



# AFMA Connection

## Mission

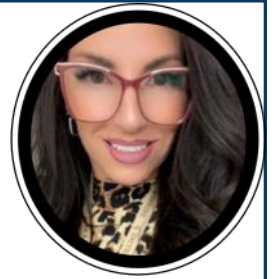
AFMA is dedicated to the professional growth and development of its members with particular emphasis on administration and coordination of health care delivery, education and research within Family Medicine Residency Programs

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## PRESIDENT'S MESSAGE

### Pamela MacMillan



### AFMA June 2023

Spring time in the Residency Administrators/ Coordinators life always seems to feel like complete chaos. During this stressful/exciting time please remember, AFMA has so many amazing resources to help guide you through this season of residency life. I often refer to this time of year as “Groundhog Year”. Things seem to move so fast, yet we are in this constant state of “what am I forgetting?”. Have no fear...you are not alone. Reach out to any of the AFMA Board of Directors or fellow members of AFMA if you have questions. Sharing our innovative ideas and ways of doing things has given me many rewards in my career. I have learned to think outside the box and find ways to make my life easier, along with my program director, faculty and residents.

I am passionate about health and longevity. Take time for yourselves daily to reflect on what is working for you and what is not. Evaluate and make a plan to move through the stressful moments knowing that you are not alone, and in fact there are many of us who are feeling and doing the same exact things you are. This will help with your internal peace of mind. Longevity...so many administrators get burned out quickly. Don't allow the daily stressors to deter you from making Family Medicine Residency your career. Being in my role for over twenty years has taught me so many lessons (yes some of them have been hard lessons to learn). The one that stands out the most to me is that I have so many brilliant mentors who have taught me all the things I know and do daily. With their guidance, wisdom and grace I am forever grateful that I too, can share my knowledge, guidance and give grace. My vision for AFMA this year is to be innovative and passionate about what we do in our administrator roles within our

residencies. Advocate for yourselves and your roles as Leaders in your Residency Programs. We are the glue that holds our programs together.

As I move through this year as your AFMA President, I would like to take this opportunity to thank our Board of Directors: Hannah Ponder, Summer Jamison, Gina Silvey, Lisa-Ann Roura, Melissa Keller, Michelle Olivieri, Emmalyn Dyer, Annette Sheets, Rebecca Webb, Diane Borgwardt, Shontay Patterson and Faye DeBard. These ladies work tirelessly behind the scenes, making AFMA an outstanding organization. A big shout out to our Physician Advisors: Diana Heiman, MD, Jennifer Knowles, MD, Hobart Lee, MD, Karen Mitchell, MD, Terri Nordin, MD, Steve Schultz, MD and Zachary Waterson, DO. Thank you for all your wisdom and for supporting AFMA Administrators/ Coordinators. Also, our lives would not be complete without the AMAZING Cristin Estes and her dedication to our organization and it's members. She is the glue that holds US together. I am excited for what the future holds for AFMA's members. Remember to check out our monthly webinars and use our discussion list and website as resources. If any of you have questions, call me! I can be reached at 307-286-8345. Looking forward to the future and seeing you in the months to come. I will leave you with one of my favorite quotes by Pele — “Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing.”

Respectfully,  
Pamela MacMillan, President  
E-mail: PMac@uwyo.edu



# Coordinator Wellness & Mentorship



*Submitted by Summer Jamison, MEd, C-TAGME, Residency Coordinator,  
UAMS – South Central, Pine Bluff, AR  
and Michelle Olivieri, BBA, C-TAGME, Director of GME/Residency Administration,  
Lawrence FMR, Lawrence, MA*

## Wellness Corner

So let's talk about wellness! After reading the President's Message, something stuck out to me. "Have no fear... you are not alone." A wise man, Michael Jackson, once said "You are not alone." As coordinators/administrators, we have so much going on at the same time, but we have to remember that we are not alone. AFMA has so much to offer, but can offer so much more with your help. If you have ideas or feedback, let us know. We are in this together. I hope this has been helpful and eases your mind. Always remember - a little progress each day adds up to big results.

## Mentorship

Share your knowledge! Consider becoming an AFMA mentor. Many AFMA members are new to GME and Family Medicine, and they need your guidance. Paying it forward is a wonderful way to be well. Need a mentor? Want to be a mentor? Contact Cristin Estes at [cestes@aafp.org](mailto:cestes@aafp.org).



## Take time to Laugh





# Coordinator Checklists: Important Dates & Events



*Submitted by*

*Michelle Olivieri, BBA, C-TAGME, Director of GME/  
Residency Administration, Lawrence Family Medicine  
Residency, Lawrence, MA*

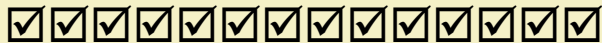
## **Save the Date!**

### **National Conference**

AAFP National Conference officially kicks-off the start to recruitment season. It is held in vibrant downtown Kansas City, MO, July 27-29. This is a great opportunity to meet potential applicants, as well as people from other family medicine programs, especially coordinators/administrators. Many of us are there each year and would love to meet you!

### **AAFP Residency Leadership Summit (RLS)**

Call for Submissions to AAFP Residency Leadership Summit (RLS) is open! Consider submitting for a presentation, or collaborating with others. RLS will be March 25-27, 2024 (note the change in days of the week = Monday, Tuesday and Wednesday) in Kansas City—check it out on the AAFP website!



### **June**

- ◆ Graduation and Orientation
- ◆ CCC Meetings/Enter Milestones into ACGME
- ◆ RTM Updates—Graduation verification/adding new residents
- ◆ End of the Year Summative
- ◆ Gather data for the Program Evaluation Committee PEC
- ◆ Enter new residents into WebADS

### **July**

- ◆ GME Track/FREIDA—July 14
- ◆ AAFP Census—July 14
- ◆ Interns officially start their rotations/clinic orientations
- ◆ Update WebADS
- ◆ AAFP National Conference July 27-29

### **August**

- ◆ ABFM ITE registration
- ◆ Plan interview season:
  - Dates
  - Faculty/Resident availability
  - Swag/Social events

## ***AFMA Discussion List***

### ***A Costly Benefit ...***

*Please limit discussion list responses to those that add value.*

*“Me too” and “thank you” responses increase traffic on our service and risk unnecessary price increases!*

*Your assistance is greatly appreciated!*



# Accreditation Bytes!

*Submitted by Michelle Olivieri, BBA, C-TAGME,  
Director of GME/Residency Administration,  
Lawrence Family Medicine Residency, Lawrence, MA*

## **What are some examples of indirect supervision?**

[Program Requirement: VI.A.2.c).(2).(a)-(b)]

### *Indirect supervision with direct supervision*

*immediately available:* The resident is seeing patients in the FMP and the supervising physician faculty member in the precepting room is immediately available to see the patient together with the resident as needed. The faculty member is in another area of the hospital, but is immediately available to see the patient together with the resident in the labor and delivery department as needed.

### *Indirect supervision with direct supervision available:*

A resident is on call for the family medicine service and needs advice from the physician faculty member in order to manage a patient's care. This can be done either by telephone or electronically. After communication with the resident, if the physician faculty member determines additional assistance is needed, he or she is available and able to go to the hospital and see the patient together with the resident .

## **Where and how should non-family medicine faculty members be listed in the ADS Annual Update?**

After all of the family medicine faculty members in a program have been entered, identify the individuals responsible for teaching family medicine residents in the following areas: (listed in this order) Human Behavior/Mental Health; Adult Medicine; Cardiology; Critical Care; Obstetric Care; Gynecologic Care; Surgery; Orthopaedics; Sports Medicine; Emergency Medicine; Neonates, Infants, Children and

Adolescents; Older Patient; Skin. Provide the American Board of Medical Specialties (ABMS)/ American Osteopathic Association (AOA) certification information for all faculty members.

## **How should a family medicine faculty member who also teaches geriatric medicine or another subspecialty be listed in the ADS Annual Update?**

The ADS Annual Update should contain the individual's primary specialty information (ABFM/AOBFP certification date) along with information on the most recent date of subspecialty certification.

## **Can patient encounters during internal moonlighting count toward the required 1,650 encounters? [Program Requirements: IV.C.4.e) and VI.F.5-VI.F.5.c)]**

No. Resident experiences while moonlighting (internal or external) may not be used to meet minimum accreditation requirements.

## **Must family medicine faculty members accompany residents on home visits? [Program Requirement: IV.C.4.c)]**

Faculty members must be involved with reviewing charts, discussing cases and any required follow-up, evaluating residents, etc., but are not required to accompany residents on home visits with patients.

From the ACGME Family Medicine FAQs,  
Effective 8/2019



# AFMA Board of Directors Call for Nominations



*Submitted by Summer Jamison, MEd, C-TAGME, Residency Coordinator,  
UAMS – South Central, Pine Bluff, AR*

Ask yourself these questions:

- ◆ Are you motivated to lead?
- ◆ Do you interact well with others?
- ◆ Are you ready to lead by example?

If you answered yes to any of these questions then you should apply.

Each summer, the AFMA Board starts planning for the new board members that will start their term at the 2024 Residency Leadership Summit. This year we will be recruiting for 3 positions.

Potential nominees must meet the following requirements.:

- ◆ Be an AFMA Member for the past 2 years
- ◆ Currently working in Family Medicine and have at least 3 years' experience in Family Medicine
- ◆ Served in one of the following roles:
  - AFMA Committee Member
  - TAGME Review Board Member
  - Presenter at a RAD or RLS
- ◆ Have written approval from your Program Director and/or Direct Supervisor to serve for a four-year term

If you meet the requirements and would like to apply for a board position, please send the following documents to me at the contact information below:

- ◆ A brief biography including a summary of your contributions to AFMA. This could include, but not be limited to:
  - Committee Membership
  - Activity on the AFMA discussion list
- ◆ Candidate's CV.
- ◆ Recent photograph of the candidate, preferably a head shot
- ◆ Letter of support from your Program Director or Direct Supervisor

Summer Jamison, Nominating Chair  
sdjamison@uams.edu

Feel free to email me with any questions.





# New AFMA Members

Nicole Almeida  
Blanca Arredondo  
Alyssa Bedison  
Sheri Bennett  
Danielle Bynum  
Amanda Campbell  
Rhonda Chappelle  
Patricia Davis  
Celina Diaz  
Lindsey Dittoe  
Amy Fahnestock  
Layla Franks  
Sheyla Garcia Cordero  
Robin George  
Stephanie Gerhart  
Alexandra Gladfelter  
Lynn Glover  
Misty House  
Amy Johnson  
Donna Johnson  
Joshua Kamimoto  
Adam Kendall  
Elizabeth LaRouche  
Alejandra Lujan  
Jenna Marzano  
Heather Mathews  
Claire McCorkle  
Lana Mitchell

Susie Mueller  
Cindy Navarro  
Tiffany Pearl  
Aranza Pereda  
Cynthia Pratt  
Megan Rhodes  
Lindsey Richards  
Ben Rops  
Claudia Sahagun  
Isabel Santelli  
Lisa Skutnik  
Frances Sorce  
Hilda Sosa  
Jade Stellmon  
Erin VanVleet  
Katherine Venables  
Cassindra Wamester  
Allison Weaver  
Amanda Werkheiser  
Aubrey Zakshevsky



**Is there something you would like to read about in your newsletter?  
Do you have a topic that you would like to submit?**

**Gina Silvey, Chair** silveyg@health.missouri.edu

Leanne Andrews leanne.andrews@smrnc.com

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