

# ALLISON RENTFRO PHD

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## Summary of Qualifications

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Diplomatic leader with excellent interpersonal skills, highly developed work ethic, and reputation for integrity. Detail-oriented professional with extensive experience in the logistical oversight, management, implementation, evaluation, and accreditation of continuing education programs. Background in implementing principles of adult and higher education while emphasizing the unique needs of the learner.

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## Professional Experience

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**CONTINUING MEDICAL EDUCATION (CME) Executive DIRECTOR** | Yale School of Medicine | New Haven, CT | August 2022 to Present

- Provides administration and management for accredited activities at the Yale School of Medicine
- Manages all administrative aspects of the CME Office and provides team leadership, program vision, budget oversight, and administration of policies and procedures
- Oversees and directs the expected growth of CME and leads the ACCME accreditation processes for Yale School of Medicine
- Identifies opportunities for evaluation and improvement in all aspects of internal processes, including governance, operation, and service delivery for CME
- Collaborates with other leaders and CME colleagues in developing a strategic plan for CME that complies with university goals and objectives
- Collect, organize, and analyze data for monitoring and evaluating programs, and produce reports and recommendations as requested for leadership review
- In partnership with the Associate Dean for Educational Scholarship, represents the Office of Continuing Medical Education (CME) to key stakeholders including university leadership, program faculty, Executive Committees, as well as external departmental staff, faculty, and collaborators

**CONTINUING EDUCATION (CE) MANAGER** | Hartford HealthCare | Hartford, CT | September 2021 to July 2022

- Served as CE Team leader for all accredited educational activities – approximately 250 annual activities
- Coordinated all financial transactions for the CE Department
- Responsible for maintaining joint accreditation with the Joint Accreditation for Interprofessional Continuing Education by ensuring all criteria are established, maintained, and reviewed for continual improvement – simultaneously providing continuing education for nurses, PAs (physician associates/physician assistants), pharmacists, physicians, and social workers
- Led quarterly in-services each year for the Interprofessional Continuing Education (IPCE) Advisory Board
- Monitored for continuous improvement opportunities and addressed efficiencies with Cloud CME – the CE learning management system

**CONTINUING MEDICAL EDUCATION (CME) DIRECTOR** | Yale University | New Haven, CT | April 2014 to September 2021

- CME Team leader for all faculty, staff and student coordinated educational activities - planning, implementation, evaluation, and outcomes measurement for over 150 annual programs
- Oversee the preparation, editing and submission of educational grants in support of 40 annual educational courses
- Responsible for maintaining the School of Medicine's national accreditation with the Accreditation Council for Continuing Medical Education (ACCME) by ensuring all criteria are established, maintained and reviewed for continual improvement
- Created the narrative and led the interview for the national ACCME self-study that resulted in a 6-year Accreditation with Commendation decision for the Yale CME Office

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### Education

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**Doctor of Philosophy (PhD) – Adult and Higher Education** | University of Missouri, Columbia, Missouri  
**Master of Public Administration (MPA)** | University of Missouri, Columbia, Missouri  
**Bachelor of Science (BS) – Finance; Minor – Business Law** | Missouri State University, Springfield, Missouri

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### Publications

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- Kimberly G. Hoffman, Melissa Griggs, Joe F. Donaldson, Allison Rentfro & Wei-Hsin Lu (2015) Through patient eyes: Can third-year medical students deliver the care patients expect?, *Medical Teacher*, 37:7,684-692, DOI: [10.3109/0142159X.2014.947931](https://doi.org/10.3109/0142159X.2014.947931)
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### Oral Presentations

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- Rentfro A., Donaldson J., Hoffman K., Griggs M. The vital role of patient feedback in the critical assessment of a patient-centered care OSCE. Presented at: Central Group on Educational Affairs (CGEA); March 2012; St. Louis, MO.
  - Blachman M., Orr M., Snyder K., Charleston K., Rentfro A. Value proposition of CME/CPD. Presented at: 2021 Society for Academic Continuing Medical Education (SACME) Annual Meeting; February 2021; virtual conference.
  - Armah T., Hafler J., Rentfro A. Identifying Microaggressions, Discussing Responses, and Changing Behavior. Presented at the Learn to Thrive – Accreditation for Continuing Medical Education (ACCME) annual meeting; May 2023; Chicago, IL.
  - Hafler J., Rentfro A. Identifying Microaggressions, Discussing Responses, and Changing Behavior. Presented at the Yale Medical Education Discussion Group (MEDG) session; September 2023; New Haven, CT.
  - Armah T., Hafler J., Rentfro A. Identifying Microaggressions, Discussing Responses, and Changing Behavior. Presented at the Alliance for Continuing Education in the Health Professions (ACEHP) annual meeting; February 2024; New Orleans, LA.
  - Armah T., Hafler J., Rentfro A. The Five-minute Effect: Making an Impact in a Brief Presentation. Presented at the Learn to Thrive – Accreditation for Continuing Medical Education (ACCME) annual meeting; May 2024; Chicago, IL.
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### Poster Presentations

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- Kutob R., Schroedl C., Bernson-Leung M., Rentfro A., Fornari A., Vinas E. A new paradigm for continuing professional development. Poster presented at: 2020 Society for Academic Continuing Medical Education (SACME) Annual Meeting; February 2020; Miami, FL.
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### Professional Service

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*Accreditation Council for Continuing Medical Education (ACCME)*

- 2022 – present Volunteer Site Surveyor

*Association of American Medical Colleges (AAMC)*

- 2018 - 2020 Chair, Continuing Professional Development (CPD) Section Steering Committee
- 2020 - 2021 Committee member, Continuing Professional Development (CPD) Section Steering Committee; Immediate Past Chair

*Society for Academic Continuing Medical Education (SACME)*

- 2016 - 2020 Board Member, Northeast Regional Representative for two 2-year terms