



# FACEIT

FELLOWSHIP ADMINISTRATORS IN  
CARDIOVASCULAR EDUCATION AND TRAINING

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**Thursday, March 16 -- Renaissance Hotel-999 9<sup>th</sup> St NW**

**Room: Mt. Vernon Square B**

**7:30a – 8:00a**

**Registration / Breakfast**

**8:00am – 11:30am**

**Fellowship Fundamentals: A Workshop for New Program Administrators**

All are welcome, limited experience to vast experience in managing ACGME-accredited adult cardiology training programs (cardiovascular disease, interventional, electrophysiology, heart failure/heart transplant and congenital heart disease), please join us. These sessions will offer critical strategies and resources to maintain a successful fellowship. Many opportunities to share your stories from the trenches, share your strategies and develop a better understanding of the fundamentals of a program administrator.

**\*Bring your best practices from your program to share**

**\*\*This workshop is also highly recommended for AOA-accredited cardiology program Administrators/Directors as an introduction to ACGME\*\***

- ACGME Word Salad: Understanding the terminology of program requirements: ARPE/APE/PEC/CCC, WebADS
- A Lesson in Time Management: 365 days to get it right
- Verifications-Orientation-Graduation-Record Retention: tips for smooth transitions
- Curriculum: Roadmap of your training program
- \*Recruitment and the Match: When disaster strikes, what do you do? Attracting the best and sealing the deal
- ACGME vs COCATS Procedure requirements
- The ACC In-Training Exam: Using the ITE to your program's best advantage
- \*Working Relationship with your Fellows: Working relationship with your Chief Fellow as well as challenging fellows, identifying, managing and remediation process

**Box lunch provided at Program Director session**

**12:30pm – 5:00pm**

**Room: Renaissance Ballroom East**

Program Director Sessions – All training program administrators/coordinators are welcome to attend.

- Diversity and Recruitment: How do we achieve it?
- Behavior Based Interviewing: Identifying red flags in recruitment
- Dealing with the Problem Learner: Identifying and aiding an underperforming fellow
- NRMP Update: Review of timeline and rules, update on current match statistics
- Completing an ACGME Self Study
- Responding to ACGME Faulty and Fellow Surveys: Focusing on commonly low scoring issues
- Meaningful Evaluation and the Milestones
- Update on Best Practices in Medical Education
- Teaching the Teacher: Hands-on skill development that could be replicated at your institution
- Online Faculty Development Resources for Program Directors and Clinician Educators
- What is an M.D, M.Ed.: Medical Education Research ... Where is the field, how do we do it?

**6:00pm – ACC Reception**

**7:30pm- Combined Group/TAGME dinner (self pay)**

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**Friday, March 17 – Marriott Marquis Hotel-901 Massachusetts Ave NW**  
**Room: Marquis Ballroom Salon 12**

**7:30a – 8:00a**

**Registration/breakfast not provided**

**Lunch provided**

**8:00am – 5:30pm**



**Keynote speaker: Ruth Nawotniak, C-TAGME**  
**Professional Development – Key to the Next Step**

Why professional development can enhance your present position or help in furthering your career

**Evaluations: Better Data in a Timely Fashion**

**Tracy Curtis**

Do your evaluations capture multi-functional data? Do your evaluators complete your forms in a timely fashion and provide valuable feedback? Learn how to capture data that helps you improve your program and assess your fellows at the same time, while modifying your distribution technique can make a big impact on turnaround time and response details.



**CA Sivaram, MD, FACC, Program Director University of Oklahoma, Immediate Past Chair, CV Training Section Leadership Council**

**Challenges in Preparing New Program Directors for Educational Leadership: Potential Solutions in the Horizon and the Role of FACET**

Training program directors are called upon to provide oversight of educational programs in several areas including accreditation, curricular design and professional development of fellows-in-training. At the present time resources available for preparing new program directors to assume educational leadership of cardiovascular fellowship training programs are limited. It is not uncommon for many new program directors to learn on the job as to how to establish, develop and run an effective fellowship program. We will discuss methods of accessing existing resources for this purpose, review steps being taken by ACCF at the national level to create centralized resources and the potential role FACET can play in the development of program directors.



**Ruth Nawotniak, C-TAGME**

**Coordinator Scholarly Activities: To do or not to do, that is the question**

Discussion focusing on should coordinators participate in scholarly activities, how they can participate, and taking the mystery out of preparing scholarly activity projects

**Table Talk .... Salary vs Hourly (Lunch provided)**

**Trainee and Physician Well-Being in Cardiovascular Disease Fellow Programs**

Eva Meunier, C-TAGME / Dr. Mehran Attari, Program Director

Learn the steps to build the awareness of trainee's personal well-being from an experienced Integrative Medicine instructor and program manager and how to implement in your own program



**2017 ACGME Updates**

Donna Polk, MD – Chair, ACGME RRC-IM and Cardiology Fellowship Program Director Brigham and Women's Hospital

2017 ACGME Updates - Program requirement changes for Cardiology fellowships



#### **The ACC CV Training Section and FACET: A Road Map for Future Collaboration**

**Julie Damp, MD, FACC, Chair ACC Cardiovascular Training Section**

As Chair of ACC CV Training Section, Dr. Damp will provide updates on the section and a roadmap for future collaboration with FACET members.

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#### **Simulation Training in Cardiovascular Disease Fellowship: Building Competency in Future**

Eva Meunier, C-TAGME, Dr. Francisco Lopez & Dr. Bryce Lynn, Fellows

Building a procedural competency based simulation curriculum from basic inexpensive techniques to the latest technology.

#### **GME Family Feud**

Mylessa Wheeler, C-TAGME / Wendy Greenwood

Play the game with a twist towards cardiology GME facts and information. We'll challenge your ACGME-savvy in team-based play pairing seasoned and new program administrators/coordinators.

Group dinner (self pay)

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## **Saturday, March 18 - Marriott Marquis Hotel**

**7:30a – 8:00a**

**Sign in**

**Coffee/tea provided**

**8:00a – 1:00p**

**\*Bring your best practices from your program to share**

#### **Continuing Education for the Program Administrator within your Institution**

Mandi Smith

The opportunity for educational opportunities may or may not exist within your institution/GME. We will focus on identifying if and where these opportunities do exist, and if they do not, implementing an opportunity that you can share with others

#### **TAGME Certification: Changing to Meet Your Needs**

Karen Mulcahy, C-TAGME

Since 2005, the National Board for Certification of Training Administrators in Graduate Medical Education has provided the gold standard qualification for GME professionals. Find out what's new and why it matters more now than ever

#### **2017 ACGME Administrator Updates**

Lisa Schirtz-Carroll, BS, C-TAGME

Were you unable to attend the 2017 ACGME Education Conference? We've got you covered with fresh news and highlights from the *"Coordinator Forum: Igniting Innovation"* and many of the general GME sessions.

#### **Running an Effective Program Evaluation Committee Meeting**

Mandi Smith

Using ACGME program requirements for program evaluation and improvement, developing a standardized agenda/meeting minutes template and how it can improve your PEC process.

#### **\*Clinical Competency Committee Data....what is your program doing with this information?**

Ashlee Rodenhauser

Clinical Competency Committee (CCC) meetings can present an excellent opportunity to simplify a program's assessment tools. It can identify which assessments are most useful, and where there are gaps. What does your program do with the information? How do you track the progress of your fellows reaching their milestones and

competencies after the CCC? How do you incorporate this information into your Annual Review of the Program Evaluation? Share your ideas, data collections tricks and secrets and tracking systems with the group.

**\*ACGME Self Study**

Lisa Schirtz-Carroll, BS, C-TAGME / Jeanette Wheeler, C-TAGME

Have you completed your program Self Study or getting ready to tackle the ACGME Self Study? Bring your struggles, successes and stories to share with those that have not yet had the opportunity to tackle the Self Study in their program.

**\*ACGME Surveys and Action Plans: Making sense of the crucial tools that define your program**

Karen Mulcahy, C-TAGME

Results of the annual ACGME Resident/Fellow and Faculty surveys are key indicators used in the ongoing accreditation process. This interactive discussion will address post-survey activities, outcomes and tracking strategies. Bring your action plans and ideas to share with the group

**A Complete Curriculum Revision**

Mandi Smith / Dr. Michael Pfeiffer, Program Director

Lessons learned and guidance for undertaking a complete curriculum revision to include ACGME program requirements, COCATS-4 and ACC curricular milestones.

**1:00p**

***Facet Meeting – members only***

Updates from working committees/groups:

- Nominating Committee
- Membership Committee
- Resource Committee
- Mentoring Group
- Milestone Working Group