



AADPRT Child & Adolescent Psychiatry Caucus Chair Roles, Responsibilities, and Selection

Roles:

- Reports to the AADPRT President and Executive Council
- Functions as the member of the AADPRT Executive Council representing the interests of Child and Adolescent Psychiatry (CAP) Residency Training Director AADPRT members
- Represents AADPRT CAP members as a liaison to the following organizations:
 - AACAP (American Academy of Child and Adolescent Psychiatry) Work Group on Education and Training
 - ADMSEP (Association of Directors of Medical Student Education in Psychiatry)
 - APA (American Psychiatric Association)
 - NRMP (National Resident Matching Program)
 - ERAS (Electronic Residency Application Service)
 - AACDP (American Association of Chairs of Departments of Psychiatry)

Responsibilities:

AADPRT

- Provides a resource for new and continuing CAP training director AADPRT members regarding information, available resources, and support.
- Facilitates sharing of information and communication between CAP members.
- Collaborates with CAP members to develop and enhance resources for CAP training (e.g. curriculum, website, educational and informational material).
- Solicits workshop submissions, helps CAP members collaborate, and assists the Program Chair in identifying relevant topics on CAP training for the AADPRT annual meeting.
- Revises, solicits content for, monitors and updates the child section of the AADPRT website.
- At the end of term, works with the AADPRT president-elect to select a new caucus chair
- After term, serves as a resource and mentor to the new chair.
- Manages the CAP Caucus Meeting for the AADPRT annual meeting
 - Develops meeting agenda with input from AADPRT CAP members; soliciting agenda items in the areas most pertinent to CAP training
 - Distributes meeting agenda to CAP listserv prior to the meeting
 - Arranges for presentations on relevant issues (e.g. child RRC updates, etc.)
 - Distributes minutes/information after meetings.
 - Chairs the CAP Caucus meeting(s) supporting and facilitating active information sharing and discussion of pertinent issues



AADPRT Executive Council (EC)

- Attends in-person AADPRT EC Meetings in March (Annual Meeting), May (APA Annual Meeting) and September/October (AAP Annual Meeting).
- Submits a report on CAP Caucus activities for the meeting.
- Reports topics of discussion and activities of the CAP Caucus, and any action items for deliberation by EC.
- Reports back to CAP Caucus any updates or decisions of the EC relevant to the caucus
- Attends virtual AADPRT EC Meetings in December (with AADPRT caucus chairs) and January (with allied association representatives)

AACAP

- Attends/participates by conference call in the Education and Training meetings at the annual AACAP meeting (October) and the mid---year meeting (often January).
- Updates CAP directors on relevant AADPRT issues during annual AACAP meeting training director lunch.
- Collaborates on CAP curricular projects.
- Updates AADPRT CAP members on AACAP education and training issues and projects.

ADMSEP

- Collaborates on medical student and recruitment projects and issues.

APA

- Collaborates on issues related to CAP medical education.

NRMP

- Introduces self after appointment to the Executive Director.
- Signs annual agreement in April (verifying 75% program participation)
- Updates CAP members on NRMP issues, process, and deadlines.
- Point person for any issues with NRMP/CHILD MATCH.
- Encourages CAP member participation in the CHILD MATCH.
- Collects and shares information on results of CHILD MATCH with CAP members and AACAP Training and Education Committee.

ERAS

- Introduces self after appointment, to the Director.
- Updates CAP members on ERAS issues, process, and deadlines
- Collaborates with ERAS to support CAP program participation in ERAS/electronic application process.
- Point person for any issues with ERAS.



Selection:

- Late in the year prior to the appointment (November/December), the CAP caucus chair works with the AADPRT President-elect and executive director to seek nominations for the position from all CAP caucus members.
- Nominations are reviewed by the CAP caucus chair and the president-elect with a chair is selected
- The incoming CAP caucus chair is announced at the annual meeting and works with the sitting Chair to prepare for assuming the leadership role following the meeting.
- Three-year term, starts after the Annual Meeting of year appointment and ends after the annual meeting in the 3rd year. Position is eligible for a one-year extension for a total of four years, if desired.