

AHME ACADEMY

THURSDAY, FEBRUARY 23, 2012
MARICOPA MEDICAL CENTER
Auditorium 2 in the Auditorium & Administration Building (aka CAC)
PHOENIX, AZ



8:00 **Registration & Continental Breakfast**

8:20 **Welcome/Introductions**

8:30 **GME Requirements: Why Do I Need to Send So Much Paperwork to the GME Office?**

Carrie Eckart, MBA, Director of Graduate Medical Education
University at Buffalo School of Medicine; Buffalo, NY

By the end of this session, the learner will be able to:

- Identify elements of institutional oversight that relate directly to individual program activities
- Assess the readiness of each residency and fellowship program for its next site visit, including availability and utilization of institutional resources
- Develop strategies to remain nimble and compliant as ACGME program and institutional requirements change
- Describe the symbiotic relationship of the program and institutional GME offices

9:45 **Preparing for a Site Visit**

Tamra McLuen, Manger of Academic Affairs
Sandra Baker, Residency Coordinator
Phoenix Children's Hospital; Phoenix, AZ

By the end of this session, the learner will be able to:

- Prepare residents and faculty for a program site visit
- Properly assemble the final PIF document for submission to ACGME
- Identify documents to have available for the site visitor
- Understand the impact that the coordinator has on a successful site visit

10:45 **Break**

11:00 **Motivational DNA**

Toni West, Graduate Medical Education Manager
Maricopa Medical Center; Phoenix, AZ

By the end of this session, the learner will be able to:

- Recognize that motivation is not one-size-fits-all
- Discover their Motivational DNA
- Apply Motivational DNA in their professional and personal life

12:00 **Lunch - A copy of AHME's Guide to Medical Education in the Teaching Hospital will be given away to one lucky attendee!!**

1:00 **Getting Organized: Learn How to Make a System Work for You**

Lori Logan, Family Medicine Program Coordinator
Jo Russo, Psychiatry Program Coordinator
Banner Good Samaritan Medical Center; Phoenix, AZ

By the end of this session, participants will be able to:

- Discuss the importance of logging daily, monthly and yearly activities into a comprehensive calendar
- Identify strategies to assist in accomplishing tasks quickly and efficiently

2:00 **Medical Board Disqualifying Events:
When to Report/What to Report**

Pat McSorley, Investigations Manager
Paul Parker, Licensing Manager
Arizona Medical Board; Scottsdale, AZ

By the end of this session participants will be able to:

- Identify those actions committed by residents that must be reported to a state medical board
- Develop a standardized procedure for appropriate reporting of resident actions

3:15 **Break**

3:30 **Practice-Based Learning for Coordinators**

Carrie Eckart, MBA

By the end of this session, participants will be able to:

- Define Practice-Based Learning as it relates to the role of the Training Program Coordinator, including developing skills and habits that allow continuous improvement based on constant self-evaluation and life-long learning
- Describe Plan-Do-Study-Act cycle and its applicability to the Training Program Coordinator role
- Identify possible barriers to progressive success related to job responsibilities & establish strategies to address and overcome them

4:30 **Open Discussion**

AHME/MECAz Academy Registration Form

Maricopa Medical Center; Auditorium 2 in the Auditorium & Administration Building (aka CAC); Phoenix, AZ

Single & Multi-Person Registrations - Register with check or credit card by fax or mail.

Single-Person Registrations Only - Register on-line by credit card at www.ahme.org

Institution Name _____

Registrant #1: Main Contact for Registration

Name _____ Degree _____

Title _____ Department _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Special physical or dietary needs: _____

Registrant #2:

Name _____ Degree _____

Title _____ Department _____

Email _____

Special physical or dietary needs: _____

Registrant #3:

Name _____ Degree _____

Title _____ Department _____

Email _____

Special physical or dietary needs: _____

Registrant #4:

Name _____ Degree _____

Title _____ Department _____

Email _____

Special physical or dietary needs: _____

Registrant #5:

Name _____ Degree _____

Title _____ Department _____

Email _____

Special physical or dietary needs: _____

~~ ADDITIONAL REGISTRANTS MAY BE SUBMITTED ON A SEPARATE SHEET ~~

PAYMENT CALCULATION - Registration fees apply to both members and non-members of AHME or MECaz

Up to 10 people:

of registrants _____ X \$200 = Total \$ _____

11 people or more:

of registrants _____ X \$150 = Total \$ _____

~~ REGISTRATION DEADLINE: FEBRUARY 16, 2012 ~~

METHOD OF PAYMENT - NOTE: If registering by check/mail, be sure to fax your registration as well to 724-864-6153.

____ Credit Card: ___ Visa ___ MasterCard **Single & Multi-Person Registrations - Register with check or credit card by fax or mail.**

Single-Person Registrations Only - Register on-line by credit card at www.ahme.org

Card # _____ Exp. Date _____ Total Cost to Charge to Card _____

Signature _____ Print Name _____

____ Check Enclosed: Made payable to **AHME** - mail to: **AHME, PO Box 725, Indiana, PA 15701**

____ Check to Follow: Fax a copy of your internal check request to 724-864-6153

Cancellation Policy: In the event of cancellation, a refund of the registration fee, less a 25% administration fee, may be obtained only by written request to the AHME Executive Director by February 17, 2012.

Hotel Information

Sleeping rooms are available for February 22 and February 23

at The Residence Inn Phoenix Airport for a rate of \$128 per night plus tax.

Ask for the "A-H-M-E" discounted room rate when you make your reservation.

HURRY – DEADLINE FOR RESERVATIONS IS 01/22/12. Call 1-800-331-3131 or 1-602-273-9220.