

Program Administrator Milestones: A Mechanism to Gauge Your Professional Development

Thursday, March 8, 2018 ~ 1:00-2:00 p.m. Eastern

Do you have the tools to assess and evaluate your development as a training administrator? If you've been in the field for a period of years, are you on the road to performing at a seasoned or aspirational level? Are you considering wellness as part of your development? If your own professional development has taken a back seat to your to-do list, here's a tool that will drive your skills to the next level!

Objectives:

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

- Identify the framework and review the definitions of the Program Administrator/Program Coordinator milestones;
- Describe the use of milestones as a self-reflection tool; and,
- Adapt the Program Administrator/Program Coordinator milestones as a tool for professional development at your institution.

Speakers:

Kerrie Parr, C-TAGME started her GME career in 2000 as a clinic secretary and program coordinator and has assumed numerous leadership roles during the past 17 years. In her current role as a Training Program Administrator, she works in a variety of settings with a focus on introducing others to the education of physicians in the specialty of rural family medicine. Ms. Parr recently attained her TAGME certification.

Willo M. Sullivan is the GME Programs Manager at Dartmouth-Hitchcock Medical Center. She oversees the day-to-day activities of 26 Program Coordinators. She has been in this position for 16 months and previously was a Program Coordinator for the Dartmouth Diagnostic Radiology Residency and Fellowship programs. After a short time away, she knew she was destined to return to medical education!

Moderator:

Sharon Sullivan is the Director of Operations and Project Manager at the University at Buffalo. Ms. Sullivan is Chair of AHME's Council of Program Administrators and Coordinators.

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