

Friday, 4/1/22

Time	Description
9:00-10:00 am	Check-in, Badge Pick-up, and Meet & Greet
10:00 am-12:00 pm	New Program Administrator Workshop <u>Objectives:</u> <ul style="list-style-type: none"> - To define the role of the program coordinator - Outline the basics of an annual academic calendar - Identify the stakeholders and collaborators - Provide general information useful to new and seasoned administrators <i>(each presentation is 8 minutes in length; 2-minutes is given as a buffer for technical issues/running over)</i>
10:00-10:08 am	You're hired; now what? The who, what, why, when, and where of a program administrator (Fredd Brewer)
10:10-10:18 am	A year in review: Outlining the major highlights and program activities in an academic calendar (Sandra Vale).
10:20-10:28 am	How to successfully collaborate with your Program Director and manage multiple programs and/or responsibilities because we know you have them (Anna Karmo).
10:30-10:38 am	Top 10 Considerations (Cameron Davis Talk)
10:40-10:48 am	Program Administrator Professional Development and long-term career trajectory (Anna Darelli-Anderson)
10:50-11:00 am	Q&A & Panel Discussion
11:00-11:15 am	Break
11:15 am-12:00 pm	Case Presentation Series: applying your fund of knowledge (each case presentation is 9 minutes in length, including discussion) <ul style="list-style-type: none"> - The ACGME called and it's a citation - We went unmatched?! How does that happen? - Duty Hour Violation – it's because I uploaded my real working hours - "I don't need time off," Recognizing and mitigating burnout - Remediation of a resident, who does not want to be remediated
12:00-1:30 pm	Lunch
1:30-5:15 pm	APDVS/APAVS Combined Session <ul style="list-style-type: none"> - See APDVS Spring Agenda

Saturday, 4/2/22

<i>Time</i>	<i>Description</i>
8:00-8:45 am	<p>APAVS Business Meeting</p> <p><u>Objectives:</u></p> <ul style="list-style-type: none"> - Announcements - Introduce Steering Committee Board Members - Call for Steering Committee & Council Members - Election - Introduce APAVS Sub-Committees - Call for New Subcommittees
8:00-8:10 am	<p><u>Announcements:</u></p> <ul style="list-style-type: none"> - Vision for the future of APAVS - Q&A Series w/ ACGME & ABS will take place virtually after the meeting. A call for questions will be sent via email and SVS connect. Hope to put together an FAQ document and a lecture recording. - Establishments of a quarterly virtual check-in with the APAVS community to follow a rolling academic calendar. Dates will be sent via email and SVS connect
8:10-8:20 am	<p><u>Introduction of the Steering Committee Members</u> (PowerPoint containing a slide on each of the members) – each member will introduce themselves briefly.</p>
8:20-8:30 am	<p><u>Call for Steering Committee Council Members & Election</u></p>
8:30-8:40 am	<p><u>Introduce APAVS Sub-Committees</u> (each subcommittee will be given 5 minutes to discuss goals/objectives and what they have been working on)</p>
8:40-8:50 am	<p><u>Poll the APAVS community for feedback and request for new subcommittees</u></p>
8:50-9:00 am	<p>Break</p>
9:00-10:00 am	<p>All things ACGME (each presentation is 8 minutes in length; 2-minutes is given as a buffer for technical issues/running over)</p>
9:00-9:08 am	<p>Milestones 2.0: What changed; considerations that impact your evaluations/forms, CCC, and program (Jenna Little)</p>
9:10-9:18 am	<p>Excelling at WebADS Updates: Top tips, responsibilities, and areas of concern (Kate McGurk)</p>

9:20-9:28 am	Navigating the ACGME website: how to find the information I need, when I need it (Trina Smidt)
9:30-9:38 am	You've Got Mail: faculty & trainee ACGME surveys. What does it say about our learning environment and how can it impact our accreditation? (Hailee Hall)
	Q&A Panel Discussion
9:40-9:48 am	
9:48-10:00 am	Break
10:00-11:00 am	Wellness Culture: What are we doing to protect the learning environment (each presentation is 8 minutes in length; 2-minutes is given as a buffer for technical issues/running over)
10:00-10:08 am	American Board of Surgery Family Leave Policy: how does this effect the current board requirements and trainee Qualifying Exam Eligibility? (Jenna Little)
10:10-10:18 am	How to support your wellness committee initiatives without having access to a large budget – tips and best practices (Lee Hines)
10:20-10:28 am	How to support a resident in burnout (Elizabeth Schinski)
10:30-10:38 am	Coordinator burnout: you need to put on your oxygen mask first, before you can help others. (Cate Unruh)
10:40-10:48 am	Q&A Panel Discussion
10:48-11:00 am	Break
11:00-11:45 am	Recruitment: Paving the way for the future
11:00-11:08 am	How to promote and sustain a diverse, equitable, and inclusive program (Anne Long)
11:10-11:18 am	What have we learned from virtual recruitment? SWOT analysis to outline best practices and understanding limitations (Susan Blackstock)
11:20-11:28 am	Understanding the steps and onboarding considerations for Visa applicants (Trina Smidt)
11:30-11:45 am	Q&A Panel Discussion
11:45 am-12:00 pm	Time for general questions & closing meeting