

SUNY DOWNSTATE
RESIDENCY COORDINATORS' FORUM
2022 ANNUAL VIRTUAL 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.



Welcome from the RPCF Executive Officers...

The RPCF once again welcomes our coordinators, speakers, and guests to the 2022 Residency Program Coordinators Forum Virtual Educational Conference. This year's theme, "Take charge of YOUR CAREER, unlock your limitations, you have the permission!" is meant to place you the coordinator into the driver's seat of your career. Professional development is at center of this year's retreat. The 2022 educational conference brings speakers from diverse backgrounds, expertise, and experience to impart their knowledge, wisdom, and advice to motivate and empower you as well as to awaken in you your many hidden talents, skills, and gifts. We trust that your beings will be well nourished with food for the mind body and soul and that you will leave this conference with a burning fire to make your own path and leave your mark. It has been our distinct pleasure to serve our forum members, which encompasses 55 residency and fellowship programs, 957 residents and fellows, and 40 residency program coordinators who professionally and educationally support and manage these specialty programs. We cannot wait

to share with you all that we have in store!

RPCF

Kino Williams, PsyD (c), MS, PHR, CPHQ, C-TAGME, Department of Radiology

Juliet Arthur, MHA, C-TAGME, Department of Psychiatry

Natalie Arrindell, MBA, GME Office

Debra Owens, MEd, C-TAGME, Sports Medicine Fellowship Program

Chantal Littrean, MPH, C-TAGME, Department of Orthopedic Surgery and Rehabilitation Medicine

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Welcome from the DIO...

Welcome to the third annual SUNY Downstate Residency Program Coordinators' Retreat. Our program coordinators are the backbone of our physician training programs, and bring the essential leadership required to produce doctors who go on to serve national and international patient populations. It is with great pride that we highlight our program coordinators' development and accomplishments through this annual symposium.

We would like to sincerely thank every program coordinator for their dedication and contribution towards building excellence in Graduate Medical Education (GME). We, especially, acknowledge the planning committee and the collaboration across our affiliate hospital sites. Thank you to the College of Medicine for their continued support of GME.

As we look towards the future of GME, let us continue to thrive through community and personal development. This year our conference looks for finding career fulfillment through wellness and leadership; remembering that as we pour into others, we must also pour into ourselves.

Teresa Y. Smith, MD, MEd, FACEP

Associate Dean of Graduate Medical Education and Affiliations

Designated Institutional Official

Associate Professor of Clinical Emergency Medicine

From the desk of the Planning Committee...

2022 has seen the best and unfortunately for some the worst as coordinators restore and re-invent both their professional and personal lives during this 'COVID ERA'. The intent of this year's Coordinators' Annual Education Retreat is to awaken and bring to the forefront the many talents, skills, and gifts that our diverse field of coordinators possess. Entitled, "Take Charge of YOUR CAREER...Unlock your limitations...it's in your hands," this year's virtual retreat places special emphasis on professional development, leadership, and wellbeing. The RPCF is committed to improving the professional development and work-life balance for residency program coordinators and administrators at SUNY Downstate Health Sciences University and its affiliates.



The virtual retreat is a full day event devoted to unlocking your career development and professional growth without limitations! Your day starts off with a presentation on self-motivation and well-being by Jacquelynn Orr, DrPh - "Change Your Game." Following Dr. Orr is Eve Faber, MD and Mariaverna Sevilla, C-TAGME, Department of Family and Community Medicine presenting on Navigating a Successful PD/PC Relationship.

The continuation of our lineup of presenters includes Jameela Yusuff, MD, Chief Medical Officer, UHD and Ms. Robin Gitman, VP/DIO, Maimonides Medical Center presenting on Physician and Staff Burnout. Crys Draconi, Medical Education Consultant for Germaine Solutions will speak on Coordinator Career Pathways, and last but not least, ending the day is our very own Kino Williams, PsyD (c), MS, Senior Staff Associate for Radiology who will enrich your minds on Professional Development.

Finally, we are excited to present this year's retreat Keynote Speaker, Anika Daniels-Osaze, Ed.D., MPH, who will be speaking on "**Let Your Light Shine: Being Unapologetically You.**" We are thrilled to have Dr. Daniels-Osaze share her wisdom with us!

As with every year, this event took months of planning, an enormous amount of time, energy and effort, and tons of love! We thank everyone who participated in taking this event from the depths of our minds to the screens of your computers, and grateful this year for the ability to have some in-person attendees! We hope that we not only meet but exceed your expectations and that you are enriched, enlightened, and re-energized to continue being the ROCKSTARS that you are!

**The 2022 RPCF Educational Virtual Retreat Planning Committee:
Natalie Arrindell, Juliet Arthur, Debra Owens
Chantal Littrean, and Kino Williams**



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Dr. Anika Daniels-Osaze is the Associate Dean for Education in the School of Public Health and a Clinical Associate Professor in the Department of Health Policy and Management. She also holds an appointment as a Teaching Associate Professor in the Department of Medicine. Dr. Daniels-Osaze has worked in student affairs for over 25 years specializing in health professions recruitment, program and curriculum development, academic advising, and financial aid counseling. She has helped to secure \$10.9 million in funding for pipeline programs and scholarships at SUNY Downstate. In her current role, she facilitates all curriculum development and modifications, accreditation activities, program evaluation and quality improvement.

Dr. Daniels-Osaze earned her Bachelor of Arts degree from Cornell University in Linguistics and Cognitive Studies, her Master of Arts degree from New York University in Higher Education Administration, a Master of Public Health in Health Policy and Management, and her Doctor of Education from Northeastern University. She is a past president of the National Association of Medical Minority Educators (NAMME), an organization dedicated to improving the overall health status of racial and ethnic populations and is currently the national awards chairs for the organization. She is also a past president of the Cornell Black Alumni Association.

Dr. Daniels-Osaze has studied Ancient Egypt (Kemet) for 30 years, focusing on language, spirituality, and ancient medicine. As a volunteer staff member for the African Genesis Institute, she has mentored 1000's of students, ages 7 to 14 and conducts lectures and tours to Kemet annually for students and adults. She and her husband have taken over 3000 people to the continent of Africa. They are the Co-founders of the Center for the Restoration of Ma'at, an institute that teaches ancient African history and are the Chief Priests of the Shrine of Ma'at, a Kemetic temple in Harlem, NY.

Dr. Daniels-Osaze has received numerous awards including the SUNY Chancellor's Award for Excellence in Professional Service, the Inspiring Leaders in STEM Award and the Dr. Edward R. Robinson, Jr. Medallion Award for Educational Excellence.

Dr. Osaze is an author in the anthology *What Would I Tell My Younger Self? Volume 1* and has been featured in the documentaries, *Di Ankh: The Science of Kemetic Yoga* and *Pharaohs Unveiled*. She was recently enstooled as a Queen Mother in the village of Moree in the Central Region of Ghana West Africa and is a member of Delta Sigma Theta Sorority, Inc.



Dr. Jacquelynn Y. Orr joined the Research, Learning and Evaluation (REL) team of the Robert Wood Johnson Foundation (RWJF) in 2019. As a strategic liaison to RWJF's efforts to transform health and health care systems, she draws upon her extensive skills in physician practice management, medical education, health care delivery, public health, and health disparities research. Dr. Orr's professional experience and evidence-based practice skills contribute to the REL team's approach to research, measurement, evaluation, and shared learning.

Earlier, Dr. Orr was executive director for Long-Term Acute Care Hospital (LTACH) Physician Practices with Select Medical. She was also director of Practice Management for Penn Medicine Princeton House Behavioral Health (PHBH). She also held management and administrative fellowship positions with medical centers, medical schools, hospitals, and health care systems in Brooklyn, NY, New Brunswick, NJ, St. Louis, MO, and Chicago, IL.

Born and raised in Detroit, Dr. Orr earned her Doctor of Public Health (DrPH) degree in health policy and social justice from Drexel University, a Master of Health Administration (MHA) degree from Saint Louis University, and a Bachelor of Science (BS) degree in environmental chemistry from Xavier University of Louisiana.



Dr. Eve Faber joined the Department as an Assistant Professor in November 1999. She has been part of the Residency Faculty since then, moving up to Associate Residency Director in 2015 and becoming Residency Director in June of 2016. She served as Interim Co-Chair of the department of Family and Community Medicine from February 2019 to February 2020. Her responsibilities have included supervising residents in both Family Medicine practice sites and on the Inpatient Service, overseeing curricular development, and teaching medical residents, students, and students of Downstate's School of Health Professions. Since becoming Program Director, she completed the AFMRD National Institute for Program Director Development Fellowship and recently received the Program Director Recognition of Excellence from the Downstate GMEC.



ACGME

Mariaverna Sevilla is the Family and Community Medicine Residency coordinator. Although she joined the program in 2015, her lengthy career in Family Medicine started in 2000 at Saint Joseph's Medical Center where she oversaw 30 residents. At Downstate, she is responsible for overseeing the day-to-day operations of the residency program and ensuring compliance with the requirements of the Accreditation Council of Graduate Medical Education (ACGME) and American Board of Family Medicine (ABFM). She is responsible for resident recruitment, the resident evaluation process, creation and distribution of preceptors' and residents' clinic schedules, coordination of resident functions, as well as many other things. Maria is also in charge of the Department's travel and serves as the travel coordinator.

In her free time, she enjoys spending time with her family outdoors. Typically, this is on a hiking trail Upstate, or on a beautiful, sunny beach in Aruba.



Dr. Jameela Yusuff is the first female Chief Medical Officer at the University Hospital at Downstate (UHD). She serves as a key member of the executive leadership team at UHD and works closely with our physicians at the hospital. She is responsible for the centralized assessment and redesign of all systems to enhance the delivery of high quality and efficient medical care.

Dr. Yusuff has an established track record of creating and implementing programs that consistently achieve excellence. She started her journey at Downstate as a Clinician for the STAR Program in 2006. Dr. Yusuff quickly made an impact and became the STAR Program's Medical Director in 2012. Dr. Yusuff received her Medical Degree and her Masters' in Healthcare Delivery Leadership from the Icahn School of Medicine at Mount Sinai. She also received her Masters' in Public Health from the SUNY Downstate School of Public Health.



Robin J. Gitman Dickstein, MBA, MPH earned a BA in Economics from Barnard College, Columbia University graduating Phi Beta Kappa and Magna Cum Laude. She graduated from Columbia University's Graduate School of Business and the Mailman School of public health where she received her MPH in General Public Health and her MBA in Not-for Profit Management graduating Betta Gamma Sigma. Robin's interests in business and health have led her to many roles governmental, private, and not-for profit. Before leading Academic Affairs, Robin was involved with education as Executive Director of the Research Division and Director of Performance Improvement as well as experience with budgeting, finance, and internal operations.



Crys Draconi is a Medical Education Consultant for Germane Solutions. Crys has been active in the medical administrator field since 2008 and has been instrumental in the advancement and recognition of the coordinator role, including her passion of mentoring and coaching the next generation of administrators. Crys has held many leadership roles including Board of Directors for the Consortium of Neurology Education Coordinators, Board of Directors for Massachusetts Society of Academic Medical Administrators, independent Consultant / Director of Operations for Association of Radiation Oncology Program Coordinators, Fellowship Representative for Association of Program Managers for Obstetrics and Gynecology, and leader of the Coordinator Description Task Force. She is also founder, and current president of Alliance for Medical Education Professionals. Throughout her tenure she has mentored and educated many administrators, trainees, and faculty on vary areas of professionalism, career development, and faculty development. To contact Crys Draconi, please visit her [LinkedIn page](#) or via [Twitter](#)



Kino Williams is a Senior Staff Associate at SUNY Downstate Health Science University, where he has been a member of staff for almost 20 years now. He started at Downstate in 2002 as a staff assistant, first working in the Department of Surgery which was followed by a promotion to Residency Coordinator in the Department of Psychiatry in 2007. He would be promoted yet again to Senior Staff Associate in 2011, moving to the Department of Orthopaedic Surgery and Rehabilitation Medicine. He is currently serving as Senior Staff Associate with the Department of Radiology (2017) where he functions as the department's performance improvement administrator and residency administrator of the Radiation Oncology program (2019).

Kino holds an Associate of Arts degree in Business Administration, a Bachelor's degree in Human Resources, and Master's degree in Business Economics. Currently, he is pursuing a Doctor of Psychology in Organizational Leadership at Touro Worldwide University.

He is certified as a Professional in Human Resources (PHR) and as a certified Professional in Healthcare Quality (CPHQ). He holds the distinction of being the very first coordinator at Downstate to have earned the Certified-Training Administrator of a Graduate Medical Education certification. Kino will be renewing his C-TAGME certification soon.

Most recently Kino was awarded the Residency Coordinator of the Year award by the Office of Graduate Medical Education at Downstate in 2022 and received the Humanitarian award by the Residency Program Coordinator Forum (RPCF) in 2021 for his work and efforts during the COVID-19 pandemic.

Kino has been serving as an executive member of the RPCF at Downstate, for the last three (3) years. During this time, he has actively participated in promoting and advocating for the empowerment and advancement of his fellow coordinators in the field of graduate medical education.

Residency Program Coordinators Forum (RPCF)
Annual Education Retreat – Virtual Event
Friday, August 5, 2022
“Take charge of YOUR CAREER, unlock your limitations...It’s in your hands”

9:00 am – 9:10 am	Opening/Welcome Remarks from President’s office, Dr. Teresa Smith, DIO, Dean Brunicardi and Dr. Ninad Desai – KCH, CAO
9:10 am – 9:55 am	<i>Change Your Game</i> Jacquelynn Y. Orr, DrPH, FACHE Program Officer Research, Learning and Evaluation (REL) team Robert Wood Johnson Foundation (RWJF)
9:55 am - 10:30 am	Navigating a Successful Program Director/Coordinator Relationship Eve Faber, MD, Program Director Mariaverna Sevilla, C-TAGME, Program Coordinator Department of Family and Community Medicine SUNY Downstate Health Sciences University
10:30 am – 10:45 am	Break 
10:45 am – 11:30 am	<i>Addressing Burnout in 2022</i> Jameela Yussuf, MD, MPH, MSHCDL, FACP Chief Medical Officer, University Hospital at Downstate (UHD)
11:30 am – 12:15 pm	<i>I just can’t do it anymore...How to find control in chaos - strategies to avoid and address burnout</i> Robin Gitman, MBA, MPH Designated Institutional Official, Maimonides Medical center
12:15 pm – 1:00 pm	Lunch
1:00 pm – 1:10 pm	Announcement of Recognition Awards and 1 st and 2 nd Raffle
1:10 pm – 2:10 pm	<i>Let Your Light Shine: Being Unapologetically You</i> Anika Daniels-Osaze, Ed.D., MPH Associate Dean for Education, School of Public Health Teaching Associate Professor of Medicine, Department of Medicine SUNY Downstate Health Sciences University Senator, University Faculty Senate (UFS)
2:10 pm – 2:15 pm	Announcement of Service Award Recipients and 3 rd and 4 th Raffle
2:15 pm – 2:30 pm	Break
2:30 pm – 3 :15 pm	Coordinator Career Pathways: What’s Next? Crys Draconi Germain Solutions
3:15 pm – 4:00 pm	<i>They aren’t going to like you but its ok... your career is more important than likes!</i> Kino Williams, PsyD(c), MS, PHR, CPHQ, C-TAGME Senior Staff Associate Department of Radiology
4:00 pm	Close of Day/End of Retreat

Our RPCF Committees

Awards & Scholarship Committee
C-TAGME Committee
Graduate Medical Education Representatives
Membership Committee
Mentorship Committee
Newsletter
Planning Committee
Professional Development Committee
Website Committee
Wellness Committee

Committee Chairs reign for one year and the membership restructure after two years. At the end of their reign, Chairs can choose to continue in their position for another term or relinquish their position.

The Executive Officers of the Residency Program Coordinators Forum would like to thank each of our chairpersons and committee members for their dedication, leadership, and active participation in all of our endeavors. We thank you for always being wherever we need you and for always offering a helping hand. You make our days brighter whenever you call, email, or see us in the corridors. It is a pleasure collaborating with you and knowing that you are here to work with all the members of the forum. Thank you for kindly welcoming all members of the forum into your lives.

It is difficult to imagine that we were together in this forum for less than five years. We have learned so much from each other over the years. In each committee meeting, forum members came together and made strides to improve the professional lives of each member. Our committee chairpersons are our coaches and cheerleaders—and we thank them. They “pitch-in” and do whatever is necessary to get the job done—even during a global pandemic! This is the life of a residency program manager! Whoever thought one person does so much in one day. Now, multiply that by the number of members we have, and we can do about anything... This is grand!

Our committee chairpersons have shared a lot with us during this past year. We are extremely proud and grateful for all that they have done and are excited by what they are planning to share with us during the next year!

Awards and Scholarship Committee

- Creates application criteria that will be used for selecting the "Coordinator of the Year" award recipient
- Reviews applications and supporting documentation for the "Coordinator of the Year" award
- Revises tally/scoring sheet used for selecting the "Coordinator of the Year" award recipient
- Creates criteria for conference scholarship awards
- Creates tally/grading sheet used for selecting the scholarship award recipients

C-TAGME Committee

- Holds continuous workshops to prepare coordinators for the national TAGME certification examination
- Aids members in maintaining their TAGME credentials in good standing
- Assist coordinators in preparing applications and acquiring education credits for the TAGME certification examination
- Informs coordinators of changes and new TAGME policies

GMEC Representative Committee

- Provides the agenda from each GMEC meeting to the forum, along with a written summary of each monthly GMEC meeting
- Provides the forum with handouts from the GMEC monthly meetings
- Provides an oral report from the Residency Program Coordinator's Forum to the GMEC

Membership Committee

- Assists the Executive Committee with increasing the forum's membership
- Collaborates with fellow coordinators from neighboring institutions and affiliates to increase the forum's membership

Mentorship Committee

- Sends out monthly inspirational reminders and/or articles to the forum's members via the listserv

Newsletter Committee

- Creates the forum's newsletters
- Gathers articles from coordinators for the forum's newsletters

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Planning Committee

- Assists Executive Committee with the planning of the annual retreat/educational conference
- Recruits members from within the forum to plan events
- Assists in marketing each of the forum's events

Professional Development Committee

- Assists the Executive Committee with workshops that would benefit to the coordinators' professional development
- Assists the Executive Committee in creating an annual calendar of the forum's events
- Provides professional development material to be shared with the forum

Wellness Committee

- Provides inspirational articles to the forum each month
- Organizes at least two wellness activities for the forum
- Collaborates with the EAP Office to bring wellness ideas and activities to the forum members

Website Committee

- Assists the Executive Committee in the management of the RPCF website
- Coordinates with other RPCF committees to bring information to the website

2022 RPCF Awards

RPCF GME Rising Star Award: Chelsea Cole, MPH, Department of Emergency Medicine

RPCF Humanitarian/Outreach/DEI/ Award: Gillian Wells-Linton, Child and Adolescent Psychiatry

RPCF GME Distinguished Service Award: Chantal Littrean, MPH, C-TAGME, Department of Orthopaedic Surgery and Rehabilitation Medicine

RPCF Professional Development Award: Wynclette Knight, DrMHA (c), Department of Urology

Maimonides Medical Center Coordinator of the Year: Deborah Roman, Department of Anesthesia



2022 RPCF Award Nominees and Recognitions

Juliet Arthur, MHA, C-TAGME – Department of Psychiatry

Chelsea Cole, MPH – Department of Emergency Medicine

Natasha Henry, C-TAGME – Department of Pathology

Wynclette Knight, DrMHA (c), MPA – Department of Urology

Chantal Littrean, MPH, C-TAGME – Department of Orthopaedic Surgery and Rehabilitation Medicine

Natasha Sagal, MSc, MSA - Department of Surgery

Barbara Singh – Department of Psychiatry, Division of Geriatric Psychiatry

Mariaverna Sevilla, C-TAGME - Department of Family and Community Medicine

Gillian Wells-Linton – Department of Psychiatry, Division of Child and Adolescent Psychiatry

Devareco Wilkie, MSc – Department of Obstetrics and Gynecology

Kino Williams, PsyD (c), MS, CPHQ, C-TAGME - Department of Radiology

Acknowledgments

President Wayne J. Riley, MD, MPH, MBA, MACP

Dean F. Charles Brunicardi, MD, FACS

DIO Teresa Y. Smith, MD, MEd, FACEP

Ross Clinchy, PhD, Vice Dean

Ninad Desai, MBBS, CAO – KCHC

Jennifer Hughes-Koncz, MBA, Administrative Manager of GME, Maimonides Medical Center

Denise Chung, MPA, GME Department

Yvonne Henry, GME Department

Nancy Mingoia, Department Administrator, Department of Dermatology

Nathalie Mendez, Associate Department Coordinator, Department of Dermatology

RPCF Executive Committee

Natalie Arrindell, MBA

Juliet Arthur, MHA, C-TAGME

Chantal Littrean, MPH, C-TAGME

Debra Owens, MEd, C-TAGME

Kino Williams, MS, CPHQ, C-TAGME

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Department of Classroom Services

Department of Biomedical Communications

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