



A YEAR IN REVIEW

A YEAR OF ACCOMPLISHMENTS

SUNY Downstate Health Sciences University
Residency Program Coordinators Forum (RPCF)



THE BEGINNING...

- RPCF's First meeting of 2019 – January 18, 2019
- Debra Owens joins Juliette Arthur, founder, as RPCF's Co-Chair
- Natalie Arrindell, named GME Liaison
- Formation of RPCF Committees
- Announcement of the RPCF Listserv - who remembers this post???

From: Debra Owens <Debra.Owens@downstate.edu>
Date: Monday, April 29, 2019 at 11:24 AM
To: SUNY Program Coordinators forum <SUNY_Program_Coordinators_forum@downstate.edu>
Cc: Juliet Arthur <Juliet.Arthur@downstate.edu>, Dawn Qiu <Dawn.Qiu@downstate.edu>
Subject: This Is A Test To Determine If The Coordinators Forum Listserv Is Working

Test #1.

I hope that you are having a great morning.

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**Debra Owens, M.Ed., C-TAGME**  
**Senior Program Analyst**  
**State University of New York (SUNY) Downstate Medical Center**  
**Radiation Oncology Residency Training Program**  
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# OUR PURPOSE: WE ADVOCATE FOR OURSELVES AND EACH OTHER

**Through our committees, we make our motto a reality:**

- Award & Scholarship Committee
- Birthday Club Committee
- C-TAGME Committee
- Graduate Medical Education Committee
- Policies Committee
- Membership Committee
- Mentorship Committee
- Newsletter Committee
- Planning Committee
- Wellness committee

# OUR STEP ONTO THE BIG STAGE

- THE NEWSLETTERS
- THE RETREAT
- THE WORKSHOPS



# THE NEWSLETTERS

- Our first issue of “The Buzz” debuted in July 2019, it featured our then Designated Institutional Official (DIO), Robin Gitman. Whose work in establishing this forum, did not go unnoticed.
- The Buzz is a quarterly information source for our Coordinators.

**R.P.C.F.**  
Residency Program Coordinators' Forum  
*"We advocate for ourselves and each other."*

**SUNY DOWNSTATE**  
Medical Center

## The Buzz

### Residency Program Coordinators' Forum Newsletter

JULY 2019 VOLUME 1


**In this issue:**

- *Our DIO*
- *Founding Officers*
- *RPCF Conference*
- *Upcoming Events/Reminders*
- *Spotlight Featuring Dr. Stephen Wadowski*
- *Poem by RPCF Member Deborah Pointer, MEd*
- *TAGME Certification*
- *ACGME News*

*"Food for Thought"*

Welcome to the first edition of the SUNY Downstate Residency Program Coordinators' Forum Newsletter!

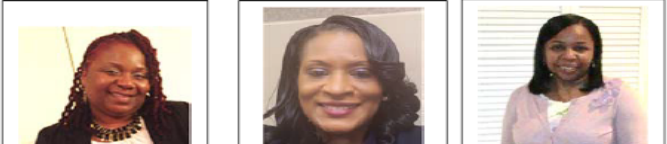
"Our mission is to support all residency and fellowship program coordinators in the areas of (1) professional development, (2) residency education development, (3) emotional and physical well-being, (4) advocacy, and (5) work-life balance. Our aim is to equip coordinators with necessary tools for productivity and positive morale. We believe that our aim will make working within the mission, vision, and values of SUNY Downstate a pleasant framework where we will speak the same language of success and manage each other up whenever we speak with or reference each other. The cornerstones of our forum are productivity, positive morale, personal development and advocacy." (DOWens, 6/2019)



**MEET OUR DIO**

"The Graduate Medical Education (GME) Office would like to formally introduce Ms. Robin J. Gitman, MPH, MBA. She is the first female Associate Dean for Graduate Medical Education, Affiliations, and ACGME Designated Institutional Official for SUNY Downstate. We look forward to positive changes in our future with our new DIO leading the way." (NARRindell, 6/2019)

**"Meet the Founding Officers of the Residency Program Coordinators' Forum"**



# THE RETREAT: BUILDING RESILIENCE AND WELL-BEING

- Our 1<sup>st</sup> Annual Retreat took place on August 2, 2019 and featured national speakers from across the country prompting SUNY Downstate President, Dr. Wayne J. Riley to state: “Residency programs are vital to training physicians in every field of specialty.”



R.P.C.F.  
Residency Program Coordinators' Forum  
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SUNY  
DOWNSTATE  
Health Sciences University

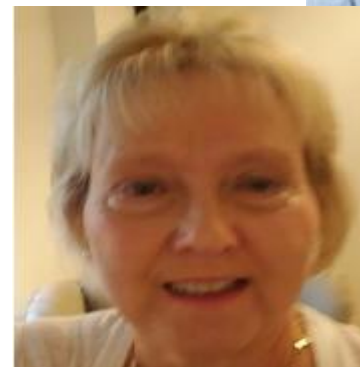
RESIDENCY PROGRAM COORDINATOR'S FORUM

2019 Inaugural Educational Retreat

**“Building Resilience  
and  
Well-Being”**

# OUR SPEAKERS

- Our speakers included:
  - **New York State Senator Kevin S. Parker**
  - **Michael Boylan**
  - **Barbara Burns, C-TAGME & Elaine Danyew, C-TAGME**
  - **Elizabeth Wueste, MAEd, C-TAGME, LSSBB, (the Keynote Speaker)**

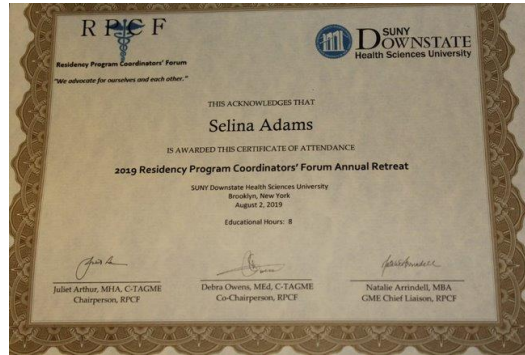


# SOME CANDID SHOTS





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**R.P.C.F.**  
Residency Program Coordinators' Forum

**SUNY DOWNSTATE**  
Health Sciences University

*"We advocate for ourselves and each other."*

**RESIDENCY PROGRAM COORDINATOR'S FORUM  
2019 ANNUAL EDUCATIONAL RETREAT**

**"Building Resilience and Well-Being"**

**Friday, August 2<sup>nd</sup>, 2019**  
7:30 am – 5:00 pm

**Lectures on: "Microaggressions" and "The Coordinator – GME Relationship"**

**Keynote Speaker:**  
**Elizabeth L. Wueste (Payne), MAEd, C-TAGME, L5588**  
Director of Academic Programs, Coordinator of Record,  
and Associate Program Director  
University of Texas Health San Antonio

**SUNY Downstate Medical Center**  
Public Health Academic Building (PHAB)

# COORDINATOR OF THE YEAR

## Coordinator of the Year Nomination and Award

Dear Colleagues,

I am both honored and humbled to have been selected as the recipient of the 2019 Residency Coordinators' Forum's Coordinator of the Year Award. To be selected for this award from a group of such dedicated and accomplished colleagues truly is an honor.

The field of graduate medical education, and the rigorous standards it places on graduate medical programs to achieve excellence in medical education, remains an avocation that gives me such a strong sense of purpose as well as personal and professional satisfaction. Given how so many of my dedicated colleagues go above and beyond their job descriptions to serve their programs, and the broader public we collectively serve, it is difficult to see one's individual efforts as exceptional.

The Coordinator of the Year Award humbles and yet reinvigorates me in my commitment to excellence both in graduate medical education and, ultimately, public health.

Thank you to the Awards Committee for the nomination and to my supporters, including the GME Office, the Pulmonary and Critical Care Medicine faculty and fellows as well as my peers. I hope I continue to make everyone proud.

Sincerely,

Shelly A. Anthony, MA



# YOUR FEEDBACK

|                                                                          |      |
|--------------------------------------------------------------------------|------|
| Elizabeth "Beth" Wueste (Payne)'s Presentation                           | 5.00 |
| Lunch                                                                    | 4.95 |
| Do you plan to attend this conference in the future                      | 4.88 |
| How likely are you to recommend this conference to a friend or colleague | 4.88 |
| Breakfast                                                                | 4.84 |
| Location of retreat                                                      | 4.77 |
| Michael Boland's Presentation                                            | 4.75 |
| Gloria Jorge's TAGME Presentation                                        | 4.69 |
| Presence of a SUNY Downstate School of Public Health representative      | 4.65 |
| Date of retreat                                                          | 4.63 |
| Time of retreat                                                          | 4.58 |
| Barbara Burns and Elaine Denyew's Presentation                           | 4.57 |
| Presence of a national TAGME representative                              | 4.55 |

## Which topics would you like to see covered at next year's retreat?

|                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| "Diversity [in the speaker line-up]"                                                                                                                                                                                                                                                                                                                                |
| "Similar topic will be okay. You can invite Beth [Payne] and Michael again!"                                                                                                                                                                                                                                                                                        |
| "Coordinator-Resident Interaction, Re-enactments with a Problem Resident, Time Management [for Coordinators], Understanding all aspects of GME--what is a PLA, expectations between coordinator and resident, importance of policies and adhering to policies. Hey! We're also student coordinators, clinical office managers and do a bit of CME. Thank you SUNY." |
| "Time management for fellowship coordinators (since they don't have 100% protected time). Also, possibly a session on advocating for oneself to PD, trainees, etc.) A session on work/life balance, boundaries."                                                                                                                                                    |
| "Salary [presentation] and Employee-Fellow Ratio"                                                                                                                                                                                                                                                                                                                   |
| "[The] Recruitment Process"                                                                                                                                                                                                                                                                                                                                         |
| "New Innovations Information"                                                                                                                                                                                                                                                                                                                                       |
| "More on coordinators"                                                                                                                                                                                                                                                                                                                                              |
| "More on wellness"                                                                                                                                                                                                                                                                                                                                                  |
| "Microaggression"                                                                                                                                                                                                                                                                                                                                                   |
| "Elizabeth Wueste--she was excellent."                                                                                                                                                                                                                                                                                                                              |
| "Time management"                                                                                                                                                                                                                                                                                                                                                   |
| "Working with Technology"                                                                                                                                                                                                                                                                                                                                           |
| "Need to think about that more"                                                                                                                                                                                                                                                                                                                                     |
| "Stimulating topics and others learning tools to improve [the] program coordinator's role"                                                                                                                                                                                                                                                                          |
| "Fatigue and burn-out"                                                                                                                                                                                                                                                                                                                                              |

# THE WORKSHOPS

- Two workshops were conducted in 2019:
  - “Everything You Need to Know About Site Visits” by **Teresa Smith, MD (August 28, 2019)**
  - “The New Annual Program Evaluation: What You Need to Do and What You Need to Know” **by the newly appointed DIO, Teresa Smith, MD (November 4, 2019)**



# A LITTLE GOODWILL ALWAYS HELPS

- The RPCF and the GMEC donated 21 coats to the Department of Pediatrics here at SUNY Downstate. **WE THANK EACH AND EVERYONE OF YOU FOR YOUR KIND ACT OF GENORISTRY!**



# AND THERE IS MORE!

- The RPCF Executive Committee also donated a karaoke machine to Downstate's Department of Pediatrics.



SUNY Downstate Medical Center  
Department of Pediatrics  
The Children's Hospital at Downstate



January 15, 2020

Juliet Arthur  
Natalie Arrindell  
Kino Williams

Dear Executive Committee of the Residency Program Coordinators Forum:

On behalf of the Child Life Program and the patients at SUNY Downstate University Hospital at SUNY Downstate Health Sciences University I would like to thank you for your thoughtful and generous donation. The Karaoke machine you purchased and delivered to us on December 24, 2019 is perfect!

All of the children that are able to come to the Child Life Center while admitted or during day treatment have the opportunity to have fun with the Karaoke machine. Additionally, it can be used at all of the holiday celebrations and other parties we throw for the children during the year. The fact that it can be cleaned between patient use to maintain infection control standards is just what we needed. Your gift to the program will be enjoyed by countless children for years to come.

Thank you so much for coordinating this and reaching out. Please accept my best wishes for a joyous and healthy 2020.

Sincerely,  
  
Lisa S. Smith  
Director, Child Life & Parenting Education

# OUR YEAR END MEET AND GREET

Thank you to each  
and everyone of  
you for making our  
1<sup>st</sup> year a **Rousing  
Success.**

We could not have  
done it without you!





# A LOOK AHEAD

- **Workshops:**

- Program Letters of Agreement – April 21, 2020
- Budgeting 101 – May 19, 2020
- Higher Education for Program Coordinators - June 16, 2020

- **Our 2020 Retreat: “Creating Connections...Building Bridges”**

- THURSDAY, AUGUST 27, 2020
- 8:00 am – 4:00 pm
- **Keynote Speaker: Juanita Braxton, PhD, EdS, MBA, Education Director**

- **C-TAGME:**

- Have the most C-TAGME Coordinators at any Brooklyn Medical Institution





**2020 IS GOING TO BE AMAZING!!!**