

## A National Conversation – Engaging and Empowering Program Administrators and Coordinators

Tuesday, March 4, 2014 ~ 1:00-2:00 p.m. Eastern

A price-conscious, value-packed teleconference

In early 2011, AHME's Council of Administrative Directors of Medical Education (CADME) conducted a national survey, collecting program administrator/coordinator salary and other benchmark data. Now, as we begin 2014, AHME's Council for Program Administrators and Coordinators (COPAC) has established a "home" and has begun to explore a more formal "Community of Practice" – a robust nationwide network of program administrators and coordinators across all specialties. As this Community is defining itself, many important questions have emerged. Across the country, what are the current benchmark salaries and other provisions? What is the industry (and HR) standard for reporting relationships, career progression, required/ideal educational background, etc.? What are our best practices? What challenges do we all face? And, most importantly, how can we help each other learn, succeed and excel? As this session explores the community's responses to these and other critical questions, we will establish a national conversation engaging and empowering program administrators/coordinators in all of our institutions.

### Objectives:

At the end of this teleconference session, the learner should be able to:

- Understand current HR practices as they affect program coordinator/administrator positions
- Benchmark current average salary for program coordinators/administrators across the country according to metrics such as:
  - # of residents/fellows in the program
  - Academic credentials of coordinator/administrator
  - Number of years of experience in GME
  - Job title used in home institution
  - Number of programs sponsoring institution manages
  - The type of GME system in which the program coordinator/administrator works
- Incorporate best practices and approach common struggles within a national forum of peer institutions
- Build upon the "Community of Practice" concept discussed in December, 2013 AHME COPAC Teleconference to create an ongoing, national conversation among program coordinators/administrators.

**Speaker: Carrie Eckart, MBA**, is AHME's current President and has been Assistant Vice President of GME at UPMC since December 2012. She has worked in GME since completing her MBA and Biomedical Engineering degrees at Rensselaer Polytechnic Institute in 1987. She previously served as AHME's Secretary and CADME Chair and worked for 25 years as GME Director at Albany Medical Center and at the University at Buffalo.

**Moderator: Quinn Turner, MS, C-TAGME**, is Manager of Medical Education Administration and Coordinator of the Transitional Year and Podiatric Medicine Residency Programs at Iowa Methodist Medical Center in Des Moines. Quinn has been a member of AHME since 1992 and currently serves on the Board as the Chair of the Council of Program Administrators and Coordinators.

## Register online now at [www.ahme.org](http://www.ahme.org)

**AHME Members: Only \$100** by February 18 -- \$125 after 02/18/14

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\* Session fee includes one phone line for multiple people.

Contact AHME Headquarters with questions – 724-864-7321 or [info@ahme.org](mailto:info@ahme.org)



**Teleconference Registration Form**  
**“A National Conversation – Engaging and Empowering**  
**Program Administrators and Coordinators”**  
**Tuesday, March 4, 2014, 1:00-2:00 p.m. Eastern**

**Institution Name** \_\_\_\_\_

**Representative Name: Main Contact for Registration**

Name \_\_\_\_\_ Degree \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**SESSION FEE\*:**

**AHME Members:**

\$100 (by 02/18/14) **OR**  \$125 (after 02/18/14)

**Non-Members:**

\$125 (by 02/18/14) **OR**  \$150 (after 02/18/14)

\*Session fee includes one phone line for multiple people. Include your staff members and colleagues!

**METHOD OF PAYMENT**

**NOTE: If registering by check/mail, be sure to fax your registration as well!**

**Credit Card:** \_\_\_ Visa \_\_\_ MasterCard \_\_\_ American Express

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ Total Cost to Charge to Card \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**Check Enclosed:** Made payable to **AHME – mail to: AHME, PO Box 725, Indiana, PA 15701**

If you register and plan to send a check later as noted above, please be sure to provide a copy of your registration form or list your institution and all attendee names on the check so it may be matched to the correct registration.

**Check to Follow:** Fax a copy of your internal check request to 724-864-6153

If you register and plan to send a check later as noted above, please be sure to provide a copy of your registration form or list your institution and all attendee names on the check so it may be matched to the correct registration.

**Cancellation Policy:** Cancellations made up to 3 business days before the conference date are subject to a 25% service fee. Registrants who do not dial in to the session, and those who do not cancel before 3 business days before the conference date are liable for the full fee. Only written requests for cancellation will be accepted. Cancellations must be made by fax at 724-864-6153 or by email (tricia@ahme.org).