

Residency Coordinators' Forum Newsletter



We are never too seasoned to learn something new. Our new academic year has begun and our coordinators are embarking on bigger and better adventures. First, the RPCF Newsletter editors want thank you for your support and we are looking forward to building a stronger team with you at our side. This year the newsletter will be focusing on empowering and encouraging our coordinators to make a commitment to yourself. Stepping out of our comfort zone to achieve and improve yourself by at least 10%. This improvement can be academic, personal and/or social. Being 10% better will be a start; so please join us as we move towards brighter futures.

The Newsletter is pleased to report that through the effort and determination of some of our fellow coordinators; a presentation was conducted at the Hospital Medical Executive Committee Meeting asking for partial funding of a joint venture health fair, to be held in September 2022. The committee not only approved our request, but they also agreed to fund the entire venture. This is a huge accomplishment for our Program Coordinators. Let us celebrate our wins however big or small. Sharing our victories and aspirations will guide us one step closer to our goals. Together we can accomplish anything. Just remember, participation and socialization will be a key part to our success.

"Have an Idea," Let us know how we can help you make it a reality. The future awaits and we look forward to hear from you.

Editors:

Devareco Wilkie & Chelsea Cole

The future awaits those with the courage to create.

~Erin Mcmanus

PRODUCTIVITY TIPS

ARE YOU UTILIZING MICROSOFT OUTLOOK TO THE BEST OF YOUR ABILITY?



SEND LATER

When sending an email outside of your business hours, use the send later option (Down arrow next to send). This allows you to send emails for a specific date and time, at any time.

SNOOZE

Working on a project? Awaiting a response? Need to remember to follow up on an email? Snooze the email to pop back up into your email box at a specific date and time. This will help you to never miss a beat.

FOLDERS

Create folders to add specific emails to and keep your email box organized. For example, you can create an intern's folder and add all the email you send to the interns every year to use and have easily ready for the next year.

TEMPLATES

Find yourself typing the same email over and over. Utilize the template feature, create the email and before you send it, save it as a template. The next time you have to send that email you can easily click on the three horizontal dots (ellipses) and click on my templates and insert the template.

PROFESSIONAL DEVELOPMENT



REGISTER NOW FOR GME ADMIN TRAINING

The AMA GME Competency Education Program team invites you to attend a one-hour online training:

Learn about new Health Equity courses and a curriculum that provide tools to address the root causes of inequities

Get a refresher on reporting, curricula, and navigating the program

Review the new admin dashboard, designed to save you time when tracking learner progress

(Click Link Below)
Save Your Spot

We encourage you to be one of the C-TAGME Coordinators.

Join the C-TAGME Taskforce and/or Committee.

C-TAGME Committee

- Hold continuous workshops throughout the year to prepare coordinators for the national TAGME certification examination
- Provide assistance to members to maintain their TAGME credentials in good standing
- Assist coordinators in preparing applications and acquiring education credits for the TAGME certification examination application
- Inform coordinators of changes and new TAGME policies





COORDINATOR WEBSITE

Our website is up and running check it out!

[Click Here For Link](#)

Corrections and suggestions should be forwarded to Kino Williams.

COORDINATOR SPOTLIGHT

Hello Doctor!



The RPCF would like to recognize Juliet Arthur, MHA and Kino Williams, MS on their acceptance to the Doctor of Psychology in Organizational Leadership program at Touro Worldwide University. Mr. Williams begun the program in June 2022 while Ms. Arthur will begin in August 2022. This now brings the number of program coordinators at Downstate completing doctoral degrees to three (3) as Juliet and Kino joins Ms. Wynclette Knight, MPA who is currently finishing up her Doctor of Healthcare Administration degree.



RPCF BIRTHDAYS!

June

Hanniford, Carletta - 6/2

July

Smith, Vaneisha - 7/1

Henry, Natasha - 7/10

Singh, Barbara - 7/16

May

Gamble, Brittney - 5/4

Wells-Linton, Gillian - 5/5

Edwards, Yvonne - 5/13

Mendez, Nathalie - 5/14

McMichael, Gwendolyn - 5/25

Pierre-Francoeur, Beatrice - 5/28

Banks, Darell - 5/28

ACGME NEWS

Here is a great opportunity to participate. The ACGME Coordinator Advisory Group looking for coordinators.

The ACGME is currently accepting member nominations. Program and institutional coordinators who have a minimum of five years' experience and are listed as the coordinator in the Accreditation Data System (ADS) are eligible.

Click link- [ACGME Coordinator Advisory Group](#)



Present at the ACGME Annual Educational Conference!

Members of the GME community are invited to submit proposals for two full-day courses and concurrent sessions at the conference. Sessions can be on a variety of topics; those for concurrent conference sessions should be relevant to the GME community at large and those for the full-day courses relevant to coordinators or those involved in Osteopathic Recognition.

CALL FOR SESSIONS

2023 ACGME ANNUAL EDUCATIONAL CONFERENCE

FEBRUARY 23-25, 2023 | NASHVILLE, TENNESSEE

SUBMISSION DEADLINES

Concurrent Sessions and Coordinator Forum:	August 5, 2022
Osteopathic Recognition Full-Day Course:	August 1, 2022

Submit a Session Proposal Today!

The ACGME announces the Call for Sessions for the 2023 Annual Educational Conference, to be held at the Gaylord Opryland Resort and Convention Center in Nashville, Tennessee

February 23-25, 2023. Session proposals are being accepted for the ACGME/AOGME Osteopathic Recognition Full-Day Course until Monday, August 1, 2022 at 11:59 p.m. Central.

Session proposals are being accepted for the Annual Educational Conference and Coordinator Forum Full-Day Course until Friday, August 5, 2022 at 5:00 p.m. Central.

Submit session proposals to one Call only. Coordinator-specific content should be submitted for the Coordinator Forum full-day course; Osteopathic Recognition-specific content should be submitted for the ACGME/AOGME Osteopathic Recognition Full-Day Course; content applicable to all members of the graduate medical education (GME) community should be submitted for the Annual Educational Conference.

UPCOMING EVENTS

RPCF ANNUAL EDUCATIONAL RETREAT SAVE THE DATE

SUNY DOWNSTATE RESIDENCY PROGRAM COORDINATORS FORUM
ANNUAL EDUCATIONAL RETREAT



***“Take charge of YOUR CAREER
Unlock your limitations...it’s in your
hands”***

Friday, August 5, 2022

9:00 A.M. to 4:00 P.M



The RPCF Executive Committee is pleased to announce this year's awards and recognition nomination process is now open to ALL coordinators at SUNY Downstate Health Sciences University.

The categories are as follows:

RPCF GME Rising Star Award:

- A minimum of 1 year of service, active participation in forum, program and/or GME activities

RPCF Humanitarian/Outreach/DEI/ Award:

- A minimum of 2 years of service, active participation in DEI/Outreach/Community activities

RPCF GME Distinguished Service Award:

- A minimum of 3 years of service, active participation in forum, program, GME and/or institutional activities

RPCF Professional Development Award:

- Continued professional development of self and the profession, active participation in forum, program, GME and/or institutional activities

Application process:

·In all categories, coordinators can either be self-nominated or peer-nominated via a letter of nomination along with any other supporting document(s) detailing why that coordinator should be the recipient of the award

·Nominations can be emailed to RPCFExec@downstate.edu

·Deadline for nominations is **July 29, 2022**

·The awards committee will review all applications and select winning recipients

Announcement:

Award recipients will be recognized in the RPCF's annual educational retreat brochure and awards presented in person at the meeting on Friday **5 August, 2022**.

UPCOMING EVENTS

DOWNSTATE'S 1ST ANNUAL HEALTH FAIR

SEPTEMBER

25

2022



DOWNSTATE
HEALTH SCIENCES UNIVERSITY

R.P.C.F.

Residency Program Coordinators' Forum

"We advocate for ourselves and each other."

Presents their 1st Annual

Community

HEALTH FAIR

LENOX ROAD
between East 37th Street and Brooklyn
Avenue

HEALTH SCREENING AND CONSULTATION

- Blood glucose
- Blood pressure
- Weight and body mass
- Hearing tests
- Covid Tests/Kits
- Counseling services



GIVEWAYS and ACTIVITIES

Free school supplies, DJ,
kids activities
and much more!



10:00 am to 4:00 pm

This is a free community event, sponsored by University Hospital at Downstate (UHD) and Residency Program Coordinators Forum (RPCF) designed to encourage healthy lifestyles, provide information on preventing and managing diseases and connect you to healthcare resources.

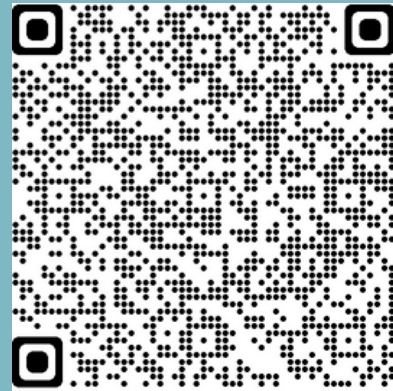


WELLNESS TIPS

3. Pay attention to posture.
4. Reduce eyestrain.
5. Look for signs of stress.

Use the QR code for additional information.

1. Take Regular breaks. One of the most important things you can do during the workday to stay healthy and in shape is to exercise.
2. Pack a lunch. The second important tip to stay healthy at work is nutrition. ...



Events



CHECK OUT THE HIGHLIGHT VIDEO BELOW
[HTTPS://YOUTU.BE/E9A7DXQVARM](https://youtu.be/e9a7dxqvarm)

SHOUTOUTS

THE RESIDENCY PROGRAM COORDINATOR OF THE YEAR AWARD



**CONGRATULATIONS
KINO WILLIAMS !**

Welcome New Coordinators

The Division of Gynecological Oncology would like to introduce **Ms. Takiya Swaby** as the Program Coordinator for Gynecological Oncology. The RPCF committee would like to introduce **Ms. Dianne Edwards-Reid** as the Program Coordinator for Nephrology and **Ms. Dorina Spinel** as the Program Coordinator for Neurology at One Brooklyn Health (OBH).

Please take the time out to shoot them a welcome email.

FRIENDLY REMINDER

UUP MEMBERS BJS MEMBERSHIP OFFERS 2022 AND APPLICATIONS



UUP Members

SIGN UP NEW OR RENEW YOUR CURRENT BJS MEMBERSHIP

OFFER VALID UNTIL 1/31/2023

To Sign Up – you can email the completed application to pmajchrzak@bjs.com

Or Mail – BJs Wholesale Club, 8330 Lewiston Rd, Batavia, NY 14020 – Attn Polly

Great New member offer!

New basic membership - \$25 pls tax = \$27.00, 12 months, 2 cards, Receive \$10 rewards (\$10 off next purchase)

or

New Rewards membership - \$75 pls tax = \$81.00, 12 months, 2 cards, Receive \$20 rewards (\$20 off next purchase)

RENEWALS -

Basic renewal \$55 pls tax = \$59.40, 12 months, 2 cards, Receive \$10 rewards (\$10 off your next purchase)

or

Rewards renewal \$110 pls tax = \$118.80, 12 months, 2 cards, Receive \$20 rewards (\$20 off your next purchase)

*Note- Rewards\$\$ are loaded onto your BJs card and are available 24 hours after membership is processed. You can use your Rewards AT THE CHECKOUT. Rewards\$\$ are available for 30 days.

PAYABLE – CHARGE OR CHECK – PAYABLE TO “BJS WHOLESALE CLUB”

UNITED WE STAND, DIVIDED WE FALL

We are only as strong as our weakest link. Let us make this year a memorable one. Developing relationships, mentors and/or like minders (people moving in the same direction). Let us celebrate our successes and learn from our failures. Let us make the RPCF 10 times better in 2022.

Send us an email, we look forward to hear from you!



Editors:

Devareco Wilkie & Chelsea Cole