Meeting called to order at 4:30 pm by Sara Kraft.

Changes to the agenda: Kendra Harrington and Ryan Bannister (APTA/ABPTRFE) moved to the beginning of the agenda to allow for flexibility in their schedules. The breakout session will be moved to the middle of the agenda followed by officer reports (due to board members finishing their sessions) and ending with the Mentor Meet-and-Greet.

No objections were voiced to the agenda changes.

**Update from APTA**

Kendra Harrington: RF Education

- Main communication network on APTA is the RF HUB Community page: if not signed up for alerts please sign up or contact Kendra for info on how to do so
- 2019
  - Candidacy and Accreditation workshops on learning center and Follow up webinars for program directors
  - Residency Competencies workgroup: validation study of the evaluation form is complete and awaiting editing for publishing.
    - Goal is to host the document electronically on APTA website and free of charge to programs by the end of February.
  - November: validation or revalidation of 7 practice areas. Acute Care, Critical Care, Movement Systems, Spine, Sports Conditions I, Neonatology, Higher Education Leadership
    - Practice analysis surveys coming soon
- 2020
  - Overhaul site visit process
- Open up the call for site visitors: 1 public member will also be on the team
- APTA mentoring workgroup: look at data and research and update the mentor resource handbook and standardize mentorship validation tools
- CCIP (Credentialed Clinical Instructor Program) meeting: brainstorming about Level 3 and possibly adding a mentoring component to that credential
- Expansion of Residency Competencies (DSP): next phase to develop specialty specific standardized skills assessment

Ryan Bannister: RF PTCAS, PTCAS, PTACAS

- RF PTCAS annual applicant data report coming March this year: aggregate data report of pool of applicant data
- A similar report is done for DPT program applicant data and acceptance but the information cannot be pulled out for acceptance in RF programs if directors do not say who has been accepted into their programs.
  - Please share with us who has been accepted into the program by changing the access in Web Admit
  - This will allow us to give you more data in our annual report
- Enhancement process in the application to add more features into the application and web admit
  - If you have any suggestions please let us know

Courtney Merritt - RFPTCAS and PTCAS Education Specialist

- If you are not seeing applicants in your account please contact Courtney
- If you hear from an applicant that they cannot see the application or program listed please contact her for assistance

Kim Wilcox: ABPTRFE Chair

- Accredited programs: 344
  - 289 Residency, 55 Fellowships
- Current applications: 124
  - 86: initial accreditation: 18 developing, 68 candidacy, 38 reaccreditations
- Growth of site visits:
  - 59 site visits 2019
  - Minimum of 105 scheduled for 2020
- Substantive Change policy 13.4.2: public comment period: will be posted in the coming weeks
- Minor updates for ABPTS Processes and procedures:
  - 2.1.2: participant enrollment has changed locations and is no longer in the application for candidacy
  - 4.2: renewal for accreditation notification. Site visitors will need a revised and updated practice site chart and information on hotel reservation prior to arrival
  - 6.3.4: denied initial or withdraw accreditation: language added to clarify what would be appealable action
7.2: deferred accreditation: will be posted and publicly disclosed
10.0: maintaining accreditation: location moved and is no longer under application for candidacy
- Substantive Change documentation streamlining: change in leadership, mission, ownership
- 1 new area of practice: Neurologic Movement Disorders Fellowship approved Sept. 2019
- Primary Health Conditions: the future of tracking this will be discussed at May meeting to see where ABPTRFE will go with the registry

**Update from APTE President** – Pamela Levangie

- Annual report from the newsletter
- New strategic goals and priority initiatives:
  - New investment in Journal of PT Education
    - Medline index to publish
    - Change of leadership to fully recognize the work it takes to develop this journal
  - Professional development- educational programming (CSM/ELC/workshops faculty and mid-career) make them more cohesive
  - Create a certification for educators
  - Include GAMER, MERC as a Pre-Conference session for educational researchers

**Officer reports**

- **Chair** – Sara Kraft
  - New initiatives we have started to better serve the SIG members
    - Mentor program
    - Podcasts
    - Research Collaborative
    - Continued Think Tank Additions and Enhancements

- **Vice Chair** – Jason Zafereo
  - Appointed 2 new program committee chairs
    - Eric Monsch
    - Ryan Pontiff
  - New role will include Eric to assist with CSM programming and Ryan Pontiff to work with ELC programming
  - Appointed new Research Committee chair- Raine Osborne

- **Membership Secretary** – David Nolan
  - Current RFESIG membership is: 271
  - APTE members are eligible for SIG membership
  - Links provided in RFESIG Newsletter
    - Joint APTE
    - “Sign up Now” for RFESIG
The suggestion was made to send a welcome email to new SIG members with information about available opportunities (i.e. workgroups, mentor program) and resources.

- **Treasurer/Secretary** – Chrysta Lloyd
  - 2020 Budget as of 1/10/2020: $1000.00
  - Meeting minutes are posted to the APTE RFESIG web site

**Committee Reports**

- **Nominating Committee** – Cheri Hodges
  - Slate of Candidates for open positions (2-year terms):
    - Chair: Sara Kraft (for 2nd term)
    - Treasurer/Secretary: Chrysta Lloyd (for 2nd term)
    - Nominating Committee Member: Tara Dickson
  - Nominations from the floor will occur at the APTE board meeting
  - Must be a member of the SIG for at least one year by time of the election
  - Voting begins March 1st.
  - Term starts July 1, 2020.
  - Questions: Talk to Cheri or contact David (dgillette01@yahoo.com, 209-932-7611)

- **Program Committee** – Eric Monsch
  - No report

- **Scholarly/Research** – Raine Osborne
  - See Research Collaboration section

- **Communication** – Christina Gomez
  - Current communication strategies
    - E-blasts
    - Quarterly newsletters
    - SIG website: [http://aptaeducation.org](http://aptaeducation.org)
  - Podcasts: what topics would you be interested in?
  - Email list based on current RFESIG member list
    - Updated monthly
  - If you would like to receive communications or have information to share with the RFESIG community: Email Christina Gomez @ cgomezpt@gmail.com

**Initiatives**

- **Think Tank Resources** – Sara Kraft
  - Demo: [https://aptaeducation.org/](https://aptaeducation.org/)
  - Survey on utilization:
    - 32 responses
79% were from program directors representing a wide diversity of specialty areas
69% percent of respondents had accessed the Think Tank resources at least one time
CONTENT focus - activities, forms, and presentations pertaining to APTA learning center courses on Residency/Fellowship Education, Clinical Reasoning, and Mentoring resources.

- Breakout Session

- Mentoring Program - Chrysta Lloyd
  - Purpose: To support the RFESIG membership in their goal to excel as educators and program directors by pairing experienced and novice R/F Directors and/or Coordinators.
  - Goal: To foster support, feedback and guidance throughout the year and allow for open dialogue about specialized topics.
  - Plan: Meet-and-Greet at CSM, contact information exchange

- Research Collaboration group update – Raine Osborne
  - The mission of the Residency and Fellowship Research Collaborative is to positively impact societal health and patient outcomes by facilitating high-impact, collaborative, physical therapy residency and fellowship education research.
  - WHY: Growing interest & need for RF research and the need for coordinated effort to maximize impact & resources
  - WHAT: A workgroup of the RFESIG of the APTE
    - Establish a RF research priorities framework
    - Establish connection with ELP through APTE
    - Develop infrastructure for communication & collaboration among all interested RF researchers
    - Develop channels for communication & collaboration with stakeholder within and external to physical therapy profession
  - Accomplishments:
    - 1st Grant Submission: Sept 2019: APTE Educational Research Grant
  - NEXT STEPS:
    - Complete APTE grant study
    - Establish communication and collaboration channels to engage additional stakeholders
    - Develop infrastructure for coordinating large-scale RF education research
    - Do more high-impact RF education research!
  - CONTACTS:
    - RF.Research@APTAeducation.org
    - Raine Osborne – Raine.Osborne@Brooksrehab.org
Sara Kraft – kraftsv@musc.edu
Members: Addie Middleton, Carol Jo Tichenor, Gail Jenson, Greg Hartley, Lisa Black, Mary Jane Rapport, Matt Briggs, Yvonne Body
  o Special thanks given to Steven Chesbro and Kendra Harrington from APTA for consultation and guidance

New Business

  • JOSPT Cases: Kris Porter
    o Introduction to new Journal: JOSPT Cases, a peer-reviewed, online quarterly journal that expands the educational value of case reports in clinical practice.
    o Uses multimedia resources (videos and decision trees), exams and self-assessment tools