

# Residency Administrative Development (RAD) Workshop

Presented by the Association of Family Medicine Administration

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## **Thursday, March 2, 2023**

8:45am–9:00am	<b><i>Welcome and RAD Overview</i></b> Summer Jamison, AFMA President Hannah Ponder, BA, C-TAGME, RAD Workshop Committee Co-chair Melissa Keller, MS, MBA, RAD Workshop Committee Co-chair
9:00am–9:45am	<b><i>“You Can’t Make This Up” Ice Breaker</i></b>
9:45am–10:00am	Break
10:00am–11:00am	<b><i>New WebADS Reporting</i></b> Sandra Benitez, MHA – ACGME, Chicago, IL
11:00am–12:00pm	<b><i>Table Topic Discussions*</i></b>
12:00pm–1:45pm	<b>Lunch and Networking Connections</b>
1:45pm–2:45pm	<b><i>Create a Resume that Reflects Your Leadership</i></b> (Bring your current CV for revision during this interactive workshop) Melissa Keller, MS, MBA – Kettering Health, Kettering, OH
2:45pm–3:00pm	Break
3:00pm–4:00pm	<b><i>Table Topic Discussions*</i></b>
4:00pm–4:15pm	<b><i>Closing/Wrap Up</i></b>

*\*Table Topics – AY Calendar Review, CCC, Clinic Schedules, Dealing with Unprofessional Residents, Establishing Coordinator Wellness Practices, GME Funding, Intro to ECFMG and Visas, Know Where to Find Your Important Resources, Making the Most of Orientation, Onboarding and Offboarding Process, Recruiting for Diversity, Site Visit Tips and Tricks, Pursuing TAGME Certification, Using Social Media to Your Advantage*

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4:30pm	<b><i>Annual Business Meeting</i></b> Summer Jamison – AFMA President
5:15pm	<b><i>Jane Allison Lecture – It’s a Professional Career! Navigating Program Administrator Advancement</i></b> Chris Rupkey, BS