

**Establishing a "Community of Practice" for
Program Administrators and Coordinators:
Professional Development at the Local, Regional & National Levels
Tuesday, December 3, 2013 ~ 1:00-2:00 p.m. Eastern**

A price-conscious, value-packed teleconference

In his book by the same title, Etienne Wenger defines A "Community of Practice" as a group of people who share a craft and/or profession. This teleconference will explore how a focus on professional development in the context of such a community can have benefits such as decreasing the learning curve for new administrators/coordinators, enriching the satisfaction of experienced administrators/coordinators and giving all members of the community the tools for greater success. By coming together in a "Community of Practice" at local, regional and national levels and cultivating this community, administrators and coordinators will enhance the professional and personal contributions they are able to make in their home institutions.

Objectives:

At the end of this teleconference session, the learner should be able to:

- Identify at least 10 characteristics of highly effective administrators/coordinators;
- Position the administrator/coordinator function at a professional level in his/her home institution;
- Organize a mentorship network for new and experienced administrators/coordinators;
- Establish a "Community of Practice" to encourage new ideas, share best practices and prevent "reinventing the wheel".

Speaker:

Carrie Eckart, MBA, is AHME's current President and has been Assistant Vice President of GME at UPMC since December 2012. She has worked in GME since completing her MBA and Biomedical Engineering degrees at Rensselaer Polytechnic Institute in 1987. She previously served as AHME's Secretary and CADME Chair and worked for 25 years as GME Director at Albany Medical Center and at the University at Buffalo.

Moderator:

Quinn Turner, MS, C-TAGME, is Manager of Medical Education Administration and Coordinator of the Transitional Year and Podiatric Medicine Residency Programs at Iowa Methodist Medical Center in Des Moines. Quinn has been a member of AHME since 1992 and currently serves on the Board as the Chair of the newly-formed Council of Program Administrators and Coordinators.

Register online now at www.ahme.org

AHME Members: Only \$100 by November 19 -- \$125 after 11/19/13

Non-Members: Only \$125 by November 19 -- \$150 after 11/19/13

* Session fee includes one phone line for multiple people.

Contact AHME Headquarters with questions – 724-864-7321 or info@ahme.org



Teleconference Registration Form
“Establishing a ‘Community of Practice’ for
Program Administrators and Coordinators:
Professional Development at the Local, Regional & National Levels”
Tuesday, December 3, 2013, 1:00-2:00 p.m. Eastern

Institution Name _____

Representative Name: Main Contact for Registration

Name _____ Degree _____

Title _____ Department _____

Address _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

SESSION FEE*:

AHME Members:

\$100 (by 11/19/13) OR \$125 (after 11/19/13)

Non-Members:

\$125 (by 11/19/13) OR \$150 (after 11/19/13)

*Session fee includes one phone line for multiple people. Include your staff members and colleagues!

METHOD OF PAYMENT

NOTE: If registering by check/mail, be sure to fax your registration as well!

Credit Card: ___ Visa ___ MasterCard ___ American Express

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**

If you register and plan to send a check later as noted above, please be sure to provide a copy of your registration form or list your institution and all attendee names on the check so it may be matched to the correct registration.

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

If you register and plan to send a check later as noted above, please be sure to provide a copy of your registration form or list your institution and all attendee names on the check so it may be matched to the correct registration.

Cancellation Policy: Cancellations made up to 3 business days before the conference date are subject to a 25% service fee. Registrants who do not dial in to the session, and those who do not cancel before 3 business days before the conference date are liable for the full fee. Only written requests for cancellation will be accepted. Cancellations must be made by fax at 724-864-6153 or by email (darlene@ahme.org).