

**Clinician Educator Training Program
Professional Development Course
May/June 2011**

Most sessions held at Parkvale Building Room 305A/B
David Macpherson, MD, MPH, Course Director

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**Session 1 Introduction/Career Paths and Barriers
Monday May 16, 2011 3-5 PM**

Session Leader Macpherson

Topics

- Course overview
 - Course objectives
 - Homework expectations
 - Evaluation

- Clinician Educators Advancement-Facilitators and Barriers
 - Group brainstorm of environmental factors that facilitate and impede advancement of clinician educators.
 - Review of literature on career paths and advancement

Homework to be completed between Session 1 and 2-this homework will be discussed on Wednesday May 18, 2011.

1. Read Flemming et al. Separate and Equitable Promotion Tracks for Clinician Educators. *JAMA*. 2005; 294:1101-1104.
2. Read University of Pittsburgh, Harvard, and University of Kentucky Medical School Promotion Criteria for non tenure streams
3. Write a critique of these promotion criteria focusing on what is clear and what is ambiguous in the document.

Session 2 Academic Promotion
Wednesday May 18, 2011 3-5 PM

Session Location:

Session Leader Jennifer Woodward, PhD, Assistant Dean for Faculty Affairs and Macpherson

Topics

- The promotions process
- Empiric data regarding academic promotion of clinician educators
- Tenure-definition and current status in US Medical School
- Scholarship-definitions
- Review of promotion criteria
- Review of promotion cases
- Discussion of student defined ambiguities of promotion criteria

Homework

Review 3 hypothetical curriculum vitae. For each, write a justification why the proposed faculty member should or should not be recommended for promotion.

Session 3 Teaching portfolios and curriculum vitae
Monday May 23, 2011 3-5 PM

Session Leader Macpherson

Topics

- Discussion of homework assignment with vote on promotion or non promotion for each hypothetical CV
- Curriculum vitae
- Deception in curriculum vitae
- Teaching portfolio
- Organizational skills

Homework to be completed between session 3 and 4

Think about self promotion and write responses to the following:

1. What behaviors in colleagues have you noticed that you think have helped their promotion or positive view from more senior faculty or supervisors?
2. What behaviors in colleagues have you noticed that you find too self serving in regards self promotion
3. What new behaviors or actions do you plan to take to better promote yourself?

Session 4 Self Promotion
Wednesday May 25, 2011 3-5 PM

Session Leader: Macpherson

- Discussion of homework
- Sit in your supervisor's shoes
- By what means does your evaluator know you?
- What behaviors do supervisors indicate casts junior faculty in a positive light?
- What behaviors cast junior faculty in a negative light?
- How to say "no"
- When to say "yes"
- Understanding the local environment

Homework between Session 4 and 5

- Write your hypothetical personal curriculum vitae as you ideally would like it to appear in 5-6 years.
- Necessary components of the hypothetical curriculum vitae are:
 - Academic positions held
 - Teaching roles
 - Invited lectures including topics
 - Peer reviewed publications (must include title and journal)
 - Book chapters and other invited publications
 - Grant support
 - Honors/awards
 - Administrative positions held/committee responsibilities

Session 5 Goal Setting
Wednesday June 1, 2011

Session leader: Joan Lakowski, PhD

Topics

- Review of hypothetical curriculum vitae
- Lecture/discussion of goal setting

Homework between Session 5 and 6

- Describe (in writing) your current “system” for managing your time
- When did you develop this system?
- How has it changed since you first developed it?
- What are the weaknesses in your system?
- What are its strengths?
- What changes would you make to your current system if more of your time were unstructured?

Negotiation

Read Chapters 1, 3 and 6 from Fisher and Ury Getting to Yes

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Session 6
Monday June 6, 2011
Time Management and Negotiation

Leader: Macpherson

- How to run an effective meeting
- Discussion of each student's current time management "system"
- Tools of time management (paper/electronic)
- Organizational skills (electronic, paper)
- Time allocation during fellowship
- Committee work
- Using support staff
- Balancing work and home
- Burn-out
- Negotiation Role Plays

Homework between Sessions 6 and 7

- List 10 characteristics of effective leaders you have known in medicine or education
- List 5 characteristics of ineffective leaders you have known in medicine or education
- Think back to situations in which you functioned as a leader. List at least 4 effective leadership characteristics and at least 1 ineffective leadership characteristic you believe you personally demonstrated

Session 7

Leadership Wednesday June 8, 2011 3-5 PM

Topics

- Discussion of homework-group listing of effective and ineffective leadership characteristics
- Lecture/Discussion (Based on The Leadership Challenge by Kouzes and Posner, Leading Quietly by Badaracco, and Primal Leadership, by Goleman)
 - Definition of leadership
 - Characteristics of Effective Leaders
 - Fundamental practices of effective leaders

Homework to be completed between session 7 and 8

Draft an introductory letter seeking employment

Session 8 Job Search
Monday June 13, 2011 3-5 PM

Leader: Adam Gordon, MD and Macpherson

Topics

- Negotiating a job
 - Searching for a position
 - Getting doors to open
 - Letters of introduction
 - First interview and feedback
 - Second interview and feedback
 - Reading the signals
 - Negotiating job description/protected time
 - Salary negotiations
 - Contracts
 - Credentialing and privileging

- Course Evaluation