

MINUTES

Academy of Physical Therapy Education (APTE) - Residency and Fellowship Education SIG (RFE SIG)

Phone conference: May 14, 2018, 1:00 – 2:00 pm CST

Attendees	Position	Present on call?
Lisa Black	Outgoing Chair	Yes
Sara Kraft	Chair Elect	Yes
Carol Jo Tichenor	Vice Chair	No
Anne O'Donnell	Membership Secretary	No
Jason Zafereo	Nominating Committee Chair	Yes
Becky Olson-Kellogg	Outgoing Secretary / Treasurer	Yes
Chrysta Lloyd	Secretary/Treasurer Elect	Yes
Dana Tew	Program Committee Chair	Yes
Yvonne Body	Scholarly Research Committee Chair	No
Christina Gomez	Communications Committee	Yes

Yellow highlights indicate action items.

Lisa Black (outgoing Chair) called the meeting to order at 1:01pm CST.

Officer reports:

- Chair – Lisa/Sara - welcome to the new officers Sara and Chrysta
 - Board members officially change next week.
 - Lisa welcomed new SIG Board members.
- Vice Chair – Carol Jo Tichenor
 - Not present on call
- Membership Secretary – Anne O'Donnell
 - Not present on call, but she reported to Lisa that we currently have 204 members.
- Treasurer/Secretary – Becky Olson-Kellogg
 - The SIG is allotted \$1,000 for expenses each calendar year.
 - Expenses to date in 2018 are \$370.10 (+ service charge & tax) for food expenses for the Think Tank meeting at CSM. The charges have not been posted yet, so unsure of final amount. Chrysta will be able to follow-up with Julia Rice at APTA for final amount.
 - Last year we spent <\$200. Becky suggested the group plan to use the budgeted funds for SIG initiatives.
 - Lisa reported that the guidelines are rather loose for expenses, but can't pay for a conference registration for someone.
 - Sara suggested perhaps establishing a platform for sharing information as a result of the Think Tank.
 - Becky & Carol Jo are part of the Residency Fellowship Research Conclave group, & just submitted an IRB to do a Residency Graduate Outcome Survey. They are seeking grant funding to purchase email addresses from state PT Boards. If the grant funding does not come through, they may put forth a request for funds for their research initiative.
 - Lisa also shared that Becky & Carol Jo's research group can apply for funds from the APTE. They have a newly formed task force that is developing criteria to request funding for educational research.

Committee Reports:

- Nominating Committee – Jason Zafereo
 - David Gillette is the new Nominating Committee Member. We should include him on these calls.
- Program Committee – Dana Tew

- Proposals sent out for CSM. A record number of submissions both for the APTE & also related to residency / fellowship topics. The decisions have not been announced yet.
- He does not have any responsibilities yet for ELC programming. **He will contact the Chair of ELC programming & ask to be included.**
- Scholarly Research – Yvonne Body
 - Not present on call & she had nothing to report.
- Communication – Christina Gomez
 - The anticipated date for the next newsletter is the end of May. Topics include: Changes in board members, ELC (next public mtg for RFE SIG), call for research to be sent to Yvonne, Think Tank, upcoming mentoring webinar, CSM poster deadline (June 15), the Hub, & a few other topics also.

Initiatives:

- HUB – Christina and Yvonne
 - Continue to promote the Hub at our public meetings at CSM & ELC.
 - Perhaps do a free webinar for residency / fellowship directors that shows people how to use the Hub.
- Think Tank – Jason
 - Response was less than anticipated in the second call for resources. They invited 42 programs to submit resources, but have only heard back from 13 of them. Nine of the 13 programs have had their resources reviewed.
 - They have sent multiple emails to our membership & chairs of other residency / fellowship SIG chairs in other Sections/Academies.
 - They want to do focus groups with 5 of the programs who submitted resources, by the end of May.
 - This summer they will decide what content they want to pull out & share.
 - They have submitted to present at both ELC & CSM, & are planning on submitting a manuscript of the process.
- Webinars – Jason?
 - Second mentoring webinar is a joint project with the Ortho SIG – June 21, 5:30pm PST, 8:30pm EST, “Mentoring the Mentor.”
 - A 3rd webinar will be planned for this fall, topic & date TBD. Will continue to partner with other SIGs.
- Development of Common Communication Platform (Carol Jo and Christina)
 - Goal is to notify SIGs about upcoming activities/events, access to resources, etc. They want a platform that will allow for good discussion also.
 - Currently looking at Physiopedia. It is good for storing resources, but not the best for a discussion platform.
 - APTE website is changing – upgrading & also changing who they use for webmaster.
 - A committee of all RF SIG Chairs was formed & it is looking for a platform where all residency/fellowship SIGs can have access & participate in discussions. Lisa is unsure what the status of the committee is. We need to make sure we are represented. See further information in RF SIG agenda item below.
 - We have been told that we can’t open the Hub to other SIGs. Is the goal to share the Think Tank resources with just RFE SIG members, or all SIG members?
 - Lisa would like to consider whether SIG members in other Sections/Academies, could join the APTE for a discounted rate, which would allow them to join the RFE SIG.
 - We may need 2 platforms: one for those who belong to the APTE, & one open to everyone.
 - The Neuro Academy has a lot of educational resources (the Neuro Compendium) on their Academy website. Need to be an ANPT member to have access.
 - Many residency/fellowship directors don’t belong to the APTE because their residency/fellowship model is clinic based. But in the future when we have lots of resources that would help them run their residency/fellowship programs, they may find more value in joining the Academy.
 - Mentors can get a discount to attend ELC. Deadline for applying is May 25.
- Excellence in Mentoring Award (see below)
 - Need to develop a proposal by ELC.
 - Sara will lead this initiative.
- ELC – how do we get the word out?

- Addressed in newsletter discussion above.
- Steering committee of RF SIG chairs
 - The committee met in March via phone conference & next steps for the committee are TBD. Sara will be the representative from the RFE SIG.
 - Kendra Harrington had organized the meeting. This group still needs to identify goals & a chair person moving forward.
- Need to continue to pursue granting CEUs for mentoring across all states.
 - Texas, Nebraska, and Minnesota all offer CEUs. Texas & Nebraska also offer CEUs for CI's of DPT students.
 - Lisa will send out the proposal that they used in Nebraska to get CEUs for both residency mentors and DPT student CI's
- Sara inquired about possibly changing the time of the meetings due to current time is in the middle of her teaching.
 - Chrysta will send out a Doodle Poll to inquire about other time options.
 - Lisa will send Chrysta email addresses for everyone.
 - Chrysta will add email addresses to the list of board members at the top of the agenda & minutes, & she will add David Gillette.

The meeting adjourned at 1:51pm CST. Lisa Black handed off the Chair position to Sara Kraft.

Purpose of the RFE SIG:

The Residency/Fellowship Education Special Interest Group of the Education Section, APTA will provide a forum where residency/fellowship faculty including program directors, coordinators and mentors will promote excellence in residency education by providing collaborative opportunities for educational research, exploring opportunities for curricular development, enhancing resident clinical reasoning skills and discussing resources available for assessment in residency education.

Objectives of the RFE SIG:

- To provide a vehicle for enhancing communication among those invested in residency/fellowship education.
- To promote cooperative efforts among residency/fellowship programs in advancing and improving curriculum.
- To serve as a resource for collaboration in research for the advancement of resident/fellowship education.
- To assist in the advancement of skilled clinical mentorship for all resident/fellowship faculty.

Distinguished Mentor in Residency/Fellowship Education Award

To be given to recognize excellence in residency/fellowship education

Award Eligibility / Criteria include.

1. Each recipient will be a Section member who is currently engaged in residency/fellowship education.
2. Each recipient will have distinguished himself or herself through excellence in mentoring residents/fellows in an ABPTRFE accredited program.
3. Each recipient will have distinguished himself or herself in a clinical specialty area as evidenced by experience, continued education, practice, patient outcomes and/or residency/fellowship outcomes.
4. Each recipient will have extended education in residency/fellowship mentoring.

When more than one individual has been involved in a cooperative activity or project that demonstrates excellence in mentoring, a joint nomination of all individuals who meet the criteria may be made.

Individuals who are current members of the Education Section Board of Directors, the APTA Board of Directors, or APTA Staff are not eligible for the award and may not participate in the nomination process.

Nomination Procedure:

1. Send ONE PDF file of the [nomination packet](#) by email to educationsection@apta.org. The nomination packet must be received in the Education Section office by November 1, 5 pm Eastern Time.
2. Nomination packets must include:
 - a. Written nomination letter addressing the characteristics that distinguish the nominee or nominees. The letter should carefully document the ways in which the nominee(s) fulfill(s) the criteria noted above.
 - b. A formal resume or curriculum vitae of the nominee which includes biographical information pertaining to major professional activities and accomplishments of the nominee.
 - c. Three support letters from Association members, at least two of which are from Education Section members. These letters should support the nomination letter by providing a personal account of the teaching activities that distinguish the nominee(s). The authors of the support letters must document proof of APTA Membership.
3. If a nominee was not selected for the award, the nominator may be resubmit the same nomination packet one time only in the next calendar year with the option of updating supporting documents.

Any additional materials that accompany the nomination will not be forwarded to the Awards Committee.