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| **Academy of Physical Therapy Education - Residency and Fellowship Special Interest Group** |
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**Phone conference: Jan 11, 2019**

**Purpose:** The Residency/Fellowship Education Special Interest Group of the Academy of Physical Therapy Education, APTA provides a forum where residency/fellowship faculty including program directors, coordinators and mentors promote excellence in residency education by providing collaborative opportunities for educational research, exploring opportunities for curricular development, enhancing resident clinical reasoning skills and discussing resources available for assessment in residency education.

**Objectives:**

- To provide a vehicle for enhancing communication among those invested in residency/fellowship education.

- To promote cooperative efforts among residency/fellowship programs in advancing and improving curriculum.

- To serve as a resource for collaboration in research for the advancement of resident/fellowship education

- To assist in the advancement of skilled clinical mentorship for all resident/fellowship faculty.

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| **Attendees** | **Position** | **Present on call?** |
| Sara Kraft | Chair | Yes |
| Carol Jo Tichenor | Vice Chair | Yes |
| Anne O’Donnell | Membership Secretary | Yes |
| Jason Zafereo | Nominating Chair | No |
| Chrysta Lloyd | Secretary/Treasurer | Yes |
| Dana Tew | Program Committee Chair | Yes |
| Yvonne Body | Scholarly Research Committee Chair | Yes |
| Christina Gomez | Communications Committee | No |
| David Gillette | Nominating Committee | Yes |

Note: Yellow highlights indicate action items.

**Agenda**

Chair called the meeting to order at 10:09 am CST.

**Officer reports:**

* Chair – Sara APTE Board Meeting Updates
* Reviewed policy and procedures and updated several policies including the addition of one for reviewing requests for website open access.
* Awards committee has recognized all their awards and had a record number of Adopt-a-Doc nominations.
* Still no firm deadline for new APTE website launch but RFESIG info slated to go in as soon as possible.
* There was also discussion about increasing the number of people on the Program Committee for ELC and CSM…still in debate.
* Open access defined: members and non-members of APTA.
* Vice Chair – Carol Jo Tichenor
* See Think Tank Section
* Membership Secretary – Anne O’Donnell
* We currently have 231 SIG members
* Focus should be on improving SIG involvement and getting feedback from current membership instead of gaining more members at this time.
* Discussed ways to get more involvement from current membership:
* Survey membership.
* Open forum during meeting at CSM. Breakout sessions to consider questions/concerns from the membership, possible benefits of membership, or issues they have with the SIG.
  + Each board member to send Sara 1 question for discussion about anything pertinent to SIG activities for breakout session. (*Possible Set up: 30 min 8-9 business meeting, 9-9:30 breakout session, 9:30-10 group discussion) Make sure we have different disciplines mixed in the groups.*
  + Due: Next Friday 1/18/19. Sara will gather the material. Chrysta will set up the initial email thread.
* Treasurer/Secretary – Chrysta Lloyd
* Close Out Budget 2018: $ 352.17
* Primary expenditures: CSM/ELC in person meeting
* 2019 Budget: $1000.00

**Committee Reports:**

* Nominating Committee – Jason Zafereo report given by David Gillette
* We have one candidate for each of our three positions- Jason Zafereo for Vice Chair, David Nolan for Membership Secretary, and Cheri Hodges for Nominating Committee.
* Additional nominations will be accepted at CSM.
* Elections will take place in February and new officers will assume their roles around May 15.
* Program Committee – Dana Tew
* no new information to report
* Scholarly/Research – Yvonne Body
* Christina’s newsletter highlighting research from ELC has generated considerable interest. We recently received an email from someone that is doing a poster presentation at CSM that would like to be highlighted. Plan to get a picture at CSM with them to highlight in future newsletter. We should continue to highlight presenters and information from the Think Tank in future newsletters.
* Sara can add a slide at the CSM meeting to generate more interest and information about what research projects members are working on so they can share their information to be featured in the newsletter.
* Communication –
* The newsletter is very well put together with great information.
* Getting great feedback from membership regarding newsletter.
* Discussion: should we target the audience sooner for CSM information?
* Possible topic of discussion at Open Forum: Communication: mode and frequency.

**Initiatives:**

* HUB – Christina Gomez and Yvonne Body
* No new information to report.
* Think Tank – Carol Jo Tichenor
* 27 programs have contributed a lot of information. There is a lot of creativity in the resources. Looking forward to posting a variety of information to allow programs and individuals across disciplines.
* At CSM: Inform or demo how the resources will be organized on the new website and what the resources will look like to help the program administrators incorporate the information into their program. Inform the membership that the contacts for the author of the resource will be available, which will also publicize their program.
* Dissemination of content continues via an education session at CSM and development of the online compendium. The long-term goal is posting the compendium on the APTE website, but in the interim, a limited number of materials may be posted on the HUB.
* Webinars – Carol Jo Tichenor
* No new webinars are scheduled at this time. The committee welcomes another group or speaker to work on webinar.
* Possible break out question/membership poll: topics for another webinar, whether or not they feel they have the expertise to present on a future webinar, and suggestions for speakers.
* Development of Common Communication Platform- Carol Jo Tichenor
* The new communication platform will be the new APTE website.
* Excellence in Mentoring Award -Update- Sara Kraft
* Will be offered next year at CSM
* Will do blasts in newsletter and ask Kendra to send out information to program directors as well as APTA to improve publicity.
* Research Collaboration group update-Sara Kraft and Yvonne Body
* Group has met several times and we have developed a mission and goals.
* **Mission:** To advance physical therapy residency and fellowship education through high-impact, coordinated, and collaborative research across specialty areas.
* **Goals:** - Establish an initial set of key research priorities for physical therapy R/F education.

- Develop an infrastructure that facilitates communication, coordination, and collaboration among physical therapy residency/fellowship educational researchers.

- Complete a research project to serve as a model for high-impact, collaborative physical therapy residency/fellowship research.

- Develop communication and collaboration channels that engage additional stakeholders representing the physical therapy and other health professions education continuum, as well clinical and professional organizations, in the research process

* There is a strong parallel between Research Collaboration group and RFESIG Scholarly Research. The question was raised whether there will be a combination of the two groups? This group does fall under the RFESIG.
* Raine Osborne will do a small presentation at CSM to welcome more members to assist on this group.
* Steering committee for RFSIG chairs update- Sara Kraft
* Addressed the new annual report process and concerns around the process. Discussing potential areas of collaboration between SIGS. Still generating ideas for collaboration.
* Developed mission statement
* New business:
* CSM business meeting (subject to change): Open forum discussion with break out sessions (possible topics underlined above) to find out if we are meeting the needs of the membership and how to get more member engagement in the SIG. We will show the membership the newsletter, seek input from membership, show the setup of how the Think Tank information will be displayed on the new website.
  + Inform the membership that collaboration from other researchers is possible. The information can be made available for future collaboration opportunities.
  + Open forum discussion/Break Out session (subject to change): will need Note pad or sheet of paper with questions and writing utensils, each small group designate a scribe and presenter, small group discussion, large group discussion, and turn in information which will be compiled for discussion at next board meeting.

Consensus for meeting adjournment. Meeting adjourned at 11:00 am CST.