<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
<th>Speaker(s)</th>
<th>Institution(s)</th>
<th>Details</th>
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<tr>
<td>7:30</td>
<td>Registration &amp; Continental Breakfast</td>
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<td>8:00</td>
<td>Welcome</td>
<td>Carrie Eckart, MBA&lt;br&gt;AHME Past President &amp; Academy Chair&lt;br&gt;Assistant Vice President, GME Accreditation&lt;br&gt;HCA Healthcare ~ Tampa FL</td>
<td>Cathryn Rolfe, JD&lt;br&gt;Vice President and COO, Graduate Medical Education&lt;br&gt;HCA Healthcare</td>
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| 8:15 | Program Administrators and Coordinators: Professional Growth and Development | Fran DeYoung<br>Far West Division Director, GME<br>HCA Healthcare ~ Las Vegas NV | Sharon Wilson, MS<br>Administrative Director, GME<br>Beaumont Hospital – Royal Oak, Troy, Grosse Pointe, MI | At the conclusion of the session, learners should be able to:  
- Utilize a robust job description as a professional roadmap to a career as a Program Administrator or Coordinator  
- Identify a framework for Milestones for Program Administrators and Coordinators and describe its purpose as a competency-based tool  
- Describe use of Program Administrator & Coordinator Milestones as a tool for self-reflection, professional development and evaluation |
| 9:15 | Administrator and Coordinator Wellness | Stephanie L Dean<br>Clinical Counselor, WorkLife Connections EAP<br>Vanderbilt University Medical Center ~ Nashville, TN | | At the conclusion of the session, learners should be able to:  
- Help Program Administrators and Coordinators with their own wellbeing and resilience  
- Understand the resources that are needed and those that are available to coordinators  
- Appreciate the need to build the Coordinator Community around priorities, activities and learning opportunities |
| 10:15 | Break | | | |
| 10:30 | Building and Utilizing the 10-year Dashboard: Institutional Oversight of Program Improvement | Carrie Eckart, MBA<br>AHME Past President<br>Assistant Vice President, GME Accreditation<br>HCA Healthcare ~ Tampa FL | | At the conclusion of the session, learners should be able to:  
- Identify for our programs the areas in need of attention by creating an institutional compliance dashboard  
- Understand the integration of these data into program and institutional oversight, including APEs and the AIR  
- Explore the value and the limitations of dashboards in providing program oversight and accountability |
| 11:30 | Helping Our Programs to Improve: Utilizing APEs, CCCs and PECs to Greatest Benefit | Tyrece Hunter, MBA<br>MidAmerica Division Director, GME<br>HCA Healthcare ~ Kansas City KS | Jason Griggs<br>GME Accreditation Director<br>University of Chicago ~ Chicago, IL | At the conclusion of the session, learners should be able to:  
- Identify recent changes to ACGME requirements, expectations and accreditation  
- Discuss the impact of CLER, the Milestones and the new Common Program Requirements on program and institutional accreditation  
- Identify and reproduce Best Practices to enable excellence across your organization’s GME programs |
<p>| 12:30 | LUNCH and Networking | | | |</p>
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<tr>
<th>Time</th>
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<td>1:00</td>
<td>Breaking Bad: Essentials of Remediation, Documentation and Termination</td>
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<tr>
<td>2:00</td>
<td>Making Faculty Development Work at the Program Level: Moving from Meeting ACGME Requirements to Engaging GME Faculty</td>
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<td>3:00</td>
<td>Break - One copy of AHME's Guide to Medical Education in the Teaching Hospital and one copy of Remediation of the Struggling Medical Learner will be given away!</td>
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<td>3:15</td>
<td>Changing Culture from the Ground Up: Integrating Residents into Institutional Improvement Efforts</td>
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<td>4:15</td>
<td>We are each other’s customers: Collaborative Efforts between the GME Office and all of our Programs</td>
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<td>5:00</td>
<td>Closing Comments and Thanks</td>
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**1:00 Breaking Bad: Essentials of Remediation, Documentation and Termination**

Angel Smith, JD  
American Group Director, Graduate Medical Education  
HCA Healthcare | Physician Services Group ~ Brentwood TN

Director, Medical Education  
Guthrie Robert Packer Hospital ~ Sayre PA

At the conclusion of the session, learners should be able to:
- Effectively manage and document resident remediation and disciplinary matters, with respect to the process
- Ensure policies are consistently referenced and utilized
- Analyze hypothetical case studies related to resident remediation and disciplinary matters

**2:00 Making Faculty Development Work at the Program Level: Moving from Meeting ACGME Requirements to Engaging GME Faculty**

Brandy Church, MA  
Director of Education, GME  
HCA Healthcare | Physician Services Group ~ Brentwood TN

Jonathan Rohrer, PhD, DMin  
Designated Institutional Official  
MSUCOM Statewide Campus System ~ East Lansing, MI

At the conclusion of the session, learners should be able to:
- Describe ACGME expectations for faculty development
- Articulate strategic planning methodology to establish faculty development programming with measurable outcomes
- Identify ways in which collaboration can allow for sharing of faculty development resources

**3:00 Break - One copy of AHME’s Guide to Medical Education in the Teaching Hospital and one copy of Remediation of the Struggling Medical Learner will be given away!**

**3:15 Changing Culture from the Ground Up: Integrating Residents into Institutional Improvement Efforts**

Fred Schiavone, MD, FACEP  
AHME President  
West Florida Division Vice President, GME  
HCA Healthcare ~ Tampa FL

At the conclusion of the session, learners should be able to:
- Identify ways to align resident interest in quality improvement with institutional goals
- Design methods to incorporate organizational culture change principles into resident learning activities
- Benefit from engaging the C-Suite and residents in CLER initiatives for the benefit of both

**4:15 We are each other’s customers: Collaborative Efforts between the GME Office and all of our Programs**

Kyla P Terhune, MD, MBA  
Designated Institutional Official  
Vanderbilt University Medical Center ~ Nashville, TN

At the conclusion of the session, learners should be able to:
- Identify elements of institutional oversight that relate directly to individual program activities
- 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

**5:00 Closing Comments and Thanks**

Cathryn Rolfe, JD and Carrie Eckart, MBA

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WITH OUR INEXPENSIVE TIERED PRICING, ALL OF YOUR STAFF CAN ATTEND!

- Up to 5 people: $275 (members)/$350 (non-members)
- 6-10 people: $225 (members)/$300 (non-members)
- 11 or more people: $175 (members)/$250 (non-members)

REGISTER ON-LINE AT WWW.AHME.ORG BY XXXXX, 2020

All payment options including pay by check are available on-line. You must register as a group to get group pricing.

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Hotel Information

Sleeping rooms are available for 3/12 and 3/13 at the Four Points by Sheraton - Brentwood. Rate is $122.00 plus tax and fees. HURRY! DEADLINE FOR RESERVATIONS IS 2/12/20. Visit this link to reserve Hotel address: 760 Old Hickory Boulevard Brentwood, TN 37027

Cancellation Policy: In the event of cancellation, a refund of the Academy registration fee, less a 25% administration fee, may be obtained only by written request to the AHME Accountant (tricia@ahme.org) by March 6, 2020.