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| **Academy of Physical Therapy Education - Residency and Fellowship Special Interest Group** |
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**Phone conference: May 10, 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 |
| Jason Zafereo | Vice Chair | Yes |
| Anne O’Donnell/David Nolan | Membership Secretary | Yes/Yes |
| Jason Zafereo/ David Gillette | Nominating Chair | Yes |
| Chrysta Lloyd | Secretary/Treasurer | Yes |
| Dana Tew | Program Committee Chair | No |
| Yvonne Body | Scholarly Research Committee Chair | No |
| Christina Gomez | Communications Committee | Yes |
| David Gillette/ Cheri Hodges | Nominating Committee | Yes |

Note: Yellow highlights indicate action items.

**Agenda**

The meeting was called to order at 10:03 am CST by Sara Kraft.

Introductions to new Board Members on the call.

**Officer reports:**

* Chair– Sara Kraft
* Nothing new to report. Went to DC for APTA and ABPTRFE residency directors (multiple sites) meeting. Focus of discussion was the suspension of new site visits for multiple site programs due to costs incurred and time consuming nature of the visits. Multiple suggestions were given to ABPTRFE from residency directors. No solution was established but ABPTRFE will take considerations under advisement.
* There was a lot of discord about new criteria regarding fellowship programs. Fellowship directors were concerned with a decline in applications. No resolutions came of this discussion. It was made clear that Fellowship directors would like the new criteria to be reconsidered.
* APTE board meeting 5/14 via conference call. New strategic plan in development. More information forthcoming.
* Vice Chair – Jason Zafereo
* No new report
* Membership Secretary – Anne O’Donnell/David Nolan
* Membership increased: 235
* Treasurer/Secretary – Chrysta Lloyd
* Budget: $1000
* The ELC roundtable discussion topic Google doc was resent but the edit availability was removed somehow. It was resent with permissions to edit this morning.
* An email was sent to all members that attended the CSM business meeting and mentioned they were interested in participating more with the SIG. Four responses of affirmation to participate further were received. They were advised that more details are forthcoming.

**Committee Reports:**

* Nominating Committee – David Gillette
  + Transition at CSM w/ timeline not yet established
* Deadline for new recruitments not established
* Program Committee – Dana Tew (not on call)
* Sara and Jason will reach out to Dana and see if he is still interested in continuing in this role.
* If anyone has names of people that might be interested please let Sara know.

* Scholarly/Research – Yvonne Body
* HUB was updated with new articles regarding residency/fellowship education
* Christina is the only person with admin permission to post on the APTE website. She cannot upload documents but can post links to the articles.
* Communication – Christina Gomez
* May newsletter is being created. Goal to send out next week. Will send out to board for review before sending to membership.
* The Briggs, et al article will be highlighted in the next newsletter.
* A list of sections was given and the question was raised if anything else needed to be added to the newsletter.
* Regarding posting on the new website: Christina was only given permission to post on the RFESIG web page not APTE page or Think Tank since it is open to the public.
* Still not clear to whom we send Think Tank materials for upload to APTE page in the future.
* Next newsletter will be in August and Mentor pairing information can be added.

**Initiatives:**

* HUB – Christina Gomez and Yvonne Body
  + Still posting to HUB and website however more people are accessing the APTE website vs the HUB.
  + Christina will continue to post newsletters on the HUB but focus on the website.
* Think Tank – Sara Kraft and Jason Zafereo
* All corrections were sent.
* The site is being utilized and we have received a lot of favorable feedback.
* Additional corrections: link for Interprofessional still does not work.
* Carol Jo Tichenor asked that her name be removed from list of contacts. Suggestion was made to link board names and contact information on the SIG web page directly to the RFESIG email.
* Need to figure out how to get new content on the Think Tank for future reference.
* Sara will find out how to manage Think Tank and will send information out to the Board.
* Suggestion was made to highlight newer documents.
* Webinars – Chrysta Lloyd and Sara Kraft
* Touched base with Matt Haberl regarding possible collaboration for future Webinars w/ ORFSIG. Matt agreed to collab.
* On the last RFESIG meeting there was some concern that AOPT was using a different format for broadcasting webinars. Per Matt they are still using the WebEx formatting.
* They are still discussing with ORF SIG and Carol Jo whether or not to proceed with a webinar about the Mentor Evaluation Tool.
* Angela Campbell w/ Cardiovascular Pulm Section would like to co-sponsor or co-create a free webinar. Sara is the in the process of trying to get more information about the desire and the requirements from our SIG. Not sure if it would be housed on their site or if we would just be financial sponsor. More information forthcoming.
* A cost will be incurred if we want to host a 1 hour webinar via Podcast and store it on our website; however the cost would be less if we do audio only.
* Hold on future solo or ORF collaboration Webinars until they have worked out the details for the Mentor Evaluation Tool webinar. We will continue to research the viability of doing a solo Podcast or You tube program. Details of program listed below under Priorities for Next Year.
* When we are ready to proceed with ORF collaboration we will need to provide a list of topics to present and possible presenters for him to take to his board.
* Research Collaboration group update – Sara Kraft and Yvonne Body
* Group is coming along well.
* Proposals for research on residency/fellowship education are in the works to get the perspective on stakeholder values and quality indicators for residency/fellowship education.
* Raine Osborne and Lisa Black are leading proposals
* CSM submissions are in the works. Trying to pilot a productive framework for multi-site research from different specialties. Grant funding applications are in the works.
* Steering committee for RFSIG chairs update - Sara Kraft
* No new information since CSM.
* Priorities for next year- Chrysta Lloyd and Sara Kraft
* We are still in development phases as to where we want to go next few years
* Top Priorities: Podcast/YouTube, Mentoring Program, Research Collaboration
* Webinars: how, standards for residency directors, annual report Q&A
* Survey to membership about topics that would be interested discussing at ELC
* **Podcast/You Tube**
  + Purpose: to inform membership about what is going on in the RFE
  + Frequency: No more than Quarterly or send with a link along with newsletter.
    - Possible Platform: You Tube w/ PowerPoint. You Tube channel. Podcast audio only.
      * Questions raised: Is there a cost involved w/ Podcast or You Tube?
      * You Tube is free. Podcast is free to upload on Apple but upgraded sound quality might cost.
      * Would it be different information from newsletter or would we include the same information in both forms of media?
    - Initial Programming: ABPTRFE: interview w/ Kendra Harrington
    - We would need to get information or topics from residency directors about questions they would like answered. i.e. New standards
    - Sara will reach out to Kendra and inquire about interest in the interview and which questions she has gotten often. Christina will research platform costs.
    - Chrysta will send google doc requesting possible questions or suggestions for Podcast/You Tube programming.
    - After we have done it awhile we will send out a survey to make sure we are serving the members appropriately.
* We need to find out what kind of questions the membership has for future programming.
* **Mentoring Program**
* Purpose: to pair new R/F program directors with well-established program directors and novice or clinician educators w/ experienced or academic educators.
* Plan to email our membership to find out who is interested in a mentorship program
* Chrysta will create a Google doc to find out who would be interested in participating.
* Team leads: Chrysta/Sara
* Christina has 2 volunteers to and will send their information to Chrysta
* Prepare for July meeting
* Plan for social activity after the ELC committee meeting w/ light food and beverage for Mentor program participants to meet and greet.
* Hand off plan for outgoing board members-Sara
* Officer transition has been done.
* If there is any support or information needed please reach out to previous chair.

Meeting adjourned @ 11:10am CST.