

**Academy of Physical Therapy Education  
Residency and Fellowship Education (RFE) Special Interest Group**

**MINUTES**

Phone conference: July 13, 2018, 10-11 am EDT

<b>Attendees</b>	<b>Position</b>	<b>Present on call?</b>
Sara Kraft	Chair	yes
Carol Jo Tichenor	Vice Chair	no
Anne O'Donnell	Membership Secretary	no
Jason Zafereo	Nominating Committee Chair	yes
Chrysta Lloyd	Secretary/Treasurer	no
Dana Tew	Program Committee Chair	no
Yvonne Body	Scholarly Research Committee Chair	yes
Christina Gomez	Communications Committee	yes
David Gillette	Nominating Committee Member	yes

Yellow indicates action items

Chair called the meeting to order @ 10 am EDT.

Members present on call listed above.

### **Officer reports**

- **Chair:** Sara Kraft
  - Update given about the criteria for Mentor Award- see Initiatives section below for details
- **Vice Chair:** Carol Jo Tichenor
  - Not on call but report given by Sara Kraft prior to meeting
  - See comments below for details about each project
- **Membership Secretary:** Anne O'Donnell
  - Not on call but report given to Sara prior to meeting
  - 212 current RFESIG members
- **Treasurer/Secretary:** Chrysta Lloyd
  - Not present on call

### **Committee Reports**

- **Nominating Committee:** Jason Zafereo
  - The call for nominations from the Academy of PT Education will go out September 1<sup>st</sup> per phone conference on Tuesday with all SIG's.
  - Deadline for nominations is December 1<sup>st</sup>
  - Rationale: The dates for CSM are earlier than usual
  - RFE SIG open positions: Vice Chair, Nominating Committee, Membership Secretary
  - The goal is 2-3 candidates per position
  - Academy open positions: Secretary/Treasurer, Secretary-at-large
  - Encouraging former RFE SIG board members to apply
  - Christina will include the above information in the newsletter

- **Program Committee:** Dana Tew
  - Not present on call and no report sent
- **Scholarly/Research:** Yvonne Body
  - Plan to review current literature on HUB and update before ELC.
  - HUB has 2 communities that are very similar ABPTFRE and RFESIG which may be confusing.
  - Christina is going to bring this issue to Julia.
  - People attending the research meeting at ELC: Raine, Sara, Carol Jo, Jason (if present), John Dewitt, Carol Jensen, Matt Briggs
  - Time and place for R/F outcomes research meeting TBD
  - Yvonne is reviewing the literature on the HUB to see if it needs to be updated with current research before ELC.
- **Communication:** Christina Gomez
  - The newsletter was sent out end of May
  - Next scheduled newsletter: end of August
  - Discussed scheduling of newsletter: Aug/Oct/Sept/Nov
  - It was agreed that scheduling of newsletter will be quarterly and sent out at the end of the month: August and November

## Initiatives

- **HUB:** Christina and Yvonne
  - The plan for Think Tank resources will be placed in the HUB.
  - Chris Porter (Ortho RFSIG) and Christina are meeting with Julia on July 31<sup>st</sup>.
  - Christina requesting feedback on changing HUB name because of confusion with ABPTRFE HUB name (Residency/Fellowship Education).
  - Chris Porter thinks everyone will have access to all HUB communities.
  - Goal is to finalize where to store resources by the end of the summer.
  - Sara wants to know if there is a way to have a place for people to post new documents of resources so that this can be ongoing for the Think Tank.
  - Jason suggested to have a link on the HUB for people to email our SIG for resources.
  - Once Think Tank material is completed and ready for dissemination, Jason suggested we then post RFESIG information to the HUB.
- **Think Tank:** Jason
  - Both submissions were accepted for ELC and CSM.
  - ELC session will be held Saturday Oct. 13th at 1:15pm “Bridging the Gap: Innovated Leadership Training in Residency/Fellowship Education”.
  - CSM session- “Breaking Down Silos: Innovative Resources for Residency/Fellowship Education.
  - Review of current resources has been completed
  - There will be one more call out for resources on Ethics, Statistics, Professionalism & Leadership and Mentorship
  - Sent a request to SIG chairs but have had no more responses at this time.
  - Requesting all RFESIG board members think of programs we could call individually to see if they would be willing to share resources.
  - Email Jason with any names of programs.
  - Considering section wide resources that could be shared across specialty areas like how Ortho has a Clinical Reasoning Independent Study Course.
  - Neuro Consortium has a lot of material. Sara will review material and determine if any is appropriate for Residency Fellowship Education and across specialty, then reach out to Arlene McCarthy to determine if the Neuro Academy would be willing to share these resources

- **Webinars:** Carol Jo
  - The first webinar entitled “Mentoring the Mentor” was held on June 21 in conjunction with the Ortho RF SIG. Arlene McCarthy (Kaiser Neuro Residency) and Kris Porter (Jackson Clinics) presented. They were generous in sharing forms and PPT. These are posted on the Ortho RFSIG website with the audio recording.
  - The number of attendees was 72 online at one point.
  - Christina has posted all documents and the recording on our Hub.
  - Many thanks to Christina for the great advertisement she created!
  - We are processing the survey feedback and working on designing the next webinar. Date and content TBD.
  - If any officers would like to be involved in the planning, please contact Carol Jo asap.
  
- **Development of Common Communication Platform:** Carol Jo and Christina
  - Christina presented report. See notes above for details.
  
- **Excellence in Mentoring Award:** Sara Kraft
  - Criteria were approved with minor grammatical corrections
  - Sara will send the corrected version to Julia and Pam
  - The RFE SIG board will be sent the final copy as well.
  
- **ELC:** Sara Kraft
  - RFE SIG meeting set for Friday Oct 12, 5-6:30pm
  - Christina will put the meeting information into the newsletter along with an advertisement for the ELC meeting
  
- **Steering committee of RF SIG chairs:** Sara Kraft
  - Sara will join the committee
  - She is awaiting a meeting date and time from Kendra

Meeting adjourned at 10:50 am EDT.

