

2016 RESIDENCY PROGRAM COORDINATOR BOOT CAMPS



**Get the training
you need to excel
in your career.**

UPCOMING DATES

**EAST NORRITON
(PHILADELPHIA), PA
July 25-26**

**BRENTWOOD
(NASHVILLE), TN
September 26-27**

**SCHAUMBURG
(CHICAGO), IL
August 15-16**

**AVONDALE
(PHOENIX), AZ
October 17-18**

WHY HCPRO?

Using a combination of lecture, class interaction, and exercises, the **Residency Program Coordinator Boot Camp®** gives coordinators the skills necessary to:

- » Interpret ACGME standards and support compliance efforts
- » Support the program director in meeting the ACGME standards
- » Understand GME and associated terminology
- » Clearly define the roles, tasks, and expectations of the program director, program coordinator, and residents
- » Manage recruitment, orientation, and credentialing processes
- » Develop strategies to optimize daily program management tasks
- » Support the accreditation process
- » Learn responsibilities specific to managing surgical, medical, and hospital-based programs



BRING AN HCPRO BOOT CAMP AND ITS INDUSTRY-LEADING INSTRUCTORS TO YOUR FACILITY!

Why bring a Boot Camp to your facility?

ACCESS. Our instructors are all yours, so you can ask them questions specific to your facility and immediately apply these concepts.

CONSISTENCY. Bring staff together for consistent training and foster team-building and problem solving.

CONNECT. Encourage collaboration by inviting staff from other departments to all or part of the Boot Camp.



For more information on bringing an HCPRO Boot Camp to your facility,
please email sales@hcpro.com.

RESIDENCY PROGRAM COORDINATOR BOOT CAMP

OVERVIEW

HCPPro's **Residency Program Coordinator Boot Camp** is an intensive two-day course that will train both osteopathic and allopathic program coordinators on ACGME requirements, best practices for survey readiness, preparing for the Next Accreditation System (NAS), the Clinical Learning Environment Review (CLER), and overall program support and management.

Our instructors are highly experienced and manage complex residency programs. **Amy K. Romandine, C-TAGME**, is a founding member of The National Board for Certification of Training Administrators of Graduate Medical Education (TAGME). **Paige Rinehart, BS, C-TAGME, CPS**, serves as the chair of the anesthesia review board for TAGME.

HERE'S WHAT YOU CAN EXPECT DURING THE RESIDENCY PROGRAM COORDINATOR BOOT CAMP:

- » **UNIQUE FOCUS:** The **Residency Program Coordinator Boot Camp** goes beyond teaching the ACGME requirements. All course materials are custom-developed specifically for this intensive learning format.
- » **HANDS-ON LEARNING:** Attendees participate in interactive group activities and are encouraged to network with other attendees and share best practices from their institutions.
- » **SMALL CLASS SIZE:** We maintain a low student-teacher ratio to facilitate discussions between students and the teacher. This facilitates course modules with hands-on exercises that allow practice of key concepts.
- » **LIVE INSTRUCTION BY TOP-NOTCH EDUCATORS:** **Amy K. Romandine, C-TAGME**, and **Paige Rinehart, BS, C-TAGME, CPS**, have significant experience educating coordinators. They bring a wealth of knowledge and practical experience to this course.
- » **STUDENT-DRIVEN:** At the conclusion of the course, we ask all participants to complete an evaluation, which we carefully review for feedback and course enhancement.

AGENDA

- Module 1:** Building a Foundation
- Module 2:** Resources for Program Management
- Module 3:** Getting to Know the ACGME
Common Program Requirements
- Module 4:** Understanding the Role of the
Coordinator
- Module 5:** Managing Recruitment and the Match
- Module 6:** Managing Orientation
- Module 7:** Developing a Program Timeline
- Module 8:** GME Program Management
- Module 9:** File Management
- Module 10:** Credentialing
- Module 11:** Next Accreditation System
- Module 12:** Professional Development

*Course agenda is subject to change.
For complete agenda and continuing education credit information,
visit www.hcprobootcamps.com.

\$1,099

BOOT CAMP SCHEDULE

Classes run Monday through Tuesday: 8:00 a.m.–5:30 p.m.

HOTEL RESERVATIONS/DISCOUNTED ROOM RATES

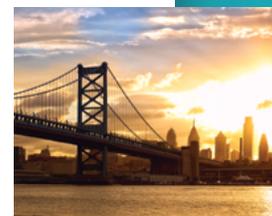
Make your hotel reservations immediately to guarantee the hotel rate and availability, and be sure to identify yourself as a participant of HCPro's Boot Camp to get the special discounted room rates. Most discounts expire four weeks prior to the Boot Camp start date.

For more information on hotel room rates and discount deadlines, visit www.hcprobootcamps.com.

EAST NORRITON (PHILADELPHIA), PA	JULY 25–26	HYATT house™ Philadelphia/Plymouth Meeting	610-313-9990
SCHAUMBURG (CHICAGO), IL	AUG 15–16	Hyatt Place Chicago/Schaumburg	847-330-1060
BRENTWOOD (NASHVILLE), TN	SEP 26–27	Hyatt Place Nashville/Brentwood	615-661-9477
AVONDALE (PHOENIX), AZ	OCT 17–18	Homewood Suites by Hilton Phoenix/Avondale	623-882-3315

WHO SHOULD ATTEND

Residency program coordinators
GME program administrators and fellowship coordinators



THE BEST-SELLING RESIDENCY PROGRAM COORDINATOR BOOT CAMP IS ALSO AVAILABLE ONLINE!

Can't take time away from work to train?
Now you can take the course online!

DATES

(Students must register one week prior to the start of the Boot Camp to ensure time for materials delivery.)

MARCH 7	APRIL 4	MAY 2
JUNE 6	JULY 4	AUGUST 1
SEPTEMBER 5	OCTOBER 3	NOVEMBER 7
DECEMBER 5		

HERE'S HOW IT WORKS:

- » **SIXTY DAYS OF ACCESS TO VIDEO INSTRUCTION:** You'll view video sessions and complete course work on your own schedule. The course covers the same material now offered in our live two-day classroom format.
- » **CUSTOM-DESIGNED COURSE MATERIALS:** You'll receive a **Residency Program Coordinator Boot Camp—Online** materials binder with outlines for each topic and practice exercises.
- » **INTERACTIVE LEARNING:** Course participants work several exercises and answer questions based on the course content.
- » **24-HOUR ACCESS:** Video instruction is available any time of day. You choose the time that works for you.
- » **LIVE INTERACTION WITH EXPERTS:** Class size is limited to ensure individual attention.

EXPERT TRAINERS

AMY K. ROMANDINE C-TAGME

Amy K. Romandine, C-TAGME, is a founding member and first treasurer of The National Board for Certification of Training Administrators of Graduate Medical Education (TAGME). She also serves as the radiology graduate medical education program manager at the University of Wisconsin Hospital in Madison. She is past president and current member of the Association of Program Coordinators in Radiology. Romandine was a 2010 finalist for the ACGME Program Coordinator Excellence Award and has presented nationally and internationally on the topics of coordinator professionalism, coordinator certification, and communication.

PAIGE RINEHART BS, C-TAGME, CPS

Paige Rinehart, BS, C-TAGME, CPS, is a founding member and chair of the anesthesiology task force and review board for TAGME. She also serves as the medical administrative specialist for the department of anesthesiology at The University of Tennessee Medical Center in Knoxville. She has 29 years of experience in the healthcare field, and 23 years in graduate medical education (GME). Her GME experience began in OB/GYN but has since primarily involved anesthesiology. In addition to her training administrator responsibilities, she was the head liaison for the residency management suite for the Graduate School of Medicine. Rinehart has presented at national meetings and was involved with the development of initial certification for international residency programs. She also had a chapter published in *The Residency Coordinator's Handbook*.

FOR MORE INFORMATION

Name

Telephone

Title

Email Address