



NEWSLETTER JUNE 2007

Association of Residency Coordinators in Surgery

Message From The President

I cannot believe our annual meeting in D.C. has already taken place. Where has the time gone? Last I remember I was finishing up interviews and getting ready for the ABSITE exam. Now we are in the middle of organizing our new resident orientation programs and planning our graduation banquets. This year's meeting in D.C. was very special for me. We celebrated the 20th Anniversary of our organization in grand style with a wonderful evening event and dinner. Many thanks to Ava Fulbright, for all her hard work and planning a night that all of us will fondly remember. Ellie Gray definitely deserves a round of applause and a big thank you for being our Master of Ceremonies. One highlight of the evening was having Paula Ruscio Wayne with us. It was so wonderful to meet her and hear first hand about the early stages of how this outstanding organization, we know today as ARCS, began. A very special thank you goes to Dr. & Mrs. James Valentine, Dr. & Mrs. John Tarpley, Dr. & Mrs. Mark Friedell, Dr. Karen Borman and Dr. Nicholas Coe for attending our celebration and supporting ARCS.



A thank you goes to Mr. Tom Fise with the APDS Management Office. The level of support that we received this year was tremendous. The steering committee made many requests this year and the APDS generously accommodated us on each one: sponsoring the dinner program, purchasing the 20th Anniversary bags, and the new coordinator's handbook. As always, Kris Leotti and Katie Thorne assisted us through out the meeting in D.C. with our registration, room and audio visual needs and general conference management. Thank you for all that you do for ARCS.

This year ARCS programming covered a wide variety of topics. This would not have been possible without the participation of so many coordinators. It is not always easy to prepare and give your first presentation to a large group of your peers.

I sincerely thank everyone who shared their knowledge with us this year. I would be remiss if I did not acknowledge the continued support from our guest speakers: **Dr. Robert Rhodes** Associate Executive Director, American Board of Surgery, for his ABSITE, CE & QE exam update; **Eleanor Fitzpatrick**, Manager Exchange Visitor Sponsorship Program, ECFMG to update us on J1 visa issues; **Kerry Richard, Esquire**, from Tobin, O'Connor, Ewing & Richard to update us on H1b visa issues; **Patrice Blair, MPH** from the American College of Surgeons who gave us a wonderful presentation on all the resources the ACS has to offer; **Margaret Tarpley** for her web master expertise and wonderful presentation on locating reliable on-line health information; and **Dr. Thomas Whalen** for his update from the Surgery RC.

Finally, a special thanks to all of the steering committee members for their hard work along with the continued dedication and commitment to ensure the success of ARCS. A new association year has already begun, and your steering committee is making plans for the Toronto meeting.

Every member of ARCS is strongly encouraged to submit topic ideas and abstracts for presentation. As always, you do not have to be the presenter for your abstract or idea for a session. However, it is exciting to see new people take the initiative, step up and share their ideas and knowledge with fellow coordinators. Giving a presentation at an ARCS meeting is a very gratifying and confidence building experience. Input from everyone is vital to our planning process and enables us to deliver the type of program you have come to know and expect from ARCS. Please submit your ideas and abstracts to me by September 15th via email at Schulzq@health.missouri.edu.

Best wishes for a great start into the next academic year. Hopefully you will find some time for relaxation and a great vacation over the summer months. I look forward to serving as your president and always welcome your ideas and suggestions.

Gretchen Schulz, C-TAGME
President, ARCS 2007-2008

**2007-2008
Steering
Committee
Members**

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Donna Guinto

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Thomas Jefferson Univ.
Philadelphia, PA
(215) 955-6864

Ava Fulbright, BA

Past-President
Orlando Regional
Medical Center
Orlando, FL
(407) 841-5142

Association of Residency Coordinators in Surgery

New Steering Committee Members

On behalf of the ARCS Organization, please join us in welcoming **Sandy DelCoglin** from Christiana Care Health System and **Donna Guinto**, Thomas Jefferson University School of Medicine as the newest members of the ARCS Steering Committee.



Sandy DelCoglin, C-TAGME

Christiana Care Health System
Newark, Delaware

Sandy has been employed by Christiana Care Health System for 24 years and has been the Coordinator of the Surgical Residency Program for 20 years. She is currently pursuing a Bachelor of Science Degree in Business Administration at Wilmington College with an anticipated graduation date of early 2008. She enjoys spending free time playing softball, golf, and hanging out with her husband Frank and her family, especially her six nieces and nephews.



Donna Guinto, C-TAGME

Thomas Jefferson University Hospital
Philadelphia, Pennsylvania

Donna has been employed by Thomas Jefferson Hospital for 24 years and has been the Surgical Residency Coordinator for 13 years. She received an Associates Degree in Education from Camden County College in 2005. Donna volunteers her time with "Puppies Behind Bars" as a weekend puppy sitter for Labrador retrievers. These Labrador retrievers are raised as service dogs for the disabled and also as explosive

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Highlights

- * *NEW Steering Committee Members*
- * *NEW ARCS Members*
- * *"Presenting for the First Time" by Judy Craig*
- * *"Dinner with Friends" by June Cameron*
- * *Mentorship Program*
- * *Coordinator's Photo Directory*

Departing Steering Committee Members

We are sad to say good-bye to **Judy Craig** who finished her four-year term on the Committee in Washington, DC. Judy's enthusiasm and can-do attitude will be missed. However, I am happy to report Judy will not be leaving us entirely as she has agreed to be the Chair of the Rotating Curriculum

Committee. **Ava Fulbright** also completed her four-year term and Presidency in Washington, DC. Ava's tireless effort to provide a high-quality program this year was evident. Ava will stay on the Committee for one additional year as the immediate Past-President in an advisory capacity. This

new role was approved at the October 2006 APDS Executive Board meeting. The Steering Committee offers our gratitude to Ava and Judy for their dedication and continuing hard work with the Committee to ensure the unending success of ARCS.

Gretchen Schulz, C-TAGME

So you want to be an ARCS Steering Committee Member.....

It is so apparent to me that our organization is filled with many talented, smart, and energetic people. Why not share your talents and ideas with your fellow coordinators?

- Are you energetic?
- Do you like to help others?
- Do you like to take on new challenges?
- Would you like to be part of the planning?
- Would you like to make new friends?

If you answered yes to any of the above questions, **ARCS WANTS YOU!!** To be a member of the Steering Committee you must:

- Be a member of ARCS
- Attended at least three APDS/ARCS meetings
- Have written and financial support from your Program Director
- Be able to attend all Steering Committee Meetings
- Be willing to host a planning meeting, if elected President

As far back as 1988, this organization has worked together toward a common vision. As a group, we have had individuals from this organization who have presented valuable educational sessions, and those who have issued constructive criticism, those who have shared their ideas and thoughts to make this organization what it is today. As a Steering Committee member, you will participate in reviewing and acting upon those suggestions and comments to make the ARCS Spring Meeting a success. Perhaps the greatest compliment for our organization was received from Dr. Doris Stoll who we all respected and admired.

"ARCS has set a wonderful professional example to the other specialties. Be proud in knowing that you are much copied, but never duplicated. Keep close to your true objectives and know that you are appreciated and valued".
– Dr. Doris Stoll

Please consider joining the Steering Committee and put your talents and ideas to work.

Kim Agretto, C-TAGME
President-Elect

REMEMBER

We're on the Web!

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

ARCS Membership and Directory Update

Thank you to all for taking the time during the ARCS meeting in Washington, DC to review your information for the ARCS coordinator directory. 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 so that I can update your information. Keeping your information up to date allows the ARCS Steering Committee to communicate important information quickly.

During the 2006-2007 Association year, 22 surgery coordinators became members of ARCS. 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.

Happy summer! *Jeannine St. Pierre*



Coordinator's Photo Directory

A project that I have asked the Steering Committee to undertake this year is to update our current directory of coordinator's by adding a photo of each coordinator. Our organization has increased its membership to the point that it is nearly impossible to know everyone and their program. Most of us will never forget the face of that helpful and friendly coordinator you met at the Spring meeting. If only you could remember his/her name! So, be on the look out for an email from one of the Steering Committee members in the next few weeks asking for a photo. I am sure many of you already have a nice picture that you use with your resident recruitment information or program website. Copies of the completed directory will be distributed at the Spring meeting in Toronto 2008.

Gretchen Schulz, C-TAGME
President

Presenting for the first time

Me Present? –You’ve Got to be Kidding!

This was my reaction every time it was suggested that I do a presentation at the ARCS meetings. I had a lot of good reasons

- 1) I’ve never done it before
- 2) I would be too nervous
- 3) I don’t have a topic
- 4) Someone else can do it much better than me

These reasons (excuses) worked for quite a long time until it was pointed out that I had been a member of the organization for a number of years and on the Steering Committee for two and that a lot of coordinators had presented and survived. Also, that I had benefited greatly from the information presented and it was time I gave something back. So it was with great trepidation that I agreed to be a co-presenter doing an open forum on university programs. I must say, not standing up there alone made all the difference to me. I actually had fun and, of course, talking about a well known subject helped too. That was 2006. Then came 2007 and I was actually looking forward to doing the same thing – but now, I was going to have to write and present a topic on my own. Was I nervous? Of course. But knowing I was in front of a group of people, who were doing the same job as I was, eased my fears. We were all there to learn and, if something I was doing would help another coordinator, then that made it all the more beneficial. I not only survived, but again had a great time.

For everyone who feels the same as I did, don’t let those excuses stand in the way of your participation. You have a wealth of information on things you do well in your program that might be just the answer for someone who is having problems. The ARCS was established to have us help each other, and that is what we should focus on. Take that step – I survived and you will too.

Judy Craig, C-TAGME

Conference Accomodations

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 wish 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@jeffeson.edu. Please feel free to include information about yourself including personal interests.

Donna Guinto, C-TAGME

Dinner with Friends

Wednesday evening after the New Coordinator’s workshop we had dinner with friends. Any and all coordinators who were interested in having dinner together were invited to attend. We met in the hotel lobby for a short walk to Union Station. Once we arrived we had a choice of either Thunder Grill or The America restaurant. I went with half of the group to The America restaurant. Once there, we split the group up further with one steering committee member at each table. At my table we had about 20 plus years of experience! We had a new coordinator who had been in her position for only six months, my mentee who had a year’s experience, and two coordinators who were presenting for the first time this year. We had a lot to talk about. Laughter was shared, new friendships were formed, and ideas flew around the room. Amazingly enough we were all able to get separate checks! I would say “Dinner with Friends” was a big hit and can’t wait to do it again in Toronto. We hope you will join us!

June Cameron, 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

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). Seasoned coordinators interested in becoming mentors should also contact Sandy.

Sandy Delcoglin, C-TAGME

20th Anniversary

ARCS

Association of Residency
Coordinators in Surgery

1987 - 2007



Coordinator Recognition

On Saturday, April 14, **Ruth Nawotniak, MS, C-TAGME** was presented the Coordinator Recognition award. The ARCS Steering Committee created this award to acknowledge the accomplishments of a coordinator within our organization. The first award was presented to Heddy Bergsman in 2006.

In presenting this award, Ava Fulbright cited Ruth's many contributions to the organization of ARCS and to the profession as a whole. Ruth has been the program coordinator for the surgery residency at the University at Buffalo-State University of New York for 12 years. She served on the ARCS Steering Committee from 1998 until 2002 and was President during her final year. Ruth has presented numerous topics at the annual ARCS meetings.

Ruth is a founding member and the Immediate Past President of TAGME, which promotes the professional development and education of program coordinators. She now heads the Specialty Development Committee for future education resources for coordinators. She was named to the Editorial Board for the Journal of Surgical Education in 2006.

The ARCS Steering Committee congratulates Ruth on earning this recognition and thanks her for her continued efforts on behalf of our profession.

Judy Olenwine, MS

Nominations Sought for the 2008 Coordinator Recognition

The ARCS Steering Committee wants to continue to recognize members of our organization who contribute to our success. Nominations are now being accepted for review at the committee's fall planning meeting.

You may nominate a coordinator to recognize efforts made on behalf of the ARCS community, to the success of a particular residency, or even to you personally. Some characteristics to consider when nominating a coordinator may include:

- Commitment to education of peers through presentations at ARCS meetings

- Dedication to the professional development of other coordinators through mentorship
- Leadership in professional organizations related to graduate medical education
- Creativity, hard work, and enthusiasm within the individual's residency program

A nomination form is included with this newsletter. Please complete the form and return it to Gretchen Schulz by mail or email at: Schulzg@health.missouri.edu by October 1st.

Judy Olenwine, MS

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, and the Sunshine Committee will try to brighten the day.

Donna Guinto, C-TAGME

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.

Pamela Carpenter

Carillion Roanoke Memorial Hospital
Bellevue Avenue at Jefferson Street
P.O. Box 13367
Roanoke, VA 24033

Vincenza Gelardi

Caritas, St. Elizabeth's Medical Center
Department of Surgery
736 Cambridge Street
Boston, MA 02135

Cori Hawes, BA, NPA

Swedish Medical Center
Department of Surgery
747 Broadway, Suite 731
Seattle, WA 98122

Lois Koran

Geisinger Medical Center
Department of Surgery
100 North Academy Avenue
Danville, PA 17822

Deborah Ladmirault

Ochsner Clinic
Department of Surgery
1514 Jefferson Hwy
New Orleans, LA 70121

Kel Miller

Harbor – UCLA Medical Center
Department of Surgery
1000 W. Carson Street, Box 461
Torrance, CA 90509

Katherine Newsum, BA

Florida Hospital
2501 North Orange Avenue
Suite 411
Orlando, Florida 32804

Heidi Pieper

Ohio State University
308 Means Hall
1654 Upham Drive
Columbus, OH 43210

Stacy Pronko

Carillion Roanoke Memorial Hospital
Bellevue Avenue at Jefferson Street
P.O. Box 13367
Roanoke, VA 24033

Debra Reid

St. Joseph Mercy Oakland
44405 Woodward Ave.
Pontiac, MI 48341

Patricia Reilly

University of Connecticut
Department of Surgery
263 Farmington Avenue
Farmington, CT 06030-3955

Karen Sharrock

York Hospital
Department of Surgery
1001 South George Street
York, PA 17405

Jill Simonson, BA

Medical College of Wisconsin
Department of Surgery
9200 W. Wisconsin Avenue
Milwaukee, WI 53226

Jean Sturdivant

Sinai Hospital of Baltimore
Department of Surgery
2435 W. Belvedere Avenue
Hoffberger Professional Bldg, Suite 42
Baltimore, MD 21215

Laura Vick

University of Mississippi Medical Center
Department of Surgery
2500 N. State Street, L129
Jackson, MS 39216-4505

Deadline for
Abstracts is
September 15th

TORONTO BOUND
APRIL 15-19, 2008

ARCS

Association of Residency Coordinators in Surgery

Surgical Education Week

The 2008 ASE/APDS/ARCS meeting is scheduled for April 15-19 at the Fairmont Royal York Hotel in Toronto, Ontario, Canada.

Although it has only been a few weeks since our great meeting in Washington DC, it is not too early to start making plans to attend next year. The ARCS portion of the meeting will actually start on the afternoon of Monday, April 14th with the New Coordinators Workshop. You can check out the host hotel on their web site www.fairmont.com/royalyork/.

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. The following paragraphs contain some useful information to get you started toward a passport.

As of **January 23, 2007**, ALL persons, including U.S. citizens, traveling by **air** between the United States and Canada will be required to present a valid passport, Air NEXUS card, or U.S. Coast Guard Merchant Mariner Document, or an Alien Registration Card, Form I-551, if applicable. As early as **January 1, 2008**, ALL persons, including U.S. citizens, traveling between the U.S. and Canada by **land** or **sea** (including ferries), may be required to present a valid passport or other documents as determined by the Department of Homeland Security. While recent legislative changes permit a later deadline, the Departments of State and Homeland Security are working to meet all requirements as soon as possible.

The passport application fee for 16 and older is \$67, with an additional execution fee of \$30, bringing the total for your passport to **\$97**. The passport application fee includes the \$12.00 Security Surcharge, which became effective March 8, 2005.

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. It is recommended to apply for your passport between August and December.

The Steering Committee is already busy planning the 2008 meeting and will give you continued update information in the ARCS Newsletters and on our web site at www.apds.org/ARCS.htm.

Barbara Carter, C-TAGME





2007 Recognition Nomination

(Please type all information)

Nominee: _____

Program Name: _____

Program Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail _____

Program Director: _____

Years as a coordinator? _____

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

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

Submit all nominations either by mail or e-mail no later than September 30th, 2007 to:

Gretchen Schulz, C-TAGME schulzg@health.missouri.edu

President, Association of Residency Coordinators in Surgery



Association of Residency
Coordinators in Surgery

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.



Association of Residency
Coordinators in Surgery

Steering committee Application for 2008

Name: _____ Program Name: _____

Address: _____

Phone: _____ E-mail: _____

Program Director: _____ Years as a Coordinator: _____

Number of ARCS meetings you have attended: _____ Are you a member of ARCS? **Y** or **N**

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

Membership: The 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 the 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 a maximum of nine members. Each member serves a four-year term. The Past President will serve one additional year and fill the ninth position. 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 with current curriculum vitae to Gretchen Schulz, President, Association of Residency Coordinators in Surgery, University of Missouri-Columbia, One Hospital Drive, 4th Floor McHaney Hall, Columbia, MO 65212. Or by email to: schulzg@health.missouri.edu

Application materials must be received by September 28, 2007.