



# NEWSLETTER SUMMER 2008

## Association of Residency Coordinators in Surgery

### Message From The President

#### A Message from the President

Summer is here as evidenced by the hot, steamy weather we have been having here in the northeast. It is time again to say goodbye to those residents we watched grow from an intern into a full fledged surgeon. Part of our work is done...now onto a new beginning with eager, fresh faced medical students who are now going to be our new interns. Certainly time has flown by and it hardly seems possible that it has been two months since we were all together sharing ideas and stories. The ARCS Conference always motivates me and makes me feel refreshed to start anew when I return to my desk.



I have some very exciting news for our membership. We have been asked to participate in the ACS Clinical Congress in October of this year. Dr. Ajit Sachdeva met with Gretchen Schulz and me during APDS/ARCS/ASE conference in Toronto. Dr. Sachdeva asked if we would be willing to participate in the Congress by presenting a workshop for medical students and/or residents. Needless to say, we are honored and excited as a Steering Committee to be given this opportunity. This absolutely lends credibility to our organization and shows how far we have come as an organization. We will be presenting a workshop entitled "Residency Program Interviews - the Keys to Success". We have obtained full support from Dr. Fuhrman, President of APDS and have asked both Dr. Fuhrman and Dr. Tarpley to join us for this session.

**The "Residency Program Interviews - the Keys to Success" workshop Goals and Objectives are as follows:**

**Participants in this workshop will be provided with an overview of the surgical residency program interview process. Discussion and review of all aspects of this process will take place from the initial application phase to the actual interview. Students will participate in an actual interview session which will provide them with an "inside" view of the interview day. Representatives from Community and University Programs will be involved to answer questions and facilitate this workshop. Other areas that will be reviewed include: overview of community vs. university program, tips on how to get started choosing a program, program list – how many are enough, writing a personal statement, review of interview questions, description of the typical qualities of a selected interviewee and what criteria is looked for, the role of professionalism when interviewing, review of the ten pitfalls when applying, the coordinator's role, aftermath – the rank order list meeting.**

We will be meeting in August to review all your evaluations and suggestions for topics for the 2009 meeting in Salt Lake City, Utah – April 28, 2009 to May 2, 2009. Please think about submitting an abstract and presenting at the ARCS Conference. We would love to hear your ideas and/or something that you are doing in your program that might help other coordinators. I also invite you to apply to become a member of the Steering Committee – being a member of the Steering Committee is educating, fun, a way to meet other coordinators, builds confidence, and also adds to your resume.

I look forward to serving as your President this year. Please contact me at any time via e-mail at [Kim\\_Agretto@chs.net](mailto:Kim_Agretto@chs.net) or by phone at (610) 250-4375. I would love to hear your ideas, address any concerns, or answer any questions.

Sincerely

Kim Agretto, C-TAGME Residency Coordinators in Surgery

# NEWSLETTER SUMMER 2008



## Note of Thanks:

**To the APDS** for their continued support of ARCS both professionally and financially. Congratulations to Dr. John Tarpley who served as President of APDS and for his continuing support of ARCS.

**To Tom Fise** who continually listens to our suggestions and supports our association for both meetings – the Steering Committee meeting in October and the ARCS Spring Conference. His staff provides a valuable service and helps us with the overall organization of both conferences.

**To Dr. Robert Rhodes**, Associate Executive Director from the American Board of Surgery. We wish you a wonderful retirement – one that is well deserved. You will be sorely missed by all of us. Over the years, Dr. Rhodes has provided us with valuable information and has always accepted our invitation to present at our conference.

**To Peggy Simpson, EdD, Executive Director of the RRC for Surgery** – Welcome and thank you for taking time out of your busy schedule to join us. As always hearing from our Executive Director always reinforces that we are following the policies and procedures and more importantly questions are answered. **Tom Richter** – Thanks Tom for always answering our questions and addressing concerns that we have about the operative log.

**To Doris Stoll, Ph.D** – Thanks for coming back to visit your friends at ARCS. We hope you are enjoying your retirement and are glad that you made time to enlighten us once again with your honesty and humor.

**To Dr. Karen Borman, University of Mississippi, Patrice Blair, MPH – American College Surgeons, Dr. Barry Mann, Maggie Tarpley, MLS, Dr. John Tarpley, Dr. Heather Yeo, Dr. Frederick Giberson, Dr. Jason Loewen, Dr. Richard Bell and Pamela Rowland, Ph.D.** – thank you all for taking the time to present topics of importance to our membership. All sessions were well received and fit perfectly into our role as residency coordinators.

**To Lillian Barduria, Laura Gray, Linda Schaffer, and Karen Sharrock** – our 1<sup>st</sup> time presenters. Wonderful job! Presenting in front of a group for the first time can sometime be a very daunting task. You are all to be commended for having the courage to step forward. You all conveyed knowledge and confidence in your topic. Your sessions were well received and we hope you will consider presenting again.

**To all the other coordinators who presented** - We would not be able to continue to provide quality conferences without those of you who “stepped-up” to present. Presenting in front of a group can sometime be a very daunting task. You should all be applauded for your efforts, the quality of your work within your institution, and for the insightful presentation(s) you provided.

**2008-2009  
Steering  
Committee  
Members**

**Kim Agretto, C-TAGME**

President  
Easton Hospital  
Easton, PA  
(610) 250-4375

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

President-Elect  
Maine Medical Center  
Portland, ME  
(207) 662-4078

**Barbara Carter, C-TAGME**

Secretary  
Southern Illinois University  
Springfield, IL  
(217) 545-4401

**Jeannine St. Pierre**

Certificates  
University of Massachusetts  
Worcester, MA  
(508) 856-3744

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(302) 733-4503

**Donna Guinto, AS, C-TAGME**

Newsletter Chair  
Thomas Jefferson University  
Philadelphia, PA  
(215) 955-6864

**Vincenza Gelardi**

Membership Chair  
St. Elizabeth's Medical Center  
Brighton, MA  
(617) 789-2990

**Suanne Moon, C-TAGME**

Conference Accommodations  
Sunshine Committee  
Medical College of George  
Augusta, GA  
(706) 721-2503

**Gretchen Schulz**

Past President  
University of Missouri-Columbia  
Columbia, MO  
(573) 884-2000

**Association of Residency Coordinators in Surgery**

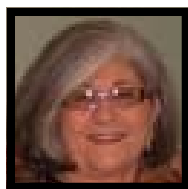
**New Steering Committee Members**

**NEW STEERING COMMITTEE MEMBERS**

On Behalf of the ARCS organization, please join us in welcoming our newest steering committee members, Suzanne Moon and Vincenza Gelardi.



Suzanne Moon became a surgical residency program coordinator at the Medical College of Georgia in March of 2002. She has served on the Surgical Training Administrator Certification (STAC) Subcommittee from 2004-2005 and has been appointed Board Member of STAC in 2006. Suzanne has a Bachelors degree in Sociology and holds Certification by the National Board of Training Administrators of Graduate Medical Education. Suzanne is about to celebrate her 15th anniversary with husband Brian. They have two kids - Garrett, age 7 and Lucy Claire, age 5. Suzanne enjoys "retailtherapy", her Blackberry, reading, walking and making jewelry



Vincenza Gelardi has been in graduate medical education since 1997. She has coordinated several medical education programs including student clerkship programs, OB/GYN, vascular surgery and urology residency programs and is now the general surgery program coordinator at Carita's St. Elizabeth's Medical Center in Boston. She has two grown children and two granddaughters, Emily Rose age 5 and Sarah Lynn age 1, whom she absolutely adores. Vincenza loves ballroom dancing, swing dancing and spending time with friends.

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**Highlights**

- *New Steering Committee Members*
- *Dine Out – Salt Lake City*
- *Mentorship Program*
- *2008 Coordinator Recognition Award Winner*

**Departing Steering Committee Members**

We are sad to say good-bye to **Judy Olenwine** who finished her four-year term on the Committee in Toronto. Judy has been responsible all four years for all certificates given to coordinators for their attendance, participation or presentations. The committee valued her attention to detail, proofreading skills and overall knowledge of ACGME requirements.

**Gretchen Schulz** also completed her four-year term and Presidency in Toronto. Gretchen will stay on the Committee for one additional year as the immediate Past-President in an advisory capacity.

The Steering Committee offers our gratitude to Gretchen and Judy for their dedication and continuing hard work with the Committee to ensure the unending success of ARCS

## ARCS Membership

ARCS... HOW CAN I BECOME A MEMBER???

A warm welcome is extended to all new members that joined ARCS during the 2007-2008 year. Thank you!

ARCS is a great organization and every individual charged with managing a surgical residency program should be a member! *ARCS (Association of Residency Coordinators in Surgery) is an organization established as an educational resource, a method for encouraging the exchange of ideas, and a support network for persons in the position of managing surgery residency programs.*

Help us stay strong and continue to grow..... Becoming a member of ARCS is simple.

All that is required is a letter of support on your behalf from your program director along with a copy of your resume. All documents must be submitted to:

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

ARCS is supported by the Association of Program Directors in Surgery therefore by submitting your application to become a member of ARCS you will also automatically (if approved) become an Associate Member of the APDS. Applications for membership are voted on by the Executive Committee of the APDS during the APDS fall planning session scheduled during the American College of Surgeons meeting as well as at the APDS/ARCS annual spring meeting. Applications should be submitted well in advance for approval.

If you have any questions I will be more than happy to assist you with your membership. Have a Great Summer!

Sandy K. DelCoglin, BS, C-TAGME

## So You Want To Be An ARCS Steering Committee Member

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

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.

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

Officers are elected from the Steering Committee as follows:

- President: one-year term
- President-elect: one-year term
- Secretary: maximum two-year term

Please submit all applications with current curriculum vitae to

Kim Agretto, C-TAGME  
President, Association of Residency  
Coordinators in Surgery  
Easton Hospital,  
Surgical Residency Program, 250  
S. 21st Street, Easton, PA 18042

Or by email to: [kim\\_agretto@chs.net](mailto:kim_agretto@chs.net).

Application materials must be received by September 26, 2008.

Vincenza Gelardi

## OUR PHILOSOPHY

We share a common ideal and embrace a common goal. Regardless of our differences, we strive shoulder to shoulder, confident in one another's faith, trust and commitment. In the end, teamwork can be summed up in five short words..."we believe in each other."

## REMEMBER

We're on the Web!

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



Association of Residency  
Coordinators in Surgery

## Steering Committee Application

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.**

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 Kim Agretto, C-TAGME, President, Association of Residency Coordinators in Surgery, Easton Hospital, Surgical Residency Program, 250 S. 21<sup>st</sup> Street, Easton, PA 18042. Or by email to: kim\_agretto@chs.net.

**Application materials must be received by September 26, 2008.**

**ARCS 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



## DINE OUT & ACCOMMODATIONS

### SALT LAKE CITY

As the ARCS Steering Committee member in charge of accommodations and dining out groups during our next ARCS Conference in Salt Lake City, I am already checking things out. I know the area as a former resident of Northern Utah and Salt Lake City! The Grand America Hotel is new since I lived there – it was built for the 2002 Olympics and it looks beautiful! My best friend from high school lives in SLC and we've stayed in touch via email for many years. She is going to help me with choosing restaurants for the dining out groups. She ended up in medical education, too and is the pediatric student coordinator at the University of Utah.

*Suzanne Moon, BA, C-TAGME*

### SUNSHINE COMMITTEE

Remember to let me know 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. Also, if you have received a promotion or an award, 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 Suzanne Moon at [smoon@mcg.edu](mailto:smoon@mcg.edu)

Suzanne Moon, BA, 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*

## UPDATES

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

# Coordinator Recognition

## Toronto Meeting Memories



## 2008 Coordinator Recognition Award

Established in 2006 this award is given to the person who best exemplifies dedication and commitment to the support of their Residency Program and one who continually contributes to the overall functioning of their program. The recipient should be someone who has dedicated time and effort to the education of residency coordinators in surgery by either presenting topics at the ARCS conference, serving as a mentor to other coordinators, displaying professionalism and takes a strong interest in education while recognizing and encouraging others."

There were many submissions in 2008 for the Coordinator Recognition Award. Program Directors from across the country send in their nominations and it was a very hard decision; however, there was one Coordinator who stood out from the rest and that was **Ms. Linda Schaffer** from West Virginia University.

Linda has been a Residency Coordinator since 1985 and one of the founding members of ARCS. She was honored by her residents at their annual graduation dinner "for her constant attention to detail and quality". It was noted by her Program Director, Dr. Cynthia Graves that she was the stabilizing influence for residency education through three Chairpersons, three interim Chairpersons, and three Program Directors. Dr. Graves also stated that during each change of leadership and each period of transition, Linda had been and continues to be the stabilizing focal point for her residents and the program; consistently staying aware of existing, as well as new policies and procedures creating a successful surgery program. She serves as a mentor for her residents not only helping them to become the very best surgeon but the very best person as well.

Congratulations Linda!



## Nominations Sought for the 2009 Coordinator Recognition

Nominations are now being accepted for review at the committee's planning meeting in October in San Francisco.

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 Kim Agretto by email at: [Kim\\_Agretto@chs.net](mailto:Kim_Agretto@chs.net) or by fax 610-250-4851 by September 26th.



Association of Residency  
Coordinators in Surgery

## 2009 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 address:	

**Submit all nominations either by mail or e-mail no later than Friday, September 26<sup>th</sup>, 2008 to:**

Kim Agretto, C-TAGME  
President, Association of Residency Coordinators in Surgery  
e-mail address: Kim\_Agretto@chs.net





SALT LAKE CITY  
4/28/09—5/2/09

Association of Residency Coordinators in Surgery

## Surgical Education Week

### SURGICAL EDUCATION WEEK 2009

The 2009 ASE/APDS/ARCS meeting is scheduled for April 28-May 2 at

The Grand America Hotel in Salt Lake City, Utah



The Joint APDS-ASE session will be on April 30th with the APDS & ARCS portion following. The Grand America Hotel is located near the Gateway Mall, Utah's Hogle Zoo, Red Butte Garden and many other attractions. Below is a link on the area and a link to the hotel. The steering committee is working on another excellent program and we look forward to seeing you all in the Spring.



Hotel—[www.grandamerica.com](http://www.grandamerica.com)

Visitors Bureau— [www.visitsaltlake.com/visit/](http://www.visitsaltlake.com/visit/)  
[www.salt\\_lake\\_community\\_main.php](http://www.salt_lake_community_main.php)



## 2009 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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**PLEASE RETURN ABSTRACT FORM TO:**

**Kim Agretto, C-TAGME by email [kim\\_agretto@chs.net](mailto:kim_agretto@chs.net) or Fax  
610-250-4851 or DEADLINE IS SEPTEMBER 26, 2008**