



Dear ARCS Membership:

Happy New Year! Now that the holidays are over and most of us are wrapping up our interview season, we need to start looking forward to our meeting in Houston – mark your calendars for March 29 – April 1, 2004. The Steering Committee once again, has worked hard putting together a terrific agenda. Our guest speakers will include Dr. Robert Rhodes, Ms. Kerry Richards, Esq., and, of course, Dr. Doris Stoll. Also, several people from within our ranks (and two Program Directors) will be presenting – this is always our “bread and butter”. Ruth Nawotniak will be presenting a very much anticipated update on coordinator credentialing. We will also have our community vs. university vs. military breakout sessions and our Open Forum. So start thinking about topics and questions for discussion and be sure to write them down to bring to the meeting.

Our New Coordinator’s Workshop this year will be presented by several ARCS past Presidents, giving our current President-Elect, Ms. Juanita Braxton, the day off (or so she would like to think!) This session will be given at 3:00 p.m. on Monday, March 29th, followed by the ARCS Welcome Reception at 6:30 p.m.

This year, we would like to spread the word and open up attendance to surgery coordinators in all of the subspecialties. If you know someone in your institution that

you think would be interested in coming, please ask them to contact the APDS offices in Arlington, VA for registration materials.

At the end of this newsletter is an update on coordinator credentialing from Ruth Nawotniak, chair of the ad hoc committee. This will also be a topic of presentation at our meeting. I urge you all to keep an open mind to this; the committee is working very hard at this and it can only help to further recognize the professionalism that we all bring to our positions.

Again, best wishes for a healthy, happy 2004, and I look forward to seeing you all in Houston.

Donna Turovac
President, ARCS 2003-2004

***APDS/ARCS/ASE ANNUAL MEETING
MARCH 29 – APRIL 1, 2004
HYATT REGENCY HOTEL
HOUSTON, TEXAS***

**PRESENTATION HIGHLIGHTS –
GUEST SPEAKERS**

***AMERICAN BOARD OF SURGERY APPLICATION
CHANGES IN 2004***

Robert Rhodes, M.D.

Dr. Rhodes will update us on the current ongoing changes taking place this year for applicants to the American Board of Surgery.

***LEGAL IMPLICATIONS ASSOCIATED WITH
DUTY HOURS***

Kerry Richards, Esq.

What are residency programs’ legal responsibilities under both employment and education laws? Risk management issues in not adhering to the ACGME’s duty hours mandates will be discussed.

***INTERNATIONAL MEDICAL GRADUATES:
ADVANCED CASE STUDIES***

Kerry Richards, Esq.

If you have attended Kerry's visa presentations in the past and think you have nothing to learn, you will be surprised. If you are a new coordinator, you must attend this!

ACGME UPDATE

Doris Stoll, Ph.D.

Dr. Stoll will once again meet with ARCS membership to provide invaluable information regarding site visits, duty hours, competencies, etc., and answer any and all of your questions.

ARCS members will be attending the APDS Keynote Speaker, Dr. Thomas Russell, ACS Executive Director, and the Presidential Address given by Dr. Richard Welling.

PLEASE CHECK THE PROGRAM BOOKLET FOR A COMPLETE LISTING OF SPEAKERS AND TOPICS.

ARCS STEERING COMMITTEE

The ARCS Steering Committee consists of an eight member board, each serving a maximum term of four years. A President-Elect will be elected by the Steering Committee at the Annual ARCS Fall Planning meeting to serve for a term of one year. A Secretary will also be 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 of eight. These members will be announced at the Spring ARCS meeting.

To be eligible to serve on the Steering Committee, a member must (1) have attended at least three ARCS meetings, (2) have full support of his/her Program Director (to include financial support), (3) be able to attend the annual Fall planning

ARCS NEWS – January 2004 meetings, as well as the Spring meetings and (4) be willing to host at least one planning meeting during his/her tenure. Steering Committee members that are absent from two consecutive meetings may be replaced by action of the President.

This year's outgoing member is Sandra King (and it would have been Roberta Kenitzer's last year). The Steering Committee for 2004/2005 welcomes Judy Olenwine from Lehigh Valley Hospital in Allentown, PA, and Gretchen Schulz from the University of Missouri. They will begin their terms in office on the last day of our meeting in Houston at our breakfast Business Meeting.

***Steering Committee Members –
2003/2004***

Donna Turovac (President)

Juanita Braxton (President-Elect)

Sandra King

Sandra DuBard

Kathy Garvin (Secretary)

Judy Craig

Ava Fulbright

***Current Surgical
Education Information
CAS-ACS***

Membership in the CAS-ACS, Candidate and Associate Candidate Society of the American College of Surgeons, offers residents a number of benefits. A resident may join this society by downloading the application form from the CAS homepage. The resident's program director must verify their resident status and sign the application. One of the benefits is that membership in CAS-ACS offers residents' free admission to the Clinical Congress Meetings held in October. Their web address is <http://www.facs.org/cas-acsc> or contact Emily Reynolds at 312-202-5231.

List Server 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 has been made very easy with the List Server. This tool has also been used as a data collection tool for surveys and research on surgical education by many coordinators and directors. **Once again, please use common sense and professional judgment when utilizing the List Server.** If you are not currently signed on as a member of the List Server, contact Margaret Tarpley at Margaret.tarpley@vanderbilt.edu with your e-mail address and program name.

Address Updates

As most of you know by now, the APDS web page now has a link for the “Directory of Surgery Residency Programs”. This listing gives the names of the current Program Director and Coordinator, as well as mailing and e-mail information. If you are a new coordinator, or if we do not have your current information, please contact Kathy Garvin, ARCS Membership Chair (kathy.garvin@jax.ufl.edu).

Mentor Network

ARCS established a Mentor Network to help with the “Am I the only one doing this?” and the “What do I do next?” questions, as well as to have a sounding board for the frustrated “Help!” There will be sign-up sheets at the meeting in Houston for both mentors and ‘mentees’. Judy Craig is in charge of the mentoring program, so you can also seek her out at the meeting! We encourage all of you to participate in this very vital support system. And, as always, if anyone ever has a question about anything, please feel free to reach out to one of us on the Steering Committee. We are always there to answer any questions.

Coordinator Credentialing Update

The ARCS Task Force has been appointed under the direction of Ruth Nawotniak, (Buffalo, NY). The members include Michele Bowman (St. Louis, MO), Barbie Grissom (Galveston, TX), Ava Fulbright (Orlando, FL) and Mabelle Thompson (Grand Forks, ND). Their initial meeting took place in Chicago in October at which time general discussion took place regarding various aspects of the certification process. A job analysis study will be implemented to be the starting point for determining the consistent components of the job among all coordinators. These would then develop into the initial topics for curriculum and criteria planning. A summary report of this meeting was sent to the leadership of both ARCS and APDS.

A second meeting is scheduled for the end of January in Orlando. The agenda items include job analysis survey tool, establishment of a mission statement and bylaws, and collaboration on guidelines for certification criteria. Dr. Welling will be joining the meeting to represent the APDS.

As an outgrowth of a *grassroots*, cross specialty interest in certification, the National Board for Certification – Training Administrators of Graduate Medical Education Programs has also been formed that includes representatives of 9 specialties on the board. The national board was established at a meeting in Baltimore in October by representatives from Surgery, Radiology and OB/GYN. The purpose of establishing a national organization is to work toward a standard of certification that will encompass all specialties.

There will be a further update of the certification process at the 2004 Spring Conference in Houston, TX.

Ruth Nawotniak

Quick Reference

American Board of Surgery- ABS	215 568-4000	www.absurgery.org
American College of Surgeons- ACS Accreditation Council for Graduate Medical Education- ACGME -	312 664-4050	www.facs.org
Executive Director RRC Surgery	312 755-5000	www.acgme.org
Senior Account Administrator RRC Surgery	312 755-5499	
Administrative Secretary RRC Surgery	312 755-5047	
	312 755-5494	
Association of Program Directors in Surgery- APDS APDS List Server		www.apds.org APDS@topica.com
Association of American Medical College- AAMC Electronic Residency Application Service- ERAS National Resident Matching Program- NRMP		www.aamc.org www.aamc.org/eras/ www.aamc.org/nrmp/

ARCS Steering Committee Members – 2003/2004

Donna Turovac
President
Monmouth Medical Center
Long Branch, NJ
Community based
(732) 923-6769
(732) 923-6768-Fax
dturovac@sbhcs.com

Sandra King
Bronx Lebanon Hospital
Bronx, NY
Community based
(718) 960-1216
(718) 960-1248-Fax
saunking@aol.com

Kathy Garvin
Secretary
University of Florida
Jacksonville, FL
University based
(904) 244-3903
(904) 244-3870-Fax
Kathy.garvin@jax.ufl.edu

Judy Craig
UT Southwestern
Dallas, TX
University based
(214) 648-3515
(214)648-7969 – Fax
Judith.craig@utsouthwestern.edu

Juanita Braxton
President Elect
UC San Francisco-East Bay
Oakland, CA
University based
(510) 437-4089
(510) 437-5017-Fax
jbraxton@ucdavis.edu

Sandra DuBard
Carolinas Medical Center
Charlotte, NC
Community based
(704) 355-3641
(704) 355-7833-Fax
sdubard@carolinas.org

Ava Fulbright
Orlando Regional Healthcare
System
Orlando, FL
Community
(407) 841-5142
(407) 648-3686-Fax
afulbri@orhs.org