



### *Message from the President*

As the dust settles, I am reminded of how chaotic our lives are as surgical coordinators. The last few months have been busy and stressful as we prepare to end one academic year and begin another. We are saying goodbye to our chief residents and fellows while at the same time welcoming the new residents into our program. For me, this time of year becomes bittersweet. While I enjoy seeing the new residents and fellows start with a new energy and eagerness to begin their training I am saddened by my departing chief residents with whom I have become very close and will miss tremendously. My wish for them is for a healthy and happy life.

On another note, I would like to say **THANK YOU** to everyone who presented at the ARCS meeting in Tucson. It is wonderful to see how many coordinators are willing to share their knowledge and ideas. I would also like to thank **Doris Stoll, PhD**, Executive Director, RC for Surgery; **Dr. Robert Rhodes**, Executive Director, American Board of Surgery; and **Ellie Fitzpatrick** from the Educational Commission for Foreign Medical Graduates for taking the time to update us on key issues. I would like to give a huge thanks to the Steering Committee who to date has done a wonderful job in working towards another successful year. A new association year is upon us and the ARCS Steering Committee has a lot of work to do. We have reviewed the ARCS Survival Guide and made changes and updates. A new ARCS listserv is available for those coordinators who would like to send out a question or inquiry to coordinators only. The Steering Committee has also worked on updating our website. Many thanks to **Megan Jimison**, who donated her time, in designing the new ARCS web page. I would be remiss in not acknowledging the daily ongoing contributions and hard work that **Margaret Tarpley** provides to the APDS and to ARCS in the maintenance of the website. Ms. Tarpley is always ready, willing, and able to help us at anytime.

This year I have asked that all Steering Committee members make a contribution to this newsletter. I feel that everyone on the Committee brings something to the table and has something to say or to share. I hope you enjoy their contributions.

The Steering Committee will be meeting in Chicago during the ACS meeting to plan the 2007 ARCS Spring Meeting. It is important that you submit your abstract or your topic ideas by September 15th. As stated in the past you do not have to be the presenter to submit an abstract or idea for a session. We need input from

everyone to make our planning meeting a success and to deliver the type of program that you are looking for. The Steering Committee can work towards a successful meeting with constructive feedback and ideas from you. Coordinators who are willing to present topics are critical to the success of our planning session.

I wish you a smooth transition from this academic year to the next and hope to hear from you throughout the year with your ideas, thoughts and concerns.

Sincerely,  
Ava Fulbright, BA, C-TAGME  
President, ARCS 2006-2007

### *2007 Spring Meeting-mark your calendar!*

The 2007 spring meeting of the APDS/ARCS will be held April 10-14, 2006 at the Hyatt Regency in Washington, DC. More details will be in the November newsletter.

### *New Members*

Please join me in welcoming the newest members of ARCS. I have provided the list of coordinators who were approved for membership at the October 2005 APDS Board of Directors meeting. Congratulations and welcome aboard! Ava

### **ASSOCIATION OF PROGRAM DIRECTORS IN SURGERY NEW ASSOCIATE MEMBERS October 2005**

Amy A. Broughton, Program Coordinator  
The Jewish Hospital, Department of Surgery  
4777 E. Galbraith Road, Cincinnati, OH 45236

Annie Copeland, Program Coordinator  
University of Virginia Health System  
Department of Surgery  
P.O. Box 800681, Charlottesville, VA 22908-0681

Sandy DelCoglin, Program Administrator  
Christiana Care Health Care Services  
Department of Surgery, 4735 Ogletown-Stanton Road,  
Suite 2121, Map 2, Newark, Delaware 19713

Bernadette Emig, Program Coordinator  
York Hospital, Department of Surgery  
1001 South George Street, P.O. Box 15198  
York, PA 17405-7198

Lavinta James, Program Coordinator  
Mayo Clinic Jacksonville, Department of Surgery  
4500 San Pablo Road, Jacksonville, FL 32224

Elizabeth Kelly, Residency Coordinator  
Temple University Hospital, Department of Surgery  
3401 North Broad Street, Philadelphia, PA 19140

Marcia Martz, Program Coordinator  
Summa Health System/NEOUCOM  
Department of Surgery  
525 East Market Street, Akron, OH 44304

Elizabeth Nelson, Residency Coordinator  
The Brody School of Medicine-ECU  
Department of Surgery  
4 South 10 Brady, Greenville, NC 27858-4354

Amy Pierre, Program Coordinator  
Medical College of Wisconsin, Department of Surgery  
9200 West Wisconsin Ave., Milwaukee, WI 53226

Donna Stallings, Residency Coordinator  
Texas Tech University HSC, Department of Surgery  
3601 4<sup>th</sup> Street, STOP 8312, Lubbock, TX 79430-8312

### ***ARCS Membership***

Please remember in order to become a member of ARCS a letter of request, along with a curriculum vitae and a letter of support from your Program Director, must be forwarded to:

**APDS/ARCS Headquarters Office  
6400 Goldsboro Road, Suite 450  
Bethesda, MD 20817-5846  
Phone: 301-320-1200, Fax: 301-263-9025**

### ***Membership Roster***

We are always in need of current names and addresses for residency coordinators. If you are a new coordinator, or if we do not have your current name, address, program name, and email address, please contact Jeannine St. Pierre at [Jeannine.St.Pierre@umassmed.edu](mailto:Jeannine.St.Pierre@umassmed.edu) and she will add your name to the ARCS roster. Please let Jeannine know whether or not you are a current member of ARCS. The membership roster can be retrieved and printed from the ARCS website or can be saved on your desktop as an icon for quick reference.

### ***List Servers Update***

The List Server for Program Directors and Coordinators continues to be a vital resource. The posting of vacant positions in our programs and the subsequent filling of them have been much easier with the List Server. The listserves continue to be used as a data collection tool for surveys and research on surgical education issues by many coordinators and program directors.

Currently there are two listserves in operation. The first is [APDS@topica.com](mailto:APDS@topica.com) for all program directors and coordinators and the second is [ARCS@topica.com](mailto:ARCS@topica.com) for coordinators only. The ARCS listserve was designed for coordinators who have questions or issues they would like to address directly with other coordinators. If you are not currently signed on as a member of either List Server, and would like to be, please contact Margaret Tarpley at [Margaret.tarpley@vanderbilt.edu](mailto:Margaret.tarpley@vanderbilt.edu) with your name, email address and program name and let her

know which listserve(s) you would like to become a member of. Ava

### ***New Steering Committee Members Appointed***

At the Spring 2006 meeting in Tucson ARCS welcomed **Jeannine St. Pierre** from University of Massachusetts Medical School and **June Cameron** from Maine Medical Center as they begin their four year term of service to the Steering Committee.

### ***Departing Steering Committee Members***

Steering Committee member and President, **Sandra Dubard**, completed her four-year term of service in Tucson. Sandra worked hard to assemble the spring meeting. **Kathy Garvin** also ended her four-year term on the Committee. For those who do not know, Kathy retired in May and is enjoying life in her new home with her husband in Kentucky. I for one will miss Kathy's sense of humor. The Steering Committee would like to offer our sincere thanks to Sandra and Kathy for their dedication and hard work on the Committee to ensure the ongoing success of ARCS. Ava

### ***Steering Committee***

To be considered for the ARCS Steering Committee you must be a member of ARCS. The ARCS Steering Committee consists of an eight-member board, each serving a maximum term of four years. A President-Elect is elected by the Steering Committee at the Annual ARCS Fall Planning meeting to serve for a term of one year. A Secretary is elected to serve for one year and may not be elected for more than two consecutive terms. In addition, the committee will select new members as needed to maintain its membership. New Steering Committee members will be introduced at the ARCS spring meeting. Please consider submitting your name as a steering committee candidate at the spring meeting in Washington, DC. Steering Committee Application Forms is found at the end of this newsletter and on the ARCS website.

### ***MEET THE STEERING COMMITTEE***

So who are those people eating breakfast on the dais at the front of the room? They represent a cross-section of all of ARCS. Half of them work in university-based programs; half are in community programs. The job titles, level of education, and interests are as varied as all of the rest of ARCS. Let me take this opportunity to introduce the Committee to you.

### ***Ava Fulbright, BA, C-TAGME, President***

Ava is the Senior Academic Program Manager at Orlando Regional Medical Center. She has worked with the general surgery residency program since 1996. She is on the Surgical Training Administrators Certification (STAC) Board as well as the Program Coordinators Corner Editorial Board for *Current Surgery*. In May of this year Ava graduated *magna cum laude* from Rollins College, earning a Bachelor of Arts in Organizational Behavior. Now, perhaps, with one less activity on her

schedule she can find time for gardening and spending time with her grandchildren.

***Gretchen Schulz, C-TAGME, President-Elect***

Gretchen is the general surgery Residency Program Coordinator at the University of Missouri-Columbia. She has worked in this position for the past 12 years. Gretchen and her husband Steve have two daughters: Nicole, age 15 and Lauren, age 9. Much of Gretchen's spare time is spent taking Nicole to basketball games and practices and taking Lauren shopping. When possible, the whole family likes to golf together.

***Judy Craig, C-TAGME***

Judy C. is the Education Office Supervisor/General Surgery Residency Coordinator at The University of Texas Southwestern Medical Center in Dallas. She has been in this position since 1995. Judy has an Associate in Science degree in Business Administration from the University of Texas at Arlington. She has two grown sons and two grandchildren, a boy and a girl. In her spare time, she enjoys gardening, sewing, reading, and singing.

***Judy Olenwine, MS***

Judy O. is the Education Coordinator for the Department of Surgery at Lehigh Valley Hospital in Allentown, Pennsylvania. She has held this position since 1995 and is responsible for four accredited surgery training programs. She earned a Master of Science in Health Administration from St. Joseph's University in Philadelphia. Judy enjoys yoga, cooking, reading, sewing, and traveling.

***Kim Agretto, C-TAGME***

Kim has been the Surgical Residency Coordinator at Easton Hospital in Pennsylvania since November 2001. Previously she was the Student Program Administrator and the Resident Operative Log Statistician. Kim graduated from Wilma Boyd Career Schools in Pittsburgh and was a certified Flight Attendant. Kim and her husband Rick have two children: Ricky, a junior at Penn State University and Rachel, who will enter DeSales University in September.

***Barbara Carter***

Barb is the Residency Coordinator for General Surgery at the Southern Illinois University School of Medicine. Although she has held this position for 18 years, she has had her position upgraded three times and is now a Medical Education Program Specialist II with the Department of Surgery. Barb and her husband, Jim, have two children, Lance age 35 and Keri age 31, both graduates of the University of Illinois. Barb and her husband have two granddaughters and a new grandson. When not spending time with her grandchildren, Barb enjoys golfing, boating, and traveling.

***June Cameron, BA, C-TAGME***

June is the Residency Program Manager at Maine Medical Center. She has been in this role for nearly

ten years. June earned a Bachelor of Arts degree in Organization Leadership from the University of New England. She has two children, ages 11 and 3, who keep her busy with sporting events, school activities, and walks on the beach. June plans to begin work on a Master's degree in Education this fall.

***Jeannine St. Pierre***

Jeannine is the Residency Coordinator at the University of Massachusetts Medical School. She has been in this position for seven years. She keeps track of 42 clinical residents and 12 in research. Jeannine and her 9-year old daughter, Jillian, enjoy going to the beach, taking day trips. In addition Jeannine likes to cook, scrapbook, and spend time with friends.

I hope you have enjoyed learning a little bit about us. Perhaps by seeing that you have something in common with members of the current Steering Committee, you will consider joining us. And who knows, this could be a whole new category for Coordinators' Jeopardy! Judy O.

***Roles of the Steering Committee***

When you become a member of the ARCS Steering Committee, you will have the opportunity to serve the ARCS membership in one of the following roles:

**President**

As President of the ARCS Steering Committee you will be responsible for the over-all coordination and planning of the annual ARCS meeting held in conjunction with the annual APDS meeting. As President, you must be able and willing to do the following:

- Host the fall planning meeting of the Steering Committee. This meeting may take place at your home institution, or in conjunction with the American College of Surgeons (ACS) fall meeting.
- Attend the APDS Executive Committee meeting held during the ACS fall meeting and at the APDS/ARCS spring meeting to represent ARCS.
- Act as liaison with the staff of the APDS to coordinate the needs of the ARCS annual meeting.
- Be responsible for the distribution of the bi-annual newsletter to the ARCS membership.

**President – Elect**

As the President-Elect of the ARCS Steering Committee you will work closely with the President to provide support and assistance with any and all aspects of the ARCS annual meeting. In this role you must be willing and able to do the following:

- Attend and assist the President with the organization of the fall planning meeting of the ARCS committee.
- Attend the APDS Executive Committee meeting with the President during the fall American College of Surgeons meeting and at the APDS/ARCS spring meeting to represent ARCS.
- Assume the responsibility of President the following year, or sooner, should the incumbent be unable to fulfill the duties of President.

### **Secretary**

One Steering Committee member is elected to the office of secretary for all ARCS Steering Committee meetings. The Secretary will take minutes of each meeting held by the Committee. This includes the fall planning meeting as well as the business meeting held at the conclusion of the annual ARCS meeting. The minutes from each meeting are transcribed and sent to the Committee for review and final approval. The same Committee member usually holds this position for a two-year term unless the member is elected to the Office of President. At that time, the position would be available to another Steering Committee member.

### **Mentor Program**

One Steering Committee member is elected to oversee the New Coordinator Mentor Program. This program was started to assist new coordinators in their positions by introducing them to an established coordinator who is willing to serve as their mentor. Each year at the ARCS annual meeting the coordinator of the Mentor Program will give an update to the ARCS membership regarding the Mentor Program to ensure that all new coordinators are aware of this opportunity and to solicit seasoned coordinators to become mentors. This is achieved by announcements throughout the meeting and by coordinating a sign-up sheet for new coordinators and mentors at the registration desk throughout the meeting. At the conclusion of the annual meeting, the coordinator will assign new coordinators a mentor and then introduce them via email or telephone contact.

### **Certificates**

One Steering Committee member is appointed by the President to oversee the certificates issued at each annual meeting to all registered participants. Each registered participant is given a completion certificate for attending the annual ARCS meeting. This position will work with the APDS staff to obtain a list of registered participants and create a certificate for each member on the official APDS registration confirmation list. Distribution of the certificates will take place at the registration table during the conference. The same Committee member usually holds this position for their four-year tenure unless the member is elected to the Office of President. At that time the position would be available to another Steering Committee member.

### **Rooming Buddies**

One Steering Committee member is elected to coordinate the rooming buddies program. This program is to assist coordinators who want to attend the annual APDS/ARCS meeting and wish to share a room with another coordinator to save expenses. The coordinator of this program will send an email out on the ARCS list serve as soon as the APDS/ARCS program information is final to start a list of those coordinators interested in finding a rooming buddy for the upcoming meeting. Once a list of coordinators who would like a rooming

buddy has been compiled you would introduce the coordinators by email or phone so they may work out their travel arrangements together. As coordinator of the program you would make an announcement at the annual ARCS meeting regarding this program. The same committee member holds this position for their four-year tenure, unless the member is elected to the Office of President. At that time, the position would be available to another Steering Committee member.

### **Membership Coordinator**

One Steering Committee member is elected to maintain a current listing of all ARCS members. This list will be utilized by the Steering Committee during the fall planning meeting and Ms. Tarpley for the list-serve. As coordinator you will maintain an accurate and up-to-date list of all ARCS members and provide written or electronic copies of this information as requested. During the annual APDS/ARCS meeting you will distribute forms to each member for their current contact information to update the membership on a yearly basis. These forms will be collected throughout the meeting at the registration desk. Once a year an email through the ARCS list-serve should be sent out asking members to review their current contact information listed on the ARCS website and verify their information is accurate. You are responsible for any changes or updates to the ARCS membership list. The same committee member usually holds this position for their four-year tenure unless the member is elected to the Office of President. At that time, the position would be available to another Steering Committee member.

### **Newsletter Chair**

One Steering Committee member is elected to organize and distribute the ARCS newsletters. This person will need to work closely with the President and all Steering Committee members to obtain information to include in the bi-annual newsletters. As coordinator, you will be responsible for the written and electronic distribution of the bi-annual newsletter to the ARCS members. The same committee member usually holds this position for their four-year tenure unless the member is elected to the Office of President. At that time, the position would be available to another Steering Committee member. Gretchen

### **Rooming Buddies**

It's not too early to be thinking about attending the 2007 APDS/ARCS Spring Meeting being held at the Hyatt Regency in Washington DC. With budget cuts it can become difficult for some coordinators to attend the annual meeting. If funding is an issue at your institution then sharing expenses on lodging could be the answer. Expenses aside, not everyone enjoys staying in a room by themselves in a strange city; some of you just may prefer to have a roommate. Especially if you are a newer coordinator this is a great way to develop a lasting friendship and have a companion for sightseeing while in a new city.

If you have a limited travel budget or if you would just like to have a rooming buddy contact Barbara Carter at [bcarter@siumed.edu](mailto:bcarter@siumed.edu). You can include some information on your personal interest and background if you wish. Barbara will be starting a list of those coordinators who are interested in having a rooming buddy for the April 10-14, 2007 meeting. Barb

### ***Sunshine Committee***

There are times in all of our lives where a "thinking of you" note or card would be appreciated. Whenever you are aware of a fellow coordinator who is ill, lost a loved one, needs cheering up or is going through a tough time, let us know. Also, if you hear of one of our cohorts who has received a promotion or award in relationship to their position as a residency coordinator, we would like to acknowledge their accomplishment.

Please let the Sunshine Committee know their name, address and the reason a card from us would be appreciated. Contact Barbara Carter at [bcarter@siumed.edu](mailto:bcarter@siumed.edu) and the Sunshine Committee will try to brighten their day. Barb

### ***Coordinator's Jeopardy***

It was a quiet morning in the majestic Santa Catalina Mountains in Tucson, Arizona. They walked in amidst the Saguaro Cacti that lined the way up to the entrance of the La Paloma Spa and Resort. It was peaceful that is until they arrived. The Captains and their teams - heads held high and ready for the competition. There they were - the "East", the "Central", and the "West" motivated by their Captains and ready to raise their flag at a moment's notice (and they say surgeons are competitive).

As they made their way to the tables, they were filled with anticipation for the 1st Coordinator's Jeopardy held at the meeting of the Association of Residency Coordinators in Surgery. Who would be the Champions? Would their gamble pay off? They were confident and ready for battle. It was "Coordinators' Rule" in the quiet Sonoran Desert and rule they did.

More than 200 questions covered the following areas:

#### **Regular Jeopardy**

Are you competent? (Do you know the competencies?)  
The Laws (Do you know the requirements?)  
Now I know my ABC'S (Do you know your organizations/acronyms?)  
Stayin' Alive, Stayin' Alive (Do you know the deadlines?)  
Can you surf? (Where do I go - what is the website?)

#### **Double Jeopardy**

Smooth Operator (What do you know about the Surgical Operative Log?)  
Working 9 to 5 (Do you know the rules and regulations of the 80-hour work week?)  
Inspector Gadget (What do you know about a site visit?)

R U Bored? (What do you know about the American Board of Surgery?)  
ARCS (Do you know your history?)

After the rules and regulations were read, Team Captains - Laura Warner-East, Sheri Clark-Central, and Captain-West strategized with team members. Flags were handed and the game began. The coordinators knew their stuff, battling back and forth with points being awarded and deducted. The judges were challenged and at one point a flag went flying. At the end, it was the East versus Central with a showdown reminiscent of a gunfight at the O-K Corral.

After the smoke cleared, the "Central Team" was crowned the "Champions". I believe I heard them singing the song "We are the Champions" as they were walking out the door.

We hope that you had a great time and learned something during this session. Our plan is to fine tune "Coordinators' Jeopardy" for next year. Any suggestions would be appreciated. As we get closer to the 2007 meeting, information regarding sign ups for "Coordinator's Jeopardy" will be sent to all coordinators. Thanks to my partners in crime - Kathy Garvin, Gretchen Schulz, and Judith Olenwine for their input to this presentation. Kim

### ***Riding off into the sunset***

It's hard to imagine a conference without her, but yes as you heard, our social director, Kathy Garvin has retired! I can hear the earth shaking with disbelief and wonderment, who will take over the last minute planning for gatherings, social hours, and off-hours events?! Well, having roomed with Kathy for a few years and enjoyed her company immensely I am willing to take on the challenge with her blessing and the help and support of the members of the Steering Committee.

A large group of us had quite the time with Karaoke at Shooters in Tucson! Remember, what happens in Tucson, stays in Tucson! I heard about many other fun group activities that took place as well - horseback riding, dinners, and desert tours. I myself made many more friends this year and was happy to see that so many other coordinators wanted to join in the camaraderie.

I am looking into restaurants and other activities for our next conference in Washington D.C in 2007. The APDS made it easy for the Steering Committee with all there is to do in the Capital. As mentioned at the end of this year's conference, the Steering Committee plans on getting very involved in meet and greet get-togethers for all coordinators interested in meeting new people or just continuing the bond with those they already know. I am hoping to have sign-up sheets ahead of time for dine out groups, tours, museums, etc. Ideas and suggestions are welcome!

The best part about our jobs is us! Our network is greater than any other, and we need to build on that and make it even stronger

Please update your contact information whenever there is a change of name, address, program director, telephone or fax numbers. I look forward to spending quality time with as many of you as possible in Washington, D.C.! Jeannine

### ***Mentor Network***

ARCS established a Mentor Network to help with the "Am I the only one doing this?" and "What do I do next?" questions, as well as to have a point person for the "I really need help!" questions. If you have three or less years experience as a surgical coordinator and would like to be paired with a mentor from the Mentor Network please contact Judy Craig at [judy.craig@utsouthwestern.edu](mailto:judy.craig@utsouthwestern.edu). For our seasoned coordinators, if you would like to be a mentor please contact Judy as well. There will be sign-up sheets once again at the meeting in Washington for both mentors and 'mentees'. The past year in Tucson we had numerous coordinators to sign up to participate in the Mentor Network. We encourage all of you to participate in this important support system. Judy Craig

### ***New Ad Hoc Committee: Current Surgery Program Coordinators' Corner Editorial Board***

This Editorial board is comprised of eight members: six from the ARCS membership and two outside of the membership who have experience in graduate medical education. The purpose of this Board is to review and critique articles submitted by the ARCS membership for publication in *Current Surgery*. One member will serve as the primary liaison between the Editor of Current Surgery and the authors. The liaison will distribute articles to members of the Board for review and comment. Once the comments have been received, the liaison will forward the comments to the authors for review and revision. Once the authors have made additional revisions the articles will be forwarded to the Editor of Current Surgery for review, comment, and action. Ava

### ***Call for Abstracts***

As we start preparing for the 2007 spring meeting, it is time for all of us to think about the triumphs and challenges that affect us in our roles. As professionals, what are some of the issues that can hinder our performance? When coordinators get together we make an excellent team, that is why it is so important to receive your input on what would help you in your role as coordinator. Are there questions that you do not feel comfortable asking on the listserv? Is there a new process that you have recently implemented in your program? What struggles are you currently facing? Did something wonderful happen to you? or to your program? The more input we receive from you the more

valuable the meeting will be. Do you have a coordinator that you look forward to seeing every year at the meeting? How about teaming up to present a topic of interest? If you are comfortable presenting and are willing to do so, please let us know. Presenting at National meetings is encouraged for Certification. Thank you for your support of ARCS. If you are not currently a member and would like to be please submit your name to the Steering Committee for consideration. Enclosed in this newsletter is the abstract form for the ARCS 2007 Spring Meeting. Please complete the abstract form with details and return it to Ava Fulbright by September 15, 2006.

I look forward to another excellent meeting of ARCS.  
June

### ***Recognition Nomination***

Do you know a coordinator who should be recognized for their hard work, dedication, contributions, and commitment to the support of their program? Do you know a coordinator that consistently contributes to the success of ARCS? This person could be someone who has dedicated their time and effort to the education of residency coordinators in surgery by either presenting topics at our spring meeting, has become a mentor to other coordinators, who displays professionalism, takes a strong interest in education, and recognizes and encourages others. This person could be someone who has had an impact on you personally. Enclosed in this newsletter is the ARCS Recognition Nomination form. If you know someone that you would like to nominate to receive this recognition award from ARCS, please complete the form and return same to me by September 30, 2006. The Steering Committee will review all nominations at the fall planning session. The recognition will be presented at the spring meeting in April. Ava



### **Steering Committee Application for 2007**

Name: \_\_\_\_\_ Program Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Program Director: \_\_\_\_\_ Years as a coordinator: \_\_\_\_\_

**To be considered for the ARCS Steering Committee you must be a member of ARCS and have the full support of your program.**

**Membership:** ARCS is a subgroup of the Association of Program Directors in Surgery (APDS). You must be an Associate Member of the APDS in order to be a member of ARCS. Associate membership can be obtained by sending a letter of request, along with a current curriculum vitae and a letter of support from your Program Director, to:

APDS/ARCS Headquarters Office  
6400 Goldsboro Road  
Suite 450  
Bethesda, MD  
20817-5846

**Steering Committee:** The ARCS Steering Committee is comprised of eight members. Each member serves a four-year term. Officers are elected from the Steering Committee as follows:

President: one-year term

President-elect: one-year term

Secretary: maximum two-year term

To be a member of the Steering Committee you must:

1. be a member of ARCS
2. have attended at least three APDS/ARCS meetings
3. show written and financial support from your program director
4. be able to attend all Steering Committee meetings
5. be willing to host a planning meeting if elected president

Please submit all applications to Ava Fulbright, President, Association of Residency coordinators in Surgery, 86 W. Underwood Street, Orlando, FL 32806. Application materials must be **received by September 30, 2006.**



## 2007 Recognition Nomination

(please type all information)

Nominee: \_\_\_\_\_ Program Name: \_\_\_\_\_

Program Address: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Program Director: \_\_\_\_\_ Years as a coordinator? \_\_\_\_\_

**I would like to nominate the following coordinator for recognition by ARCS. I feel that she/he should be recognized by CS because:**

Nominated by:		Program name:	
Address:			
City/State/Zip:			
Phone:		E-mail address:	

**Submit all nominations either by mail or e-mail no later than September 30<sup>th</sup>, 2006 to:**

Ava Fulbright, C-TAGME  
 President, Association of Residency Coordinators in Surgery  
 Orlando Regional Medical Center  
 Department of Surgical Education  
 86 W. Underwood Street, Suite 201  
 Orlando, FL 32806  
[ava.fulbright@orhs.org](mailto:ava.fulbright@orhs.org)



ABSTRACT FORM

**Name(s):** \_\_\_\_\_

**Institution(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**PLEASE CHECK ONE**

**Type of Presentation:** *Panel* \_\_\_\_\_ *Individual* \_\_\_\_\_ *Breakout Session* \_\_\_\_\_

**Topic:** \_\_\_\_\_

**Goals & Objectives of presentation: Please attach separate sheet if necessary.**

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## Quick Reference

Association of Residency Coordinators in Surgery- <b>ARCS</b>		<a href="mailto:ARCS@topica.com">ARCS@topica.com</a>
American Board of Surgery- <b>ABS</b>	215 568-4000	<a href="http://www.absurgery.org">www.absurgery.org</a>
American College of Surgeons- <b>ACS</b>	312 664-4050	<a href="http://www.facs.org">www.facs.org</a>
Accreditation Council for Graduate Medical Education- <b>ACGME</b> -	312 464-4920	<a href="http://www.acgme.org">www.acgme.org</a>
CPT Codes/Defined Categories - Doris Stoll, Ph D	312 755-5499	<a href="mailto:das@acgme.org">das@acgme.org</a>
Review Committee in Surgery- <b>RC</b>	312 755-5047	
Review Committee Newsletter- <b>RC</b>	312 464-4687	
Association of Program Directors in Surgery- <b>APDS</b>		<a href="http://www.apds.org">www.apds.org</a>
APDS List Server		<a href="mailto:APDS@topica.com">APDS@topica.com</a>
Association of American Medical College- <b>AAMC</b>		<a href="http://www.aamc.org">www.aamc.org</a>
Electronic Residency Application Service- <b>ERAS</b>		<a href="http://www.aamc.org/eras/">www.aamc.org/eras/</a>
National Resident Matching Program- <b>NRMP</b>		<a href="http://www.aamc.org/nrmp/">www.aamc.org/nrmp/</a>

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