



# NEWSLETTER SUMMER 2012

## SURGICAL EDUCATION WEEK MARCH 19-22, 2012 SAN DIEGO, CA



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**2012-2013  
Executive Committee**

**Members**

**President**

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

## Message From The President



Take a deep breath! Another academic year has ended and just as we come up for air, we are preparing and welcoming the new interns and new friendships begin to flourish. I, too, am preparing for the next step of my professional role as president of ARCS. I began my career at West Virginia University, Department of Surgery in 1985, as a secretary for the residency program. I attended my first APDS meeting that year. That is also when the thoughts of a support group were started by the secretaries that attended the meeting with their Chairmen or Program Directors. Over the last 27 years, leadership has come and gone in my department; 4

chairmen, 2 acting and three program directors. The residency office staff was called "secretaries", and my title has changed over the years, as well as my increased responsibilities to the General Surgery Residency program. This position itself is somewhat of an addiction, you crave more knowledge and want to be there for the residents and the program and before you know it a couple of decades fly by.

I would like to thank our past President Donna Guinto, for her leadership, and to the members of the ARCS Executive Committee for all their hard work in planning such a robust program for the 25<sup>th</sup> year celebration of our organization. Donna kept us all on track to meet our obligations and believe me; nothing was going to get by her.

This year's conference was a vast success and included many different speakers and topics. I would like to thank all of the speakers for their dedicated time in sharing their knowledge and expertise at this year's conference. I would be remorse if I did not acknowledge our invited guest speakers: Dr. Mark Friedell, APDS President; Dr. Cynthia Graves, Dr. Matthew Loos, Dr. Thomas Caranasos, and Dr. James Bardes, West Virginia University; Dr. Jashoddep Datta, Dr. John Tarpley, Dr. Kyla Terhune, Dr. Erik Hansen, Amanda Hansen, and Dahlia French, Vanderbilt University; Dr. Sean Ryan, Christiana Care Health Systems; Dr. Niels Martin, Dr. Nathan Richards, Dr. Daniel Relles, Thomas Jefferson University; Laurie Curtin, NRMP; Dr. Mary Klingensmith, Washington University; Dr. James Hebert, Chair, RRC; Dr. Peggy Simpson, Executive Director, RRC; Rev. John Stabeno, Philadelphia, PA; and Barbara Jalbert-Gerkens, Examination Coordinator for the American Board of Surgery. I would also like to thank the numerous ARCS members and Surgical Residency Coordinators, Donna Guinto, Thomas Jefferson University; Mary Burda, University of Toledo; Laurie Cooper, St. Joseph's Exempla Hospital; Sandy DelCoglin, Christiana Care Health System; Kristen Dudley, University of Virginia; Lillian Figueroa, Hospital of St. Raphael; Stephanie Rowe, Vanderbilt University; Claire Travis, University of Colorado; Cindy Rudolph, University of Tennessee; Julie Dill, Jennifer Stubbs, Riverside Methodist Hospital; Allison Casey, Kim Echert, ACS, Chicago; Michelle Silver, University of Florida; Kim Agretto, Easton Hospital; Gretchen Lynch, University of Missouri; Ruth Nawotniak, University of Buffalo; Judy Olenwine, Lehigh Valley Hospital; and Ava Fulbright, Teresa Arnold, TriHealth-Good Samaritan Hospital.

I would like to especially thank Tom Fise and Jen Stromberg with the APDS Management Office for their continued support of ARCS.

I hope that all of you left rejuvenated and eager to share the information that you gained at the meeting with your program.

## NEWSLETTER SUMMER 2012

The Executive Committee will be traveling to the 98<sup>th</sup> American College of Surgeons Clinical Congress meeting in Chicago. We have been invited for the 6<sup>th</sup> year along with selected members of the Association of Program Directors (APDS) to present a program designed specifically for medical students on October 1, 2012. The Executive Committee will also hold the yearly retreat in conjunction with the ACS meeting to plan the upcoming spring meeting in Orlando, Florida.

For those of you who are interested in presenting at the spring meeting, abstracts are due by September 15, 2012. We are continuously looking for new information. Even if you have not presented in the past, and are afraid of taking the plunge and speaking in front of people, there are numerous individuals who are willing to present with you and/or guide you. The abstract form can be found at the ARCS website. If your residency program has a mechanism or unique concept that has enhanced your program and that you feel may be helpful to others, please share! We are open to innovative ideas.

You have heard us talking about it for some time and it is finally here - the new ARCS website is up and running. Stephanie Rowe has worked diligently on the website and a high-five goes out to her for a superb job. You will be able to access the website through the APDS site address or by going to the direct website [www.arc surgery.org](http://www.arc surgery.org). Please take a few minutes and review the new ARCS web page. Scroll over to the "membership" tab, the directory is listed here. Scroll to the "more" tab, click "history" and peruse the past presidents and committee members. These members, past presidents and committee members have an overwhelming breadth of knowledge and experience. They are there to share a wealth of expertise with new coordinators and even the seasoned coordinators. You are never too old to learn something new, and in the last few years, I feel the ACGME keeps my brain in overdrive....and that is not good for someone my age!

We are sad to say goodbye to two wonderful women! Jane Larkin has resigned from her position on the Executive Committee. She and her husband are moving to a new location and we wish Jane and her family all the best. Gretchen Lynch, a past president of ARCS, will also be leaving our organization. She will be changing gears and going back to school and moving to be near her family. Thank you, Gretchen, for the years of dedication and savoir-faire that you have given to ARCS. Best wishes to both of you!

I would like to welcome and invite everyone that manages a surgical Residency Program to become a member of ARCS. I would also like to encourage and welcome all members of ARCS who meet the qualifications to submit an application to become a member of the Executive Committee.

I am looking forward to this year as ARCS President and with the Executive Committee, I am certain we will have an outstanding meeting in Orlando, Florida – don't forget your sunscreen! Have a great summer and a smooth transition into the new Academic Year!

Linda



03/21/2012 19:3

# NEWSLETTER SUMMER 2012

## MEET THE 2012/2013 ARCS EXECUTIVE COMMITTEE



**Linda Shaffer, C-TAGME**

**West Virginia University**

**Morgantown, West Virginia**

**President** – 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.



**Mary Burda**

**University of Toledo**

**Toledo, Ohio**

**President-Elect, APDS Representative for ARCS, Membership Chair & Certificates**—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. The APDS Representative for ARCS is an appointment held by the President-Elect and will work closely with the APDS Director of Education to review abstract submissions to

APDS, and other requests for the annual meeting. The committee member holds this position for a one-year term.

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.



**Chi Quach**

**University of California**

**Los Angeles, California**

**Executive Secretary**—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.



**Stephanie Rowe**

**Vanderbilt University Medical Center**

**Nashville, Tennessee**

**Newsletter Chair & Website Manager**—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 post on the ARCS website. The Web manager committee member will be responsible for maintaining the site on a regular basis. The responsibilities will include updating information and photo galleries as needed, uploading annual power point presentations, creating links, etc. The committee member holds this position for a four-year term unless the member is elected to the Office of President. At that time, the position would be available to another Executive Committee member.

# NEWSLETTER SUMMER 2012

## MEET THE 2012/2013 ARCS EXECUTIVE COMMITTEE



**Lillian Figueroa, C-TAGME**

*Hospital of St. Raphael*

*New Haven, Connecticut*

**ARCS Liaison Representative to ACS**—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.



**Dawn Fountain**

*University of Kansas*

*Wichita, Kansas*

**Professional Development Chair & Mentor/Mentee Co-Chair** — The Professional Development Chair has an appointment of 1-4 years. As Chair, this member is 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. 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.



**Laura Warner, C-TAGME**

*Guthrie/Robert Packer Hospital*

*Sayre, Pennsylvania*

**SCORE Representative & Mentor/Mentee Co-Chair** —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 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 2012

## MEET THE 2012/2013 ARCS EXECUTIVE COMMITTEE



**Kim Molteg, C-TAGME**

**UMDNJ—Robert Wood Johnson Medical School**

**New Brunswick, New Jersey**

**Sunshine, Rooming Buddies & Social Event Chair**—The Sunshine Representative will be responsible for relaying the care and concern of fellow members in times of need by sending wishes of encouragement or sympathy. The committee member holds this position for a 1 to 4 year term, unless the member is elected to the Office of President. One Executive Committee member is elected to coordinate the rooming buddies program.

This program is to assist coordinators who want to attend the annual APDS/ARCS meeting and wish to share a room with another coordinator to save expenses. The committee member holds this position for a 1 to 4 year term, unless the member is elected to the Office of President. The same committee member that holds the Sunshine Representative committee role will coordinate/organize the venues, reservations, attendees and payment options for the dine out groups.



**Past-President**

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

**Thomas Jefferson University Hospital**

**Philadelphia, PA**

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



# NEWSLETTER SUMMER 2012

## WELCOME NEW EXECUTIVE COMMITTEE MEMBERS

On behalf of the ARCS Organization, please join us in welcoming the following as the newest members of the ARCS Executive Committee and for their help during our most recent ARCS meeting in San Diego.

Welcome.....



Dawn Fountain has been with the residency program at the University of Kansas – Wichita since October 2007. Prior to entering Graduate Medical Education, she worked for 7 years as a veterinary assistant / office manager.

Outside of work, Dawn enjoys spending time with her boyfriend, 2 dogs and cat. Interests include: grilling, working in her garden and flower beds, miscellaneous construction projects, and listening to old vinyl records.



Kim Molteg joined UMDNJ – Robert Wood Johnson Medical School in New Brunswick, NJ in 1987. Since coming to RWJMS, she has spent the past 12 years as the General Surgery Residency Coordinator. Prior to working with the residents, Kim worked as the Medical Student Coordinator for 10 years. Her professional career includes serving as Chair of the Tools Review/Assessment Committee and as a member of STAC (Surgical Training Administrators Certification Board). Kim also recently joined the Board of Directors for TAGME (Training Administrators of Graduate Medical Education). Kim is currently involved in a variety of different organizations which include: The Ladies Auxiliary of Sayreville VFW Post 4699, the Sayreville Historical Society, and Treasurer of Seawalk Condominiums. She enjoys the Jersey Shore, traveling, crafts, home decorating, gardening and making delicious home cooked meals and desserts. Kim cherishes the time she spends with her family and friends especially her daughter, Holly who is attending college and friend, Tom. She has a love for animals and currently has 3 cats.



Chi Quach is the residency coordinator for the Department of Surgery at the University of California, Los Angeles since 2000. She graduated from University of California, Irvine with a bachelor degree in Mathematics. She enjoys traveling and spending time with her family and friends.



Laura Warner, a 25-year employee with Guthrie/Robert Packer Hospital located in Sayre, PA has been the residency coordinator in General Surgery for 13 years and in the Department of Medical Education for 15 years. In addition to her normal responsibilities as a residency coordinator, Laura has been a member of STAC (Surgical Training Administrators Certification Board) and has served in the roles of secretary and board member for TAGME (Training Administrators of Graduate Medical Education) since 2004.

Outside of work and national service, Laura is the proud mother of her only child, Morgan. Morgan is a student at Lock Haven University located in central Pennsylvania majoring in Recreation Management. Laura is an avid animal enthusiast and her farm is the host to two horses, two dogs, three cats, a tank full of koi, and a young goat, named Stanley. Besides her love of animals and the outdoors, Laura's interests include horseback riding, gardening, hiking, four-wheeler riding, gun handling and target practice, fitness, country music and traveling.

# NEWSLETTER SUMMER 2012

## New Coordinators 2012 San Diego



### THE NEW COORDINATORS WORKSHOP

The New Coordinators Workshop was held on Monday, March 19, 2012 from 11:00 A.M to 5:00 PM.

The NCWS program included the following:

- Yearly Organizational Calendar
- Competencies & Duty Hours
- Evaluations
- Orientation Tips/Examples
- Mock Oral Exams
- Curriculum, Conferences & Certification
- Operative Log
- Recruitment Cycle
- Time Management
- Question & Answer Session

## NEWSLETTER SUMMER 2012

# 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 ARCS website [www.arcssurgery.org](http://www.arcssurgery.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.

We currently have over 175 members and are very pleased that the membership continues to grow each year. Reminder to please take a moment to review your information on our website or on the thumb drive you received at the annual meeting in San Diego. Please e-mail any changes you may have to [mary.burda@utoledo.edu](mailto:mary.burda@utoledo.edu). A new membership listing will be put on the thumb drive for you at our next annual meeting in Orlando.

## NEWSLETTER SUMMER 2012

## New ARCS Members

Please join us in welcoming the following new members of ARCS. The following coordinators were approved for membership at the March 2012 APDS Board of Directors meeting in San Diego.

**Kristen DeRespinis**

Staten Island University Hospital  
457 Seaview Avenue  
Staten Island, NY 10305

**Julie Dill**

Riverside Methodist Hospital  
3535 Olentangy River Road  
Columbus, OH 43214

**Susan Downer**

Lahey Clinic  
41 Mall Road  
Burlington, MA 01805

**Beth Duke**

Cleveland Clinic Florida  
2950 Cleveland Clinic Blvd  
Weston, FL 33331

**Jennifer Glasgow**

Geisinger Medical Center  
100 North Academy Avenue  
MC 21-69  
Danville, PA 07822

**Lisa Herald**

University of Pittsburgh Medical Center  
1400 Locust  
Pittsburgh, PA 15213

**Karen Lee**

Dartmouth-Hitchcock Medical Center  
One Medical Center Drive  
Lebanon, NH 03756

**Bernie Lornitis**

Southern Illinois University School of Medicine  
701 North First Street  
Springfield, IL 62794

**Inez Mangle**

Eisenhower Army Medical Center  
Building 300  
Fort Gordon, GA 30905

**Jessica McDonald-Jazrawi**

University of Florida  
653 West 8th Street  
Jacksonville, FL 32209

**Diana Nino**

Cleveland Clinic Florida  
2950 Cleveland Clinic Blvd.  
Weston, FL 33331

**Anna Patterson**

395 W 12th Street  
Room 650  
Columbus, OH 43210

## NEWSLETTER SUMMER 2012

## 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.

**Margie Rivera-DeLeon**

New York Medical College  
1901 First Avenue  
New York City, NY 10029

**Cynthia Shattuck**

Michigan State University  
1000 Oakland Drive  
Kalamazoo, MI 48912

**Anna Lisa Thomas**

Tulane University  
1430 Tulane Avenue  
New Orleans, LA 70112

**Victoria Waithe**

Hofstra North Shore School of Medicine  
27005 76th Avenue  
New Hyde Park, NY 11040

**Tania Saba**

University of California, Irvine  
333 City Blvd West, Suite 705  
Orange, CA 92868

**Naomi Simwenyi**

University of Illinois/  
Metropolitan Group Hospitals  
836 West Wellington Ave, Room 4800  
Chicago, IL 60657

**Pam Trower**

Mayo Clinic  
200 First Street  
Rochester, MN 55905

**Barbara Wolf**

Massachusetts General Hospital  
55 Fruit Street  
Boston, MA 02114

**NOT A MEMBER YET?**

Complete an application form (attached to this newsletter or on the web)

1. Attach current CV
2. 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 2012

## MENTORING PROGRAM

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

The mentoring program was started a number of years ago 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 through 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 meeting the chair of the mentoring program will assign and introduce the new coordinators to the seasoned coordinators.

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!

For more information please feel free to contact Mary Burda at 419-383-6462 or [mary.burda@utoledo.edu](mailto:mary.burda@utoledo.edu).

## PROFESSIONAL DEVELOPMENT SERIES

The professional development series was once again a success this year, with overall attendance up from last year. Certificates of attendance were mailed out in May, so all of you who took part in the lecture series should have received your certificate. If you have not yet received your certificate please let me know via email:

[dfountain@kumc.edu](mailto:dfountain@kumc.edu). We are working on another great line up for the Orlando meetings professional development series and will have more information available in our winter newsletter.

## NEWSLETTER SUMMER 2012

### 2012 Coordinator Recognition Award

#### Ava Fulbright, MBA, C-TAGME



Ava Fulbright, from Orlando Health in Orlando, FL, was honored on Tuesday, March 20, 2012 by the Association of Residency Coordinators in Surgery with the 2012 Coordinator Recognition Award. Ava was nominated by Dr. Mark Friedell, Program Director and President of APDS. Ava has been the Senior Program Manager since 1998, residency coordinator for the past 15 years, and Past President of ARCS in 2006. She is currently the President of TAGME. Ava is described as "a wonderful leader for the staff in the department and commands respect of the surgery residents." In the division of medical education, she is a resource for all other program managers, and coordinators. "Our program has undergone three RRC Surgery site visits each of which resulted in 5 years of continued accreditation and the addition of another chief resident due to her exemplary dedication to the program. Ava demonstrates leadership and commitment to resident education in the organization and on a national level."

Congratulations Ava!

# NEWSLETTER SUMMER 2012

## “Newest Coordinator” Winner Cindi Phares



The ARCS Executive Committee recognized Cindi Phares from Virginia as the “Newest Coordinator” with only days of experience as the residency program coordinator. Cindi was honored with a gift bag filled with office supplies and gadgets to assist her in her new residency role. We wished Cindi success and happiness.

**CONGRATULATIONS CINDI!**

## “Door Prize Winner” Rebecca Gonzalez



Rebecca Gonzalez, residency program coordinator from the University of Puerto Rico School Medicine in San Juan, PR was the winner of the “2012 Door Prize” raffle on Thursday, March 22, 2012, the last day of the ARCS conference. Rebecca received a gift bag with a bottle of wine and gift certificate.

**CONGRATULATIONS REBECCA!**

# NEWSLETTER SUMMER 2012



## 50 SHADES OF SANDY!!!



At the end of our meeting in San Diego, it was time to say THANK YOU and good-bye to Sandy K. DelCoglin, BS, C-TAGME. Over the past 5 years, Sandy has been an integral part of the ARCS Steering Committee. She held several positions including President of ARCS Steering Committee!

Sandy has inspired us with her constant smiles, great ideas, wonderful insight, great leadership and most importantly true friendship. We are seriously going to miss Sandy and all the joy she brought to the committee!



**CHEERS TO YOU, SANDY!!!**

## **NEWSLETTER SUMMER 2012**



Thank you to all of the residency coordinators who attended the San Diego meeting in March, 2012. Your knowledge and expertise, as well as your willingness to share these attributes are very much appreciated!

I would like to especially thank Tom Fise and Jennifer Stomberg with the APDS management office for their continued support of ARCS. We were all saddened when hearing the news of Bob Hamilton's passing. I thought it was wonderful to have all of us donate money to send to the US Navy Seals Museum in Bob's honor. He will be sorely missed.

The 2012 ARCS spring meeting in San Diego went extremely well thanks to all of our presenters. I am forever grateful to our ARCS members and Executive Committee members for doing an outstanding job on their presentations. It is with their help, input and expertise that our conferences are successful educational experiences.

A special thank you to all of our invited speakers, your talks and advice are invaluable. It has certainly been a ride being on the Steering Committee/Executive Committee. I have learned so much and made so many lifelong friends.

With much appreciation and thanks,

Donna Guinto, AS, C-TAGME  
ARCS Immediate Past-President

## NEWSLETTER SUMMER 2012



Museum. How very  
good it was. But would  
be so pleased.

Thank you from the  
bottom of my heart and  
God bless you all.

Sincerely,  
Fretta Hamilton

Dear Donna,

July 17, 2012

Thank you so much for  
the card with all the lovely  
notes from all of ARCS. I  
am very touched by  
the wonderful comments.

I miss Bob so very much.  
He enjoyed you all very  
much!  
Thank you also for your  
gift of money to the CDT Seal

# NEWSLETTER SUMMER 2012

## NOW THAT YOU WANT TO BECOME A SURGEON: STRATEGIES FOR SUCCESS

Monday, October 1, 2012 – McCormick Place – Chicago, IL – 9:45 A.M. to 12:00 Noon



Join residency program administrators, program directors, and surgical residents as they present a program designed for medical students. Programming will be offered for students at all levels. Topics will include mastering the residency interview process, evaluating potential programs, and preparing oneself personally and professionally for the transition from medical school to residency. The program will conclude with “Ask the Experts” session with the panelists.

**SPONSORED BY THE ASSOCIATION OF PROGRAM DIRECTORS IN SURGERY,  
THE ASSOCIATION OF RESIDENCY COORDINATORS IN SURGERY,  
AND THE AMERICAN COLLEGE OF SURGEONS**



American College of Surgeons

*Inspiring Quality:  
Highest Standards, Better Outcomes*

## NEWSLETTER SUMMER 2012



**Association of Residency  
Coordinators in Surgery**

### 2013 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 committee is responsible for the development of the spring conference. We need everyone's input regarding new topics and sessions that would benefit all of us in our current role. We can only be successful with your help. If you are not willing to present but have an idea to share or topic you would like to learn more about please complete the abstract form and the committee will try to find a way to incorporate that into next year's conference.

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

Linda Shaffer, C-TAGME  
President, ARCS  
304.293.1254—phone  
[lishaffer@hsc.wvu.edu](mailto:lishaffer@hsc.wvu.edu)

**DEADLINE IS SEPTEMBER 15, 2012**

## NEWSLETTER SUMMER 2012



## 2013 ABSTRACT FORM

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: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Goals & Objectives of presentation must be listed: (Please attach separate sheet if necessary)

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## PLEASE RETURN ABSTRACT FORM TO:

Linda Shaffer, C-TAGME

President, ARCS

[lishaffer@hsc.wvu.edu](mailto:lishaffer@hsc.wvu.edu)

**DEADLINE IS SEPTEMBER 15, 2012**

## NEWSLETTER SUMMER 2012



**Association of Residency  
Coordinators in Surgery**

### 2013-2014 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 [www.arcssurgery.org](http://www.arcssurgery.org))
- letter from Program Director or Chair
- current CV and photo

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

## NEWSLETTER SUMMER 2012



### 2012-2013 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  
Linda Shaffer, C-TAGME  
President, Association of Residency Coordinators in Surgery  
West Virginia University Health Care  
Department of Surgery  
PO Box 9238  
Morgantown, WV 26506-9238  
304-293-1254  
304-293-4711  
[lishaffer@hsc.wvu.edu](mailto:lishaffer@hsc.wvu.edu)

Place photo here

**All application materials must be received by September 15, 2012**