



Association of Program Coordinators in Radiology

**Annual Business Meeting
Tuesday, April 12, 2011
4:00 pm – 5:15 pm
Westin Boston Waterfront
Carlton Room
Boston, MA**

MINUTES

I. Call to Order

Madeline Mateo, President, called the 11th Annual APCR Business Meeting to order at 4:10 pm. Materials pertinent to the meeting were emailed to all members prior to the meeting.

II. Approval of Minutes of March 24, 2010 Minutes

Motion: A motion was made and seconded to accept the minutes of the March 24, 2010, Annual Business Meeting as presented.

Action: The motion passed.

III. President's Report for 2010-2011

The Officers and Board Members-at-Large were introduced.

Madeline acknowledged the new members and welcomed them to the APCR. She reported that the President's Report had been presented to the APDR outlining the accomplishments of the APCR during the past year.

IV. President-Elect Report/Program Planning Committee Report

Tammi Teeters-McDade

Tammi reported on the activities of the committee and reviewed the program for this year's meeting.

Monday, April 11:

8:00 a.m. – 2:00 p.m.

TAGME MAT Assessment

Tuesday, April 12:

12:00-1:30pm

Past Presidents Meeting

2:00-3:30pm

APCR Board of Directors Meeting

4:00-5:30pm

APCR Business Meeting I

6:30–7:30pm

APCR Reception

Wednesday, April 13:

4:00–5:30pm

APCR Committee Meetings

Thursday, April 14:

7:00–8:30 a.m.

APCR Session I – More to Learn About Learning Portfolios

Moderators: Dr. Mark Mullins & Dr. Lori Deitte

7:00–7:15 a.m.

Dr. Lori Deitte-Requirements of a Learning Portfolio

7:15-7:35 a.m.

Sherry Bucholz & Shari Johnston–Different Learning Portfolio Products: A Coordinator’s Perspective

7:35–7:45 a.m.

Dr. Jay Patel–RSNA Learning Portfolio: A Resident’s Perspective

7:45–8:00 a.m.

Dr. Mark Mullins-A PD’s Perspective on Learning Portfolios

8:00–8:15 a.m.

Dr. Lori Deitte-Awareness of the Evaluations of Residents Using All of These Available Products/Open Discussion

10:30 a.m.-12:00 p.m.

APCR Business Meeting II

4:00 – 5:30 p.m.

APCR Session 2 – Useful Things to Assist a Coordinator

Moderator: Tammi Teeters-McDade

4:00-4:15p.m.

Carl Williams-AIRP Changes and Updates

4:15-4:35 p.m.

Lois Shuman–Multitasking Coordinator’s “Bag of Tricks”

4:35-5:15 p.m.

Due to a death in the family, invited speaker Susan Coull will not be able to attend the AUR meeting. Susan was to give a talk on the Importance of the Role the Coordinator Plays and Creating a New Path. Norma de Yagcier from the ACGME and Beth Meegan from the ACR will fill this time slot. Beth will give a brief update on the new on-line in-training exam.

5:15-5:30 p.m.

Open Discussion/Job Descriptions

V. Secretary/Treasurer/Finance Committee Report

Kathy Dixon

Due to the resignation of Kimberly Schultz from the APCR Board of Directors in February 2011, Kathy Dixon assumed the role of Secretary/Treasurer and Chair of the Finance Committee for the remainder of the 2010-2011 year. The financial statement for the fiscal year ending September 30, 2010 reflects revenue, expenses and net assets as summarized below.

Total Revenue	\$18,668.00
Total Expenses	<u>\$13,176.00</u>
Excess of Revenue over Expenses	\$ 5,492.00
Net Assets	\$61,057.00

The budget for the fiscal year ending September 30, 2011 is summarized below.

Total Revenue	\$17,700.00
Total Expenses	<u>\$12,550.00</u>
Excess of Revenue over Expenses	\$ 5,150.00

Our latest financial statement dated December 31, 2010 reflects net assets of \$64,371.00.

VI. Archives Committee

Sherry Bucholz, Chair

Sherry is completing her tenure as Archives Committee Chair this year. She reported the committee is working on converting the hard copies of the APCR history binders to electronic format. The committee is exploring possible places to store the hard copy notebooks once the conversion has been completed. Slides from the 10th Anniversary Reception and the historical poster have been posted on the APCR website.

VII. Awards Committee

Linda Galante, Chair

Linda's five year tenure as Awards Committee Chair ends this year. Five nominations were received for the Outstanding Coordinator award. The winner of the award will be announced at the second business meeting. The committee has been busy ordering the individual plaques and commemorative gifts for the outgoing committee chairs and board members.

VIII. TAGME Certification Committee

Gloria Jorge, Chair

There are now twelve TAGME certified coordinators in Radiology. Three coordinators sat for the MAT section of the TAGME assessment on Monday, April 11. All members of the committee are TAGME certified. The committee has formed the Diagnostic Radiology Specialty Review Board (DRSRB). The DRSRB is comprised of the original TAGME Certification Task Force. DRSRB elects

a chair and two review board members to represent Diagnostic Radiology on the TAGME Board of Directors. The purpose of the DRSRB is to review/revise the certification tools and assist with grading of the WET and MAT. Chairmanship of the DRSRB will rotate every three years as opposed to the standard five years for other APCR committees. The TAGME Certification Committee will continue to assist members who are interested in the certification process. Now that the assessment tools have been developed, fellowship coordinators interested in obtaining TAGME certification can form a task force for fellowship certification. TAGME certification is completely voluntary and the APCR does not mandate certification for its members.

IX. Long Range Planning Committee:

Tammi Teeters-McDade, Chair

All of the handbooks on the website have been combined into one book with each handbook as a separate chapter. The committee continues to update chapters.

X. Membership Committee

Madeline Mateo, Chair

As of March 31 we have 20 new members, 10 of whom have registered to attend the AUR meeting in Boston. We now have a total of 195 members. New members can easily be identified again this year by the rainbow shade “New APCR Member” ribbon. Madeline thanked Shane Slater for organizing the new member luncheon.

XI. Mentoring Committee

Mary Ellen Hobler, Chair

The committee continues to work with the Membership Committee to introduce the mentoring program to new coordinators. Members of the Mentoring Committee will wear blue ribbons at the APCR Welcome Reception so they can be easily recognized as mentors. New members will have the opportunity to meet the committee and choose a mentor with a similar program or with whom they have developed a rapport.

XII. Nominating Committee

Tonia Jenkins was presented as nominee to assume the position of Secretary/Treasurer for 2011-2012.

Motion: A motion was made and seconded to elect Tonia Jenkins as Secretary/Treasurer for 2011-2012.

Action: The motion passed.

Two calls for nominations were sent to the APCR membership to fill two open Member-at-Large positions for the 2011 – 2018 term. Nominations were received for Mandy Velligan from University of Chicago, Pauline Marek from Texas A&M COM - Scott & White Program, and Hollie Medina from University of New Mexico. The Nominating Committee proposed Mandy and Hollie as nominees for

Member-at-Large and Pauline as nominee for alternate member. All nominations were accepted by the Board of Directors.

Motion: A motion was made and seconded to elect the nominees as presented by the Board of Directors.

Action: The motion passed.

XIII. Professional Development Committee

Mandy Velligan, Chair

Mandy was appointed Committee Chair following the resignation of Dora Miller. Five newsletters were produced last year. The committee will continue to distribute the newsletter quarterly. The committee has been working on updating the job description. The committee would also like to focus on creating job descriptions for medical student and fellowship coordinators.

XIV. RRC Committee

Gloria Jorge, Chair

The APDR Support Committee has requested a general job description for the purpose of working toward reclassification of coordinator positions to a more managerial level. The APDR Support Committee is attempting to assist program coordinators and program directors in gaining more time to administer residency programs. At the APDR Support Committee meeting held prior to the APCR Board meeting Gloria suggested and received approval for the APCR President to serve as Chair of the RRC Committee because the President is already required to attend the APDR Support Committee meeting at the RSNA Annual Meeting in Chicago. At the end of the 2011 Annual Meeting, Tammi will become Chair of the RRC Committee.

XV. Scholarship Committee

Pauline Marek, Chair

Two coordinators applied for the 2011 scholarship. Following review of the applications, the scholarship was awarded to Sherry Bucholz, C-TAGME from Providence Sacred Heart Medical Center in Spokane, WA. A silent auction will be held again at the APCR reception. The theme will be "Boston Tea Party" or "Something from your Home State". Pauline will be stepping down as Chair of the committee as she has fulfilled her five year tenure. She acknowledged the members of her committee she has worked with over the years. She also noted that proceeds of the silent auctions, raffles and sale of the cookbook made it possible to increase the scholarship from \$500 to \$1,500.00.

XVI. Survey Committee

Heather Penna, Chair (Report given by Gloria Jorge)

Three surveys have been sent out this year using the APDR Survey Monkey account.

1. Preliminary Reads and In-training Exam
2. Rotation Blocks
3. Resident Expenses 2011

XVII. Website Committee

Kathy Dixon, Chair

The APCR website was updated following the 2010 meeting in San Diego. The committee currently has three projects underway.

1. Redesigning the current APCR website
2. Posting of presentations from the APCR sessions on the website
3. Development of a networking tool for coordinators

XVIII. Old Business

Ad-Hoc Committees

- a. Mandy Velligan gave an update on the status of the formation of a Fellowship Ad-hoc Committee for fellowship coordinators. The Professional Development Committee is attempting to identify coordinators who only handle fellowship programs. The purpose of the ad-hoc committee would be to develop a job description strictly for fellowship coordinators.
- b. An alliance has been formed with AMSER for medical student coordinators (AMSCR).

XIX. New Business

Updating the APCR Website

Kathy Dixon reported the Website Committee continues to work with the RSNA Marketing Department regarding updating the APCR Website.

APDR Forum

The members discussed the creation of a networking tool for coordinators. The current APDR Forum is not user-friendly and not used by many coordinators. Kathy Dixon and Shane Slater, members of the website committee, will once again approach the APDR regarding a list serv for coordinators only.

XX. Adjournment

Motion: A motion was made and seconded to adjourn the meeting at 5:15 p.m.

Action: The motion passed.

Respectfully submitted by:

Kathy Dixon
Secretary/Treasurer