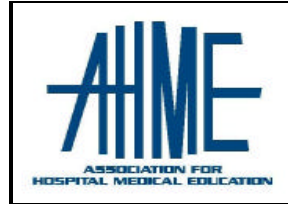


# AHME ACADEMY



**Tuesday, March 2, 2010**  
**The Learning Institute Training Center**  
**St. Joseph's Center for**  
**Education & Development**  
**Phoenix, AZ**

Park Central Mall; 3110 N. Central Avenue, Suite 132

8:00 Registration

8:20 Welcome/Introductions

8:30 Recruitment - Best Practices

**Marlene R. Cooper**

Executive Director, Graduate Medical Education  
University of Pittsburgh Medical Center  
Pittsburgh, PA

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

- o Articulate the role of ERAS/ECFMG/NRMP/ACGME in the recruitment process
- o Identify key elements that must be done to ensure a successful recruitment day

9:30 Orientation - Best Practices

**Phyllis Thackrah, MS**

Administrative Director of Medical Education  
Maricopa Medical Center  
Phoenix, AZ

**By the end of this session, participants will understand how to create an audience-friendly program while:**

- o Satisfying regulatory, accreditation and institutional requirements
- o Complementing live speakers with web-based technology

10:30 Break

10:45 Preparing for a Site Visit

**Catherine M. Eckart, MBA**

Director, Graduate Medical Education  
University at Buffalo School of Medicine  
Buffalo, NY

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

- o Articulate how to prepare for a program site visit, including completion of the Program Information Form (PIF)
- o Identify key elements of what an ACGME site visitor usually looks for during the site visit

12:00 Lunch Break

1:15 Internal Review - Best Practices

**Diane Ramirez**

Manager, Medical Education  
Banner Good Samaritan Medical Center  
Phoenix, AZ

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

- o Articulate key components associated with preparing for a program internal review
- o Discuss the GMC's role and requirements pertaining to the accreditation process

2:15 What Do the ACGME Competencies Mean to a Coordinator

**Catherine M. Eckart, MBA**

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

- o Identify methods to assist PDs in demonstrating program improvements, evaluation, and assessment
- o Identify examples of educational content for each of the competencies
- o Describe the importance of an assessment system for your program
- o Identify successful partnerships to implement ACGME competencies
- o Identify assessment strategies that gauge a resident's competence

3:30 Q&A Session from "Question Box"

# AHME/MECAz Academy Registration Form

St. Joseph's Center for Education & Development; Park Central Mall; 3110 N. Central Avenue, Suite 132; 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](http://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 24, 2010 ~~

**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](http://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 23, 2010.

**Hotel Information**

Sleeping rooms are available for March 1 and March 2 three blocks from St. Joseph's Hospital at The Extended Stay Deluxe Phoenix - Midtown for a rate of \$94.99 per night plus tax.

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

**Deadline for reservations is 02/22/10. Call 602-279-9000.**