

Academy of Physical Therapy Education - Residency and Fellowship Special Interest Group

Phone conference: September 13th 2019 10 am CST

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.

Attendees	Position	Present on call?
Sara Kraft	Chair	Yes
Jason Zafereo	Vice Chair	Yes
David Nolan	Membership Secretary	Yes
David Gillette	Nominating Chair	No
Chrysta Lloyd	Secretary/Treasurer	Yes
Eric Monsch Ryan Pontiff	Program Committee Chair	Yes/No
Yvonne Body	Scholarly Research Committee Chair	No
Christina Gomez	Communications Committee	No
Cheri Hodges	Nominating Committee	Yes

Note: Yellow highlights indicate action items. Green highlights indicate approved motions.

Agenda

Call the meeting to order – Sara Kraft @ 10:05 am CST.

Officer reports:

- **Chair** – Sara Kraft
 - Followed up with the webmaster who has updated the Think Tank.

- There is a series about Statistics that may be available for individuals soon. Jason will get more information about the cost of registration but a link can be posted to the website for members. Speaker is Phil Malloy from Arcadia University.
- Dana Tew has officially stepped down from Program Committee Chair.
- Welcomed new chairs: Eric Monsch and Ryan Pontiff.
 - Since there is a change in duties for Chair position we will need to change the Rules of Order from APTE and approve the verbiage and submit it to the APTE board for approval.

- **Vice Chair** – Jason Zafereo
 - An email was sent to the SIG email account from Ingrid Williams (Residency director for Agile). She is interested in initiating a Women’s Health SIG to gain knowledge and facilitate collaboration amongst program directors in that area. She is asking if our SIG would be a good place to help her pull other people together to initiate the new SIG. It does fit in our mission to facilitate bringing people together.
 - There are several individuals in the R/F SIG Chairs Committee from various specialities that are working on starting a new SIG. Kendra Harrington (ABPTRFE) may be a better person to contact about developing a new SIG.
 - Is this SIG the best place to assist in her efforts? She should contact the Women’s Health section to develop it under their umbrella.
 - RFESIG can send an E-blast to the membership with her information to contact Ms. Williams if they have an interest in joining her efforts.
 - Jason will reach out to her with this information.

- **Membership Secretary** – David Nolan
 - 244 members
 - Can we get more data about new members (city/state) which may be helpful for recruiting? Can we customize the list or data? Julia Rice used to set up the list but now the duties are split between Sherry Battle sherry@aptaeducation.org and Sarah Berke sarah@aptaeducation.org. Their titles are interim APTE Admin Support. Roles: Sherry- website, Sarah- scheduling APTE meetings and board meetings.
 - What new info would be useful for the new list? Cheri and David Gillette will discuss what information will be helpful to aid in their search for applicants.
 - Dave Nolan will contact Admin Support to see if it is possible to add new fields to the list in order to assist the Nominating Committee with recruiting.

- **Treasurer/Secretary** – Chrysta Lloyd
 - No new information
 - \$1000 current budget

Committee Reports:

- **Nominating Committee** – David Gillette and Cheri Hodges
 - No report

- **Program Committee** – Eric Monsch
 - No report

- **Scholarly/Research** – Sara Kraft reporting for Yvonne Body
 - Continue to work on proposal multi site research project. Several support letters from the other SIG chairs have been added to Grant proposal.

- **Communication** – Sara Kraft reporting for Christina Gomez
 - Podcast:
 - IT information: use Sara’s Zoom account to record the PodCast as an MP3 then upload to Panopto server and send or post link to access the Pod Cast. No cost to the SIG. May be a good strategy to test out and avoid monthly costs at this time.
 - Topics:
 1. FAQ w/ Kendra Harrington about Annual reports or Accreditation
 2. Q&A w/ Carol Jo Tichenor- Frequent mentoring struggles.
 3. Possibly ask Linda Stiza what are common questions she receives about annual reporting.
 - 4. Navigating the Hub or Think Tank: Sara will research the ability to do a video and audio with Zoom and Panopto).
 - Podcasts will be done Quarterly.
 - Goal: have it come out in the next month to add to the newsletter and coincide with Annual reports.
 - Sara will communicate with Christina to get this started.
 - Excellence in Mentoring Award: Residency mentor award should start being promoted via the next newsletter.
 - Is the Excellence in Mentoring award being promoted via APTE? It was not in the new email for award nominations sent by the APTE. The award was put in the budget for this year.
 - Sarah will follow up on the promotion for the Excellence in Mentoring Award.
 - November Newsletter: Add RFESIG Elections: information about the process for nominations, elections for positions open, how to nominate someone, and the deadline to send out to membership. Cheri will write out the process to put into the newsletter and/or blast email. Jason will assist with finding the specific policy for Nominations. Sarah will inquire about the process at the next board meeting.

Initiatives:

- **Mentoring program and venue** – Chrysta Lloyd
 - Questionnaire: 28 responses: 89% Residencies; 2% Fellowship; 7 % Both
 - **Disciplines:** 7 Ortho; 7 Sports; 6 Neuro; 6 Pediatrics, 1 Acute, 1 Performing Arts
 - **< 1 year:** 9; **1 year:** 9; **2-3 years:** 3; **4 years:** 3; **5-6 years:** 3; **11 years:** 1
 - **Interested in participating as a mentor:** Yes: 21 No: 8 (quite a bit are interested in assisting others)
 - **Interested in receiving mentorship:** Yes: 27 No: 2 (most would like to receive guidance in some form)
 - **General areas:** Curriculum design, mentoring and mentor development, starting a new program, policies and procedures, re-accreditation, program and resident assessment strategies, measurement of program outcomes (similar to concerns discussed at CSM)
 - **Future meeting attendance:** ELC 2019: 9, CSM 2020: 26, ELC 2020: 8
 - **Willing to be added to contact list:** Yes: 28 No: 1
 - With only 9 individuals committing to attend ELC does it make sense to do the meet-and-greet at ELC or should we wait to CSM to capture more participants?
 - CSM may be limited space.
 - Conflicts may drive the number down to attend at CSM
 - Use ELC to do data gathering and initial meet-n-greet.
 - Mentoring Meet-and-Greet: Breakfast will be held on Friday Oct. 18th 8-10 am. Room holds 50 people.

- Morning Break Package was cheaper and all food items have to be purchased through the venue.
 - A-la-carte: \$24/person bagel bites 25/dozen. ~ \$500 for bagel bites and coffee from the hotel.
 - The motion was passed by consensus in favor to spend \$500 for the A-la-carte Morning Break Package for the Mentoring meet-n-greet to be held on Friday Oct. 18, 2019 8-10 am.
 - Sara and Chrysta will be in contact to pair mentors. Chrysta will contact the members that will be in attendance and invite them to the meet-n-greet.
 - Christina send another eblast about the meet-n-greet and the RFE board meeting

- **Research Collaboration group update** – Sara Kraft
 - See Scholarly Research section

- **ELC Meeting Agenda**
 - Show in tell w/ Think Tank, Committee Reports, Kendra –ABPTRFE updates, Pam- APTE updates
 - Start a powerpoint in google docs: everyone add to it.
 - Chrysta to start a google docs powerpoint for everyone to add their committee reports. Deadline: Sept. 30th.

- **Program Chair appointment: *Review job Description***- Sara Kraft
 - Since we now have two (2) Program Committee Chairs we have to edit the Rules of Order that were approved by the APTE board at CSM to reflect the changes in our board.
 - RFESIG board will review the document Sara sent out.
 - Edits should be emailed to Sara by Oct 15th.

- **New business**
 - None

Meeting adjourned at 11:00 am CST.