



# FACET

FELLOWSHIP ADMINISTRATORS IN  
CARDIOVASCULAR EDUCATION AND TRAINING

## ***New Orleans, Louisiana*** ***Friday, March 15, 2019***

### ***11:30am – 6:00pm: Program Director/Administrator Symposium***

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

### **Board of Trustees Special Session: Improving Diversity & Inclusion**

#### The State of Milestones

- where are we, including subspecialty
- how do these translate between specialties
- how can we use these to think about sub-sub

#### **Strategies for training challenges**

- How to create a new non-ACGME specialty program
- Incorporating Level 3 imaging/echo into general training
- How to write a good and honest LOR
- Moonlighting
  - How do people handle
  - Creative ways to incorporate
- How to do meaningful research
  - in smaller programs
  - in sub-sub

#### **Wellness and Resiliency**

- How to navigate PD demands
- How to deal with harassment of fellows
- Creating a supportive learning environment

### ***5:25pm – 6:00 – ACC Reception***

Group event:

6:00 pm – Molly's at the market Irish Parade - **Meeting place Wyndham New Orleans - French Quarter** 124 Royal Street, New Orleans US 70130



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**Saturday, March 16, 2019**

**Group Photo Day – Wear RED!**

***FACET Days 1-3 – Hilton Riverside, Grand Salon 15***

***7:30am-8am – Registration / Breakfast***

***Welcome and Introductions, Lisa Carroll, BS C-TAGME, Chair FACET***

***8:00am – 11:30am***

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

These sessions will offer critical strategies and resources to maintain a successful cardiology fellowship.

Although

targeted for program administrators with limited experience, seasoned coordinators are also welcome to attend.

There will be many opportunities to share your stories and strategies used to develop a better understanding of the fundamentals of a program administrator.

Presenters: Karen Mulcahy, C-TAGME, Lisa Carroll, C-TAGME, Morgan Morris, Wendy Greenwood, C-TAGME, Eva Meunier, C-TAGME, Tracy Curtiss, C-TAGME, Mandi Smith, C-TAGME

- ACGME Word Salad: Understanding the terminology of program requirements
- Recruitment and the Match
- Trainee Transitions: Verifications and orientation
- Shifting from 12 to 13 blocks – How to create your block schedule
- Curriculum: Roadmap of your training program
- The ACC In-Training Exam: Using the ITE to your program's best advantage
- ACGME Resident and Faculty Surveys
- Trainee Transitions: Graduation and record retention
- Board Preparation for Cardiology Fellows

***Lunch Break***

***1:00pm –5:00pm***

Presenters: Tracy Curtiss, C-TAGME and Taryn Webb, Eva Meunier, C-TAGME and Dr. David Harris

- Resilience: How to get it and How to Keep it
- The Chronicles of a Profession Chaos Ninja
- Improving Quality Improvement
- Fellowship Recruitment – Personality vs Academics: One Programs Review of success

***5:30 – 8:00 pm– Parasol's Block Party Celebration - @ Parasol's 2533 Constance Street***

***8:00 pm Dinner at Tujague's (pay on your own) - If interested please contact Stephanie Plummer - [plummers@iu.edu](mailto:plummers@iu.edu)***



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**Sunday, March 17, 2019**

*Wear your green to show off your Irish spirit*

**FACET Days 1-3 – Hilton Riverside, Grand Salon 15**

**7:30am-8am – Registration / Breakfast**

**8:00am-4:00pm**

**ACGME / RRC Updates**

**Donna Polk, MD – Chair, ACGME RRC-IM and Cardiology Fellowship Program Director Brigham and Women’s Hospital** 2018/2019 ACGME Updates from the RRC – What role will the Program Administrator play?

Presenters: Brittany Messenger, Tracy Curtis, C-TAGME s and Lisa Carroll, C-TAGME and Karen Mulcahy, C-TAGME

- How to Develop an Orientation Handbook
- Growing Your Program
- ACGME Self Study Site Visit: Oh It's Happening! What is it? What is our role? What did ACGME look at and ask for?
- TAGME Updates

**Lunch break**

GME Family Feud

**Keynote speaker CA Sivaram, MD**

**CV Training Council Updates**

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

**5:30 pm**      **Downtown Irish Pub Parade (Starts at 6 pm) – Meeting place Wyndham New Orleans - French Quarter 124 Royal Street, New Orleans US 70130**

**Monday, March 18, 2019**

**FACET Days 1-3 – Hilton Riverside, Grand Salon 15**

**8:00 – 8:30am – Registration / Breakfast**

Presenters: Peggy Engel, Lauren Rodgers, Lisa Carroll, C-TAGME and Tracy Curtiss, C-TAGME

- Wellness: What is it and How do We Assess it?
- Exploring an Administrator’s Role in Their Program Wellness
- Testing Your Foundation: Before, During and After an Active Shooter

**11:00 – 12:00am** FACET Annual Meeting (Members only)