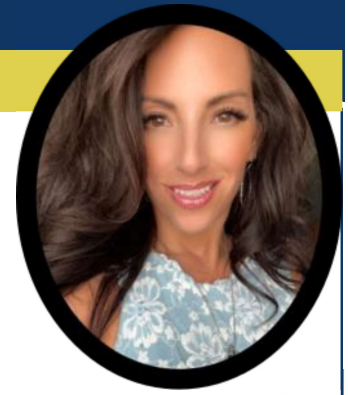




AFMA Connection



Mission

PRESIDENT'S MESSAGE

Pamela MacMillan



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

AFMA - August 2023

And in the middle of my chaos...there were all of you...lifting me up, smiling, doing the amazing things you all do. The academic year brings so many things, and chaos is at the top of the list. Hence, why some of us refer to ourselves as "Chaos Coordinators". I would like to reflect on this a little bit. As we move into the overwhelming time of preparing our programs for resident applicant interviews, keep in mind that change is always going to happen. How many of us dread change? I used to hold my hand up and be the first one to express my discord with anything new. As we grow in our roles as residency administrators/managers/coordinators, we will navigate through many times of change. It is hard to adjust and change our ways of thinking; we grow from change. "The secret of change is to focus all of your energy, not on fighting the old, but building on the new". This quote sums it all up. Once we change our mindset and think of change as a challenge to shift into something to look forward to, it opens the door to new possibilities and outcomes.

Moving towards preparing for the upcoming interview season and all the chaos, remember to take time for yourself, relax, catch your breath and do something that makes you laugh. I, personally, love to sing, have dance parties in my office and get my colleagues to join in. It's amazing what happens to the atmosphere when you bring the light to others. Know that there are many of your fellow colleagues who are new to this process. We are all here for each other. ERAS, interviews, medical students, PD's, residents, faculty, staff...they all are in need of something during this busy time of year for us. Be intentional about your time and how you plan your work week. Set aside time for specific tasks and limit your availability to others in order to get your tasks completed. I know, I know...this is hard to do. However, you will find that this minor *change* to your weekly routine will, in fact, relieve some stress and give you time to focus on all the other things everyone else is asking of you that requires your attention. And lastly, call me if you have any questions. I'm always available to help — 307-286-8345.

Respectfully,
Pamela MacMillan, President

Inside this issue:

President's Message	1
Coordinator Wellness & Mentorship	2
New Coordinator Msg	3
Coordinator Checklist	4
Accreditation Bytes	5
Committee Information	5
Call for Nominations	6
New Members	7



Coordinator Wellness & Mentorship



*Submitted by Pamela MacMillan, GME Residency Administrator - President
and
Summer Jamison, MEd., C-TAGME, Residency Coordinator,
UAMS- South Central, Pine Bluff, AR - Immediate Past President*

Wellness Corner

When I think about wellness, I always reflect on a time when all of our lives were turned upside down with COVID a few years ago. I remember my program director sharing this quote “Start each day with a gratitude attitude, and be grateful for the moments we get to spend with each other”. This phrase is something I reflect on daily. It has impacted my way of thinking and my mindset when things get stressful. Remember, you are never someone’s bad day when you start it with a smile and kind words. - Pamela MacMillan

“Gratitude grounds us. Focusing on the good things in your life shifts your perspective. It keeps you from overlooking the gifts that are easy to take for granted, which makes you feel more generous, compassionate, and whole. - Cory Allen”

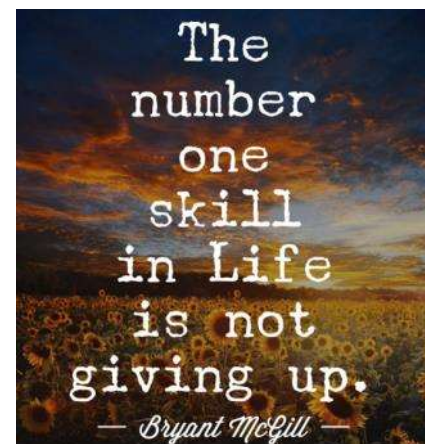


Mentorship

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.

Take time to Laugh



“
DREAMING,
AFTER ALL, IS A
FORM OF
PLANNING.

”
— GLORIA STEINEM



A Message to New Administrators/Managers/ Coordinators



Traveling an unknown path can be a scary adventure, but it can also be an exciting and fulfilling experience too. I was offered the position of Coordinator/Administrator a little over a year ago. NOT the position of a coordinator or administrator of an established program or even at an institution with an established GME presence, but administrative lead of a brand new program at a brand-new Sponsoring Institution. I quickly realized that I didn't even know what it was that I didn't know and that I was ultimately responsible for obtaining the knowledge I would need to move this project forward.

It was apparent to me that in order to succeed personally and to ensure the success of the institution and program, I would need to dig deep, expect some hard days, fully commit, and learn the best practices and skills of my role. What were my first steps? Mentorship and networking. Through AFMA and by participation in the discussion list, webinars, and the Residency Administrative Development (RAD) Workshop, I have built a village of coordinator friends and mentors. I cannot say enough good things regarding the relationships that have been developed along this journey.



I would like to encourage all of you that are new to build your village. On those days that I am ready to quit, I have someone to push me forward. On those days that I feel like an imposter, I have someone to encourage me. On those days that I don't know the answer, I have someone to ask. Having someone to bounce ideas off of and lean on in this role is huge and very important.

I encourage each of you, new and seasoned, to reach out to fellow coordinators and build your support village. No one ever said we must walk this journey alone. The AFMA discussion list and mentoring partnership program are great places to start.

Over the next few months, we would like to highlight questions and scenarios from new coordinators with answers and responses from seasoned coordinators. Please watch for future information to be distributed.

Leanne Andrews, R.T.(R)
Program and Institutional Coordinator/Administrator
Southwest Mississippi Regional Medical Center





Coordinator Checklists: Important Dates & Events



Submitted by

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

September

- ◆ ERAS opens
- ◆ Candidate invitations
- ◆ Prep for interview season
- ◆ Start graduation planning
- ◆ FREIDA due 9/29
- ◆ Grads late registration for November Boards
- ◆ PGY-1s begin registration for Step 3

October

- ◆ Begin interviews
- ◆ ITE
- ◆ Grads registration for April Boards begins
- ◆ PGY-1s begin registration for Step 3

November

- ◆ PGY-1s begin registration for Step 3
- ◆ CCC - Milestones – window #1 opens
- ◆ Interviews continue
- ◆ Start planning for next academic year schedules

Save the Date!

ERAS OPENS

ERAS opens for the 2023 interview screening cycle on Wednesday, September 27, 2023 at 9:00am EST.

AAFP Residency Leadership Summit

RLS will be Monday, March 25—Wednesday, March 27, 2024 in Kansas City—check it out on the AAFP website!

Board of Directors

The AFMA Board of Directors is excited to announce we will soon be accepting applications for the 2024 Jackie Durrett Memorial Scholarships. Mr. Durrett was one of the Charter Members of the AFMA organization and served in Family Medicine administration for 46 years. In Jackie's memory, this scholarship has been expanded to support more members in their ongoing pursuit of professional development.

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 & AFMA Committee Updates

Accreditation Bytes!

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

Can faculty members who are not family physicians be considered in calculating the core faculty-to-resident ratio requirement? [Program Requirement: II.B.4.b

Faculty members who are not family physicians may be core faculty members, but only core faculty members who are family physicians meet this requirement. Non-family physician faculty members may be core faculty members, but they do not count toward the required number in II.B.4.b).

From the ACGME Family Medicine FAQs,
Effective 8/2019

Audio & Web Conferencing Committee - Becky Webb and Annette Sheets

- September 11, 2023 – 12pm CT
New Coordinator ERAS Overview
Richard Peng from ERAS
and a possible collaboration with Thalamus

- September 25, 2023 – 12pm CT
Welcome Back to ERAS Applications for
Seasoned Administrators
Richard Peng from ERAS
and a possible collaboration with Thalamus

Fundraising & Marketing Committee - Lisa-Ann Roura and Faye DeBard

The Fundraising and Marketing Committee manages swag items to be sold at RAD/RLS, raising money for scholarships to help coordinators and administrators attend the event. Additionally, the committee manages AFMA's social media accounts for Facebook and Instagram, actively posting to help administrators through the GME journey and stay connected with the AFMA family.

RLS Program Planning/ RAD Workshop Committee - Melissa Keller and Emmalyn Dyer

Save the Date! If you're looking to connect and network with others in our unique field, please join us for the 40th Anniversary of the Residency Administrative Development (RAD) Workshop on Sunday, March 24, 2024. To celebrate the 40th Anniversary of RAD we will also host a preconference meet and greet the evening of Saturday, March 23, 2024. The RAD Workshop Committee is looking for your input to make the 2024 RAD Workshop meaningful. Please help us by scanning the QR code and completing a brief survey. We thank you for your input!



Membership Committee - Hannah Ponder

The AFMA membership consists of dedicated, innovative, and caring individuals who readily share their talents and wisdom with everyone they touch.

Thank you for your active engagement on the discussion list, in committee involvement, and in ongoing educational activities throughout the academic year. The Membership Committee has been focused on reaching FM administrators throughout the country who are not yet connected with AFMA. If you know of a fellow GME administrator who would benefit from networking with this amazing group of AFMA professionals, please help us connect with them by contacting Hannah Ponder at hponder@yumaregional.org.



AFMA Board of Directors Call for Nomination



*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 of 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 Summer Jamison 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 or activity on the AFMA discussion list.
- ◆ Candidate’s CV.
- ◆ Recent photography of the candidate, preferably a head shot.
- ◆ Letter of support from your Program Director or Direct Supervisor.

You can email Summer (Nominating Chair) for questions at sdjamison@uams.edu.





New AFMA Members

Shandrika Bibb
Regina Boeve
Elisa Chavez
Kris Cosker
Kylie Daemmrich
Karly Fonner
Tameka Jackson-Leung
Mark McVay
Zimuzo Obiora
Danielle Preston
Victor Quinones
Ena Wells



Fun Fall Days

September 6: National Read a Book Day
September 10: National Grandparents Day
September 16: National Guacamole Day
September 17: National Dance Day
September 24: National Punctuation Day!&#*
September 25: National Daughter's Day
September 26: National Pancake Day
September 29: National Coffee Day

October 2: National Name Your Car Day
October 4: National Taco Day
October 5: National Do Something Nice Day
October 6: World Smile Day
October 11: National Stop Bullying Day
October 17: National Pasta Day
October 20: National Mammography Day
October 30: National Candy Corn Day

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

Send your ideas to the *AFMA CONNECTION* newsletter committee:

Gina Silvey, Chair silveyg@health.missouri.edu

Leanne Andrews leanne.andrews@smrhc.com

Kimberly Bell kimberly.bell@uchealth.org

Stephanie Brown stephaniebrown@cdrewu.edu

Lauren Buckley lauren.buckley@trinity-health.org

Diana Davila diana.davila@utsouthwestern.edu

Cheryl Haynes cheryl.haynes.gme@gmail.com

Summer Jamison sdjamison@uams.edu

Tina Krajacic tkrajaci@valleyhealthlink.com

Pamela MacMillan pmac@uwyo.edu

Billie McGarrah billiem@yvfwc.org

Michelle Olivieri molivie@glfhc.org

Natalie Smith natalie.smith@mahec.net