

The Buzz

Residency Program Coordinators' Forum Newsletter

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VOLUME 4

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Welcome to the first edition of the SUNY Downstate Residency Program Coordinators' Forum Newsletter for this calendar year!

"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 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 in which we speak the same language of success. The cornerstones of our forum are productivity, positive morale, personal development, and advocacy." (DOWens, 1/2020)



MEET OUR DIO

Dr. Teresa Y. Smith is an emergency physician who has dedicated her training to working in the urban communities of New York City. After obtaining her undergraduate degree at Spelman College, she attended NYU School of Medicine, where she completed her emergency medicine residency training. In 2011, she joined SUNY Downstate/Kings County Hospital, completing a fellowship in emergency ultrasound. She stayed on as Core Faculty and completed her Master's in Medical Education at the University of Pennsylvania.

Dr. Smith is currently an Associate Professor of Clinical Emergency Medicine. She is the Residency Program Director for the Emergency Medicine Residency Training Program, which heralds as one of the largest EM training programs in the country. Dr. Smith also serves as a Clinical Advisory Dean in the College of Medicine. In addition to focusing her career on underserved patient populations, she has also assisted in several initiatives, which have been focused on diversity and inclusion recruitment in medicine. As the recipient of the Dr. Dale Blackstock Award in Teaching and Excellence, Dr. Smith has demonstrated her commitment to advising and mentoring medical students and trainees across our campus. In 2019, the National Minority Quality Forum named Dr. Smith one of 2019's 40 Under 40 Leaders in Minority Health.

(Submitted by Dr. Teresa Smith as request by Natalie Arrindell, MBA.)

RPCF Committees:

Awards and
Scholarships Committee

GMEC Representatives

Membership Committee

Mentorship Committee

Newsletter Committee

Planning Committee

Policies Committee

Professional
Development Committee

TAGME Committee

Website Committee

Wellness Committee



Spring 2020
Certification
Workshops
(TBA)

**The Upcoming
Events and
Meetings**

Tuesday, February
18, 2020

***“Tips and Tricks
for a Successful
Recruitment
Season”***

12:00 noon to 1:00
p.m.

(Description: An
open discussion in
which coordinators
can share tips in the
preparation,
implementation,
and follow-up for a
successful
recruitment season)

**SUNY DOWNSTATE
RESIDENCY PROGRAM COORDINATORS' FORUM
2020 ANNUAL EDUCATIONAL RETREAT**

“Creating Connections... Building Bridges”

**Thursday, August 27th
8:00 a.m. to 4:00 p.m.**

Keynote Speaker: Juanita Braxton, PhD, EDs, MBA



(Image belongs to Jake Croman)

Juanita Braxton, PhD is the Administrative Manager for Surgical Education at University of California Davis Health in Sacramento, California. She is also a charter member of the ACGME's Coordinator Advisory Group, which was formed in 2016 to serve as a consultative body to the ACGME administration concerning coordinator, GME, learning environment, and accreditation matters. Dr. Braxton has presented to thousands of coordinators at the ACGME annual national conference and other conferences around the country.

Tuesday, March 17, 2020

“GME Updates Meeting”

Time: TBA

Location: Special Functions Room
(Description: An annual meeting in which the GME Office shares with coordinators the highlights of onboarding for new trainees, preparing for graduation, promoting continuing trainees, etc. for the new academic year)

Tuesday, April 21, 2020

“Program Letter of Agreement Workshop with Syndi Webster”

Time: 12:00 noon to 1:00 p.m.

Location: Special Functions Room
(Description: A workshop in which Syndi Webster, MPA, Administrator from the Office of Affiliations and Contractions, will discuss the PLA process, the components of a PLA.)

Tuesday, May 19, 2020

“Budgeting 101 with Kino Williams”

Time: 12:00 noon to 1:00 p.m.

Location: Special Functions Room
(Description: A workshop in which Kino Williams, MS, CPHQ, will discuss budgeting for a trainee program.)

RPCF COORDINATOR SPOTLIGHT

Ms. Nathalie Mendez, MA

“I joined the SUNY Downstate family approximately 16 years ago, and during my time here at Downstate I have held several positions. Firstly, I served as Assistant to the Chairman of Orthopaedic Surgery, from 2003-2019, the Sports Medicine Fellowship Coordinator, from 2016-2019 and now I currently hold the position of Associate Administrator, Department of Dermatology, from 2019-present.

However, my foray into graduate medical education did not only begin in 2016, as by being the Chair’s Assistant, I also assisted the Orthopaedic Administrator and Residency Coordinator with the administration of the Orthopaedic Surgery Residency Program. It was this experience which laid the foundation for me to the assume the position of Sports Medicine Fellowship Coordinator. I have now taken that knowledge and experience and applied them to the Dermatology Residency Program.

I also function as the Chair of the Policies Committee for the Residency Program Coordinators’ Forum (RPCF), which is responsible for documenting the RPDF’s policies and procedures, as well as the Chair for the Graduate Medical Education Representative Committee.

Downstate has not only allowed me to grow professionally but also educationally as well, as I earned the following degrees and certifications while here: a Master’s degree in Work and Labor Policy (Empire State College), a Bachelor’s of Science degree in Business Management and Economics (Empire State College), an advanced certificate in Workforce Development (Empire State College). My next academic goal is to obtain certifications in Council for Affordable Quality Healthcare and Healthcare Management.

I enjoy coming to SUNY Downstate every day as I consider this campus to be my home away from home.”

(Written and Submitted by Nathalie Mendez)

Acknowledgements from the 2019 RPCF Coordinator of the Year

“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”

Tuesday, June 16,
2020

**“Building Your
Academic
Calendar”**

Time: 12:00 noon to
1:00 p.m.

Location: Special
Functions Room

(Description: An
open discussion in
which coordinators
will share how they
construct their
annual academic
calendars)

Tuesday, July 21,
2020

**“RPCF Pre-Retreat
Meeting”**

Time: 12:00 noon to
1:00 p.m.

Location: Special
Functions Room

Thursday, August
27, 2020

**“RPCF Annual
Retreat: Creating
Connections...
Building Bridges”**

Time: 8:00 a.m. to
4:00 p.m.

Location: TBA

ACGME News

**“Meaning in
Medicine:
Compassion and
Connection”**

**2020 ACGME
Annual
Conference
will take place in
San Diego,
California from
February 27th
through February
29th.**

**Newsletter Prepared
by DOWens, January
2020**

**The RPCF Experience: Through the Eyes
of a New Coordinator**

“As a new coordinator, I would first like to say I believe this forum is very important for the professional development of the coordinators with in the institution. I have had a welcoming experience with the Residency Program Coordinators Forum thus far and I would like to be an integral part of the policy implementation and planning committee of this forum. Attending the potluck, I learned of the retreat and the philanthropy the forum is introducing for residency coordinators to be a part of such as the coat drive and karaoke machine donation to the children’s hospital. The drive and advocacy I have seen in the coordinators will advance this forum to be a borough wide and beyond and I am thankful to be a part of it.”

(Statement submitted by Chelsea Cole)

The Perfect 15-Minute Grilled Salmon

Ingredients

For the Salmon:

- 1 – 1 ½ lbs. salmon fillet cut into 4 pieces
- Olive oil

For the House Seasoning:

- ¼ c. garlic powder
- ¼ c. kosher salt
- ¼ c. dried parsley
- ¼ c. dried minced onion
- ¼ c. dried basil



Instructions

1. Prepare the House Seasoning: Mix ingredients together and store in an airtight container for up to 6 months.
2. Prepare the Salmon: Rub each piece of salmon with olive oil and sprinkle with house seasoning, to taste (I use about 1 teaspoon of olive oil and ¼ teaspoon of seasoning per piece).
3. Grill the Salmon: Heat coals, gas grill, or grill pan to medium heat. Place salmon on the grill. Cover and grill over medium heat for about 5 minutes per side (maybe a few more minutes, depending on the thickness of your fish). The salmon is done when it flakes easily with a fork.

Recipe submitted by Natalie Arrindell, MBA.

(Recipe and photo courtesy of The Seasoned Mom website.

<https://www.theseasonedmom.com/grilled-salmon/>)