



# Excelling as the “Second in Command”:

*Tips and Advice for Associate Program Directors*

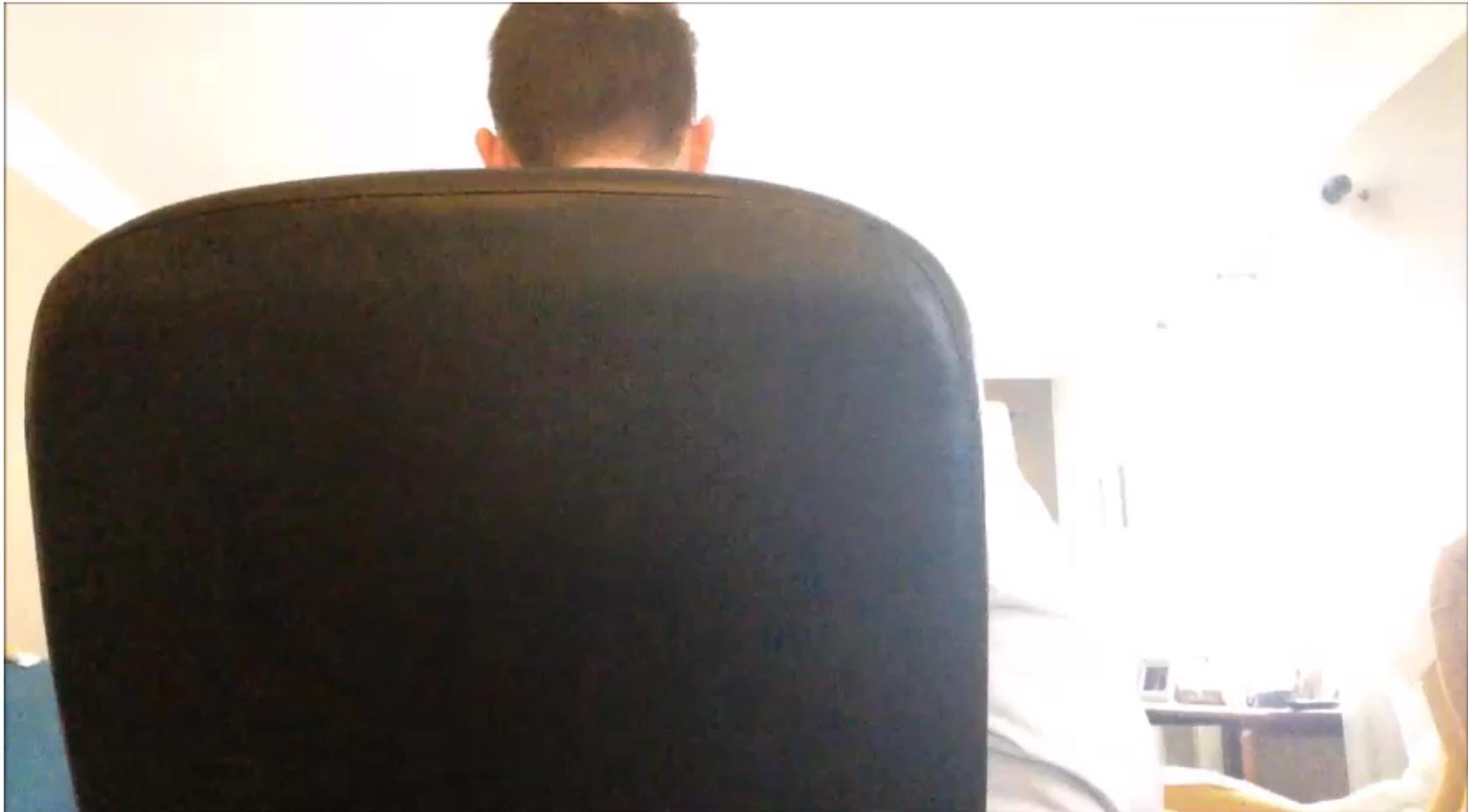


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# Introductions & Why We're Here



# Sadly, Ben Couldn't Make It . . . .



# Some Housekeeping Items

- Please arrange yourselves into small groups of at least eight people
- Please sign in with your name, institution and email address
- We will be taking notes and sharing them with you following the workshop



# Learning Objectives

- By the conclusion of this workshop, you should be able to
  - Identify the common roles and responsibilities of a Med-Peds Associate Program Director
  - Discuss the challenges faced by Med-Peds Associate Program Directors
  - Describe how to effectively establish one's leadership presence and administrative roles as an Associate Program Director



# Disclosures

- We have no disclosures or conflicts of interest
- We claim no political affiliation and please don't be offended by our use of presidential photos 😊



**We Want To Know About You!**



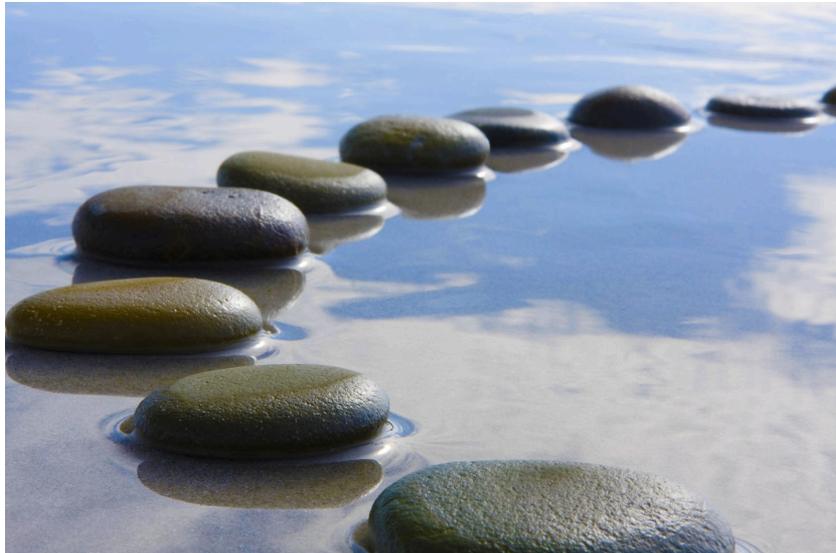


# BACKGROUND



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- Years ago few Med-Peds residency programs had APDs
- The number of APDs in MPPDA is increasing
  - 72 Associate/Assistant PDs listed on AAIM website
- The APD position is an important stepping stone for many clinician educators



# Background

- Roles and responsibilities are often not well articulated
  - Job description  $\neq$  What you actually do
  - Mission creep
- Job responsibilities evolve over time
  - What's in your future?
- Protected time for APDs varies
- Roles in categorical programs vary





# **ROLES AND RESPONSIBILITIES OF APDs**

# What APDs Do

- Common job responsibilities
  - Recruitment – ERAS, candidate selection, review of applications, interviews, presentations
  - Resident advising and mentoring
  - Resident assessment and remediation
  - Scheduling and oversight of program requirements
  - Curriculum development
  - PEC and CCC membership or leadership
  - Orientation activities
  - Teaching (didactic, wards, clinic)
  - Interfacing with categorical programs



# Sample Job Descriptions

- Please refer to your handout packets



# Other Things We Do . . .

- Collaborate with our PD
  - How are responsibilities split?
  - How often do you interact with your PD?
- Collaborate with our categorical counterparts
  - May be considered an APD for the categorical program too
  - Do you identify/work more with one program?
  - Do both programs recognize you?





# **SMALL GROUP ACTIVITY #1**

# Small Group Activity #1



- Assign a person to record notes
  - Good handwriting required!!
  - We will collect at the end of the workshop
- Assign a group speaker
- Go around the group and share what your roles and responsibilities are as APD
- Each person should identify
  - One benefit to their role as APD
  - One challenge to their role as APD
- Group recorder should document the benefits and challenges for everyone in the group

# Large Group Report Out

- Group speakers
  - Please share your list of
    - Challenges of APD role
    - Benefits of APD role





# **OVERCOMING CHALLENGES AND STRATEGIES FOR SUCCESS**

# Room For Improvement



- Despite many barriers to the APD role, your job can evolve and change!
- Don't be afraid to ask for what you need
  - Your PD, residents and faculty need YOU to be effective!
- Feel empowered to set limits
- Document what you do and the time it takes
  - Having appropriate support and protected time is key!

# Surrounded By Experts

- We may have some answers, however your peers will likely have more
- We would like you to gain wisdom from and empower each other





# **SMALL GROUP ACTIVITY #2**

# Small Group Activity #2

- For each barrier your group documented, please develop one potential solution or strategy for improvement
- Document these on the handout provided



# Large Group Report Out

- Group speakers
  - Please share ONE
    - Challenge of APD role
    - Solutions/strategies that your group came up with to address that challenge





**CLOSING**



# Commitment To Improve

- Please document one specific thing you are going to do over the next three months to improve your experience or what you do as an APD
  - Make it something you can achieve!!!
- Once written, take a picture of it with your smartphone
- Set a reminder to look at the picture in 2-3 months





# QUESTIONS OR COMMENTS

