must obtain approval from the President prior to developing the survey and forwarding for distribution to the membership. All surveys will be distributed using the APCR Survey Monkey account and the results will then be forwarded to the program coordinator requesting the survey.



APCR STANDING COMMITTEES

ARCHIVES COMMITTEE

May 2017

The APCR Archive Committee experienced a 'data loss' which occurred from the shared Google Drive following the upload in 2015. After many attempts to restore the data, Janet Palmer who worked with the previous chair of the archive committee was able to locate and successfully re-upload the archive files to the Google shared drive. A PowerPoint was created using images from the most recent AUR – APCR 2016 meeting in San Diego which has also been uploaded to the shared drive. Additional images, group, and board photos taken by various people to include those taken by Archive Committee member, Stefani Hodgkins, have been loaded to the shared drive.

Although the archive files have been restored on the google share drive, they are not in a structured order. It is my hope to work with the committee members to review the data and make a plan to organize the files in an easier, more user-friendly way.

Respectfully Submitted,

Tina M. Rapstine, C-TAGME

Committee Members:

Chair: Tina Rapstine (2020)

rapstint@musc.edu

Barbara Barnett (2021)

Kim Christman (2018)

Linda Galante (2018)

Stefani Hodgkins (2021)

Dianna Otterstad (Emeritus)

LaToya Wright (2021)



APCR STANDING COMMITTEES

AWARDS COMMITTEE

May 2017

The Awards Committee sent out the nomination for the annual Outstanding Coordinator Award in March 2017. A winner has been selected and we are excited to announce the recipient at the upcoming AUR meeting.

The AIRP and ACR DXIT Exam have generously set up a \$400 cash award to accompany the Outstanding Coordinator Award. We are excited to have Donald Hatley, Carl Williams, and Beth Meehan (from AIRP/ACR) join us in presenting the upcoming Outstanding Coordinator Award at this year's AUR meeting!

Respectfully Submitted,

Amanda R. Easton

Committee Members:

Chair: Amanda Easton (2021)

amande@uw.edu

Kim Christman (2018)
Glena Clarke (2021)
Terri Clayson (2017)
Linda Galante (2018)
Denise Graham (2019)
Amy Ice-Gipson (2021)
Kellyn Mahan (2017)
Madeline Mateo (2021)
LaToya Wright (2019)



APCR STANDING COMMITTEES

ELECTRONIC COMMUNICATIONS COMMITTEE

May 2017

The ECC successfully beta-tested the APCR/AUR 2017 mobile app during January and February 2017. The ECC chairman, Joseph Stuckelman, hosted a Webex meeting on February 8, 2017 to demonstrate the app functionality and capability to the ECC and the APCR Board of Directors. Comments were provided and the feedback was used to improve the app.

The demo app was officially archived on April 1, 2017 and the live app was published. The app will be officially launched through the April APCR newsletter. Basia Nowakowski created a YouTube video demonstrating how to download, install and navigate the app. Instructions, links, and a link to the video will be included in the April newsletter. Joseph Stuckelman and Basia Nowakowski will act as ambassadors during the AUR meeting to help people download and navigate the app.

Respectfully Submitted,

Joseph (Joey) Stuckelman, C-TAGME

Committee Members:

Chair: Joseph Stuckelman (2018)

Joseph.Stuckelman@cshs.org

Jasmine Allen (2018)

Cassie Bruggerman (2021)

Angela Butler (2021)

Angela Combs (2018)

Gloria Jorge (2017)

Susan Lamey (2021)

Rosa Moran (2021)

Basia Nowakowski (2017)

Janet Palmer (2018)

Melinda Parangan-Chu (2021)

Tina Rapstine (2018)



APCR STANDING COMMITTEES

FELLOWSHIP AD-HOC COMMITTEE

May 2017

In coordination with the Electronic Communications Committee, we have updated and added fellowship coordinators to the APCR LinkedIn Group. We have been using this platform to connect and as a resource to ask quick questions, suggestions, and best practices to assist each other. We are also using Google Calendar to add updates regarding NRMP match, ACGME, ABR Core Exams, and other meeting dates of potential interest for fellows. At our upcoming meeting, we plan to meet at the round table sessions and continue to discuss ways to improve our fellowship programs.

Respectfully Submitted,

Melinda Parangan-Chu

Committee Members:

Chair: Melinda Parangan-Chu (2019)

Melinda.Parangan-Chu@ucsf.edu

Kelly Aronson (2021)

Jane Choura (2018)

Linda Dagys (2018)

Tosha Feldkamp (2021)

Cindy Flores Gaytan (2019)

Sally Jones (2019)

Gloria Jorge (2019)

Debbie Kenneybrew (2018)

Heidi Merkin (2018)

Ashley Thurston (2019)

Mirna Valenzuela (2018)

Sandria Wong (2021)



APCR STANDING COMMITTEES

FINANCE COMMITTEE

May 2017

As of December 31, 2016, total liabilities and net assets of the APCR were \$103,171. Expected revenue for FY17 is \$16,300 with projected expenses of \$16,100.

Respectfully Submitted,

Joseph (Joey) Stuckelman, C-TAGME

Committee Members:

Chair: Joseph Stuckelman (2017)

Joseph.Stuckelman@cshs.org

Janet Palmer (2017)

Tina Rapstine (2019)

Sylvia Zavatchen (2019)



APCR STANDING COMMITTEES

LONG RANGE PLANNING COMMITTEE

May 2017

The Long Range Planning Committee will host various APCR member lunches and social events during the 2017 AUR. Many members wanted to see a return of these activities after last year when we did not organize them. Members will pay their own way, but the Committee will organize the events which will be found on the Yapp app. Members will be able to sign up via Yapp.

The Committee Chair has requested that the APCR Board, during the 2017 AUR APCR Board Meeting, consider the discontinuation of the Long Range Planning Committee. Responsibilities overlap with the Membership and Professional Development Committees, leaving no unique focus for this committee. All current members' memberships will expire this year, so the cessation of the committee should be easy to effect.

Respectfully Submitted,

Sylvia Zavatchen

Committee Members:

Chair: Sylvia Zavatchen (2019)

zavatcs@ccf.org

Teresa Lalli (2017)

Jill Philp (2017)

Jacqueline Williams (2017)



APCR STANDING COMMITTEES

MEMBERSHIP COMMITTEE

May 2017

As of March 2017, membership has once again dipped below 200 to 195. The goal of the committee will be to have a sustained membership, in part by targeting fellowship coordinators, of over 200 through the second half of 2017. Since the 2016 AUR, 46 new members have joined the APCR; this is almost one-quarter of our membership. The high turn-over in our profession continues to concern the leaders of the APCR. It is hoped that professional development efforts such as the new half-day Foundation Course and increasingly varied online resources will help support new program coordinators so that they remain in their positions, offering stability and historical knowledge of their programs.

The Committee will play host during the APCR reception Sunday evening. This year, committee members will greet guests at the door (there was some confusion last year as to location), 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.

Respectfully Submitted,

Sylvia Zavatchen

Committee Members:

Chair: Sylvia Zavatchen (2019)

zavatcs@ccf.org

Monica Bailey (2019)

Sandra Baum (2018)

Clara Bright (2021)

Cassie Bruggerman (2021)

Glena Clarke (2021)

Terri Clayson (2017)

Linda Galante (2017)

Suna Hakim (2021)

Jackie Hansen (2019)

Angela Huff (2021)

Tina Hunter (2019)

Debbie Kenneybrew (2017)

Jennifer Rabiega (2021)

Linda Schomer (2018)

Diane Slosser (2017)

Tammy Sorenson (2018)

Mirna Valenzuela (2021)

Jacqueline Williams (2018)



APCR STANDING COMMITTEES

MENTORING COMMITTEE

May 2017

The Mentoring Committee continues to work with the Membership Committee to pair new members with mentors if they wish. The purpose of the Committee is to provide networking opportunities and promote career development. New members are encouraged to request a mentor if they wish. The mentor request form is found on the APCR website.

Respectfully Submitted,

Marleen L. Viola

Committee Members:

Chair: Marleen Viola (2017)

violaml@evms.edu

Sheik Amin (2018)

Sally Jones (2021)

Gloria Jorge (2021)

Susan Lamey (2021)

Madeline Mateo (2021)

Ranitta McDowell (2018)

Linda Schomer (2018)

Diane Slosser (2017)

Jacqueline Williams (2018)



APCR STANDING COMMITTEES

PROFESSIONAL DEVELOPMENT COMMITTEE

May 2017

Newsletters are continuing. APCR Committee chairs have been consistent with submitting articles for the newsletter. The program coordinators job description was included in the board packet for review at the 2016 AUR Annual Meeting. Once review is completed, we will move forward. The committee will provide AUR certificates of attendance.

Respectfully Submitted,

Jacqueline Williams

Committee Members:

Chair: Jacqueline Williams (2018)

JDWilliams@uams.edu

Shey Anderson (2021)
Mark Bolden (2021)
Clara Bright (2021)
Angela Huff (2021)
Amy Ice-Gipson (2021)
Anne Jones (2018)
Susan Lamey (2021)
Ranitta McDowell (2021)
Beth Parker (2021)
Jill Philp (2018)
Linda Schomer (2018)
Kelli VanNosdall (2021)



APCR STANDING COMMITTEES

PROGRAM PLANNING COMMITTEE

May 2017

For the past twelve months, the Program Planning Committee has been devotedly working to offer valuable programming to program coordinators of all experience levels. We have also focused on giving opportunities to our members to present in order to strengthen the meaning of our mission which includes providing “a forum for professional growth”.

Our newest members will attend (those who have registered) the half-day Foundation Course held the day before AUR officially begins. Our more experienced members will be able to delve into more complicated aspects of program administration during the Expert Panel open discussion. All our members will benefit from techniques and insights gleaned during the Group Dynamics session, from self-reflection during the Myers-Briggs workshop, from ERAS and ABR updates, and from advice shared during the Best Practices session. The hugely successful and popular Program Coordinator Professional Knowledge Contest will see its second iteration this year.

Respectfully Submitted,

Sylvia Zavatchen

Committee Members:

Chair: Sylvia Zavatchen (2017)

zavatcs@ccf.org

Joseph Stuckelman (2018)

Janet Palmer (2017)

Sally Jones (2017)

Marleen Viola (2017)



APCR STANDING COMMITTEES

RRC COMMITTEE

May 2017

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.

Respectfully Submitted,

Sally A. Jones, C-TAGME

Committee Members:

Chair: Sally Jones (2017)
sajone2@uky.edu

Kelly Aronson (2021)
Cassie Bruggerman (2021)
Glena Clarke (2021)
Kathy Dixon (2018)
Gayle Gaddis (2017)
Jan Hemma (2018)
Gloria Jorge (2018)
Debbie Kenneybrew (2017)
Susan Lamey (2021)
Madeline Mateo (2018)
Janet Palmer (2017)
Cynthia Patena (2019)
Jennifer Rabiaga (2021)
Amy Romandine (2018)
Joseph Stuckelman (2018)
Kelli VanNosdall (2021)
Angie White (2021)



APCR STANDING COMMITTEES

RULES COMMITTEE

May 2017

As of March 2016, there have been no proposed changes to the Rules of Operation.

The Committee will continue to review the Rules of Operation and make recommendations to the President as necessary.

Respectfully Submitted,

Kathy Dixon, C-TAGME

Committee Members:

Chair: Kathy Dixon (2018)

kdixon@ochsner.org

Sherry Bucholz (2018)



APCR STANDING COMMITTEES

SCHOLARSHIP COMMITTEE

May 2017

Three applications were received for the 2017 APCR Scholarship. Janet Palmer was selected as this year's recipient. She will attend the 2017 annual meeting in Hollywood FL.

Respectfully Submitted,

Rose Alden, C-TAGME

Committee Members:

Chair: Rose Alden (2021)

ALDENRA@ucmail.uc.edu

Sherry Bucholz (2021)

Glena Clarke (2021)

Angela Huff (2021)

Pam Krayewski (2018)

Madeline Mateo (2021)

Hollie Medina (2021)

Angie White (2021)

LaToya Wright (2019)



APCR STANDING COMMITTEES

SURVEY COMMITTEE

May 2017

Since the 2016 AUR Annual Meeting, the Survey Committee has reviewed and distributed six surveys:

1.) Evaluation of 2016 APCR Meeting Sessions, 2.) ACR DXIT-R4 Participation, 3.) Emergency Radiology Services & Staffing, and 4.) Resident Survey on Fellowship Intentions, Perceptions and Interest; 5.) Resident Conference Attendance; 6.) Annual Program Coordinator Profile & Professional Development Survey. Two additional surveys are currently under review.

In conjunction with the Electronic Communications Committee, the results of all closed APCR surveys are posted to the APCR website.

Respectfully Submitted,

Sally Jones, C-TAGME

Committee Members:

Chair: Sally Jones (2018)
sajone2@uky.edu

Rose Alden (2020)
Marte Bergman (2019)
Kim Christman (2020)
Suna Hakim (2021)
Stefani Hodgkins (2020)
Gloria Jorge (2019)
Pam Krayewski (2018)
Hollie Medina (2021)
Linda Schomer (2018)
Mirna Valenzuela (2021)



APCR STANDING COMMITTEES

TAGME COMMITTEE

May 2017

There are currently 24 TAGME certified radiology coordinators. The first Global Assessment was administered in 2016. Six coordinators achieved initial certification and one achieved re-certification.

The TAGME Board of Directors is considering offering separate specialty specific assessments to allow coordinators to achieve added qualifications in their specialty. The Board voted to table the discussion until the August 2017 Board Meeting in order to review the results of the 2016 global assessment.

Respectfully Submitted,

Kathy Dixon, C-TAGME

Committee Members:

Chair: Kathy Dixon (2018) TAGME Board Member

kdixon@ochsner.org

Rose Alden (2020)
Marte Bergman (2020)
Mary Botero (2017)
Sherry Bucholz (2019) TAGME Board Member
Glena Clarke (2019)
Linda Erickson (2019)
Patti Horvath (2020)
Tina Hunter (2016)
Shari Johnston (2017)
Sally Jones (2018)
Gloria Jorge (2020)
Lynn Lammers (2019)
Karen Penater (2017)
Tina Rapstine (2019)
Amy Romandine (2017)

Lois Shuman (2020) TAGME Board Member
Joseph Stuckelman (2018)
Suzanne Taylor (2021)
Kelli VanNosdall (2021)
Shane Wong (2017)

ASSOCIATION OF PROGRAM COORDINATORS IN RADIOLOGY

Rules of Operation May 2006 Updated March 2007, March 2009, March 2012, April 2013, April 2014, March 2016

Article I – Name

The name of this association shall be the Association of Program Coordinators in Radiology, hereinafter known as the Association or APCR.

Article II – Purpose

The purposes of the organization will be:

- A. To encourage excellence in the administration of radiology residency and fellowship programs.
- B. To provide educational opportunities in the field of graduate medical education and residency and fellowship program administration.
- C. To provide a forum for professional growth and a means for exchange of information.

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, Nuclear Medicine, or any subspecialty fellowships.
- B. Membership applications will be reviewed by the Chair of the Membership Committee to verify eligibility.
- C. Members will automatically become Coordinating Members of the Association of Program Directors in Radiology, hereafter referred to as APDR.
- D. Any active member who terminates their position and no longer meets the criteria for membership in the Association shall be required to inform the Association of the change in status, at which time membership will be automatically terminated.
- E. Emeritus Members: Retired program coordinators, upon application to the Secretary, may continue as a member of the Association in the emeritus category. Emeritus members shall retain all of the rights and privileges of regular membership, but shall not pay dues, hold office or vote.

Article IV – Organization

- A. Officers: The officers of the Association will be President, President-Elect, and Secretary-Treasurer.
- B. The officers shall be elected for a term of one year by a vote of the majority of the active members present and voting at the annual meeting. Each officer shall hold

office until a successor shall be duly elected and shall have qualified, or until his or her death, resignation, or removal from office.

- C. The President-elect will succeed automatically to the presidency at the conclusion of the annual meeting each year. At that time, the Secretary-Treasurer will become the President-elect. Given this succession of officership, the Association will elect a new Secretary-Treasurer annually. In the event there are two people elected to the APCR Board at the same time, the selection process for electing one of the two APCR Board Members to the Office of Secretary/Treasurer would use these guidelines: a) Seniority/tenure in APCR-the person with more seniority in the Association would be chosen first. b) Involvement level in APCR-if both persons have equal seniority in APCR, the person who is most actively involved in the Association and/or is/has chaired a committee will be chosen first. Only in cases where an officer is unable to fulfill the responsibilities of office will additional officers be elected.
- D. Any officer elected by the Board of Directors may be removed from office by a two-thirds majority vote of the remaining members of the Board of Directors whenever in its judgment the best interests of the Association would be served by such removal.
- E. A vacancy in any office may be filled or new offices created and filled by majority decision of the Board of Directors. An officer elected to fill a vacancy will serve for the unexpired term of his or her predecessor. An officer elected to fill a new office will serve the designated term of office, or until his or her death, resignation, or removal.
- F. A term year shall be defined as the period of time from the conclusion of one annual meeting until the conclusion of the next annual meeting.

Article V – Duties of Office

- 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 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.
- B. In the absence of the President, the President-elect shall preside and carry out all the duties of the President. The President-Elect shall serve as Chairman of the Program Committee.
- C. The Secretary-Treasurer will be the principal financial officer of the Association and will be responsible for the maintenance of the financial records of the Association. Association funds will be received and administered by the designated management of the Association of Program Directors in Radiology, and the Secretary-Treasurer will coordinate with the designated APDR manager to insure that complete financial

records are maintained. The Secretary-Treasurer shall record the proceedings of the meetings, report unfinished business of previous meetings and present the annual financial report and a budget for the next fiscal year at the annual meeting. The Secretary-Treasurer will preserve all books, records, papers, and articles belonging to the Association.

Article VI - Committees

The Association will have the following standing committees whose members will be chosen by the President. Unless otherwise specified, the term for all committee appointments is one year, with eligibility for reappointment annually for a period of five years. Elevation to chairmanship of a committee from within a committee will be considered a new appointment. Unless otherwise provided by the Board of Directors, the President shall appoint the members of a committee, subject to approval of the Board of Directors and authorization of the membership. If a person appointed to a committee is unwilling or unable to serve, the President may appoint another general member to serve until the next annual meeting. Each committee will consist of the chair and a minimum of three active members appointed by the President.

1. **Board of Directors.** The Board of Directors will consist of the President (who is chair of the RRC Committee), President-elect (who is chair of the Program Planning Committee), Immediate Past President (who is chair of the Nominating Committee), Secretary-Treasurer (who is chair of the Finance Committee), and four additional active members. Members are appointed to the Board for eight years, including four years on the Board of Directors followed successively by one-year terms as Secretary-Treasurer, President-Elect, President and Immediate Past President. During the initial four years on the Board, board members will be assigned chairmanship of a committee whenever possible. Board members may advance more rapidly if there are unexpected resignations from the Board. The Board of Directors is empowered to conduct the business of the Association between annual meetings. The Board of Directors will hold the option to designate two alternate members to serve for a period of one year as deemed necessary. The Immediate Past President remains on the Board as an ex officio member for one year. All past presidents should meet during the annual meeting and present any suggestions they have to the Board of Directors.

2. **Archives Committee.** This committee is responsible for maintaining and building the association's archives. This committee will work closely with the Website Committee to preserve the APCR history.

3. **Awards Committee.** The function of this committee is to determine the nature and recipients of any and all awards and honors established in the name of the Association.

The Outstanding Coordinator Award is given to an individual who has shown dedication to the success of the APCR. Candidates may be nominated by the APCR membership at large only. The Awards Committee may select a candidate for the award who is an active member of the Association.

4. **Finance Committee.** The chair will be the Secretary-Treasurer. The committee shall consist of first Board Member-at-Large, and three active members, one selected by the chair each year for three years of overlapping tenure. The Account Executive of the APDR will be a nonvoting, ex officio member of the committee. The Finance Committee will supervise all fiscal activities of the Association, including preparation and submission of the annual budget. The Committee will make recommendations to the Board of Directors in matters concerning the fiscal status of the Association. Expenses in excess of \$500.00 require approval of the Board of Directors. The fiscal year of the Association shall begin on the first day in October of each calendar year and end on the 30th day of September in each calendar year.

5. **Long-Range Planning Committee.** This committee is charged with the development and implementation of programs to further the interests of the APCR membership and the development of services of interest to the APCR membership. All services, programs, and projects proposed by this committee will be subject to the approval of the Board of Directors.

6. **Membership Committee.** The Membership Committee will review all applications for membership, determining that eligibility requirements have been met, and submit its recommendations to the Board of Directors for approval. The Membership Committee will maintain an accurate membership database, mailing list. The Membership Committee will encourage and facilitate the recruitment of new members. The Membership Committee shall furnish APDR management and the APDR liaison membership data as may be required.

7. **Mentoring Committee.** This committee is responsible for maintaining the mentor program available within the association, pairing volunteered mentors with members whom have requested a mentor.

8. **Nominating Committee.** The committee shall consist of the Immediate Past President, who will serve as chair of the committee, the President, President-elect and two members appointed by the President. The function of this committee is to nominate one candidate for Secretary-Treasurer, one candidate for each vacancy on the Board of Directors and two candidates for Alternates. The nominating committee will poll membership at large for candidates. The chair of the Nominating Committee will present the nominees for election at the annual business meeting of the Association.

9. **Program Planning Committee.** The Program Planning Committee shall consist of the President-elect, who will serve as chair of the committee, the Secretary-Treasurer, the first Member-at-Large, and two members appointed by the President. With the counsel of the President of the APCR, the President and Program Director of the APDR, and the President and Program Chair of the AUR, the Program Planning Committee will be responsible for the development of all aspects of the APCR annual meeting. The Program Committee may, at its discretion, invite presentations at the annual meeting from anyone, whether a member or not. Honoraria and/or reimbursement of travel expenses for speakers require prior approval of the President and Secretary-Treasurer. Expenses in excess of \$500.00 require prior approval of the Board of Directors.

10. **Professional Development Committee.** This committee is charged with collection and dissemination of data relating to career and professional development and, with the approval of the Board of Directors, may undertake projects to further the professional development of APCR members.

11. **RRC Committee.** The RRC Committee will be chaired by the President. The committee represents the APCR and is responsible in assisting the AUR and the APDR RRC Committee with their projects.

12. **Rules Committee.** The Rules Committee shall consist of three members and will prepare amendments or changes in the Rules of Operation for approval of the membership at the direction of the President. The chair of the Rules Committee shall serve as Parliamentarian during the annual meeting of the Association.

13. **Scholarship Committee.** This committee is responsible for oversight of the APCR Scholarship fund. This committee reviews applications and selects one recipient who meets the scholarship application guidelines for the annual award in the amount of \$2000.00. The recipient must be an APCR member in need of funding to attend the annual meeting. This committee also administers any fundraising events to maintain the fiscal ability to offer this scholarship.

14. **Survey Committee.** This committee will administer all survey requests from members. The committee will work with the Electronic Communications Committee to post all survey results.

15. **TAGME Certification Committee.** All members of this committee must be TAGME certified. Diagnostic Radiology's representative on the TAGME Hospital-based Certification Review Board will serve as Chair of the Committee. The Chair of the Committee will serve as liaison between TAGME and APCR. The function of this committee is to discuss and advise APCR regarding TAGME matters affecting Diagnostic Radiology. The committee will advocate for assessment processes allowing specialty certification in Diagnostic Radiology, in addition to TAGME's global GME certification. The committee will assist members who wish to pursue certification. TAGME certification is completely voluntary and is not a requirement for APCR membership.

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, as well as liaison with the APDR for maintenance of the website.

17. **Ad Hoc Committees.** The President may appoint such ad hoc committees as are necessary to conduct the business of the Association. Ad hoc committees will serve until the next business meeting of the Association following their appointment.

Article VII – Annual Meeting of Members

- A. There will be at least one annual meeting in conjunction with the meeting of the Association of Program Directors in Radiology. All members will be notified of the date and place of the annual meeting by designated APDR management.
- B. The Board of Directors may elect to hold additional meetings at their discretion, at a time and place to be designated by the President. Notice of such meetings, including a statement of the business to be conducted, shall be sent to each voting member no fewer than 30 days before the date of such meeting.

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.

Article IX – Dues

- A. The annual dues of the Association shall be such as the Board of Directors may fix. The amount of dues will be recommended by the Board of Directors and approved by the membership. The fiscal year will be determined by the Board of Directors.
- B. Annual dues will be charged and will be payable as determined by the APDR management. They shall be considered past due three months after the due date, and the benefits of membership shall be suspended by the Board of Directors. The suspended member will have the right to reapply for membership upon payment of dues in arrears.
- C. Dues for members who join after the beginning of the current fiscal year will be prorated.

Article X – Contracts, Checks and Deposits

- A. **Contracts:** The Board of Directors may authorize any officer or officers or agent or agents of the Association, in addition to the officers so authorized by the Rules of Operation, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.
- B. **Checks, Drafts, Etc.:** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be signed by such officer or officers or agent or agents of the Association in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the President or President-elect of the Association. For amounts less than \$200.00, such instruments may be signed by the Treasurer only.
- C. **Deposits:** All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as determined by APDR management.
- D. **Gifts:** Any officer or the President may accept on behalf of the Association any unrestricted or unconditional contribution, gift, bequest, or device for the general purposes or for any specific purpose of the Association. Any restricted or conditional contribution, gift, bequest, or device may be accepted only by the Board of Directors on behalf of the Association.