



**ASSOCIATION FOR SURGICAL EDUCATION**  
CLERKSHIP COORDINATORS OF SURGICAL EDUCATION

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## **ASE Clerkship Coordinator Annual Meeting Sessions**

### **Sunday, April 21- Strategic Planning/Networking Session**

TBD Dinner/Social at Rocks Hotel Lounge

### **Monday, April 22, 2024- Pre-Meeting Workshop (included with Registration)- Orlando L**

7:00am-2:30pm Troubleshooting your Clerkship. Joint session with Clerkship Directors in Orlando L  
5:00pm-7:00pm Clerkship Coordinator's Networking event Poolside.  
Pizza will be provided

### **Tuesday, April 23, 2024- Coordinator Track- Day 1- Orlando Ballroom- Section N**

8:00am - 8:30am **Welcome and Overview of the Coordinator Track**  
*Karla Robinson, CCES Chair*  
*Rolanda Whitford, CCES Vice-chair, soon to be Chair*

8:30am - 9:00am **Review of Troubleshooting your Clerkship Session**  
*Karla Robinson*

What we learned and how to put it into practice. This group discussion will reflect on what we learned in the Troubleshooting your Clerkship session. What will next steps be and how we can work together to solve complex problems.

9:00am - 10:00am **Year in the Life of a Coordinator**  
*Caroline Rhodes*

A month-by-month, week by-week, day-by-day, breakdown of what a Coordinator does, and insight into making the cyclical job of a Coordinator the best it can be each year.

10:00am - 10:15am **Break**

10:15am - 10:45am **Skills Lab: It Takes a Village**  
*Frenni Acuesta*

10:45am - 11:45am **How to develop your Curriculum?**  
*Megan Rendina*

11:45am - 12:15pm **Curriculum Resources**  
*Group Discussion & sharing of resources*

We will be sharing resources, best practices, and helping each of us build our own "toolbox" for our clerkship. Please bring resources, websites, tools that you might use to help in the success of your students and your clerkship.

12:15pm - 1:15pm **Lunch Break**



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1:15pm-2:15pm

### **Best Practice Breakout: Excel Skills (bring your computers!)**

*Megan Rendina*

A work session in which we pull up excel practice files and I walk everyone through Excel skills and tricks including working with Tables, Conditional Formatting of Data, and Mail Merging.

2:15pm-3:00pm

### **Quality Improvement in Undergraduate Education**

*Kayla Philip & Mandi Hebert*

Quality Improvement (QI) through curriculum development in undergraduate medical education involves a strategic approach to designing, implementing, evaluating, and continuously improving educational programs to better prepare students for the complexities of modern healthcare. We will be discussing key strategies and considerations for integrating QI into curriculum development.

By focusing on these areas, medical education institutions can ensure that their curriculum not only meets the current standards for QI education but also adapts to future challenges and advances in healthcare. The ultimate goal is to produce graduates who are not only clinically competent but also proficient in applying QI methodologies to improve patient care and healthcare systems.

3:00pm-3:30pm

### **Group Discussion & sharing of resources.**

This is dedicated time for open discussion on various topics. This a time for you to get support on anything and everything from new and seasoned professionals. Come with questions.

6:00pm

Networking event Dinner- Meet at Disney Springs (optional and not included with registration)

## **Wednesday, April 24, 2024- Coordinator Track- Day 2- Florida Ballroom- Section B**

8:00am-8:15am

Welcome and Updates

8:15am-9:00am

### **Visting & International Students**

*Marci Jo Ashby, Kayla Philip, Mandi Hebert*

9:00am-10:00am

### **Medical Student Professionalism in 2023 and Beyond**

*Susanna Rutledge, Texas A&M University School of Medicine*

While there is no one true definition for professionalism, most medical school programs have established expectations for what constitutes professional behavior in medicine. Unfortunately, current trends display a rise in unprofessional behavior amongst medical students. According to Krupat et al., (2020), "...students who appeared before their school's review boards were 5 times more likely to undergo disciplinary review during residency..." We will discuss what it takes to be professional in undergraduate medical



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education, compare institutional professionalism standards, and explore the ramifications of unprofessional behavior as a medical student.

10:00am-10:15am **Break**

10:15am-11:00am **Death & Dying on Surgery Clerkship**

*Carolina Rhodes*

Insight into the student's experiences with Death and Dying on their surgery clerkship, how it impacts them as residents, desensitization as they progress, and how we can help our students on the rotation with dealing with this massive part of being a healthcare worker.

11:00am-11:30am **Student Accommodations**

*Karla Robinson*

Learn more about ADA and the increasing needs of our students. This seems to get more complicated by the day (find out why!). We will also go over some strategies on some best practices on how to work with accommodations.

### Wednesday, April 24, 2024- Continued

11:30am-12:00pm **Different/Multiple Campuses**

*Ashley O'Bryant*

Many of us have clerkships that run at multiple sites and locations. This means there are challenges we face in terms of consistency and comparability of student experience. This session will go over ways to address these challenges via training, administration, and other methods. There will be time for group discussion and brainstorming.

12:00pm-1:00pm **Lunch Break**

1:00pm-2:00pm **ERAS Support for M4 students**

*Cate Unruh & Lureye Myers*

2:00pm-2:15pm **Break**

2:15pm-2:45pm **Smartsheet**

*Marci Jo Ashby & Eirin Cox*

SmartSheet is a software system for collaboration and work management. We will show you areas we use it and how it might help you in your everyday work from tracking everyday tasks to time off requests, to faculty at sites, to who is or is not doing their evaluations. It takes one person having a license and can share with others. You can also use this for yourself for free on a smaller scale for your own tasks and tracking, if you are unable to get a license.

2:45pm-3:45pm **Open Topic Discussion**

What are some of your go to tech resources? What other questions came up today?



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- 6:15pm-7:00pm     **ASE Pre-Banquet Reception**
- 7:00pm-9:00pm     **ASE Awards Banquet (Business attire) \* Ticketed Event**

### **Thursday, April 25- Coordinator Track- Day Three- Plaza International Ballroom- Section D**

- 8:00am-8:15am     Welcome and Updates
- 8:15am-9:00am     **Working with New Directors**  
*Claudia Davis*
- Our topic will be an introduction on “How to Work with New Directors.” We will include a list of the varying types of directors from the micromanager to the procrastinator. We will include some tips on how to deal with each type of director and some best practices. The goal is to run a consistent and structured surgery clerkship where both director and coordinator work on the same page.
- 9:00am-9:45am     **Building Resident Relationships – Panel Discussion**  
*Caroline Rhodes, Kayla Philip, Mandi Herbert- Leads*
- We will discuss our different practices for building relationships with our residents and then open the discussion to share their best practices.
- 9:45am-10:15am     **Strategies for Faculty Support Initiatives**  
*Karla Robinson*
- 10:15am-10:30am     **Break**
- 10:30am-11:30am     **CCES Business Meeting (everyone can attend)**

Thank you for participating in the Coordinator’s Track! We hope you enjoyed your week.