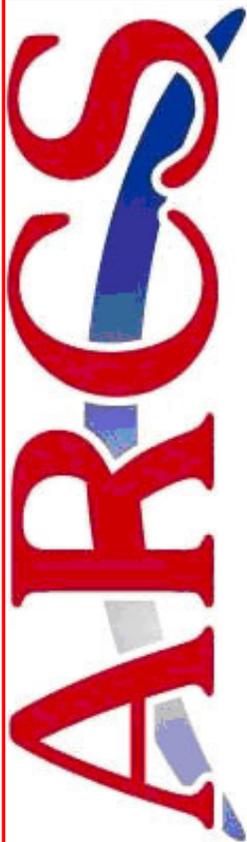


NEWSLETTER
SUMMER 2010



SURGICAL EDUCATION WEEK
APRIL 20-24, 2010
SAN ANTONIO, TX



As some of us arrived at the airport in San Antonio, the taxi driver gave us a mini history lesson of what we had to look forward to for the upcoming week. During the week, we were so busy, but were able to find some time in the evenings to stroll the Riverwalk and unwind. We shopped, enjoyed several wonderful restaurants and took in the beautiful flowers and scenery on the Riverwalk. I thought I would share a little history and photos of our host city.

Little did the ARCS Steering Committee know that in April there is an annual 10-day city-wide festival held to honor the memory of the heroes of the Battle of the Alamo and the Battle of San Jacinto. Over 100 events take place during the anniversary of Texas' independence from Mexico. The festival dates back to 1891 when a group of ladies decorated horse drawn carriages, paraded in front of the Alamo, and pelted each other with flower blossoms. By 1895 the parade had developed into a week-long celebration. One of the events that take place during fiesta are the Texas Cavaliers River Parade (the parade literally floats down the River Walk rather than city streets).



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2010-2011 Steering Committee Members

President

Sandy DelCoglin, BS, C-TAGME
Christiana Care Health System
Newark, DE
302-733-4503
sdelcoglin@Christianacare.org

President - Elect

Donna Guinto, C-TAGME
Thomas Jefferson University
Philadelphia, PA
215-955-6864
Donna.Guinto@jefferson.edu

Secretary

Lillian Figueroa, C-TAGME
Hospital of Saint Raphael
New Haven, CT
203-789-3443
lfigueroa@srhs.org

Professional Development & Newsletter Chair

Linda Shaffer, C-TAGME
West Virginia University
Morgantown, WV
304-293-1254
lshaffer@hsc.wvu.edu

Membership Chair and Certificates

Mary Burda
University of Toledo
Toledo, Ohio
419-383-6462
Mary.burda@utoledo.edu

Mentor Program

Tracy VanDeWeg, BS, C-TAGME
Michigan State University
Lansing, Michigan
517-267-2036
Tracy.VanDeWeg@hc.msu.edu

Past-President

June Cameron, BA, C-TAGME
Maine Medical Center
Portland, ME
207-662-4078
CamerJ@mmc.org

Message From The President



As we prepare for a new academic year and the challenges that face us, I, too, am preparing for a new journey in my role as ARCS president. I began working at the Medical Center of Delaware in the Department of Radiology as a medical transcriptionist in 1983, directly out of high school. Wanting to be a part of a new exciting adventure within MCD, I was given the opportunity to transfer to become an Administrative Assistant for Christiana Imaging, a new outpatient facility which opened in 1987 and housed the first MRI machine at the Medical Center of Delaware. I joined the staff of the Department of Surgery, Education Division, in 1988 where I became an Administrative Assistant for the General Surgery Residency Program. Although my title, as well as my responsibilities, has changed over the years - Residency Program Assistant, General Surgery Residency Coordinator, and currently Medical Education Program Coordinator - I have remained in my current position for over twenty-two years.

In 1997, the Medical Center of Delaware changed its corporate name to Christiana Care Health System to better reflect the breadth and depth of health services provided. I have worked with two different chairs and four different program directors and my program has grown from graduating three chiefs per year to five per year. In 2007 Christiana Care was rated the 4th busiest hospital on the East Coast for surgical procedures and the 8th busiest in the United States.

I, along with Donna Guinto, AS, C-TAGME from Thomas Jefferson University, was instrumental in organizing and hosting the first Tri-State Coordinators meeting. I was also among one of the first groups of coordinators to sit for TAGME certification in 2006 and recently completed the MOC in 2009. In 2007 I received my Bachelor of Science in Business Management from Wilmington University. For the past three years I have been an ARCS Steering Committee member and in April 2010, at the close of our Annual Educational Conference, I became the President of ARCS.

It was GREAT to see everyone in San Antonio and I truly appreciate all your condolences for the loss of my husband, Frank. Although his death was sudden and unexpected, I have no doubt Frank will continue to be present within me and provide me with the strength and encouragement I need to get through this most difficult time. It is certainly not an easy process but it is a little more bearable knowing that I have great friends. Thank you!

My "shoes" go off to June Cameron, BA, C-TAGME and the members of the ARCS Steering Committee for all their hard work in planning such a robust program for our organization. This year's conference was a huge success and included many different speakers and topics. I would be remorse if I did not acknowledge our invited guest speakers: Barbara Jalbert-Gerkens, Examination Coordinator for the American Board of Surgery, Pamela A. Rowland, PhD, Dartmouth Medical Center, Kimberly Schenarts, PhD, Brody School of Medicine, John Ferrara, M.D., Program Director Banner Good Samaritan, Thomas V. Whalen, M.D, Chair Lehigh Valley Hospital and RRC for Surgery, Peggy Simpson, EdD, Executive Director, Residency Review Committee for Surgery, James F. Whiting, M.D., Program Director Maine Medical Center, Margaret Tarpley, MLS, Associate in Surgery at Vanderbilt University, Richard Bell, M.D., American Board of Surgery, and the numerous ARCS members and Surgical Residency

NEWSLETTER SUMMER 2010

Coordinators. I thank each and every one of you for taking the time to share your knowledge and expertise with our organization. I would like to especially thank Tom Fise and Jen Stromberg with the APDS Management Office for their continued support of ARCS.

I have always found this time of year to be bittersweet. We must wish our graduating Chiefs the best and welcome our new interns. Although 2010-2011 represents my twenty second academic year that I have prepared for, I must admit it does not get easier. Each year presents with new challenges and opportunities and I believe that is why I enjoy my current position as much as I do. I would like to invite and encourage every one charged with managing a Surgical Residency Program to become a member of ARCS. I would also like to challenge all members of ARCS who meet the qualifications for Steering Committee membership, to submit their application. I can truly say the professional growth I have obtained, the knowledge through ARCS that I have gathered, and the lifelong friendships that I have acquired from being a member of the Steering Committee is unparalleled to any other professional experience in my lifetime.

As the Steering Committee is in the process of planning and organizing our 2011 Annual Education Conference, to be held in Boston, Massachusetts in March, I welcome and encourage everyone to submit an abstract to include new ideas and topics to be discussed. Abstracts for the 2011 meeting are due by September 13, 2010.

I am honored and very much so looking forward to my twelve month journey and fulfilling my role as President of our organization. I wish everyone the best for an uneventful start to the 2010-2011 academic year and relish receiving your comments, concerns, and suggestions regarding ARCS and the ARCS Steering Committee. Please do not hesitate to contact me throughout the year.

ASSOCIATION OF RESIDENCY COORDINATORS IN SURGERY



NEWSLETTER SUMMER 2010

MEET THE 2010/2011 ARCS STEERING COMMITTEE



President – Sandy DelCoglin, BS, C-TAGME

Christiana Care Health System

Newark, Delaware

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

Donna Guinto, AS, C-TAGME

Thomas Jefferson University Hospital

Philadelphia, PA

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.



Lillian Figueroa, C-TAGME

Hospital of St. Raphael

New Haven, Connecticut

The Secretary has a 2-3-year appointment and is responsible for taking minutes of each Steering Committee meeting. All minutes are kept in the ARCS Secretary Notebook for reference and the notebook is handed down to future secretaries. The secretary is responsible for maintaining a list of the Steering 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.



Professional Development &

Newsletter Chair

Linda Shaffer, C-TAGME

West Virginia University

Morgantown, West Virginia

The Professional Development Chair has an appointment of 1-4 years. As Chair, they are responsible for reviewing with the Steering 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.

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.

NEWSLETTER SUMMER 2010

MEET THE 2010/2011 ARCS STEERING COMMITTEE



Membership Chair & Certificates

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.



Mentor Program

Tracy VanDeWeg, BS, C-TAGME

Michigan State University

Lansing, Michigan

The Steering 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.



Past-President

June Cameron, BA, C-TAGME

Maine Medical Center

Portland, Maine

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



For more than 35 years, the 750-foot-tall Tower of the Americas has offered residents and tourists of San Antonio, Texas, the most breathtaking view of the Alamo .

The scenic structures are unique and the botanical gardens are beautiful.



NEWSLETTER SUMMER 2010

WELCOME NEW STEERING COMMITTEE MEMBERS

On behalf of the ARCS Organization, please join us in welcoming Tracy VanDeWeg from Michigan State University and Mary Burda from the University of Toledo as the newest members of the ARCS Steering Committee for their help during our most recent ARCS meeting in San Antonio.

ASSOCIATION OF RESIDENCY COORDINATORS IN SURGERY

Welcome.....



Tracy VanDeWeg, BS, C-TAGME

Tracy VanDeWeg is one of two Residency Coordinators at the Michigan State University Integrated Residency Program in General Surgery. She has been a coordinator for 8 years, however, she has been in the current position for 1 year.

In her spare time, Tracy enjoys jigsaw puzzles, reading, movies and garage sales (in the summer).



Mary Burda

Mary Burda has been in the healthcare arena for over 20 years with her most recent position in the area of Graduate Medical Education. She has been the Senior Education and Research Coordinator for the Department of Surgery at the University of Toledo in Toledo, Ohio since 2005.

She and her husband, Jeff, have three grown children and five grandchildren with whom she loves to spend time. In her spare time, Mary can be found gardening, hosting parties or camping with her family.



NEWSLETTER SUMMER 2010

THE NEW COORDINATORS WORKSHOP

The New Coordinators Workshop was held on Monday, 4/19/10 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



Rebecca Augustine

New to the program this year, we invited two coordinators to participate and present with the Steering Committee in the NCWS. Dawn Fountain, University of Kansas, Wichita, KS, gave a presentation entitled "It's Greek to Me". Dawn is a new coordinator and a first time speaker.

Rebecca Augustine, Abington Memorial Hospital, Abington, PA is a coordinator that attended the NCWS last year. Rebecca gave a presentation entitled "A New Coordinator's Perspective". Rebecca gave her perspective on her first year as a coordinator and the value of the NCWS.



Dawn Fountain

Thank you and high five to Dawn and Rebecca for their work and professionalism that was put into the presentations and also for reminding everyone that we are all here to share ideas and to support each other.

New Coordinators 2010 San Antonio



We were also excited that this year we used an audience response system. The audience response system brought interactivity to our meeting by allowing the audience to answer multiple-choice questions anonymously via a keypad. Results were collected and displayed on the screen. A few of the comments made were "it was nice not to be put on the spot to answer a question", "great ice breaker" and "felt more involved with the workshop".

NEWSLETTER SUMMER 2010

MEMBERSHIP

Are you a member of ARCS?

The Association of Residency Coordinators in Surgery (ARCS) is a great organization in which to belong. It is a professionally established organization for surgical residency program coordinators. It provides educational resources, as well as, encourages the exchange of ideas and supportive networking with other coordinators that manage surgery residency programs. In addition, it provides you the opportunity to become certified and, if desired, become a member of the Steering Committee. It is definitely a privilege to be a member.

To become a member of ARCS, the process is simple. The requirements are a letter of support from your Program Director with a copy of your resume. All documents must be submitted to:

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

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. Applications should be submitted in advanced for approval. The application is available online at the APDS/ARCS website www.apds/arcs.org.

A big thank you to all in attendance at the ARCS meeting in San Antonio for reviewing your information for the ARCS coordinator directory. If you were unable to join us for the ARCS meeting please take a moment to review the directory for any needed changes and e-mail the changes to me at mary.burda@utoledo.edu I will have the directory updated. The membership roster can be retrieved and printed from the ARCS website or can be saved to your desktop as an icon for quick reference.

I look forward to seeing you at the APDS/ARCS Annual Meeting in Boston, Massachusetts in April 2011!

Mary Burda
Membership and Certificates

NEWSLETTER SUMMER 2010

New ARCS Members

Please join us in welcoming the following new members of ARCS. The following coordinators were approved for membership at the April 2010 APDS Board of Directors meeting.

Diann Carreker

Innova Fairfax Hospital
3300 Gallows Road
Falls Church, VA 22042

Erica Cordazzo

Montefiore Medical Center
3400 Bainbridge Ave, Map Bldg 4th Floor
Bronx, NY 10467

Michele DeAngelis

Kaiser Permanente Los Angeles Medical Center
4760 Sunset Blvd, 3rd Floor
Los Angeles, CA 90027

Toni Haddad

Henry Ford Health System
2799 W. Grand Blvd
Detroit, MI 48202

Carissa Haight

Michigan State University
221 Michigan St. NE 200A
Grand Rapids, MI 49503

Karie Hilley

Michigan State University
221 Michigan St. NE 200A
Grand Rapids, MI 49503

Colleen Johnson

Greenville Hospital System
701 Grove Road
Greenville, SC 29605

Wendy Narcisse

Nassau University Medical Center
2201 Hempstead Turnpike
East Meadow, NY 11554

Andrea Popp

Geisinger Medical Center
100 North Academy Avenue
Danville, PA 17822

Jessica Roof

Carolinas Medical Center
1000 Blythe Blvd PO Box 32861
Charlotte, NC 28203

Barbara Shine

Atlanta Medical Center
303 Parkway Dr. NE P.O. Box 423
Atlanta, GA 30312

Carla Wagner

Morehouse School of Medicine
720 Westview Drive, SW
Atlanta, GA 30310

Julie Wall

St. Joseph's Hospital
350 Thomas Road
Phoenix, AZ 85013

SuAnn White

The University of Oklahoma
PO Box 26901, Rm WP2140
Oklahoma City, OK 73190

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

NEWSLETTER SUMMER 2010

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 Steering 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 27 new coordinators at the San Antonio conference this year. More than half of those requested a mentor. 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 tracy.vandeweg@hc.msu.edu or 517-267-2036 if you are interested in being a mentor to one of our new coordinators. It is a great investment in our future!

Thank you,

Tracy VanDeWeg, B.S., C-TAGME
Michigan State University Integrated Residency Program
In General Surgery

NEWSLETTER SUMMER 2010

AWARDS

Sandra Stafford King, C-TAGME, Bronx-Lebanon Hospital Center, NY was honored this year at the ARCS meeting in San Antonio, with the 2009-2010 Coordinators Award. This award is given for the outstanding dedication, service and leadership in the education of surgical residents and residency coordinators. Sandra's program director, Dr. John Cosgrove described Sandra as the "most professional and dedicated administrator I have ever worked with throughout many programs in my career", "she has put her heart and soul into the minute details that are necessary for a program to function at a higher level" and "an integral part of our leadership team". Congratulations again to Sandra!



Sandra Stafford King and Dr. John Cosgrove



Margaret (Maggie) Tarpley, MLS, Vanderbilt University, Nashville, TN, was recognized by ARCS for her dedication, support and education of residency coordinators and the ARCS Association.

Jeannine St. Pierre, University of Massachusetts Medical Center was honored for her outstanding service, dedication, commitment, and leadership as a steering committee member of the Association of Residency Coordinators in Surgery from 2005-2010.



Jeannine St. Pierre

Margaret (Maggie) Tarpley, MLS

NEWSLETTER SUMMER 2010

AWARDS....



In recognition of June Cameron, BA, C-TAGME, President 2009-2010.

The Association of Residency Coordinators in Surgery presented June Cameron an award for her dedication, service and leadership in the advancement of learning and professionalism for residency coordinators in surgery.

Dr. James Whiting, Program Director, June Cameron and Dr. Virginia Eddy.

FAREWELL TO OUR DEPARTING STEERING COMMITTEE MEMBERS



Jeannine St. Pierre



Kim Agretto



Barb Carter

At the end of our meeting in San Antonio we said good-bye to three of our steering committee members. Coincidentally all three of them had served five years on the committee when the standard term is four years. Jeannine St. Pierre joined the committee a year earlier as the committee was short a member. Jeannine didn't hesitate and then June came on a year later and they became cohorts for the remainder of their term. Kim Agretto stayed on an extra year as our past president-consultant. Barb Carter was gracious enough to stay on the committee another year when we lost two members. All of them stepped up when we needed them the most and we know that they will continue to contribute and make a difference in the ARCS organization. Thank you!

NEWSLETTER SUMMER 2010

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.

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

BYLAW Update

The Association of Residency Coordinators in Surgery continues to grow and expand. The ARCS bylaws need major revision to reflect this growth. A committee has been established to tackle this project. As we continue to mentor surgical subspecialties, it is important to define eligibility and preserve the role of the general surgery coordinator. We will expand or develop officer roles, membership, voting rights, resignation and termination of officers, financial restraints and establish a membership meeting at the annual spring conference. If you have any suggestions or would like to be a part of this committee please contact June Cameron, Bylaw Committee Chair.

NEWSLETTER SUMMER 2010

VASCULAR SURGERY COORDINATOR UPDATE

The Association of Vascular Surgery Coordinators (AVSC) held its first meeting in conjunction with the APDVS meeting in Chicago, Illinois April 16-17, 2010. Thirty-Five vascular surgery coordinators attended the meeting. Sessions topics included:

Integrated Residency Programs
Rolling Calendar
ACGME & RRC Update
The Surgical Principle Exam
PIF Preparation and Site Visit Tips
Annual Program Review
Online Evaluation Systems
Dealing with Problem Residents

Several of the Program Directors led sessions and the coordinators joined the PD's for various presentations. The AVSC will continue to meet in conjunction with the APDVS meeting, which will be held in Chicago, Illinois again next year.

The inaugural officers for the AVSC will be as follows:

President – Julie A. Gulley, BSBA – University of Cincinnati

President-Elect – Peggy Mauer, MEd, BBA - The Toledo Hospital

Secretary – Nan Siebert, Cleveland Clinic

Councilors – Sonia Fuentes, The Methodist Hospital; Julie Griffin, Mayo School of Graduate Medical Education; Eva Hayward, Lenox Hill Hospital; Cindy Schultz-Rudolph, UT College of Medicine, Chattanooga.

Sixty-five vascular coordinators have joined the AVSC. The AVSC steering committee is currently working on its by-laws and roles for officers. The steering committee will meet at the ACS in October to plan the meeting for next year. The committee is also working on developing a Vascular Surgery Coordinator Training Manual. The manual will be uploaded to the APDVS website as it is completed. The ultimate goal is to have a comprehensive manual that covers all areas of a coordinators responsibility.



The AVSC invites all vascular surgery coordinators, administrators, and educators to join the organization. Currently there is no charge to join the organization. The program directors membership fees cover the coordinators membership. Please visit the APDVS website (<http://apdvs.vascularweb.org>) for a membership application and more information.

The AVSC looks forward to a close relationship with ARCS as coordinators for the new integrated vascular residency programs need to be aware of the general surgery training requirements. In addition, several coordinators are responsible for both general and vascular surgery training programs.

Please send any questions or comments to:

Julie Gulley
Vascular Administrative
Coordinator
University of Cincinnati
231 Albert Sabin Way,
ML 0558
Cincinnati, Ohio 45267
julie.gulley@uc.edu
513-558-5367



NEWSLETTER SUMMER 2010

DINE OUTS



Dining out in San Antonio

STEERING COMMITTEE - Down time



ASSOCIATION OF RESIDENCY COORDINATORS IN SURGERY

NEWSLETTER SUMMER 2010



2011 ABSTRACT FORM

The ARCS Steering 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 Steering Committee will be meeting in October to review abstracts and begin planning the agenda for our 2011 Educational Conference to be held in Boston, Massachusetts, 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:

Sandy K. DelCoglin, BS, C-TAGME

President, ARCS

(302) 733-4503 - phone

sdelcoglin@christianacare.org

DEADLINE IS SEPTEMBER 13, 2010

NEWSLETTER SUMMER 2010



2011 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:

Sandy K. DelCoglin, BS, C-TAGME

President, ARCS

by email sdelcoglin@christianacare.org

DEADLINE IS SEPTEMBER 13, 2010

NEWSLETTER SUMMER 2010



Association of Residency Coordinators in Surgery

2010-2011 STEERING COMMITTEE APPLICATION

ASSOCIATION OF RESIDENCY COORDINATORS IN SURGERY

The steering committee is responsible for leadership of the ARCS organization. The curriculum for the national meeting is developed and implemented by the committee. The committee monitors the pulse of the ACGME, ABS and ACS and brings relevant topics to the national meeting to educate coordinators for success in their roles.

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: two-three year term

Criteria:

To be a member of the Steering Committee you must:

1. be a current member of ARCS
2. have attended at least three APDS/ARCS meetings
3. show written and financial support from your program director and/or chair
4. be able to attend all Steering Committee planning sessions (3 meetings per year to include APDS/ARCS spring conference)
5. be willing to host a planning meeting if elected president
6. 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:

1. completed application
2. letter from Program Director or chair
3. CV (current & inclusive) photo

The Steering 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 2010



**Association of Residency
Coordinators in Surgery**

2010-2011 STEERING COMMITTEE APPLICATION

Name: _____

Program Name: _____

Program Director: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

How many years have you been a coordinator in surgery? _____

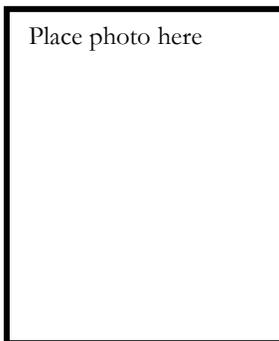
Are you a current member of ARCS? _____

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
Sandy K. DelCoglin, BS, C-TAGME
President, Association of Residency Coordinators in Surgery
Christiana Care Health System
4735 Ogletown-Stanton Road
Suite 2121, MAP-2
Newark, DE 19713
Fax 302-733-4513
sdelcoglin@christianacare.org



All application materials must be received by September 13, 2010