

# NEWSLETTER JANUARY 2008

## Association of Residency Coordinators in Surgery

### Message From The President

I hope this letter finds you in good health with warm, pleasant memories from the holidays. Decorating, baking cookies, shopping, wrapping, preparing dinners, and attending holiday parties along with organizing our interview season has all of us moving full speed ahead. We certainly are the best multi-tasking group in the country! We also had to juggle the program requirements that were new as of July 1, 2007 and then those that were new as of January 1, 2008. Talk about "information overload" – we have seen our share this year with the new ACGME requirements, changes in the American Board of Surgery Requirements, and an increase in candidate applications for surgery programs.

The Steering Committee has been very busy since last April to provide our membership with an educational, exciting program for our upcoming meeting in Toronto, Canada, April 14 - 19, 2008. I'd like to give you a little history on how the Steering Committee organizes the Spring Meeting. Following the April 2007 meeting, we met to discuss the plans for the upcoming 2007-2008 year. The new Steering Committee members, Sandy DelCoglin and Donna Guinto were baptized with a full notebook and agenda. We discussed the agenda, handed out assignments, and decided to meet in August at the Maine Medical Center with Ms. June Cameron as our host.

At this meeting, we reviewed evaluations from last year's meeting, read your suggestions, and formulated a plan for our upcoming conference. Plans for the April 2008 (April 14 – April 19) ARCS conference were underway. We fine tuned Coordinator's Jeopardy and reviewed your suggestions for new topics. We were also awaiting abstracts from our membership, Steering Committee Applications, and Coordinator's Recognition forms which would then be reviewed at our meeting in October at the ACS Meeting in New Orleans.

We arrived in New Orleans ready to complete plans already in progress and to review abstracts submitted, the Steering Committee and Coordinator Recognition forms. I was also nervous and excited as Kim Agretto and I were scheduled to meet with the Association of Program Director's in Surgery Executive Committee where a report about the ARCS organization had to be presented to a room full of Program Directors. Talk about anxiety.....however, all of the Program Directors made us feel welcome and were interested in the direction ARCS was going. We were fortunate enough to be invited by Dr. Tarpley to join him along with his wife, Maggie, and Ms. Peggy Simpson, the new ACGME Executive Director for Surgery for lunch. Ms. Simpson was very friendly, and the conversation was interesting and informative.

Since our meeting in October, the Steering Committee has been diligently working to provide our members with a program that we feel is educational and one that will help you meet the challenges and responsibilities of your profession. We are proud to announce that Dr. Doris Stoll will be joining us as a speaker as well as Dr. Peggy Simpson and Tom Richter. Dr. Pamela Rowland, Dartmouth Medical Center will be back with "Why Moose Don't Get Ulcers", Dr. Tarpley and Maggie Tarpley will present a session on "Cultural Diversity and Sensitivity in Surgical Curriculum", and an improved "Coordinator's Jeopardy" will be back for an educational, yet fun, session.

We are looking forward to seeing all of you in April.

Gretchen Schulz, C-TAGME  
President, Association of Residency Coordinators in Surgery

**2007-2008  
Steering  
Committee  
Members**

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**Association of Residency Coordinators in Surgery**

## ARCS Toronto Program Schedule

### Monday, April 14th

1:00 - 5:00 New Coordinator's Workshop  
1:00 - 6:00 TAGME Assessment

### Tuesday, April 15th

7:15 - 8:00 ARCS Breakfast  
8:00 - 4:30 ARCS Programming  
5:30 - 6:30 ARCS Welcome Reception

### Wednesday, April 16th

7:15 - 8:00 ARCS Breakfast  
8:00 - 4:30 ARCS Programming  
6:15 Joint Reception APDS/ARCS/ASE

### Thursday, April 17th

7:15 - 8:00 ARCS Breakfast  
8:00 - 12:00 ARCS Programming  
12:00 ARCS Adjourns

## New ARCS Members

Please join us in welcoming the following new members of ARCS.  
These coordinators were approved for membership at the  
April 2007 APDS Board of Directors meeting.

### Dine Duclos

Kern Medical Center Program  
Department of Surgery  
1830 Flower Street  
Bakersfield, CA

### Melanie Johnson

The Methodist Hospital  
6550 Fannin Street  
Smith Tower 1661  
Houston, TX 77030

### Carroll Farrell

Loma Linda Univ Med Cntr  
Department of Surgery  
11175 Campus Street,  
#21108  
Loma Linda, CA 92354

### Felicia Tucker-Lively

Morehouse School of Medicine  
Department of Surgery  
720 Westview Drive, SW  
Atlanta, GA 30310

# JEOPARDY!

Coordinator's Jeopardy will take on a new twist at the ARCS National Conference in Toronto during the week of April 14<sup>th</sup> to April 17<sup>th</sup>. Coordinator's Jeopardy is scheduled for Thursday, April 17, 2008 at 10:15am. We have decided to discontinue use of a buzzer system for Jeopardy this year. After much discussion, we felt that the following changes would help enhance the atmosphere of this session. The changes are as follows:

Two rounds – Regular Jeopardy and Double Jeopardy.

Six teams of five coordinators each: three teams will play Jeopardy and three teams will play Double Jeopardy.

Coordinators from Jeopardy and Double Jeopardy will join together for the final Jeopardy question.

The audience will be the 4<sup>th</sup> team and will answer any questions that are answered incorrectly.

Random drawing will dictate which team goes first.

If the team that goes first misses the question/answer, the opportunity to answer will move to the next team, and so on.

The team that answers the question correctly will continue to pick a topic until they answer incorrectly.

Once a team incorrectly answers a question, the team next in line will then pick a topic.

Points will be deducted for any missed questions as well as points added for correct answers.

Teams with a negative point balance at the end of Double Jeopardy will not move on to Final Jeopardy.

Rules and regulations for Jeopardy will be reviewed prior to the start of the session.

Points will be deducted from those teams who argue with any decision made by the panel of judges.

Jeopardy is a fun, interactive session and is a great way to test your knowledge, or refresh what you already know. We have received so many positive comments regarding this session we decided to bring it back. Many of your suggestions for improvement have also been incorporated into our new rules. Everyone is invited to join together with fellow coordinators and participate in another informative Jeopardy session this upcoming year.

I look forward to seeing you in Toronto and your active participation.

Kim Agretto, C-TAGME  
President-Elect, ARCS Steering Committee

## Sunshine Committee

If 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 an award with respect to her/his position as a residency coordinator, we would like to acknowledge this accomplishment. Please let the Sunshine Committee know the name, address and reason for the card. Send the information to Donna Guinto at [donna.guinto@jefferson.edu](mailto:donna.guinto@jefferson.edu), and the Sunshine Committee will try to brighten the day.

**Donna Guinto, C-TAGME**

## **TAGME CERTIFICATION**

Certification is being offered at the Spring 2008 Toronto meeting. It will be held on Monday, April 14, 2008 from 1 - 6 PM, location to be announced. Applications for certification can be downloaded from the TAGME website at [www.tagme.org](http://www.tagme.org). Send your completed application to Linda Billingsley. Her contact information is on the website.

Because the ACGME and Surgery RRC have approved revised common program requirements, institutional requirements, and general surgery program requirements, both the monitored and work effort assessment tools have been revised. These revised tools will be in effect for the Spring 2008 assessment.

At the Fall 2007 TAGME Board meeting, it was decided that as of January 2008, certification will be for 5 years. Those who were certified prior to January 2008 still fall under the 3 year requirement. The recertification process includes the completion of the application, including meeting all criteria including time on the job; attendance at a GME focused national meeting; participation in an internal review and/or site visit; documentation of personal professional development; and successful completion of the re-certification assessment tool. Opportunities for personal professional development have expanded, please see the website for further explanation for this.

**Ruth H. Nawotniak, MS, C-TAGME**  
President, TAGME  
Coordinator, General Surgery Residency Program  
UB - SUNY - Dept. of Surgery  
ECMC - 462 Grider Street  
Buffalo NY 14215  
716-898-3808 - phone  
Email address: [rhn@buffalo.edu](mailto:rhn@buffalo.edu)

## **REMEMBER**

**We're on the Web!**

**<http://www.apds.org/ARCS.htm>**

## **ARCS Membership and Directory Update**

Please remember whenever you have a change of name, address, program director, telephone or fax numbers or e-mail address, please contact me at [Jeannine.stpierre@umassmed.edu](mailto:Jeannine.stpierre@umassmed.edu) so that I can update your information. Keeping your information up to date allows the ARCS Steering Committee to communicate important information quickly.

Becoming an ARCS Member is easy --all it takes is a letter of request sent by you with your resume and a letter of support from your program director to:

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

**Phone: 301-320-1200, Fax: 301-263-9025**

As a reminder, applications for membership are approved by the Executive Committee of the APDS during the fall planning session scheduled during the American College of Surgeons meeting in October as well as the APDS/ARCS annual spring meeting. ARCS is supported by the APDS, and therefore, your application is as an Associate Member of APDS. If you plan to become a member of ARCS, please submit your application to the APDS office several weeks in advance.

*Jeannine St. Pierre*



## **Coordinator's Photo Directory**

In July 2007 you should have received an email from one of the Steering Committee members verifying your current contact information and giving you an opportunity to provide a current photo of yourself. This updated directory will be distributed at the meeting in Toronto. This directory WILL NOT be posted on the ARCS website. It's not too late, if you would still like to submit a photo of yourself to be included in the photo directory, just email it to myself or any of the Steering Committee members.

Gretchen Schulz, C-TAGME  
President  
Email address: [Schulzg@health.missouri.edu](mailto:Schulzg@health.missouri.edu)

## New Coordinator's Workshop & Dinner Dine Out

If you are planning to attend the New Coordinators Workshop on Monday, April 14th from 1:00-5:00 p.m. please also make plans to join members of the ARCS Steering Committee for a Dutch-treat Dine Out Night in Toronto. This is a great opportunity for you to meet other coordinators and network.

Reservations have already been made at three different restaurants for Monday, April 14, 2008 at 6:30 PM. If you are interested, please choose one of the following restaurants and RSVP to Donna Guinto at [donna.guinto@jefferson.edu](mailto:donna.guinto@jefferson.edu).

**Jump Café**, considered New American Cuisine – Moderately priced. Dress code is business casual. If you would like to see the menu, please visit [www.jumpcafe.com](http://www.jumpcafe.com).

**Le Fenice**, an Italian Restaurant – also moderately priced. Dress code is casual. Visit [www.lafenice.ca](http://www.lafenice.ca) for a look at their menu.

**Milagro**, Mexican Restaurant. Moderately priced and also casual dress code. For menu, please visit [www.milagrorestaurant.com](http://www.milagrorestaurant.com).

Each of the three restaurants has ensured us that they will accept credit cards and will supply us with separate checks.

Donna Guinto, C-TAGME

## Conference Accommodations

If budget is an issue at your institution, then sharing expenses on lodging could be the answer. This program assists coordinators who wish to attend the annual APDS/ARCS meeting and want to share a room with another coordinator to save expenses.

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. If you are a newer coordinator, this may be a great way to develop a lasting friendship and have a companion for sightseeing while in a new city.

If you are interested in this program, please contact Donna Guinto at [donna.guinto@jefferson.edu](mailto:donna.guinto@jefferson.edu). Please feel free to include information about yourself including personal interests.

**Donna Guinto, C-TAGME**

## REMINDER:

All residency coordinators are encouraged to join the ARCS list server. All you need to do is send your email address to Mrs. Maggie Tarpley at:

[margaret.tarpley@vanderbilt.edu](mailto:margaret.tarpley@vanderbilt.edu)

The list server is a great way to ask questions of your fellow coordinators or just share ideas. If you are currently a member of the ARCS list server and your email address has changed, please be sure to send your updated email address to Mrs. Tarpley at the same email address.

## Mentorship Program

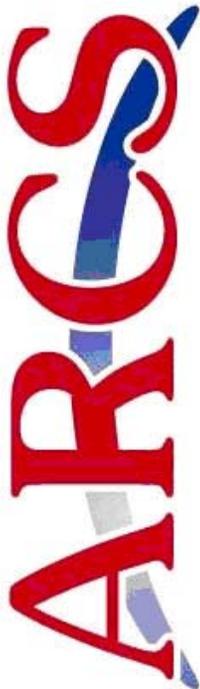
Beginning a new job can be very stressful, especially the role of surgical residency coordinator. Believe it or not - I can remember 20 years ago, my first day on the job; I heard M & M and I was thinking plain or peanut...

As we all know, the surgical residency coordinator position is very demanding and detail oriented. In most cases, there is only one surgical residency coordinator per institution, and in some instances, only one surgical residency coordinator in the state. To provide support and lend a hand to new coordinators (<3 years experience), ARCS has established a mentor network. This support system was orchestrated to help new coordinators understand the many ACGME, ABS, and RRC requirements, and also to let them know that they are not alone in this endeavor. The mentorship program pairs seasoned coordinators (>3 years experience) with new coordinators. The veteran and the inexperienced coordinator interact, exchange ideas, problem solve, determine answers to questions, make other acquaintances, and in many circumstances create friendships.

If you have less than 3 years of experience as a surgical residency coordinator and are interested in joining the mentor network, please contact Sandy K. DelCoglin at Christiana Care Health System, ([sdelcoglin@christianacare.org](mailto:sdelcoglin@christianacare.org)). Seasoned coordinators interested in becoming mentors should also contact Sandy.

**Sandy Delcoglin, BS, C-TAGME**

**TORONTO BOUND  
APRIL 15-19, 2008**



**Association of Residency Coordinators in Surgery**

**Travel Information to Toronto**

**Up-to-date U.S. Passports will be required!**

You might want to check with your institution to see if they are willing to reimburse you for your passport fee.

United States citizens can visit the State Department's web site <http://travel.state.gov>, or call the U.S. National Passport Information Center: (877) 4USA-PPT. Please allow 6 weeks for processing of the passport application. Peak domestic passport processing is between January and July.

**Airline & Shuttle Choices**

You can fly into the Pearson International Airport which has flight carriers from all over the world. Transportation from the airport can be by Pacific Western shuttle bus or by taxi. A taxi is about \$47.00 one way. To make reservations call 1-800-441-1414 and mention Group Code CAPDS to make a reservation.

**Room Choices**

(Prices do not include tax or dmf)

Hotel Promotional code for APDS/ASE/ARCS Meeting: **GRJTC1**

**Fairmont Rooms** \$229/night

Locations: Floors 1-11, 13-15 and 17  
Beds; king, queen or 2 doubles  
Size: 250 Sq Ft  
View: Limited or obstructed city view

**Fairmont View Rooms:** \$249/night plus

Locations: Floors 6-17  
Beds: 1 king Size 250 Sq Ft  
View: South facing view of lakeshore skyline

**Deluxe Rooms** \$299/night

Locations: Floors 1-11  
Beds: 1 king, 1 queen or 2 doubles. Size 500 Sq Ft.  
View: City

**Signature Rooms:** \$329/night

Locations: Floors 1-11  
Beds: 1 king or 2 doubles Size 500 Sq Ft  
View: City

Fairmont Gold, our luxury boutique "hotel within a hotel" provides the most meticulous service and unbelievable attention to detail. Indulgences extended to Fairmont Gold guests feature the use of an exclusive lounge, including deluxe continental breakfast, morning newspaper, and coffee, tea and café au lait throughout the day, with canapés served at cocktail hour. A boardroom, which can accommodate six to eight people can be arranged through the Fairmont Gold Concierge on a first come, first served basis. The Concierge team is happy to arrange theatre tickets, dinner reservations, limousine services and absolutely any other special touches.

**Fairmont Gold Rooms:** \$319/night

Locations: Floors 12 and 16  
Beds: 1 king or 2 doubles  
Size: 250 Sq Ft  
View: City