Leadership and Management in Radiology Program

In Joint Sponsorship with the Radiological Society of North America

The Fairmont Orchid, Hawaii
Kohala Coast, Big Island, Hawaii
October 15–16, 2009
Learning Objectives

At the completion of this meeting, participants should be able to:

• Understand the strategic imperatives affecting radiology chairs.
• Be aware of research initiatives and tactics at the local and national levels.
• Become familiar with methodologies and principles affecting the capturing, retention, and expansion of clinical income.
• Learn about the impress of new regulations on the chair’s freedom of action and attention to departmental protection.
• Gain insight into strategems for program and faculty development.

Accreditation and Designation Statement

This activity has been planned and implemented in accordance with the Essential Areas and policies of the Accreditation Council for Continuing Medical Education (ACCME) through the joint sponsorship of the Radiological Society of North America (RSNA®) and the Society of Chairs of Academic Radiology Departments (SCARD). RSNA is accredited by the ACCME to provide continuing medical education for physicians.

RSNA designates this educational activity for a maximum of 8.0 AMA PRA Category 1 Credits™. Physicians should only claim credit commensurate with the extent of their participation in the activity.

FROM THE CHAIR

Dear Colleague:

We are pleased to announce the ninth annual Leadership and Management in Radiology Program, sponsored by the Society of Chairs of Academic Radiology Departments (SCARD). Last year’s program was again extremely well received and the SCARD Board has voted to continue offering this important learning opportunity.

The program is scheduled for the afternoons of Thursday, October 15, and Friday, October 16, 2009, at The Fairmont Orchid, Hawaii in spectacular Kohala Coast. 8.0 AMA PRA Category 1 Credits™ will be offered. This meeting is in conjunction with the SCARD Fall Meeting, which will be held October 15–17, also at The Fairmont Orchid.

You may have heard of this program by its former name—the New and Prospective Chair Orientation. As knowledge of the program has grown, its applicability has broadened and attendees have come from a wider audience. The curriculum, comprising lectures and discussions, is pertinent to the concerns of all radiologists and administrators for whom a major component of their responsibility is supervision of fellow physicians and staff. Thus, it has been useful not only for new chairs but also for vice-chairs, senior faculty, section chiefs, resident and fellowship directors, business managers, and even chief residents who have experienced the demands and pleasures of radiology administration and aspire to leadership later in their careers.

The program will focus on the major challenges facing academic radiology departments and how to solve them. The sessions will be both didactic and interactive. “War stories” from the trenches will be used as illustrative examples and ample time will be allotted for questions and answers.

Included herein you will find a roster of the events as well as registration and housing information. We suggest you make your hotel reservation promptly, as rooms may fill up quickly. The deadline for housing is September 14 and the deadline for advance registration is September 25, 2009.

We urge all newly appointed chairs, whether permanent, interim or acting, to attend. We also invite veteran chairs to send interested faculty members, either junior or senior, and chief residents to the course. Registration fees are $300 for SCARD members, $450 for non-members and $250 for business managers. The tuition will cover course materials and two coffee breaks and box lunches. We encourage early registration to ensure a spot because we prefer to limit attendance to no more than 35 registrants.

All attendees in this course, regardless of rank or level of seniority, are encouraged to also register for the SCARD Fall Meeting. Registration fees for the SCARD Fall Meeting are $370 for SCARD members, $590 for non-members, and $310 for business managers. Registration materials are available at scardweb.org.

If you have any questions regarding this program, please contact the SCARD office at 1-630-368-3731 or SCARD@rsna.org.

Sincerely,
Stephen R. Baker, MD
Chair, Leadership and Management in Radiology Program
MEETING REGISTRATION FORM

Leadership and Management in Radiology Program — **October 15 – 16, 2009**
The Fairmont Orchid, Hawaii

**Advance Registration Deadline:** September 25, 2009

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First Name __________________________ Last Name __________________________ Degree __________________________

Name As It Should Appear On Badge (if different than above)

Institution

Street Address (select one: ☐ work address ☐ home address)

City __________________________ State/Province __________________________ ZIP/Postal Code __________________________ Country __________________________

E-mail __________________________ Phone __________________________ Fax __________________________

Companion/Spouse Badge Name First __________________________ Last __________________________

Emergency Contact Information (a person not attending the meeting with you): Name __________________________ Phone Number __________________________

Please check here if, under the Americans with Disabilities Act, you may require accommodations or services in order to attend. You will be contacted by SCARD.

**REGISTRATION FEES:** Onsite full conference registration fees are **$50 higher than advance registration fees.**

Please check appropriate box and enter total fee enclosed. **Registration classification is subject to SCARD approval and rate change.**

☐ SCARD Member __________________________ $300

☐ Non-Member __________________________ $450

☐ Department Business Manager ...... $250

Total Registration Fee __________________________ $_____

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**METHOD OF PAYMENT**

☐ Check # _______ (payable to SCARD in U.S. funds drawn on a U.S. Bank**) ☐ MasterCard ☐ VISA

Credit Card Number __________________________ Expiration Date __________________________

Name on Card __________________________ Cardholder’s Signature __________________________

**By sending your check to us, you authorize SCARD to convert the check into an electronic funds transfer. Please be aware that your bank account may be debited as soon as the same day we receive your payment.**

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**WAYS TO REGISTER:**

- Online at scardweb.org.
- Fax credit card payments to 1-630-571-7837.
- Mail check payments to SCARD, 820 Jorie Blvd, Oak Brook, IL 60523.

**Questions:** Call the SCARD office at 1-630-368-3731 with questions concerning membership or meeting registration.

**Cancellations:** All cancellations must be in writing and received by September 25, 2009. A $50 administrative fee will be charged per registration form refunded. No refunds will be issued after September 25, 2009.
favorite tropical libation near the evening at the new Estate. Enjoy a leisurely afternoon or on Saturday evenings at the Plantation, under the stars, complete with Polynesian feast, the Gathering of the Kings. Kahakai Bar will start your day off right. Visit the orchid 3-day rotating breakfast buffet at best on the island, while the sumptuous is the Norio’s Bar restaurant. The sushi at more casual dining experience at ocean house, or dip your toes in the sand for a at the award-winning Brown’s Beach Enjoy the sunset and delicious offerings and some of the world’s best golf courses. The Fairmont Orchid, Hawaii’s Big Island, offers, located on the Kohala Coast, Big Island, Hawaii 96743, 1 N Kaniku Dr, Phone: 1-808-885-2000, Fax: 1-808-885-5778, Fairmont.com/orchid The Fairmont Orchid, located on the Kohala Coast of Hawaii’s Big Island, offers a secluded beach, waterfall gardens, and plenty of aloha spirit. Surrounding the hotel are five sacred mountains, the and plenty of aloha spirit. Surrounding the hotel are five sacred mountains, the and north course, each capturing unique two distinct 18-hole complexes, the south lava. The course was designed to have spectacular scenery with ocean views beautiful and challenging course for i‘i Brown Golf Course, providing a launching pad for the Work You Do Communications: How to Protect Your Staff Accounts Receivable: Getting Paid for the Work You Do Critical Conversations Communication Skills: How to Protect Your Staff Leadership i Challenges to a Leader: Eight Case Studies Leadership ii How Do We Motivate Junior Faculty? Faculty Discipline: How to Fire Someone Leadership III Program adjourns

**Preliminary Program**

**Thursday, October 15, 2009**

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<th>Time</th>
<th>Event</th>
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<tr>
<td>12:00 PM</td>
<td>Box lunches will be available for pre-registered program attendees</td>
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<tr>
<td>12:30 PM – 1:30 PM</td>
<td>Leadership I               Stephen R. Baker, MD</td>
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<tr>
<td>1:30 PM – 2:00 PM</td>
<td>Contracting              Ronald L. Arenson, MD</td>
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<td>2:00 PM – 2:30 PM</td>
<td>Compensation Plan         Ronald L. Arenson, MD</td>
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<td>2:30 PM – 2:45 PM</td>
<td>Break</td>
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<tr>
<td>2:45 PM – 3:30 PM</td>
<td>Accounts Receivable: Getting Paid for the Work You Do</td>
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<td>3:30 PM – 4:15 PM</td>
<td>Communication Skills: Strategies for Effective Critical ConversationsNorman J. Beauchamp, Jr, MD, MHS</td>
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<td>4:15 PM – 5:00 PM</td>
<td>How to Protect Your Staff Stephen R. Baker, MD</td>
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**Friday, October 16, 2009**

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<th>Time</th>
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<tr>
<td>12:00 PM</td>
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<tr>
<td>12:30 PM – 1:30 PM</td>
<td>Leadership II             Stephen R. Baker, MD</td>
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<tr>
<td>1:30 PM – 2:15 PM</td>
<td>Turf Management           Jonathan S. Lewin, MD</td>
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<td>2:15 PM – 2:30 PM</td>
<td>Break</td>
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<tr>
<td>2:30 PM – 3:00 PM</td>
<td>How Do We Motivate Junior Faculty? Steven E. Seltzer, MD</td>
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<tr>
<td>3:00 PM – 3:45 PM</td>
<td>Faculty Discipline: How to Fire Someone Stephen R. Baker, MD</td>
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<tr>
<td>3:45 PM – 4:30 PM</td>
<td>Leadership III            Stephen R. Baker, MD</td>
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<td>4:15 PM – 5:00 PM</td>
<td>Program adjourns</td>
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HOTEL RESERVATION FORM

Society of Chairs of Academic Radiology Departments Fall Meeting
The Fairmont Orchid, Hawaii
October 15 – 17, 2009
Hotel Reservation Deadline: September 14, 2009

First Name                   Last Name   Degree

Institution

Street Address

City   State/Province   ZIP/Postal Code   Country

E-mail       Phone    Fax

ACCOMMODATIONS — Room Rate: $259.00 plus 12.416% tax.

☐ Single (King Bed) ☐ Double (Two Double Beds)

☐ Handicap Accessibility: My needs are ___________________________

Arrival Date    Arrival Time   Departure Date

Person(s) Sharing My Room   First Name   Last Name

ROOM DEPOSIT
Reservations must be guaranteed by credit card or check for a deposit equal to one night’s stay plus 12.416% hotel tax:

☐ American Express   ☐ Diners Club   ☐ Discover   ☐ MasterCard   ☐ VISA

Credit Card Number      Expiration Date

Name on Card       Cardholder’s Signature

Check # ________ (payable to The Fairmont Orchid)

WAYS TO MAKE HOTEL RESERVATIONS:

☐ Online at scardweb.org: click “Make a Hotel Reservation”.

☐ Call the hotel at 1-808-885-2000 or 1-800-441-1414 and inform the agent that you are part of the SCARD meeting to receive the special room rate.

☐ Fax the hotel form to the reservations department at 1-808-885-1064.

☐ Mail the hotel form and check to The Fairmont Orchid,
   Attn: Group Reservations, 1 N Kaniku Dr, Kamuela, Hawaii, 96743.

Hotel Reservation Deadline: September 14, 2009.
Reservations made after the deadline will be taken on a space-available basis and the SCARD hotel rate cannot be guaranteed.

Cancellation Policy: Your first night’s room deposit is fully refundable if canceled 14 days prior to your arrival date. Be sure to ask for a cancellation number.

Confirmation: If you provided your e-mail address above, the hotel will e-mail a confirmation within 72 hours after the reservation has been confirmed.

Check-in time is 3:00 PM
Check-out time is 12:00 PM
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