



*President's Report
Association of Program Coordinators in Radiology
March 2019*

CURRENT AND ELECTED BOARD OF DIRECTORS

Joseph Stuckelman, MA, C-TAGME	President
Janet Palmer, BA	President-elect
Amanda Easton, BA	Secretary-Treasurer
Sylvia Zavatchen, MEd	Immediate Past President
Rose Alden, C-TAGME	Board Member-at-Large
Basia Nowakowski, BA	Board Member-at-Large
Melinda Parangan-Chu, BBA	Board Member-at-Large
Kelly Aronson	Board Member-at-Large
Tina Hunter	Board Member-at-Large, Alt.
LaToya Wright	Board Member-at-Large, Alt.

AMENDMENTS TO THE RULES OF OPERATION

The Board of Directors of APCR wishes to propose the following amendments to the Rules of Operation. This notice is being sent to the membership in accordance with Article VIII of the Rules of Operation.

Article VIII - Amendments

The Rules of Operation may be amended or repealed and new rules of

operation may be adopted by a majority vote of those active members in good standing, provided that written or electronic notice of the proposed amendment(s) is given at least 14 days in advance. Proposed changes to the Rules of Operation will be presented by the President to the Board of Directors for approval. If rules changes are approved by the board, they will then be presented to the members for ratification at the annual meeting.

(Amendments are highlighted in yellow.)

Amendment 1 & 2 to Article V are proposed to provide a funding mechanism to reimburse the President and President-elect for travel to required meetings, including the AUR Annual Meeting and RSNA Annual Meeting. The APCR recognizes that many programs and institutions are experiencing financial pressures that restrict their ability to financially support attendance at national meetings. In cases where the home institution will not provide financial support, the APCR will be able to cover the cost. This is important to attract and retain members to serve on the Board of Directors.

Article V – Duties of Office

- A. It shall be the duty of the President to call and preside at all meetings of the Association and to perform all duties customarily incident to the office of president and such other duties as may be prescribed from time to time by the Board of Directors. The President or designate shall be the spokesperson of the Association upon public issues within the area of interest of the Association and shall represent the Association on issues relating to other professional organizations. The President will present proposed changes in the Rules of Operation to the Board of Directors for approval by electronic vote or at the annual spring Board meeting. The President or designate will appoint committees and representatives of the Association. The President will be a member ex officio of all committees and has the right but not the obligation to participate in the deliberations of any committee.

If the President's home institution will not financially support attendance at the annual meeting, and when the chairman or director of the institution or department has provided the Association with a letter stating that the institution will not financially support attendance at this mandatory meeting, the Association will reimburse the President for costs associated with meeting registration, travel, and related expenses, up to \$2500.

- B. In the absence of the President, the President-elect shall preside and carry out all the duties of the President. The President-Elect shall serve

as Chairman of the Program Committee.

The President- elect, as Chairman of the Program Committee, shall represent the Association at the AUR Program Planning meeting held during the Radiological Society of North America Annual Meeting. If the President-elect's (or his/her designee's) home institution will not support attendance at this meeting, and when the chairman or director of the institution or department has provided the Association with a letter stating that the institution will not financially support attendance at this meeting, the Association will reimburse the President-elect for costs associated with meeting registration, travel, and related expenses, up to \$1500.

The President- elect, as Chairman of the Program Committee, shall oversee all APCR programming at the annual meeting. If the President-elect's (or his/her designee's) home institution will not support attendance at this meeting, and when the chairman or director of the institution or department has provided the Association with a letter stating that the institution will not financially support attendance at this meeting, the Association will reimburse the President-elect for costs associated with meeting registration, travel, and related expenses, up to \$2500.

Amendment 3 to Article VI is proposed to formalize the Fellowship Committee as a standing committee. This is a technicality, as it has operated for many years as an ad hoc committee.

5. Fellowship Committee. The Fellowship Committee communicates with fellowship coordinators on ways to improve fellowship programs, to prepare for upcoming changes and challenges, and to network with one another. The committee responds to specific fellowship issues regarding ACGME updates such as the Milestones, the self-study and site visits.

Amendment 4, 5, 6 to Article VI are proposed to eliminate the Long Range Planning, RRC, and TAGME Committees as standing committees. These committees lack current mandates. They can be appointed ad hoc as necessary.

~~7. Long Range Planning Committee. This committee is charged with the development and implementation of programs to further the interests of the APCR membership and the development of services of interest to the APCR membership. All services, programs, and projects proposed by this committee will be subject to the approval of~~

~~the Board of Directors.~~

~~13. — RRC Committee. The RRC Committee will be chaired by the President. The committee represents the APCR and is responsible in assisting the AUR and the APDR RRC Committee with their projects.~~

~~17. — TAGME Certification Committee. The functions of this committee are to advise APCR regarding TAGME matters affecting Diagnostic Radiology and to assist members who wish to pursue certification. The Chair of the Committee will serve as Diagnostic Radiology's representative on the TAGME Hospital-based Certification Review Board and serve as liaison between TAGME and APCR. All members of this committee must be TAGME-certified. TAGME certification is completely voluntary and is not a requirement for APCR membership.~~

Amendment 7 to Article VI is proposed to remove the Leadership Scholarship that was intended to be awarded to the President-elect should he/she be in need of funding to attend the AUR Program Planning Committee Meeting and the APDR Board of Directors at the during the Radiological Society of North America annual meeting in Chicago, IL. In order to avoid the perception of a conflict of interest, the APDR leadership advises that funding for standing officer travel should not be considered an award or grant. Therefore, the wording has been revised and moved to Article V – Duties of Office. Additionally, language has been added making standing officers ineligible for scholarship funding. Finally, wording has also been added to clarify that the scholarships are awarded in the form of travel reimbursement.

13. **Scholarship Committee.** This committee is responsible for oversight of the APCR Scholarship Fund. This committee reviews applications and selects two recipients who meet the scholarship application guidelines for the annual awards in the amount of \$2000.00 each. The recipients must be APCR members in need of funding to attend the annual meeting. One of the recipients must be a coordinator with 2 years or less experience. **The awards are given in the form of expense reimbursements up to the awards amount \$2,000.00 to pay for annual meeting registration, travel, and related expenses. Sitting officers are not eligible for APCR Scholarship funding.**

~~This committee shall administer a Leadership Scholarship in the amount of \$2,000 to be given to the President-Elect or his/her designee if the President-elect's (or his/her designee's) institution will not support attendance at the AUR Program Planning meeting held during the Radiological Society of North America Annual Meeting and~~

~~when the chairman of the institution or department has provided the Association with a letter stating that the institution will not financially support attendance at this mandatory meeting.~~

This committee also administers any fundraising events to maintain the fiscal ability to offer these scholarships.

Amendment 8 to Article VI is proposed to align the name of the APCR Wellness Committee with the naming convention of all other committees, by removing 'APCR', and moving it to the proper alphabetical order.

2.15. **APCR** Wellness Committee: This committee's mission is to encourage and empower a movement in cultivating positive changes in the growth of wellness for coordinators and all those they support within their residency programs.

APCR ACTIVITIES UPDATE

Committee meetings are open to all members, and committee membership is encouraged. During the annual meeting of the Association of University Radiologists, committee members meet face-to-face to continue or finalize projects which they have been working on throughout the past year.

A full listing of committees can be found on our website under the "APCR General Information" tab, along with the names of the current Committee Chairs and members.

Archives Committee

Institute bi-annual email communication with committee members to touch base and discuss ideas for the archive historic. Collect and download photos from 2018 AUR Meeting. Review google drive and develop an archive diagram for organizational purposes. Utilize links to APDR web site when possible.

Potential Categories:

Leadership

Awards

Reports/Minutes

Policies/Procedures

Photos/AUR Presentations/Agenda

PC Guidebook (Trainings)

Awards Committee

Last year, the Awards Committee had two phone calls and several email communications to discuss finalizing the outstanding second coordinator of the year award based on an innovative service/project while taking into consideration feedback from APCR founders and past presidents. The Committee ultimately decided not to pursue a second coordinator of the year award as establishing a set of nomination criteria and voting guidelines distinct from the existing APCR Coordinator of the Year award has proven problematic. The Committee will revisit the issue only if an APCR member brings forward a formal written proposal complete with nominating criteria, voting parameters, and a mechanism to ensure that the award is distinct from the APCR Coordinator of the Year award.

Electronic Communications Committee

The Electronic Communications Committee is currently working on several projects:

APCR website renovation - We are focused on reorganizing the large amount of current and archival data that is housed on the website. Our goal is to make it more user friendly. The RSNA, who manages the APCR website, is currently migrating to a new content management system. We hope to institute some of our changes in 2019.

The AUR 67th Annual Meeting, Educating the Next Generation, will be held at the Hilton Baltimore in Baltimore, Maryland from April 9th-12th, 2019. The 2019 APCR/AUR mobile meeting app will be activated on March 18. An announcement will be sent to the membership.

LinkedIn - We currently have 138 APCR members who have joined the APCR LinkedIn group called "APCR Radiology Program Coordinators".

Fellowship Committee Ad-hoc

In the most recent February 2019 newsletter, the Fellowship Committee distributed the SCARD approved changes to the fellowship application timeline.

The Board is recommending that the Fellowship Committee be turned into a standing committee. See proposed amendments to the Rules of Operation.

Finance Committee

The financial statement reflects revenue, expenses and net assets as summarized below:

Total Revenue	\$ 17,500.00
Total Expenses	\$ 20,610.00
Excess of Revenue over	(\$ 2885.00)
APCR net assets	\$ 107,164.00

*As of 12/31/2018, which is the most recent data available.

Long-Range Planning Committee

The Long-Range Planning Committee has nothing new to report.

The Board of Directors advises eliminating the Long Range Planning Committee as a standing committee. It can be called up as necessary on an ad-hoc basis. See proposed amendments to the Rules of Operation.

Membership Committee

As of March 2019, there are 199 APCR members. The Committee noted a significant drop with the December 2018 Member Activity Report. The Committee reached out to each dropped member encouraging them to reactivate their membership. Additionally, an email was sent to the APDR membership, encouraging them to sign up their program coordinators and administrators. The membership totals have since rebounded to normal levels.

The Committee will again play host during the APCR Welcome Reception Sunday evening. Committee members will greet guests at the door, new members will receive leis so that they can be recognized and welcomed, get-to-know-you activities and door prizes will provide entertainment, socializing, and networking opportunities throughout the evening.

Mentoring Committee

This year, members of the Mentoring Committee will pair with new members at the AUR to be a “buddy” during the meeting. The Mentoring Committee and the Professional Development Committee are assuming responsibility for the New Coordinators Foundation Course.

Nominating Committee

The Nomination Committee received four nominations for three Board positions. The APCR membership will vote on committee appointments at the 2019 AUR.

Professional Development Committee

The Professional Development Committee distributed the APCR newsletter in October 2018, and February 2019. A pre-AUR newsletter is planned for late March. The Professional Development Committee and the Mentoring Committee are assuming responsibility for the New Coordinators Foundation Course.

Program Planning Committee

Last year we had a great session focused on physician wellness. This year we will shift our focus to coordinator wellness. In addition, we will address the leadership role of the coordinator and change management. We will also hold another “best practices” session.

The APCR Foundation Course is being moved to the final day of AUR, Friday, April 12th, from 10:00am-12:00pm and from 1:00pm-3pm. A New Member Meet & Greet has been added on Monday evening to welcome and orient new members. The APCR continues to partner with the Radiology Leadership Institute to provide content for coordinators.

Appendix A contains the APCR grid for 2019 AUR.

RRC Committee

The RRC Committee has nothing new to report. The purpose of this committee is to work with the Program Directors Support Committee on matters concerning Program Directors and Program Coordinators with regard to ACGME issues.

The Board of Directors advises eliminating the RRC Committee as a standing committee. It can be called up as necessary on an ad-hoc basis. See proposed amendments to the Rules of Operation.

Rules Committee

The Rules Committee drafted several amendments to the Rules of Operation which were noted earlier in this report.

Scholarship Committee

The Scholarship Committee solicited applications for the scholarship program. In an effort to increase applications for the scholarship, the committee will discuss ways of reaching out to APCR members in their region.

Survey Committee

Hollie Medina stepped down as chair of the Survey Committee effective January 1, 2019. Melinda Parangan-Chu assumed the position. The following surveys have been distributed:

February 2019 - Annual Program Coordinator Profile & Professional Development Survey

February 2019 - A3CR2 Annual Chief Resident Survey

January 2019 - Survey for Residents to Determine Program Selection Impact Factors

TAGME Certification Committee

Four members have been newly certified: Ann Atiyeh – Beaumont Health; Lori Burlin – Baylor College of Medicine; Nilu Dorschner – University of Arizona; Kimberly Wilson – John T. Mather Memorial Hospital

TAGME is partnering with an outside vendor to assist with the administration and delivery of our 2019 Certification Assessment. This exciting shift will:

1. Change the existing assessment from 2-part format to a single 3.5-4 hour computer-based live proctored session for Initial and Maintenance of Certification candidates.
2. Allow TAGME applicants the flexibility to self-schedule a preferred date to complete the assessment within either Session 1 or Session 2 at one of hundreds of U.S. and international test site locations.
3. Give retake candidates opportunity to do so within the same calendar year as the initial attempt.
4. Ensure all assessments are delivered and completed in a consistent, secure testing environment.
5. Expedite the grading and credentialing process.

The TAGME Certification Assessments content will broadly remain the same and focus on requirements, terms and processes related to the ACGME, ECFMG residency and fellowship match formats (NRMP and San Francisco), and other areas of knowledge commonly required for those in a GME program administrator or similar role. Question types may include multiple choice, short answer or matching. Essay questions have been eliminated.

The Board of Directors advises eliminating the TAGME Committee as a standing committee. Originally formed to assist TAGME with sub-specialty certification, the transition to a global assessment has eliminated the need for this committee. It can be called up as necessary on an ad-hoc basis. See proposed amendments to the Rules of Operation.

The Board will ask Gloria Jorge to make future certification related announcements, as she is now a voting member of the TAGME Board.

Wellness Committee

The Wellness Committee is presenting the session, “Back to the Future,” Take Your Wellness from Zero to Hero” at the AUR Annual Meeting. This session will connect coordinator wellness to resident and fellow wellness. The Wellness committee makes relevant announcements through the APCR newsletter and the APCR list serv, such as drawing attention to National Physician Suicide Awareness Day, and the 2019 Thank a Resident Day.

Respectfully submitted,

Joseph Stuckelman, C-TAGME

President, APCR

Appendix A

Day	Date / Time	Session Title	Groups
Monday	04/08/2019 5:00pm to 6:00pm	APCR Meet and Greet for New Coordinators and 1st time attendees	APCR
Monday	04/08/2019 6:00pm to 8:00pm	APCR Welcome Reception - <i>all members welcome</i>	APCR
Tuesday	04/09/2019 8:00am to 9:30am	AUR Plenary, Welcome and Keynote: Hidden Brain: The Unconscious Mind & Education-Speaker: Shankar Vedantam, PhD	all
Tuesday	04/09/2019 10:00am to 11:30am	The Wellness Committee Presents: "Back to the Future," Take Your Wellness from Zero to Hero	APCR
Tuesday	04/09/2019 1:00pm to 2:30pm	ABR Update	A3CR2, APCR, APDR
Tuesday	04/09/2019 3:00pm to 4:00pm	APCR Member Meeting 1	APCR
Tuesday	04/09/2019 4:00pm to 5:30pm	APCR Committee Meetings	APCR
Wednesday	04/10/2019 8:00am to 9:30am	AMSER Lucy Squire and APDR-ACR Keynote: The Future of Medical Education-Speaker: Louis N. Pangaro, MD, MACP	all
Wednesday	04/10/2019 10:00am to 11:30am	The Future of Coordinator Leadership-Projecting your Role and Influencing Others	APCR
Wednesday	4/10/2019 12:00pm - 1:30pm	APCR Lunch and Coordinator Knowledge Competition 2.0	APCR
Wednesday	04/10/2019 2:00pm to 3:30pm	RRC Update	APCR, APDR
Wednesday	04/10/2019 4:00pm to 5:30pm	Hot Topics in Radiology Residency Training	APCR, APDR
Thursday	04/11/2019 8:00am to 9:30am	Best Practices of APCR Membership for Future Success	APCR
Thursday	04/11/2019 10:0am to 11:00am	Special Coordinator Session with Felicia Davis from the ACGME	APCR

Thursday	04/11/2019 11:00am to 12:00pm	APCR Member Meeting 2 and Group Photo	APCR
Thursday	04/11/2019 3:00pm to 4:30pm	Problem Solving for Residents, Program Directors, Coordinators, and Chairs	A3CR2, APCR , APDR, SCARD
Friday	04/12/2019 7:00am to 8:00am	Educational Innovation	APCR , APDR
Friday	04/12/2019 8:00am to 9:30am	Facing the Future-Change Management in Radiology	APCR
Friday	04/12/2019 10:00am to 12:00pm	APCR Foundation Course Part 1	APCR
Friday	04/12/2019 1:00pm to 3:00pm	APCR Foundation Course Part 2	APCR
<i>Tuesday</i>	<i>4/9/2019 6:30pm - 8:30pm</i>	<i>AUR Welcome Reception</i>	<i>AUR Social Functions</i>
<i>Wednesday</i>	<i>4/10/2019 5:30pm to 6:30pm</i>	<i>Beer & Pretzels Reception</i>	<i>AUR Social Functions</i>
<i>Friday</i>	<i>04/12/2019 6:00pm to 7:00pm</i>	<i>Annual Banquet Cocktail Reception</i>	<i>AUR Social Functions</i>
<i>Friday</i>	<i>04/12/2019 7:00pm to 9:00pm</i>	<i>Annual Banquet and Awards Ceremony</i>	<i>AUR Social Functions</i>