

AMPPA – TIPS

ASSOCIATION OF MED-PEDS PROGRAM ADMINISTRATORS

March/April 2013 – *See you in Nashville!*

Are these on your “to do list”?

- Prepare resident folders and schedule semi-annual reviews
- Organize a plan for SOAP – *hopefully you won't need it – MAKE SURE YOU HAVE THE LATEST PDWS VERSION FROM ERAS that was sent out a few weeks ago*
- Begin to prepare final reviews for graduating residents
- Review/update onboarding paperwork for new interns that can be mailed on March 16
- Prepare new intern info for HR and IS following match
- Review/update intern orientation agenda, speakers and reserve rooms
- Set recruitment dates for 2014 and reserve rooms
- Prepare info for graduation certificates and finalize plans for graduation dinner/ceremony
- Follow-up w/chiefs re: master schedule requests from current residents
- Finalize plans for rising resident workshop
- Start planning for new intern welcome picnic/dinner
- Make sure your incoming Chief Residents are registered for one of the ACGME Leadership Skills Training workshops

Contact information for the Job Description and Resource Committee:

*We would like to provide tips that are useful to you
If you have suggestions, please let us know*

• *Betty Aman – University of Rochester
(Rochester, New York)*

Betty_aman@urmc.rochester.edu

• *Kelli DaSilva - Greenville Hospital System
(Greenville, South Carolina)*

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• *Delana Vanover – Ohio State University
(Columbus, Ohio)*

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Announcements:

- If you have an idea for a topic of discussion for the Nashville AMPPA meeting, contact Brooke (brooke.austin@vanderbilt.edu) or Mary Sarah (marysarah.thanas@yale.edu)
- Watch for ERAS registration toward end of March
- TAGME Fall assessment is cancelled this year due to ACGME NAS updates. For info on registration for next spring's assessment see: www.tagme.org
- Check your ACGME WebAds Overview tab for the most up-to-date NAS schedule info and for any scheduled surveys for your program
- ACGME DIO, PD, Program Administrator, and Resident award nominations are due March 15

Looking ahead to May/June:

SPRING!!!

Graduation

Orientation of new interns

**Match Day – March 15
Good luck
everyone!!!**