



# APCR Newsletter

Celebrating 16 Years of Excellence!!

May 2017

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## President's Report

Sally Jones, C-TAGME  
APCR President

It is hard to believe we are only weeks away from the 2017 AUR Annual Meeting!

Our President-Elect, Sylvia Zavatchen, has prepared a fabulous program, including an expanded session for new program coordinators on Sunday, March 7<sup>th</sup>. If you are a coordinator with two or fewer years of experience, there is still time to register to attend this half day event. Please contact Sylvia at [zavatcs@ccf.org](mailto:zavatcs@ccf.org) for additional information. As a reminder, the APCR Welcome Reception will also be held on the evening of Sunday, March 7<sup>th</sup> so please be sure to make your travel plans accordingly, if you have not already.

Thanks to the hard work of Joseph Stuckelman and the members of the Electronic Communications Committee, this year's meeting will debut the use of a meeting app that will provide members with a virtual tool to navigate the meeting, receive updates and connect with one another. To download the app in advance, please see the instructions on p. 3 of the newsletter.

Finally, the electronic meeting packet will be delivered via e-mail by May 1<sup>st</sup>. (TIP: If you download the meeting app, the packet will also be accessible from the 'Documents' page!)

I hope to see you all in sunny Hollywood, Florida! In the meanwhile, please feel free to contact me if I can be of any assistance, [sajone2@uky.edu](mailto:sajone2@uky.edu). I would love to hear from you.

Sincerely,  
Sally Jones, C-TAGME  
APCR President

P.S. If you are unable to attend this year's meeting, be sure to check out the APCR website a couple of weeks after the meeting as many of the presentations will be posted for review.

*Do you have news you'd like to share? Or would you like to nominate someone for our Coordinator Spotlight? If so, please contact Jacqueline. [jwilliams@uams.edu](mailto:jwilliams@uams.edu)*

Jacqueline Williams  
University of  
Arkansas for Medical  
Sciences

## SCHOLARSHIP COMMITTEE

The Scholarship Committee will announce the scholarship recipient during the AUR 65<sup>th</sup> Annual Meeting in Hollywood FL, May 8-11, 2017.



## APCR Members Present at ACGME

Congratulations to our fellow APCR members Mandy Velligan, Marleen Viola, Sylvia Zavatchen and Amy Romandine. Because of their great work APCR was well represented at ACGME Annual Conference!

PROGRAM COORDINATOR TRAINING PROGRAM:  
BUILD YOUR KNOWLEDGE AND FLEX YOUR MUSCLES!

SESSION 1: THE COORDINATOR TIMELINE,  
RECRUITMENT LOGISTICS AND THE CCC

<p>MANDY VELLIGAN GME COMPLIANCE SPECIALIST UNIVERSITY OF CHICAGO MEDICINE</p> 	<p>MARLEEN VIOLA RESIDENCY ADMINISTRATOR, RADIOLOGY EASTERN VIRGINIA MEDICAL SCHOOL</p> 
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 Cleveland Clinic			
<p><b>BR 24:</b> <b>Program Coordinator Training Program:</b> <b>Build Your Knowledge and Flex Your Muscles!</b></p> <p><b>Session 2: Resources, Working with Your Program Director, Problem-Solving</b></p> <p><b>March 9, 2017</b></p> <table border="0"> <tr> <td> <p>Sylvia Zavatchen Radiology Residency Coordinator Cleveland Clinic</p> </td> <td> <p>Amy Romandine, C-TAGME Radiology GME Coordinator UW Health</p> </td> </tr> </table>		<p>Sylvia Zavatchen Radiology Residency Coordinator Cleveland Clinic</p>	<p>Amy Romandine, C-TAGME Radiology GME Coordinator UW Health</p>
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## REMINDER: NEW FOUNDATION COURSE: Debut 2017 AUR

We are thrilled to announce that, in response to member feedback, we have expanded the APCR New Member Boot Camp from a one-hour session to a half-day affair!

In recognition of the expanded content, the Boot Camp has been renamed the Foundation Course and will be held *before* the official start of the AUR, on the same day as the APCR Reception.

Foundation Course  
Sunday, May 7  
1:00-5:00pm

**TIP! TIP! TIP!** Please make travel arrangements accordingly if you plan to attend.

Over the past eight years, new and changing requirements from the ACGME have increased the responsibilities of and skill set needed by PCs. Training and support have not kept up with these demanding conditions. A 2014 survey of radiology PCs revealed that 73 percent of respondents had received no training for the position. So in 2015 the APCR Board, under the direction of then-President Mandy Velligan, developed a Boot Camp which targeted PCs with less than two years' experience to help the APCR's newest members understand the expectations of the position and the professional resources available.

In the spirit of quality improvement, we have been enhancing this every year. At the 2017 AUR, the Foundation Course will be composed of three sections: A Year in the Life, Resources, Open Q&A. All are welcome to attend, but the content will be geared toward PCs with fewer than two years' experience.

- *A Year in the Life* will review month-by-month responsibilities and how and when to prepare for them.
- *Resources* will introduce the many organizational and educational internet resources available to Radiology PCs.
- *Open Q&A* will provide a non-judgmental forum within which novice PCs can ask questions and raise any concerns they have.

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## APCR ELECTRONICS COMMUNICATION COMMITTEE

We are very pleased to have our very own APCR mobile app for the upcoming AUR meeting. Please see the instructions below to download the app to any iOS or Android mobile device.

- **Schedule** - all the days' meetings, talks, and activities in one simple place, featuring APCR and joint APCR sessions, including the ability to

- create your own personalized schedule
- **People List** – Showcasing members of the Board of Directors and Foundation Course participants. This allows us to put a face to a name – making it easy to find helpful colleagues.
- **Maps** – maps of the conference spaces. Never get lost.
- **Social Feed**
  - Post comments and pictures of social events, sessions
  - Allow users to comment and communicate with other users
- **News Feed Page** - News updates and schedule/rooms changes, blast notifications from the app administrator
- **...and more!!**
- **Download and Explore**

We have also created a short video to help you download and navigate the app. The video can be found here: <https://youtu.be/ydH4xOoGipM>. If you have questions about the app or need help downloading it, please contact Joseph Stuckelman: [joseph.stuckelman@cshs.org](mailto:joseph.stuckelman@cshs.org).

(We will continue to make changes and tweaks to the app up to the start of the meeting. Changes will be published and automatically pushed to your mobile device.)

Joseph Stuckelman and Basia Nowakowski will be on hand throughout the AUR meeting to help APCR members navigate the app and answer questions.

Any inquiries regarding APCR electronic resources should be directed to the ECC Chairperson, Joseph Stuckelman: [joseph.stuckelman@cshs.org](mailto:joseph.stuckelman@cshs.org)

## Download the official APCR/AUR 2017 Annual Meeting App

via **Yapp**



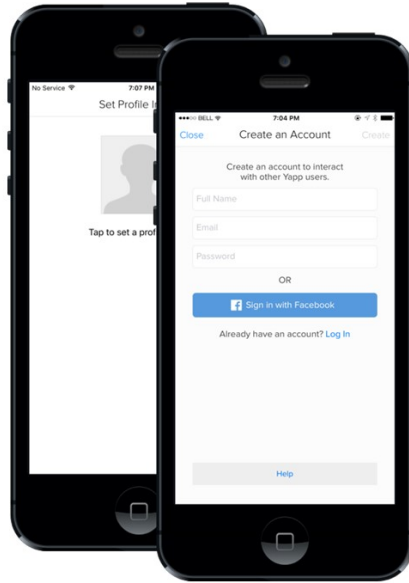
Download the app on any iOS or Android mobile device:

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](http://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.

## IT'S NETWORKING SEASON: How to make the most of it!

Crys Draconi, C-TAGME

As most anyone who works in medical education already knows, spring is networking season! Now that you have the approvals for the conferences and you are ready to get away from the office, you want to make sure you get the very most out of this experience. Here are some tips that will help you make the most of your conference.

### **Make the Most of Educational Sessions**

Obviously, the main reason you are going to these conferences and meetings are to learn.

When you plan out your itinerary and sign up for sessions consider who else from your program is going. If another coordinator in your program or your program director is also going be sure you divide and conquer your sessions to get the most information out of the conference.

Remember to pick sessions that talk about things you don't know much about or challenge you in some way. Attend each session with an open mind and become inspired at what the speaker is sharing with you. Most all sessions are based on best practice styles so they may share with you what they have done. It might work for you, it might not. But take in all the information before deciding how you will apply this into your program.

# A P C R N E W S L E T T E R

Attending sessions directed at coordinator specific content is very important. But remember that the coordinator responsibilities are very much in line with the director responsibilities. Therefore, don't shy away from attending director sessions as well. This goes for directors attending coordinator sessions as well.

Remember to attend sessions that your speciality's ACGME RRC is presenting. This is so important, because this is where you will get the best updates at what is happening for your speciality. This is not only for directors! Make sure you get to know the members of your RRC as well as your executive director and administrator.

Additionally, make sure you go to as many events as you can. This includes dinners, lunches, breakfasts and receptions. Specific networking sessions as well as poster and awards sessions are important to attend. First of all, they are extraordinarily inspiring. Additionally, these are great opportunity to meet new people.

### **Don't be Shy**

Now that you are attending plenty of sessions, remember to talk to people while you are there. Don't be shy! Go outside of your comfort zone a little by sitting at tables where you don't know people. Remember to introduce yourself to everyone at the table and strike up conversation that everyone can partake in. You will be surprised at what you learn and who you meet! Also don't forget to stop and say hello and catch up with people you have met and don't see very often as well. Make plans with people that you may know only by email or phone to meet them in person. Remember, this is the opportunity to grow your network.

As you are talking to people, don't forget to exchange business cards. Even if you don't have it in your budget to get formal business cards, make some for yourself and print them on cardstock. Make it a fun game with your business cards; maybe create a contest with someone you know well to see who can get the most exchanges! Remember as you get others' cards, to write on the card something that will help you remember them. Did you have a specific conversation that you want to continue? Maybe the session you met them in?

### **Look for Ways to Get Involved!**

Now that you are feeling inspired by all of your conversations and networking, you may be wondering how can you get involved. Maybe you want to get involved, or you want to keep conversations going. Maybe you might even see yourself up there next year giving the talk or presenting the poster.

I cannot stress enough and urge you to get involved. I know we all have busy schedules, but this great sharing of ideas cannot continue without the extremely talented people sharing their thoughts and talents.

Remember, these experiences are built to enrich us as individuals but they also in turn help to enrich your programs and divisions as you apply everything you learn to continually improve its success.



*Crys Draconi, C-TAGME is a Medical Education Manager for Neurosciences at Tufts Medical Center and an independent graduate medical education consultant. Crys has been active in the medical administrator field since 2008, and has been instrumental in the advancement and recognition of the coordinator role, including her passion of mentoring and coaching the next generation of administrators. Crys has held many leadership roles including Board of Directors for Massachusetts Society of Academic Medical Administrators, co-chair of American Academy of Neurology's TAGME Committee, consultant and for Director of Operations for Association of Radiation Oncology*

*Program Coordinators and leader of the Coordinator Description Task Force. To contact Crys Draconi, please visit her [LinkedIn page](#).*

## MEETING TIPS by Sylvia Zavatchen

If you are attending the AUR annual meeting this year, here are some tips which I've collected over the years and which I wish I would have known before my first conference.

### **BEFORE THE CONFERENCE**

**Select all the courses you want to attend before the meeting. And have a Plan B!**

You should prepare for the meeting with these goals in mind:

- What requirements are unclear for which my directorship needs clarification and direction. For example: How should we prepare for our institute's CLER visit? How should we approach the self-study? Does anyone really understand the transition from an IR fellowship to three new IR/DR residency programs?
- Find an existing solution to a program or professional need. For example: How do other programs make the residents' schedule? How do other programs orient their new residents? How do other PCs deal with a difficult PD? Do other programs have a form for XYZ?
- Where would my program like to innovate? For example: How can we improve faculty compliance with residents' rotation evaluations? How can we ensure each resident will complete a QI project by the end of the R2 year?

To get the most bang for your/your department's buck, organize your conference schedule before you get on the plane or drive to the conference. Read through the presentation descriptions and decide what you most need to learn about for your program at this time based on your answers to the three questions above. And select an alternate session, as well. Sometimes sessions do not discuss what you think they will discuss. There's nothing wrong with leaving the room after a few minutes and going to a different session. Do this especially if you cannot decide between one session and the other.

Also, if your program director is not attending and you have a "free" time slot, ask him/her if there is a session he/she would like you to attend and report back on.

### **Plan on attending APCR functions**

At the AUR, plan on attending

Sunday: APCR Member Reception

Monday: Group Dynamics, Myers-Briggs Workshop Part I, APCR

# A P C R N E W S L E T T E R

Member Meeting I

Tuesday: Myers-Briggs Workshop II, APCR Member Lunch I, APCR Committee Meetings

Wednesday: ACGME Update, APCR Member Meeting II (group photo!), APCR Member Lunch II, ERAS Update

In addition to APDR/APCR sessions like Residency Hot Topics, ABR Update, RRC Update, and others.

At APCR Member Meetings I & II you will welcome new APCR members and the new APCR Board members, you will applaud members receiving service awards, and you will learn what the different committees have accomplished over the past year and their goals for the current year. You will also be entered into a raffle drawing for prizes!

The APCR Committee Meeting is the one time that committee members get to meet and talk face-to-face. If you are a member of a committee, or want to become a member, you must attend the Committee Meeting.

The APCR Committee Meetings will be three consecutive ½ hour sessions with three or four committees meeting during each ½ hour session. Please check the schedule which will be sent out before the AUR to see when your committee is/committees are meeting.

**Check the local weather forecast and pack accordingly**

Do not assume that it will not rain or that it will not be cold. I learned the hard way and have ended up buying a jacket, gloves, a hat or, alternatively, warm-weather tops, umbrellas...

**Pack casual business attire**

Your professional conference, where you will be networking with colleagues from across the world, is not the place to go uber-comfy. Jeans, shorts, flip-flops, gym shoes, t-shirts are really not appropriate. Nor should you want to present yourself in this manner. Remember, you are representing your program and your institution! Be proud of your affiliation and your profession. Dress professionally! This does not mean you have to wear a suit (and tie): for women, slacks and a blouse/dress shirt/polo shirt are appropriate; for men, khakis/dress pants and a dress shirt/polo shirt are appropriate. You would, however, not be out of place if you do choose to wear a suit at the conference.

But do pack casual, comfy clothes for your after-conference activities like sight-seeing and eating out.

**Pack a sweater/cardigan (your mom told me to write this)**

You would not believe how cold some conference rooms are. Not bad if you're trying to stay awake; bad if it's so cold your fingers are cramping and you can't take notes. Even though the AUR meeting is in Florida, conference rooms will be air-conditioned. Best to wear a sweater/cardigan/jacket/shawl which you can peel off when you go outside.

**Pack your allergy medication**

Even if you are not currently suffering from allergies, being in a different city can trigger them!

Also, if you pack eyeshadow into your checked luggage, place some folded tissue over the shadow. Otherwise, you'll end up with a broken mess.

**Bring your business cards!**

**AT THE CONFERENCE**

**When checking in at the hotel, request a room on a low floor.**



# A P C R N E W S L E T T E R

The higher up your floor, the more time you'll spend waiting for an elevator.

## **Take notes!**

You are at the conference to learn. To learn how to meet ACGME requirements, how to implement a process, how to improve a process, how to avoid mistakes other have made and are graciously willing to share with us. We all want to do it right, do it easier, do it faster. You will have brilliant ideas come to you during a session which you should jot down and brain storm about right away. I always try to go home with at least three new ideas and /or improvements which we can implement in our program.

## **Staying alert**

Let's face it – humans were just not meant to sit in a dark room and listen to people speak for hours on end. No matter how engaging the speaker or important the topic, sometimes you may find yourself tuning out. You see those people around you folding a stick of chewing gum into their mouths? They've learned that chewing gum or eating hard candy —especially mints— helps keep them focused. Also, those people standing in the back of the room during an afternoon session...they're keeping alert, too. It's perfectly acceptable to get up from your chair and stand off to the side or in the back to help you stay alert.

## **Collect business cards**

From lecturers with whom you'd like to follow-up; from poster presenters who have ideas you'd like to use; from fellow PCs who have offered helpful advice. Jot a note on the back of the business card explaining to yourself why this contact is valuable.

Make a point to connect with and meet people that you engage with regularly, such as PCs from other programs in your area or from hospitals to which your residents rotate. Put a face to the name.

## **Extracurricular learning**

You'll be surprised how much you learn between conferences! In the hallways walking with other PCs, outside the conference rooms with other education people, and even during breakfast, lunch, and dinner! Informal gatherings often spur creative discussions.

## **An off-site retreat?**

Some programs treat the meeting as an opportunity for brainstorming, program planning and assessment with the director, coordinator, and chief residents. Keep in touch with others from your institution about what you're learning and what you'd like to implement.

## **AFTER THE CONFERENCE**

### **Write a summary of what you've learned**

For some of you, this might be a requirement to receive department funding to attend the conference. For others, it's a good practice to organize what you've learned, what you'd like to implement in your program, and why. It's also good documentation to include in your annual professional review. Reinforce the importance (to your department bean-counters) of financially supporting conference attendance by documenting *the benefits gained* by the program because of your attendance.

### **Meet with your program directorship within a week after the conference**

Without follow-up, conference attendance may be a fun time in a new city but a waste professionally. This is where your note-taking becomes crucial! Review your notes and, before meeting with your directorship, make a list of the answers you got at the conference to the three questions you reviewed

before the conference:

- program changes which need to be made to ensure ACGME compliance (if applicable)
- program solutions you discovered – not having to reinvent the wheel!
- program improvements which can be made to advance resident training (you should have noted a few ideas from networking with other PCs)

Once again, you are reinforcing the importance of PC conference attendance because of the valuable networking it provides.

As you progress throughout your career as a program coordinator, make tips for yourself during one conference which you'd like to remember for upcoming conferences. And pack a sweater; it will please your mother.

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## CPT CODES UPDATE

### CPT Codes Revised

The Review Committee for Radiology has revised the CPT code list for the Resident Case Log System for Diagnostic Radiology to reflect recent coding updates. The following changes have been made:

- >Image-Guided Biopsy/Drainage codes added: 20604, 20606, 20611, 32555, 32557, 49083
- >Image-Guided Biopsy/Drainage codes deleted: 75989, 76942
- >Mammography codes added: 77065, 77066, 77067\*
- >Mammography codes deleted: 77055, 77056, 77057, G202, G204, G206\*
- >PET codes added: 78492, 78811, 78812, 78813
- >US Abd/Pel code added: 76706

\*Due to shortcomings in the Medicare claims processing system, CMS has elected not to use the 2017 CPT codes for mammography. As such, the Review Committee has further revised the CPT code changes published earlier this year to reflect this by adding the mammography codes G0202, G0204, and G0206 back to the list. The complete list of mammography codes is listed below. These changes are reflected in the "CPT Codes by Category" document posted in the Resident Case Log System, and programs may use these codes immediately.

### Mammography

77065, 77066, 77067, G0202, G0204, G0206

All changes are reflected in the "CPT Codes by Category" document posted in the Case Log System. E-mail any questions to Associate Executive Director

**Kate Hatlak.**

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## THINGS TO DO IN HOLLYWOOD, FLORIDA

There are some amazing things to do in Hollywood, Florida. If there is down time, heck out some of these attractions! Big city attractions with small town appeal. <http://www.movoto.com/guide/hollywood-fl/things-to-do-in-hollywood/>

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## DON'T FORGET!



To submit an article, picture, quote, etc. to the newsletter, please contact Jacqueline Williams via email [jdwilliams@uams.edu](mailto:jdwilliams@uams.edu)