

**SURGICAL EDUCATION WEEK  
MARCH 23-26, 2011  
BOSTON, MA**



I don't think any of us were prepared for just how cold it was going to be in Boston for our Annual ARCS meeting. Lucky for us, the Sheraton Back Bay was connected to the Prudential Center and Copley Place Mall which offered more than 200 shops and restaurants. We were also situated just one block away from Newbury Street, which was filled with designer boutiques. Some coordinators were able to take advantage of the history of Boston and went on the Freedom Trail which stopped at Paul Revere's House, the Old North Church, and many other sites.

Perhaps Boston can be best described as a welcome contradiction: Hip alongside historic. Skyscrapers. Gourmet meets pizza. Those of us that were able to wander through Boston's neighborhoods found that each is so infused with its own unique culture and flavor that visiting Boston was like visiting different parts of the world, all in one stop.

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## 2011-2012 Executive Committee Members

### President

Donna Guinto, AS, C-TAGME  
Thomas Jefferson University  
Hospital  
Philadelphia, PA  
215.955.6864  
Donna.guinto@jefferson.edu

### President - Elect

Professional Development Chair  
& APDS Representative for  
ARCS

Linda Shaffer, C-TAGME  
West Virginia University  
Morgantown, WV  
304.293.1254  
lshaffer@hsc.wvu.edu

### Executive Secretary

ACS Liaison Representative  
Lillian Figueroa, C-TAGME  
Hospital of Saint Raphael  
New Haven, CT  
203.789.3443  
lfigueroa@srhs.org

### Membership Chair & Certificates

Mentorship  
Mary Burda  
University of Toledo  
Toledo, OH  
419.383.6462  
mary.burda@utoledo.edu

### SCORE Representative

Newsletter Chair & Dine Outs  
Stephanie Rowe  
Vanderbilt University Medical  
Center  
Nashville, TN  
615.343.6642  
stephanie.rowe@vanderbilt.edu

### Past-President

Sandy K. DelCoglin, BS, C-  
TAGME  
Christian Care Health System  
Newark, DE  
302.733.4503  
sdelcoglin@christianacare.org

## Message From The President



There is a great deal of hustle and bustle in our lives as we prepare for the new academic year. I know I am always excited to see the energetic faces of our new interns; however, I am saddened to see our Chief Residents leave to take their next big step in their journey as a Surgeon.

For many of us, the start of a new year is routine, albeit quite hectic. We've done it before, we know what needs to be done and we know how to navigate the system. For our new coordinators, however, this is their first foray into the world of Graduate Medical Education. When I sit back and think about my very first year, I know that these new coordinators appreciate it when we extend ourselves by offering help. Such early encounters may also lead to connections that mature and blossom over time.

I have worked at Thomas Jefferson University Hospital since 1984. I began in Hospital Administration and after 4 years, decided to work for the Chairman in the Department of Surgery. I worked for him until 1994 when I began my career as Residency Coordinator for the Department of Surgery. I remember my first ARCS meeting – Boston, 1995. I met a few seasoned coordinators with whom I have remained friends after all these years. I also met some new coordinators, like me, who had no idea what the job actually entailed. The most important factors that sustained us during those early years were the many acts of kindness and knowledge extended to us by the Steering Committee and all of the coordinators at these meetings.

As I begin this year as President of ARCS, I would like to extend my thanks to all of the present and past Steering Committee members with whom I've worked during these past 4 years. I believe I grew more confident, socially and intellectually. Beginning this year, 2011, the ARCS Steering Committee's name has changed to the ARCS Executive Committee. So, as President of the ARCS Executive Committee, I am happy to report that we have begun to receive applications to join the Committee.

Our meeting in Boston this year received a tremendous amount of compliments – thank you Sandy DelCoglin and the entire Steering Committee for the extra hard work, being short-handed. I believe that we all learned how to make the best of the situation. It was a great meeting and I can only hope that I can live up to Sandy. She did an incredible job! On a less excited note, Tracy VanDeWeg decided not to continue on the Executive Committee and at the conclusion of our ARCS meeting in Boston, handed in her resignation. I want to thank you Tracy for all of your hard work.

On behalf of the ARCS Executive Committee, a big Thank You goes out to all of the speakers. I would like to thank our invited guest speakers: Dr. Peggy Simpson, Thomas Richter, Jeff Kirk, Jill Anderson, Barbara Jalbert-Gerkens, Dr. Mary Klingensmith, Dr. Gayla Jewell, Dr. James Hebert, and Dr. Paul Schenarts.

The Committee will have a conference call in August to begin the planning of the ARCS meeting to be held in San Diego in March, 2012. This will be ARCS' 25<sup>th</sup> Anniversary – WOW!!!! Look how far we have come from that very first meeting with 30 coordinators in attendance. The Association of Residency Coordinators in Surgery was established in 1988 to be an educational resource, to allow coordinators to exchange ideas and to provide a support network.

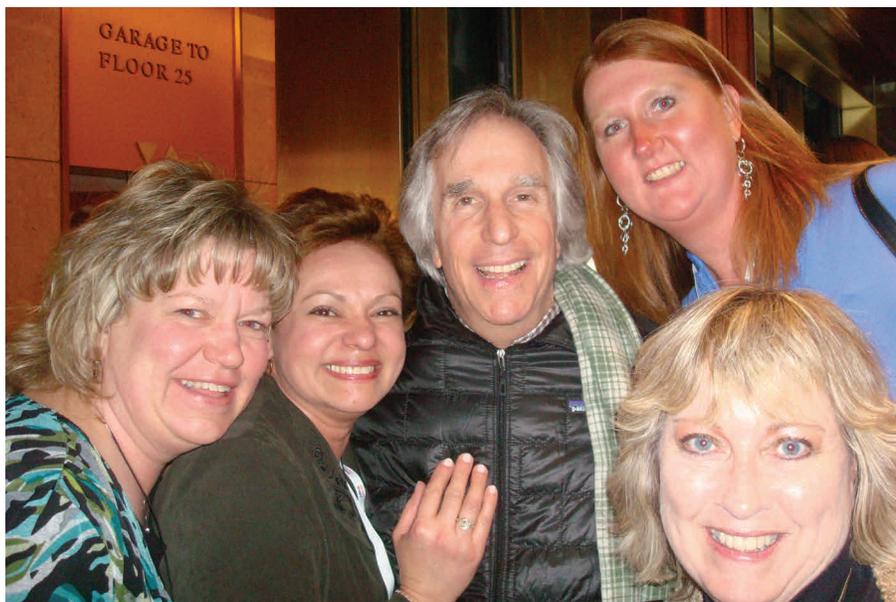
Our fall planning meeting will be held in conjunction with the American College of Surgeons in October, 2011. The ARCS Executive Committee has been asked for the 4<sup>th</sup> year in a row to present at the 97th American College of Surgeons Clinical Congress in San Francisco on Monday, October 24, 2011. We will be presenting a special program for Medical Students regarding Preparing, Interviewing and Selecting a Surgical Residency.

# NEWSLETTER SUMMER 2011

Also during our fall planning session, we will review all of the abstracts, applications and nominations for the Spring Meeting. I would like to encourage each and every one of you to submit an abstract or if you have a great idea, let us know and we will try to find someone to present it. New ideas and topics are always welcome. It would be great if we could continue having a new coordinator give their perspective of their first year. Abstracts are due no later than September 15, 2011.

I am looking forward to this year as ARCS President and with everyone's help, I am certain we will have an outstanding meeting in San Diego. Have a great summer and a smooth transition into the new Academic Year!

ASSOCIATION OF RESIDENCY COORDINATORS IN SURGERY



# NEWSLETTER SUMMER 2011

## MEET THE 2011/2012 ARCS EXECUTIVE COMMITTEE



**President – Donna Guinto, AS, C-TAGME**  
*Thomas Jefferson University Hospital*  
*Philadelphia, PA*

The President's appointment is for 1 year and is responsible for the overall coordination and planning of the annual ARCS meeting held in conjunction with the annual APDS meeting. The President also must be able and willing to: host the fall planning meeting; attend the APDS Executive Committee meeting; Act as liaison with staff of the APDS and the needs of ARCS annual meeting; and oversee the ARCS sub-committees.



**President-Elect, Professional Development Chair & APDS Representative for ARCS - Linda Shaffer, C-TAGME**  
*West Virginia University*  
*Morgantown, West Virginia*

The President-Elect's appointment is for 1 year and must work closely with the President to provide support and assistance with any and all aspects of the ARCS annual meeting. The President-Elect must assume responsibility of the President the following year, or sooner should the position become vacant. In addition the President-Elect will oversee ARCS website updates and development.

The Professional Development Chair has an appointment of 1-4 years. As Chair, they are responsible for reviewing with the Executive Committee, lectures and abstracts that are submitted for a Professional Development lecture. This position is also responsible for maintaining a file for each lecture, including evaluations, synopsis, scoring sheet, and sending a final synopsis to the president. A final report is put into the professional Development notebook that is handed over to the next elected member.



**Executive Secretary, ACS Liaison Representative - Lillian Figueroa, C-TAGME**  
*Hospital of St. Raphael*  
*New Haven, Connecticut*

The Executive Secretary has a 2-3-year appointment and is responsible for taking minutes of each Executive Committee meeting. All minutes are kept in the ARCS Executive Secretary Notebook for reference and the notebook is handed down to future secretaries. The secretary is responsible for maintaining a list of the Executive Committee's cell phone numbers and before each meeting will send a group e-mail listing everyone's cell phone number, arrival and departure information.

The ACS liaison representative has an appointment of 1 to 4 years. The representative will meet with the director of Education of the ACS to plan the APDS/ARCS medical student presentation, invite speakers, and coordinate the presentation for the annual ACS Clinical Congress Meeting.



**Membership Chair & Certificates, Mentor Program - Mary Burda**  
*University of Toledo*  
*Toledo, Ohio*

The Membership Chair has an appointment of 1 to 4 years and is appointed to maintain a current listing of all surgery program coordinators. As Chair, they are responsible to maintain an accurate, up-to-date list of all program coordinators (ARCS members and non-members) and provide written or electronic copies of this information as requested.

The Executive Committee appoints one member to the Mentor/Mentee Program and they are to coordinate the ARCS Mentorship Program. The veteran and the inexperienced coordinator interact, exchange ideas, problem solve, determine answers to questions, make acquaintances and in many circumstances create lasting friendships.

# NEWSLETTER SUMMER 2011

## MEET THE 2011/2012 ARCS EXECUTIVE COMMITTEE



*SCORE Representative, Newsletter Chair & Dine Outs*

**Stephanie Rowe**

*Vanderbilt University Medical Center*

*Nashville, TN*

The SCORE Representative has an appointment of 1 to 4 years and will represent the ARCS Executive Committee by attendance at the SCORE meetings. The representative will take questions/suggestions from fellow Coordinators to these meetings.

The Newsletter Chair has an appointment of 1 to 4 years and will receive articles, format the newsletter using the Microsoft Office Publisher program and send the draft to the President for review.

After reviewed and approved, the newsletter chair will send to the President-Elect to be posted on the ARCS website.

The Dine Outs Chair has an appointment of 1 to 4 years and will coordinate/organize the venues, reservations, attendees and payment options for the dine out groups.



*Past-President*

**Sandy DelCoglin, BS, C-TAGME**

*Christiana Care Health System*

*Newark, Delaware*

The immediate Past President will remain a member of the ARCS Executive Committee in an advisory role for one year.



# NEWSLETTER SUMMER 2011

## WELCOME NEW EXECUTIVE COMMITTEE MEMBER

On behalf of the ARCS Organization, please join us in welcoming Stephanie Rowe from Vanderbilt University Medical Center as the newest member of the ARCS Executive Committee and for her help during our most recent ARCS meeting in Boston.

Welcome.....



### Stephanie Rowe

Stephanie Rowe has been the Residency Coordinator for Vanderbilt General Surgery in Nashville, TN since October 2005.

Stephanie is originally from a small town in southeast Arkansas. She attended the University of Mississippi in Oxford, MS for undergrad and was the assistant to the Dean of Students from 1999-2005. During undergrad Stephanie was a member of the University of Mississippi concert singers. She had the opportunity to travel to

Europe with the choir to compete internationally in the “super bowl” of choirs, which the choir won three times.

Stephanie resides in Franklin, TN with her cocker spaniel, Rebel.

Responsibilities for the ARCS Executive Committee – SCORE representative, News Letter Chair & Dine-Out Groups.

### EXECUTIVE COMMITTEE - Down time



# NEWSLETTER SUMMER 2011

## New Coordinators 2011 Boston



### THE NEW COORDINATORS WORKSHOP

The New Coordinators Workshop was held on Wednesday, March 23, 2011 from 1:00 to 5:00 PM.

The NCWS program included the following:

- ARCS Overview
- New Coordinator's Perspective
- Alphabet Soup and Residency Program language
- Timeline
- Competencies & Duty Hours
- Evaluations
- Mandatory Curriculum Rules
- Operative Log
- Recruitment
- Question & Answer Session

### New Coordinator's Perspective

The NCWS in Boston was incredibly informative for me. I was literally thrown into the surgery coordinator position at my institution overnight when the previous coordinator suffered a severe health crisis causing her immediate retirement. That occurred in October 2009. To top it off in March 2010 the program director resigned. One of our current faculty assumed the new duties as program director and he and I embarked on our first PIF experience together and preparing for an August 2010 site visit. We both attended the meeting in March 2010 in San Antonio. I attended the NCWS and he attended the new PDWS. We both came away wondering what we had done by accepting these 2 new positions. Most of what I heard at the entire meeting was completely over my head, I had no clue. But I brought the knowledge home flanked with the handouts and thumb drive and embarked on a mission to "put it all together" and teach myself how to be a coordinator one step at a time. It was a difficult year for both of us. Some small issues, things forgotten etc., tripped us up, but we made it. We had a great deal of understanding from our residents and faculty all pulling together and helping us along the way. That brings us to this year and Boston. I was excited just to go to the East Coast - for a California girl that was an awesome experience in itself. At the end of the afternoon of the NCWS I came away so excited that every topic that was discussed I understood. I could relate how it applied at our institution. I felt like I "got it" like I belonged, I am a surgery program coordinator. I came home from Boston in such a different place than the previous year returning from San Antonio. This job is a constant learning process and everyday brings challenges and issues to deal with. It's a perfect fit for me and I love it. I look forward to coming to work everyday..

Thank you,

Jan Bellows

Surgical Residency Program Coordinator

Kern Medical Center

Bakersfield, CA

## MEMBERSHIP

Are you a member of ARCS?

The Association of Residency Coordinators in Surgery (ARCS) is a great organization in which to belong and we invite you to join the Association. 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 the process is simple. The application is available online at the APDS/ARCS website [www.apds/arcs.org](http://www.apds/arcs.org). Requirements are a letter of support from your Program Director and a copy of your curriculum vitae. All documents must be submitted to:

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

ARCS is supported by the Association of Program Directors in Surgery (APDS) and when you submit your application to become a member of ARCS, your application will also be considered for membership of APDS. Applications for membership are voted on by the Executive Committee of APDS during the APDS fall planning session at the American College of Surgeons meeting as well as the APDS/ARCS annual spring meeting.

A big thank you to all the coordinators for taking a few minutes out of their busy day to update their information on the ARCS profile form that was e-mailed to you over the last 6 months and at the ARCS meeting in Boston. The membership roster can be retrieved and printed from the ARCS website and if you wish can be saved to your desktop as an icon for quick reference. If you have an update to the directory please e-mail me at [mary.burda@utoledo.edu](mailto:mary.burda@utoledo.edu) or call me at 419-383-6462.

Thank you and have a safe summer  
Mary Burda

## NEWSLETTER SUMMER 2011

# New ARCS Members

Please join us in welcoming the following new members of ARCS. The following coordinators were approved for membership at the March 2011 APDS Board of Directors meeting in Boston.

### **Lynn Botts**

Texas A&M-HSC Scott and White  
2401 South 31<sup>st</sup> Street  
Temple, Texas 76508

### **Lenore Lamberson**

Memorial Medical Center  
1086 Franklin Street  
Johnstown, Pennsylvania 15905

### **Melissa Buck**

Greenville Hospital  
701 Grove Road  
Greenville, South Carolina 29605

### **Angela Lopez**

University of Texas  
6431 Fannin Street  
Houston, Texas 77030

### **Maria Cepero**

Florida Health System  
2501 N. Orange Avenue  
Suite 301  
Orlando, Florida 32804

### **Maggie Mrozinski**

University of Pittsburgh Medical Center  
P.O. Box 7533  
Pittsburgh, Pennsylvania 15213

### **Annette Cerulli**

Tufts Medical Center  
800 Washington Street  
Boston, Massachusetts 02111

### **Paige NesSmith**

Louisiana State University  
1542 Tulane Avenue  
New Orleans, Louisiana 70112

### **Angela Dillon**

Keesler Medical Center  
301 Fisher Street  
Keesler Air Force Base, MS 39534

### **Darlene Norton**

Greenville Hospital  
701 Grove Road  
Greenville, South Carolina 29605

### **Patrick Garret**

University of Illinois/MGH  
836 W. Wellington Avenue  
Chicago, Illinois 60657

### **Julie Skelton**

University of California at Davis  
2315 Stockton Boulevard  
Sacramento, California 95817

## NEWSLETTER SUMMER 2011

# New ARCS Members

Please join us in welcoming the following new members of ARCS. The following coordinators were approved for membership at the March 2011 APDS Board of Directors meeting in Boston.

**Megan Hillbrand**

Creighton University  
601 North 30<sup>th</sup> Street  
Omaha, Nebraska 68131

**Jillian Telford**

SUNY Downstate Medical Center  
450 Clarkson Avenue  
Brooklyn, New York 11203

**Nancy Hogle**

Staten Island University Hospital  
457 Seaview Avenue  
Staten Island, New York 10305

### NOT A MEMBER YET?

1. Complete an application form (attached to this newsletter or on the web)
2. Attach current CV
3. Attach a letter of support from your program director

Mail all the above to:  
APDS/ARCS Headquarters Office  
6400 Goldsboro Road  
Ste 450  
Bethesda, MD 20817

## MENTORING PROGRAM

*Mentor: “A wise and trusted counselor or teacher.”*

The Mentor program was started to assist new coordinators in their positions by pairing them with an established coordinator who is willing to serve as their mentor. Each year at the ARCS annual meeting, new coordinators are given the opportunity to register for a mentor. The Executive Committee seeks out seasoned coordinators to become mentors. This is achieved by announcements and coordinating a sign-up sheet for new coordinators and interested mentors at the registration desk throughout the meeting. At the conclusion of the annual meeting, the coordinator in charge of the Mentor Program will assign new coordinators a mentor and then introduce them via email or telephone contact, taking into consideration program size, geographical location and other factors.

There were 25 new coordinators and 8 new mentors at the Boston conference this year. Unfortunately we did not have enough coordinators volunteer as mentors to be able to assign everyone to a mentor. Please consider being a mentor to a new coordinator. We all remember when we needed that one question answered to make the day go just a little smoother. Many of us have the knowledge to answer that question and so many more. You could make another person’s day a little brighter and relieve some of the stress we all have too much of – you just don’t realize it!

Please contact me at [mary.burda@utoledo.edu](mailto:mary.burda@utoledo.edu) or 419.383.6462 if you are interested in being a mentor to one of our new coordinators. It is a great investment in our future!

Thank you,

Mary Burda

**2010 Coordinator Recognition Award**  
**Patricia Reilly**  
**Administrative Program Coordinator**  
**University of Connecticut, Farmington, CT**



Pictured L-R Patricia Reilly and Sandy DelCoglin,  
President, ARCS



Dr. Orlando Kirton and Patricia Reilly  
Program Director

Ms. Patricia Reilly from the University of Connecticut in Farmington was honored on Thursday, March 24, 2011 by the Association of Residency Coordinators in Surgery with the 2010 Coordinator Recognition Award. Patricia was nominated by her Program Director, Dr. Orlando Kirton and her Associate Program Director Dr. Ludwig Pyrttek. Patricia has been the Residency Program Coordinator for 21 years and is a past president of ARCS. She is described as a dedicated, hardworking, professional individual who is a matriarch to the residents and residency program. In addition, Patricia is involved with the Connecticut Chapter of the American College of Surgeons. She demonstrates leadership and commitment to resident education in the organization and participates in the annual meeting. Patricia is a member of the Association of Residency Coordinators in Surgery and the Association of Program Directors in Surgery.

Congratulations Patricia!

# NEWSLETTER SUMMER 2011

## “Most Experienced” and “Least Experienced” Coordinators Recognition

**Phyllis Squiers**



**Picture L-R Phyllis Squiers and Sandy DelCoglin, ARCS President**

**Nancy Ortiz-Rivera**



**Nancy Ortiz-Rivera and Sandy DelCoglin, ARCS President**

The Steering Committee decided to recognize the “Most Experienced” and the “Least Experienced” coordinators and present them with gag gifts. The items were purchased by the Steering Committee members and presented to Phyllis Squiers, Residency Coordinator from Hennepin County Medical Center, Minneapolis, MN as the “Most Experienced” Coordinator with 43 years of experience.

Nancy Ortiz-Rivera, Residency Coordinator from the Bronx Lebanon Hospital, Bronx, NY was recognized as the “Least Experienced” Coordinator with only days of experience. The ARCS members congratulated both coordinators and enjoyed the presentation of the gifts as each coordinator accepted the gifts with surprise and laughter! Congratulations to Phyllis and Nancy! Awesome job!

## Departing Steering Committee Members



At the end of our meeting in Boston, it was time to say thank you and good-bye to June Cameron, BA, C-TAGME. Over the past five-years June has held several different offices on the ARCS Steering Committee including President. June was a great inspiration and will truly be missed. June, thank you for all your hard work, leadership, and dedication throughout the years.



It is with regret that I inform you that Tracy VanDeWeg, BS, C-TAGME, from Michigan State University has requested to resign from the ARCS Steering Committee. Tracy submitted her resignation at the close of our meeting in Boston. The Steering Committee acknowledged and accepted Tracy's resignation. We wish her well!

# NEWSLETTER SUMMER 2011

## THE JOURNAL OF SURGICAL EDUCATION

There have been no submissions for review. Dr. Weigelt continues to be supportive of coordinator-driven articles. We also have our own review board to help you with the writing process before it would get submitted to the Journal. If you have an idea of something you would like to write about, but have concerns about the actual writing - please let me know. Our review board is here to help at all levels. I would strongly encourage all of you to consider submitting something. We all have "best practices" that work well for our programs that others would like to hear about and learn from. I hope to be hearing from you soon.

## STAC/TAGME Update

The 2010 Spring Assessment for TAGME certification had 1 candidate for initial certification and 7 for Maintenance of Certification (MOC). To date, there are 42 certified training administrators of surgical residency programs and 283 certified training administrators across all approved clinical specialties. TAGME has approved 16 clinical specialties to offer certification. Ophthalmology and Pediatric Neonatology are in the process of designing their assessment tools.

STAC met in San Antonio and revised the surgical component of the TAGME assessment tools, both initial and MOC. Pending approval, they will be used beginning with the 2011 Spring Assessment.

Vascular Surgery is forming their networking association and will be re-visiting certification once that has taken place. Surgical Critical Care is in the process of doing an interest survey.

Please visit TAGME's website at [www.tagme.org](http://www.tagme.org).

Ruth H. Nawotniak, MS, C-TAGME  
University at Buffalo - Dept. of Surgery  
Training Program Administrator  
BGH 100 High Street - Rm 374  
Buffalo, NY 14203  
716-859-7756 - phone  
716-859-7760 - fax  
[rhn@buffalo.edu](mailto:rhn@buffalo.edu)

## BYLAW Update

The following changes to the ARCS bylaws were approved by the APDS and ARCS at the Spring meeting in Boston:

- Name Change - Steering Committee changed to Executive Committee
- Add: President of ARCS as an ex-officio member of all ARCS associated Ad hoc committees.
- A current member of the ARCS Executive Committee will join the APDS Program Committee

In addition the following changes were made to the APDS bylaws listed under Article III:

h. ARCS Membership – Full membership in the Association of Residency Coordinators in Surgery is limited to officially designated general surgery residency coordinators, administrators and managers or other surgical subspecialty program coordinators, By virtue of being a full member of ARCS, that same individual shall be a member of the Association of Program Directors in Surgery, with the same dues and registration fees as apply to Associate Members, referenced in (d) above. This initiative was undertaken by myself, Judith Olenwine, Laura Warner and Lillian Figueroa. The growth of the ARCS organization prompted this review. All questions or suggestions can be addressed to any of the above bylaws committee members.

June Cameron, MS, C-TAGME

## NEWSLETTER SUMMER 2011



**Association of Residency  
Coordinators in Surgery**

### **2012 ABSTRACT FORM**

The ARCS Executive Committee needs your input! If you have an idea for a presentation, panel discussion or break out session we want to hear from you!

The ARCS Executive Committee will be meeting in October to review abstracts and begin planning the agenda for our 2012 Educational Conference to be held in San Diego, California, in March. **It is only with your help, input, and expertise that our conference will be a successful educational experience for all!** Please let us know what topics interest you and what specific areas you would like to learn more about.

To submit an abstract please fill out the attached form and return it to:

Donna Guinto, AS, C-TAGME

President, ARCS

215.955.6864 - phone

[donna.guinto@jefferson.edu](mailto:donna.guinto@jefferson.edu)

**DEADLINE IS SEPTEMBER 15, 2011**

NEWSLETTER SUMMER 2011



Association of Residency Coordinators in Surgery

2012 ABSTRACT FORM

ASSOCIATION OF RESIDENCY COORDINATORS IN SURGERY

Name(s): \_\_\_\_\_

\_\_\_\_\_

Institution(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax : \_\_\_\_\_

E-mail address: \_\_\_\_\_

PLEASE CHECK ONE

Type of Presentation: Panel Individual Breakout Session

Presentation Topic: \_\_\_\_\_

Goals & Objectives of presentation: *(Please attach separate sheet if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE RETURN ABSTRACT FORM TO:

Donna Guinto, AS, C-TAGME

President, ARCS

by email [donna.guinto@jefferson.edu](mailto:donna.guinto@jefferson.edu)

**DEADLINE IS SEPTEMBER 15, 2011**

# NEWSLETTER SUMMER 2011



## Association of Residency Coordinators in Surgery

### 2011-2012 EXECUTIVE COMMITTEE APPLICATION

**Won't you consider becoming an ARCS Executive Committee Member?**

To be considered for the Executive Committee you must be a member of ARCS. The committee is comprised of a maximum of nine members with each serving a four-year term. The Past President will serve one additional year and fill the ninth position. Officers are elected from the Executive Committee as follows:

**President:** one-year term

**President-elect:** one-year term

**Secretary:** two-three year term

**Criteria:**

- Be a current member of ARCS
- Have attended at least three APDS/ARCS meetings
- Show written and financial support from your program director and/or chair
- Be able to attend all executive committee planning sessions
- Be willing to host a planning meeting if elected president
- Not have served on the committee during the past four years

**Submission Process:**

Please submit all application materials either by fax or email to the ARCS president. This includes:  
completed application (on the website)  
letter from Program Director or Chair  
current CV and photo

The Executive Committee reviews all applications and appoints one Community based coordinator and one University based coordinator annually. It is not uncommon to have applied to be on the steering committee more than once.

# NEWSLETTER SUMMER 2011



ASSOCIATION OF RESIDENCY COORDINATORS IN SURGERY

## 2011-2012 EXECUTIVE COMMITTEE APPLICATION

Name: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Director: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

How many years have you been a coordinator in surgery? \_\_\_\_\_

Are you a current member of ARCS? \_\_\_\_\_

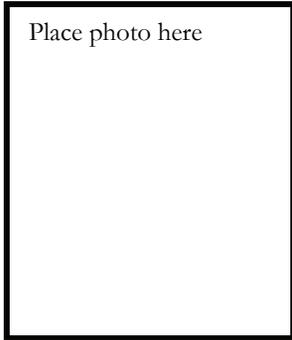
Have you applied to the steering committee before? \_\_\_\_\_

If so, when? \_\_\_\_\_

Please provide any additional information you would like us to know about you.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit your application to  
Donna Guinto, AS, C-TAGME  
President, Association of Residency Coordinators in Surgery  
Thomas Jefferson University Hospital  
1015 Walnut Street, Suite 620  
Philadelphia, PA 19107  
215-955-6864  
215-955-2878- F  
*Donna.guinto@jefferson.edu*



**All application materials must be received by September 15, 2011**