



### *Message from the President*

I can't believe that it's that time of year again. It seems that we no sooner get the new residents settled in our programs and we start all over again. Recruitment season is definitely upon us! Some of us might be developing a different recruiting strategy this year. For me, I started reviewing candidate applications early in October and started scheduling interviews a few weeks later. Some of you are preparing for a site visit, others for an internal review. I'm sure you have unfinished filing, unanswered e-mails, and phone calls to return along with 101 other things to do. Whatever it is, you as a general surgery coordinator will get it all done!

Now for an update. The Steering Committee met in Chicago October 7 and 8 to plan the 2007 Spring meeting. Prior to Chicago, we came together in Allentown, PA for a two-day preplanning meeting to get things rolling. Thanks to the hospitality of **Judy Olenwine** and **Kim Agretto**, our time was well spent and a lot was accomplished. The Steering Committee has undertaken the task of writing a Coordinator's Handbook. This Handbook will assist new coordinators in their role and serve as a quick reference for the seasoned coordinator. A copy will be provided at the meeting in Washington, DC. The Handbook will also be used in the New Coordinator's Workshop scheduled for Wednesday, April 11<sup>th</sup> between 2:30 and 4:30. A "New Coordinators Meet and Greet" will take place prior to the start of the New Coordinator's Workshop so that we can get acquainted. If you are around, please stop by and introduce yourself to the new coordinators.

Other planned sessions will include the return of **Dr. Robert Rhodes** from the American Board of Surgery. Dr. Rhodes will provide us with an update on verification of ABS roster, the need for verification of training when residents have been in more than one program, early entry of operative data into the ACGME SOL and more. **Barbara Gerkens**, Examination Coordinator, from the ABS will provide information on *Reviewing the application for the QE - what the ABS looks for*. The Steering Committee is pleased to have **Kerry Richards** return to speak about Visa issues. **Eleanor FitzPatrick** will return from the ECFMG to round out the visa programming. Two hours have been scheduled for each of these speakers to ensure enough time is available for

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

The 2007 spring meeting of the APDS/ARCS will be held April 10-14, 2007 at the Hyatt Regency in Washington, DC. You should receive the program and registration material mid January. Further information can be found on the APDS website at [www.apds.org](http://www.apds.org).

questions and answers. Now, we didn't forget about the rest of you. If your program does not sponsor visas, and you would prefer to have an option, other programming will be offered opposite these sessions so that there is something for everyone.

Breakout sessions will include "WEB ADS-Preparing the PIF part I"; "General Surgery Program Requirements Review"; and "Enhancing Your Professional Writing Skills". An update from a STAC representative on coordinator certification, *Current Surgery Program Coordinator's Corner*, and the results of the most recent coordinator salary survey are also scheduled. We have brought back by popular demand, "Coordinator's Jeopardy" to add a little humor and fun to the meeting.

Several ideas for new topics were submitted this year. I am happy to say that a session entitled "Finding Money for Your Residency Program" will be presented this year. Many of you over the years have asked how can I get money for my program? Perhaps this session will answer many of your questions. Also included this year will be a session entitled "Interview Selection: Does the ERAS application predict the applicant's successful completion of the surgical curriculum?"

From the competency side a session entitled, "Morbidity and Mortality Analysis: Relationship to the Core Competencies" will further enhance the programming. This year our webmaster **Maggie Tarpley** has offered to share with us the results of a study she and Dr. Tarpley presented at an international meeting earlier this year. "Locating, Evaluating and Utilizing Reliable On-Line Health Information" is sure to be a hit.

Another professional development session presented by **Pam Rowland, PhD** and **June Cameron** on "Developing Communication Intelligence: A Behavioral Approach for Coordinators" will be offered. Last year a session on professional development delivered by **Ruth Nawotniak** and **Ellie Gray** was a huge success.

I am also pleased to announce that **Tom Richter** from the ACGME Surgical Operative Log team will provide an update, discuss upcoming changes, and answer questions

or concerns you may have about the current reporting system.

In closing, I am very sad to say goodbye to Doris Stoll. Dr. Stoll has been the Executive Director for the RRC for Surgery since June 2001. Over the years, she has been a huge supporter of ARCS and has always encouraged us to be the best we can be. The phrase "Shut the door! What I say in here stays in here." will always be a fond memory. She worked tirelessly towards strengthening the communication between the ACGME and general surgery residency programs. Fortunately, ARCS was able to have Dr. Stoll presented with an ARCS recognition for her contributions and support of our Association during her retirement function on November 13<sup>th</sup>. My wish for Doris is that she have a healthy and happy retirement. I'm sure with that type-A personality, she will not be retired for long. She will be missed but I don't think we've heard the last of her.

I hope to see all of you in Washington next April and I hope to hear from many of you over the next few months. Have a happy, healthy, and peaceful holiday season.

**Ava Fulbright, BA, C-TAGME**  
**President, 2006-2007**

***Message from Doris A. Stoll, PhD***  
***Executive Director, RRC for Surgery***  
***June 2001 – December 2006***

Dear ladies and gentlemen of ARCS:

I have so enjoyed your group and have appreciated your warm support of our shared professional efforts. ARCS must be proud of its accomplishments reflected by your individual dedication to your programs and departments and your openness to learning and personal development. 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.

Sent affectionately and with professional regards,  
**Doris Stoll**

***A Celebration of 20 Years - to Honor by Festive Ceremonies***

Join us to honor and celebrate the start of our organization, the Association of Residency Coordinators in Surgery. It began in 1988, when two women organized the first meeting of 30 coordinators at the Association of Program Directors Meeting in Dallas, Texas. The first and only presentation was "The Role of the Education Coordinator".

As the years progressed, the theme could have been "Never Gonna Give You Up". The organization grew and many coordinators had a hand in making our organization what it is today. Our meetings continue to grow in attendance each year from 30 coordinators in 1988 to approximately 200 in attendance in 2006.

**"I am Woman - Hear me Roar"** *Helen Reddy*

**A Salute to Those Who Were the Founders - so as to Honor and Respect Those Who Established**

Join us as we remember those who founded our organization, those who through the years continued the professional tradition of our organization, and all coordinators who have shared their ideas, gave advice, and modeled their excellent work practices to help us become what we are today.

**"Dy-no-mite!", "What Can I Say?"** *Jimmie Walker as J.J. Evans on "Good Times"*

**A Commemoration of an Organization - to Have a Ceremony or Observation**

The festivities will begin at 6:30pm on Friday, April 13, 2007 at the Hyatt Regency Hotel in Washington, DC with a cocktail hour, formal dinner and lots of surprises. Ms. Ellie Gray, Mayo Clinic, Scottsdale, AZ will be the MC for a night of reminiscing and memories from the past 20 years. "Expect the Unexpected" and join us for a night where we will observe and celebrate **"YOU"** -- the individuals who are the backbone of the Association of Residency Coordinators in Surgery.

**"Well, isn't that Special"**

*Dana Carvey as the Church Lady on "SNL"*

Looking forward to seeing you all in Washington, DC.

**Kim Agretto, C-TAGME, Easton Hospital, Easton, PA**

***ARCS 20<sup>th</sup> Anniversary Invitation***

Each surgical coordinator will receive an invitation in February to the ARCS 20<sup>th</sup> Anniversary Dinner. If you plan to attend you will need to RSVP by the deadline stated on the invitation. **If you do not RSVP by the deadline, you will not receive a ticket at registration and you will be unable to attend. Each coordinator will receive one ticket.**

### *New Steering Committee Members*

During the planning session in Chicago, the Steering Committee voted on incoming Steering Committee members. This was a difficult decision; all candidates were strong contenders and brought something to the table. Please join me in welcoming to the 2007 Steering Committee **Sandy DelCoglin** from a Christiana Care Health Systems and **Donna Guinto** from Thomas Jefferson University Hospital. They will take their place on the Steering Committee at the close of the 2007 Spring meeting. **Ava Fulbright, BA, C-TAGME**

### *New ARCS Members*

Please join me in welcoming the newest members of ARCS. Below is a list of coordinators who were approved for membership at the October 2006 APDS Board of Directors meeting. Congratulations and welcome aboard!

#### **ASSOCIATION OF PROGRAM DIRECTORS IN SURGERY NEW ASSOCIATE MEMBERS - October 2006**

Ceil Lawson, RN  
Union Memorial Hospital, Dept of Surgery  
201 E. University Parkway  
Baltimore, MD 21218

Debra Laudenslager  
Pinnacle Health Systems, Dept of Surgery  
205 S. Front Street, Brady 9  
Harrisburg, PA 17104

Mollie Hall  
Memorial Health University Medical Center  
Dept. of Surgery  
4700 Waters Avenue  
Savannah, GA 31404

### *Not a member of ARCS?*

The ARCS Steering Committee invites you to join the Association. The ARCS is supported by the Association of Program Directors in Surgery (APDS). To become a member of ARCS, you must be an Associate Member of the APDS.

To apply for membership, submit a letter of request along with your curriculum vitae and a letter of support from your Program Director to the address below:

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

Applications are reviewed and voted on by the Executive Committee of the APDS at the fall planning meeting and the annual spring meeting. New members will receive notification upon approval of membership along with an invoice for the annual membership fee.

As an Associate Member of APDS and a member of ARCS, you are entitled to a discounted registration fee for the Spring meeting. You will also receive *Current Surgery*. Remember, the journal now has a dedicated column with articles directed toward surgery residency coordinators.

Becoming a member is one way to demonstrate professionalism. It is also the first step toward becoming a member of the Steering Committee, where you can play an active role in shaping our organization.

We look forward to adding new members every year. So, if you have been thinking about joining, we hope you will do so now. It's easy and we would like to be able to introduce you as a new member at the next Spring meeting. **Judy Olenwine, MS**

### *ARCS Mentorship Program*

A lot of anxiety comes with any new job and this is especially true of a new residency program coordinator. You have to become familiar with all the rules and regulations of your own facility as well as the multitude of ACGME and RRC requirements. The purpose of the mentorship program of ARCS is to match new coordinators (less than three years in their position) with seasoned coordinators who can walk them through the maze that is a residency program. Your mentor is there to answer your questions, listen to your concerns, and reassure you that you can do this job.

If you would like to have a mentor please contact me via e-mail at [judy.craig@utsouthwestern.edu](mailto:judy.craig@utsouthwestern.edu) or by phone at 214-648-3515. The feedback I have received from previous matches is that the mentoring program is very beneficial and a lot of long-term friendships have been established. **Judy Craig, C-TAGME**

### *Dinner with Friends*

Please make plans to join members of the ARCS Steering Committee to dine out in D.C. Members of the Committee will be making dinner reservations at local restaurants and we want you to join us! This will be a great opportunity for you to meet other coordinators and network. Information will be available at the start of the Spring conference at the registration table. We will be sure that any restaurant we select will take reservations, accept

credit cards and be willing to divide the bill for each of our expense accounts. We hope to have a great turn out!

If you are familiar with the D.C. area and know of a great restaurant that is close to the host hotel, please send an email to myself or Jeannine St. Pierre to let us know!

Gretchen – [schulzg@health.missouri.edu](mailto:schulzg@health.missouri.edu)

Jeannine – [jeannine.stpierre@umassmed.edu](mailto:jeannine.stpierre@umassmed.edu)

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

### *Membership Updates*

Reminder – please take a moment to review your name and address in the ARCS website and email me at [jeannine.stpierre@umassmed.edu](mailto:jeannine.stpierre@umassmed.edu) with any changes.

We are still looking for pictures from past meetings of coordinators. Please email or mail them to Gretchen Schultz at [schulzG@health.missouri.edu](mailto:schulzG@health.missouri.edu), University of Missouri Health Care, One Hospital Drive, 4th Floor McHaney Hall, Columbia, Missouri 65212 or myself at [jeannine.stpierre@umassmed.edu](mailto:jeannine.stpierre@umassmed.edu), University of Massachusetts Medical School, Dept Surgery, S3-716, 55 Lake Avenue North, Worcester, MA 01655.

**Jeannine St. Pierre**

### *New ARCS Committees*

At the Chicago planning session the Steering Committee agreed that introducing some ARCS committees would be a move forward to increasing the involvement of our membership to grow and improve our association. These committees will enable you to get more involved in ARCS and contribute something to the Association as well as adding a layer of professionalism for yourself.

- **Current Surgery Review Board** -- Last year at the Spring conference, Ruth Nawotniak, MS, C-TAGME introduced “Current Surgery Program Coordinator’s Corner.” Ruth stated that this was an opportunity for coordinators to write an article for publication furthering our professionalism. This committee is responsible for reviewing and editing articles submitted by coordinators for possible publication in Current Surgery. If you have an interest in reviewing articles submitted for publication and would like to be considered for a term on the Current Surgery Editorial Review Board, please contact Ruth Nawotniak at [rhn@buffalo.edu](mailto:rhn@buffalo.edu).
- **Salary Survey and Job Description Reviewers** -- This committee is designed to take on the responsibility of reviewing and updating the program coordinators position annually. Our positions change and grow each year, and it is not unreasonable to think that several job descriptions could be written because of the diversity and level of responsibility differences that appear in our positions from

program to program. A salary survey should be completed approximately every three years and reported to ARCS, either in the ARCS Newsletter or as a presentation at the ARCS Spring meeting. As more coordinators become certified and as we become more involved in committees, either with ARCS or with our hospital system or community, we need to maintain a job description that clearly defines the knowledge, skills and abilities of a coordinator for a general surgery program as well as salary ranges. If you are interested in being part of this Committee, please contact Donna Turovac at [DTurovac@SBHCS.com](mailto:DTurovac@SBHCS.com).

- **Rotating Curriculum Committee** -- This committee will help develop a rotating curriculum for the annual Spring meeting. Each year the Steering Committee depends on submissions of abstracts to build the programming for our conference. Some sessions like the RC Surgery, ACGME, or ABS update will be in the programming each year. Other topics will rotate on a two to three year basis. The Association has voiced the importance of more professional development sessions at our conference. Having a balance between necessary topics, coordinator abstracts, and personal professional development sessions would ensure a well-rounded conference for everyone. The best way to accomplish this goal is to have a committee tasked with the research and development of topics and ideas. The Committee will submit a report to the President of ARCS prior to the annual fall planning session for review and consideration of possible topics, their content or objective, and suggested presenters. If you are interested in being part of this committee, please contact Judy Craig at [Judy.Craig@UTSouthwestern.edu](mailto:Judy.Craig@UTSouthwestern.edu).

### *Current Surgery - Coordinators' Corner*

The first year of coordinator manuscript submissions to Current Surgery is coming to an end. It was a very successful year. There were articles in 5 of the 6 issues, and the missing issue was due to an oversight by the publisher.

As of the first of December 2006, there have been 10 manuscripts submitted to the ARCS Current Surgery Editorial Board authored by 8 different coordinators. Four of those manuscripts are in the final stages of review by the ARCS editorial board and will be submitted to Current Surgery for their review.

This is a wonderful opportunity for coordinators to share their experiences and knowledge. The ARCS Editorial Board is there to give guidance, help, suggestions and comments as necessary. The anonymity of both the author and the reviewer is protected. Any coordinator who manages a general surgery residency is welcome to submit, and can submit more than one manuscript. As

each program is unique in their management style and how they meet the requirements of the ACGME, multiple manuscripts on the same topic is expected and encouraged. All manuscripts are to be submitted electronically to Ruth Nawotniak at [rhn@buffalo.edu](mailto:rhn@buffalo.edu).



At the Fall TAGME Board Meeting in November, the Board approved STAC's recommendation for certification for two general surgery coordinators. Congratulations to Michelle Bowman (Washington University, St. Louis MO) and Cathy Cooney (UMDNJ). That brings the total number of certified training administrators of graduate medical education programs in surgery to 29.

The National Board for Certification will be opening several assessment sites around the country for 2007. Two of those sites will be in Washington DC on Wednesday April 11, 2007 from 1:00pm - 6:00pm and in New Orleans in October. The date and time for the October session will be forthcoming.

### ***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 our 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.ed](mailto:bcarter@siumed.ed). You can include some information on your personal interests 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 Carter, C-TAGME**

### ***Sunshine Committee***

There are times in all of our lives where a "thinking of you" note or card would be appreciated. If you are aware of a fellow coordinator who is ill, lost a loved one, needs cheering up or are 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.ed](mailto:bcarter@siumed.ed) and the Sunshine Committee will try to brighten their day. **Barb Carter, C-TAGME**

### ***New Kid on the Block***

My first year on the Steering Committee has been a wonderful experience. We have had two planning sessions and we, as a Committee, communicate almost daily. It is rejuvenating and motivating for me to work amongst experienced coordinators who have a passion for what we do everyday. In the planning sessions, there are so many wonderful ideas and so little time to implement them all. It is so important for us as a committee to receive constructive feedback from all coordinators in order to make the ARCS meeting effective for everyone. Your feedback is very important from the meeting evaluations to emails to committee members with your ideas. This is a collaborative effort and eight of us are responsible for putting together a meeting that is best for all coordinators. Continuing education and professionalism defines a great coordinator. Getting involved and being a part of this team is one of my greatest accomplishments.

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

### ***Remembering Deborah Lewis***

Deborah worked for St. Luke's Roosevelt Hospital for over fifteen years. She was the Surgical Staff Coordinator until late last year when she moved on to the Department of Pathology as their Residency Coordinator. She was a loyal member of ARCS and over the years formed many bonds and friendships that she truly cherished. She built lifelong bonds that some people never experience, and she knew how blessed she was to have them. Deborah was a gifted artist, musician, writer, and poet. She passed away earlier this year after a long illness.