

AMPPA – TIPS

ASSOCIATION OF MED-PEDS PROGRAM ADMINISTRATORS

March/April 2014 – *See you in Nashville (again)!*

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*
- Begin to prepare final reviews for graduating residents
- Review/update onboarding paperwork for new interns that can be mailed on March 21
- Prepare new intern info for HR and IS immediately following match
- Review/update intern orientation agenda, speakers and reserve rooms
- Set recruitment dates for 2015 and reserve rooms
- Prepare info for graduation certificates and finalize plans for graduation dinner/ceremony
- Follow-up w/chiefs re: master schedule requests for 2014-2015 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
- Get your CCC meetings set and on everyone's calendars so you are ready to go when reporting starts

Contact information for the Communications 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)*

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

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

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Announcements:

- Watch for ERAS registration at beginning of April
- *Pack your resume/CV if you're coming to the MPPDA / AMPPA meeting in Nashville April 9-10. One session on April 10 will focus on “Speed Mentoring” where veteran coordinators will team up with newer coordinators to offer tips & advice so having a resume would be handy. The annual AMPPA meeting (where coordinators share updates & tips) will be on Wednesday, April 9 from 1:00-4:00 p.m. Hope to see you there!*
- AMPPA Executive Committee working on bylaws for our group. Join us on 4/9 to hear details – this is very exciting news!
- Applications for the Fall TAGME assessment accepted March 1 through May 31.

Looking ahead to May/June:

SPRING (*is anyone else having doubts that Spring is coming this year!!!*)

Graduation

Orientation of new interns

Reporting Milestones begins!



Match Day – March 21
Good luck everyone!!!