



# APCR Newsletter

APCR Newsletter  
Volume 1, Issue 12

February 2015

**Celebrating 15 years  
of Excellence!**

**Happy New Year!**

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I'd like to wish all of you a very belated Happy New Year. I hope you all survived the holidays and have started out the year happy and healthy. In a few weeks time, we will be meeting up in New Orleans for AUR. But more on that in the next few pages.

As your recruitment season comes to an end, I wanted to remind you of the last few NRMP dates. I also want to take a moment, to acknowledge up all the great communication on LinkedIn thus far from our members. There have been many highs and lows this year in regards to recruitment so it was really fantastic to hear feedback from another programs perspective. Best wishes to each of you on a very successful Match!

### Remaining Main Match Dates

**March 16, 2015 SOAP Begins** at 12:00 p.m. ET

**March 19, 2015 SOAP Concludes** at 5:00 p.m. ET

**March 20, 2015 Match Day!** Results are posted in the R3 system at 1:00 p.m. ET

### Upcoming Fellowship Match Dates

*For those fellowship programs that participate in the Match*

**March 4, 2015 Match Opens**

**April 29, 2015 Rank Order List Opens**

**May 20, 2015 Quota Change Deadline**

**June 3, 2015 Rank Order List Deadline**

**June 17, 2015 Match Day!**



The APCR Newsletter is  
created by

Mandy Velligan  
University of  
Chicago Medicine

### **We want to hear from YOU!**

Would you like to be featured in of our newsletter?

Or perhaps you have news or a recent accomplishment you would like to share. If so, we want to hear from you!

Please email Mandy at Mandy.Velligan@uchospitals.edu with any ideas or suggestions for the newsletter.

### **Meeting Photos!**

Check out some photos from our 2014 meeting in Baltimore:

<http://apdr.org/template.aspx?id=815>

## TAGME Update

Congratulations to the newly certified and re-certified coordinators who successfully completed the Fall 2014 TAGME assessments:

Sherry Bucholz

Glena Clarke

Katherine Dixon

Linda Erickson

Lynn Lammers

Pauline Marek

Tina Rapstine

**Congratulations!!!**



### Coordinator Spotlight



#### Three Things about Pamela Coyle

*Education Coordinator*

*Thomas Jefferson University Hospital*

*Philadelphia, PA*

#### Three Favorite TV Shows

The Walking Dead

HGTV's Rehab Addict

Nurse Jackie

#### Three of my favorite foods

Shrimp Scampi

Filet Mignon

Cannolis

#### Three Places I have been

Rome

Cayman Islands

Curacao

#### Three Names I go by

Pam

Pammy

Pam-ella

#### Three Places I have lived

Merchantville, NJ

Philadelphia, PA

Haddonfield, NJ

#### Three Things I am Looking Forward to

Finishing home renovations

Finally getting a dishwasher again!

Going on vacation with my husband

#### Three Jobs I have had

Residency Coordinator

Medical Student Coordinator

Provider Relations Rep.

### Join us on LinkedIn

If you haven't done so already, please consider joining us on LinkedIn. Once your profile has been created, search for the group "Radiology Program Coordinators" and ask to join.

Please note that this is a closed group for APCR members only. We ask that discussions be kept to professional matters involving the APCR or information helpful to or requested by APCR members. Surveys requests should still be directed to the Survey Committee.

We hope that you will join the group and find this tool helpful. Thank you to the members of the Electronic Communications Committee and other APCR members who have been a part of the pilot group.

Recent topics include: Call schedules, Fellow's Retreats, Residency Position Requirements, Case Logs, AIRP, Administrative Questions, etc....



### Volunteers Needed!

I am looking for volunteers who attended the ACGME Annual Educational Conference in San Diego and are willing share their experience with our members at AUR. This would occur during our first lunch meeting on Wednesday, April 15th. Please contact Mandy at Mandy.Velligan@uchospitals.edu or 733-702-8692 if you are interested. Since many of us are not able to attend both AUR and ACGME, its always nice to hear from members who attended to receive updates and other information presented.

## RSNA Recap

*RSNA took place in Chicago from November 30 — December 5, 2014. During the meeting, Sally Jones and Mandy Velligan represented APCR, by attending the AUR Program Planning Committee. Below is the report that was presented during the APDR Board meeting.*

### **Membership Committee**

As of November 2014, there are 193 APCR members. There have been 18 new incoming members since the 2014 meeting in Baltimore.

### **Mentoring Committee**

The Mentoring Committee continues to work with the Membership Committee to pair new members with mentors. The purpose of the Committee is to provide networking opportunities and promote career development. There are 16 members of the Committee. The mentoring and membership committees are planning to host a meet and greet event at the AUR meeting for new APCR members. We are also planning to have a boot camp workshop session for our new coordinators at the AUR.

### **TAGME Certification**

Two coordinators became newly certified after passing the Spring 2014 assessment. Seven coordinators became newly certified or re-certified after successfully completing the Fall 2014 assessment. There are now a total of 23 TAGME certified coordinators. The committee reviews and updates the assessment as necessary as program requirements are revised.

### **Scholarship Committee**

The scholarship award is currently \$2,000.00 and only awarded to APCR members. Applications will be sent out in early 2015 to the membership. The committee is working on hosting a silent auction at the 2015 AUR meeting in New Orleans for the association's 15<sup>th</sup> year anniversary. The committee is also planning to hold a raffle during the reception held on Monday evening for the membership.

### **RRC Committee**

The Committee continues to work with the Program Directors Support Committee on matters concerning Program Directors and Program Coordinators and ACGME issues.

### **Finance Committee**

As of June 2014, the APCR has \$7,730 excess revenue over expenses and net assets of \$89,282.

### **Survey Committee**

In May 2014, the committee constructed and delivered its annual survey to collect information relevant to program coordinators that could be tracked over time. This survey received 103 responses. The aggregate data is available on our website.

### **Rules Committee**

The Rules Committee proposed 3 amendments to the APCR Rules of Operation. In accordance with the Rules of Operation, the proposed amendments were presented to the Board of Directors by the President for approval. The amendments were approved by the Board, and ratified by the membership at the 2014 Annual Business Meeting in Baltimore, MD.

### **Electronic Communications Committee**

The Board of Directors approved and the membership ratified the change in name of the Website Committee to Electronic Communications Committee. The Committee maintains the website, the Radiology Program Coordinators Group on LinkedIn and the APCR Google Drive. As of November 2014, there are 72 APCR members who have joined the Radiology Program Coordinators group in LinkedIn.

### **Professional Development Committee**

The committee prepares quarterly newsletters for the membership. Members are asked to submit newsworthy items prior to the publication dates. The committee is currently revising the program coordinator job description. A job template was decided upon at the annual meeting by the committee. This will be used by the PDC to revise the job description posted on our website. Other projects the PDC members are working on include: working with the Long Range Planning committee on the handbook for coordinators and Certificates of Attendance to APCR members who attend AUR sessions.

### **Awards Committee**

Mandy Velligan, from the University of Chicago was chosen the 2013 Outstanding Coordinator.

### **Program Planning Committee**

The Program Planning Committee has created a very exciting agenda for the upcoming meeting in New Orleans. We also have representatives from the ACGME who will give an update for coordinators. A survey will go out to members prior to the meeting for questions that they would like asked. We've also planned to have a round table session for best practices, a Boot Camp for new program coordinators and a social media session. There will also be a lecture on professional development for the program coordinator and an AIRP update.

### **Archives Committee**

The committee is busy finalizing ideas for our Anniversary celebration in 2015. Also this committee has been appointed the association's photographer for all APCR meetings and events.

### **Fellowship Ad Hoc Committee**

The goal for this committee is to be able to discuss with one another on ways we can improve our fellowship programs, prepare ourselves for upcoming changes/challenges and overall network between one another. Thus far, we have a total of 11 coordinators who serve on this committee. We are currently looking forward to discussing Milestone documentation/preparation at the upcoming meeting.

### **Long Range Planning Committee**

New chair, Sylvia Zavatchen, along with the committee will devise a poll, which will be sent asking APCR members what programs, services, projects, they want developed. They will initiate projects based on member responses. The committee is also looking to establish an AUR social events subcommittee. This committee would plan at least two social events – lunch, dinner, happy hour, sight-seeing excursion, etc. – during the AUR for all members to attend, fostering connections between new members and reinforcing existing ones. Finally, Tammi Teeters-McDade, past chair, will complete the update of the online handbook in collaboration with the Professional Development Committee.

## Anniversaries & Birthdays

### APCR Work Anniversary Dates

November	Melissa Showers (2010)
November 1	Tracy Baggett (2010) Lois Shuman (1976)
November 5	Rachel Utterback (2007)
November 14	Barbara Stewart
November 17	Regina Melenski (2000)
November 18	Deborah Desjardins (2011)
December 1	William Freeberg (2010)
December 4	Amanda Kralovic (2006)
December 9	E. Diane Davis (2009)
December 10	Susie McCusker (2001)
December 13	Rhonda Sims (2010)
December 16	Sherry Bucholz (1980)
January 2	Mary Strawsine (2011)
January 5	Beth Washa (1976)
January 31	Athena Bozak (2011)
February 1	Rose Alden (2009)
February 2	Mary Botero (2009) Kathy Dixon (2005)
February 13	Anne Jones (1999)
February 14	Kathy Flynn (2003) Lori Burlin (1985)
February 22	Jennifer Kelly (2010)
February 26	Camille Dykas (1990)
February 28	Sally Jones (1998)
March	Linda Schomer (1997)
March 1	Penny Guerin (2000)
March 5	Jill Philp (2001)
March 10	Sandra Douglas (2001) Sandra Knapp (2010)
March 14	Lori Dyar (1993)
March 22	Lynn Lammers (1999)
March 28	Pauline Marek (1973)



### Happy Birthday!

November 3	Terri Brashear Christina Moorehead
November 9	Jodi Cox
November 11	Mandy Velligan
November 21	Tammi Teeters-McDade
November 22	Megan Carrier
November 26	Tina Rapstine
November 26	Amy Ice-Gipson
November 29	Madeline Mateo
December 14	Alice Persico
December 24	Kathy Dixon
December 23	Veronica Malinowski
December 26	Holly Stiner
December 31	Debbie Kenneybrew
January 6	Camille Dykas
January 11	Olga Ortega
January 22	Stella Martinez
January 23	Patti Horvath
January 24	Rosemary Belz
January 26	Cedell Cook Deborah Desjardins
February 4	Sally Radford
February 6	Jacqueline Hansen
February 5	Jessica Bazo
February 8	Lakesha Hudson
February 9	Alexis Nelson
February 10	Ginger Tubbs
February 19	Roseanne Linkowski
March 10	Elaine Wymer
March 14	Carla Claussen Sandra Douglas
March 23	Teresa Ann Lalli
March 25	Tina Kutsuma
March 26	Barbara Madison
March 31	Janet Palmer

*Anniversary & birthday's are taken directly from Google Drive under the Anniversary & Birthday folder.  
If your name is missing or the date is incorrect, please feel free edit! Below is the link to the drive:*

[https://drive.google.com/folderview?id=0B-I\\_g3ZfX6qTbVQyMjBySmdCSUk&usp=sharing](https://drive.google.com/folderview?id=0B-I_g3ZfX6qTbVQyMjBySmdCSUk&usp=sharing)

## Celebrations & Recognitions

Congratulations are in order for **Michele Dalmendray**! Her workshop submission titled “Choreographing the Resident FELLOW” was accepted by the ACGME to be presented during the Coordinator Forum at their annual Educational Meeting in San Diego.

The target audience is Fellowship program coordinators and the workshop will uncover an annual timeline for fellowships, identify resources and tools for networking. Michele hails from the University of Arizona where she serves as the Fellowship Coordinator (Abdominal Imaging, Breast Imaging, Vascular/Interventional Radiology, Neuroradiology, Nuclear Radiology) and Medical Student Coordinator.

We'd also like to recognize **Amy Romandine, C-TAGME** for her long standing work with HcPro. She currently serves as one of the main instructors for their Residency Program Coordinator Boot Camp. The boot camp is an intensive course that trains program coordinators on ACGME requirements, best practices for survey readiness, preparing for the NAS, CLER, and overall program support management. The boot camps are held live several times a year as well as online monthly. Amy serves as the Radiology Graduate Medical Education Coordinator at the University of Wisconsin. She is also a founding member of The National Board for Certification of Training Administrators of Graduate Medical Education.

## Reminders!

### APCR Call For Nominations - Board of Directors 2015-2022

This is a reminder that we are currently accepting nominations to serve on the APCR Board of Directors for the term 2015–2022.

Serving on the APCR Board is a great way to build your career by becoming further engaged with our association and our profession. The Board's purpose is to allow for continuity between our annual meetings and represent the interests of its members.

Becoming a Board member gives you the opportunity to build relationships within our organization, as well as outside our organization. Serving on the Board of Directors will allow you to enhance and strengthen your career AND the APCR as an organization!

There are three (3) positions to be filled on the Board: one (1) Member-at Large and two (2) Alternates to serve for a period of one year. Please consider how you can contribute by nominating yourself and/or another coordinator you know that would be an asset to our APCR organization.

For a nomination form or questions, please contact:  
Lynn Lammers ([lammersl@mir.wustl.edu](mailto:lammersl@mir.wustl.edu))

***Nomination forms are due by Tuesday, March 10th.***

### Coordinator of the Year Award

We are currently accepting nominations for our Coordinator of the Year Award.

The nominations are reviewed and voted on by the Awards committee. Both the name of the APCR member nominated and the member submitting the nomination are kept confidential from the committee until the selection is final.

The criteria and nomination form are available on the APCR website. Please return completed nomination forms to:

Lynn Lammers  
([lammersl@mir.wustl.edu](mailto:lammersl@mir.wustl.edu))

**no later than Friday, March 6<sup>th</sup>.**

*Only APCR members may submit nominations*

### APCR Scholarship Extended

**There is still time to apply for the APCR scholarship. Applications can be sent to Rachel Metcalf ([rmetcalf@uabmc.edu](mailto:rmetcalf@uabmc.edu))**

**Deadline is Friday, March 6th.**

## Annual AUR Meeting - April 14-15 - New Orleans

*We are looking forward to seeing everyone in New Orleans for our 15th year anniversary! As we continue to make our final arrangements for our meeting agenda (which will be sent out via email before the meeting), we wanted to give our members some tips on attending AUR. Whether this will be your first meeting or tenth, we could all benefit from these helpful tips. I'd like to personally thank Sylvia Zavatchen, for putting the following information together for the membership.*

### **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? Are we going to have a site visit this year? Do we have to change our evaluations to reflect the milestones?

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.

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 the APCR Member Meetings I & II, the APCR Committee Meeting, and the Best Practices/Round Table Discussions in addition to PC-relevant sessions. And, if you have been a PC for two years or less, do attend the new APCR New Member Boot Camp!

At the member meetings 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.

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 your allergy medication**

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

### **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 ACGME meeting is in San Diego and the AUR meeting is in New Orleans, conference rooms will be air-conditioned. Best to wear a sweater/cardigan/jacket/shawl which you can peel off when you go outside.

### **Bring your business cards!**

## **AT THE CONFERENCE**

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

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.

### **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)

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.

*The 2015 APCR Meeting Packet will be sent closer to the meeting. It will include agendas, committee reports, new APCR members, registered attendees, etc. Watch your email!*