

Promotion & New WUSM-CV

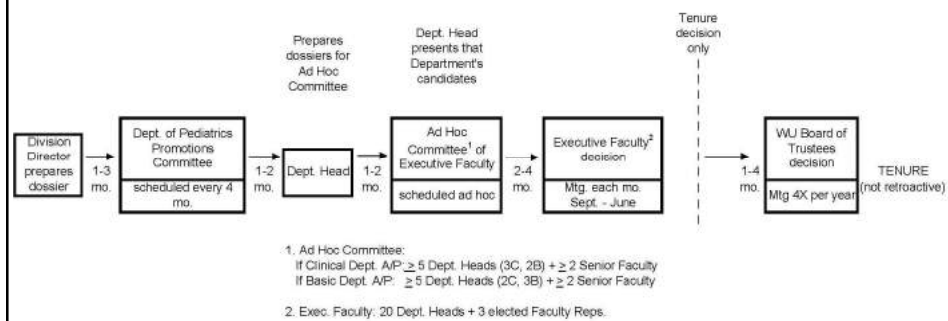
WUSM-CV Workshop

Office of Faculty Development
Department of Pediatrics
July-September 2019

How does Promotion work?

Surveys indicate faculty members are not clear on how promotion works at Washington University!

Promotions Process at Washington University



WUSM APPOINTMENTS & PROMOTIONS GUIDELINES & REQUIREMENTS

- AKA APGAR document
- Found at Pediatrics:OFD:Career Development: CEP and CV: [WUSM Appointments & Promotions Guidelines](#)

**From the APPOINTMENTS & PROMOTIONS
GUIDELINES AND REQUIREMENTS: Clinician Track**

The major criteria for promotion to Assistant Professor on the Clinician Track are

- Competence in carrying out clinical duties
- Maturation of clinical skills with assumption of increased clinical responsibility.
- Participation in teaching and any scholarly activities in which the faculty member has engaged will also be considered.
- Ordinarily, promotion to Assistant Professor will occur within three years of initial appointment as Instructor.
- Faculty whose initial appointment is as an Assistant Professor are expected to develop a local and regional reputation for their clinical expertise and to assume teaching responsibilities in a timely manner.

**Looking ahead toward Associate Professor:
Clinician-Educator Track**

- Clinical expertise recognized by regional or national referrals
- Educational contributions
- Service contributions
- Evidence of Regional and National Recognition

Evidence of Local, Regional and National Recognition

This can include:

- a. Invitation as a speaker or visiting professor at other academic institutions.
- b. Invited presentations at regional and national meetings.
- c. Membership and positions of leadership in professional societies.
- d. Editorial board membership and other editorial review assignments.
- e. Consultative positions with various government and private agencies (study sections, foundations, American Cancer Society, etc.).
- f. Service as an organizer of regional, national, or international meetings.

Note – you don't need all of those!

WUSM-CV

- The new WUSM CV is a stand alone document that contains CEP content.
- First Part: Curriculum Vitae
Second Part: Clinician Educator Portfolio
- Clinician educators participate in many activities that do not fall under traditional CV headings
 - Need to document these activities
 - Make your work visible and knowable and therefore peer reviewable
- Using WUPS, puts all WUSM-CVs in same format making it much easier on the promotion committee reviewers. Happy reviewers = more likely to be promoted.

Helpful Guides available in Help Section

Pediatrics' Guide to the WUSM-CV Format

- Current version dated 7.26.19 (Updated Frequently)
- Provides description of what content goes in each module
- Will answer many of your questions and save you much trouble!

WUPS Module to WUSM CV Section

WUSM CV Section to WUPS Module

Changes on CV Portion

- Appointments-Any appointments on the division/department level will be entered as Medical School appointments.
- Community Activities-Now displays 300 characters of description on CV portion
- “Bibliography” replaced “publications” on CV portion of document.
Note: For dept. of pediatrics abstracts need to be moved to CEP portion under “Educational Contributions”
- Grants-Only includes funded grants

Changes on CEP portion

- Other Lectures is Obsolete.
This content goes in Teaching Duties-Didactic
- CME Module is Obsolete-
 - Enter CME Lectures as Teaching Duties-Didactic
 - Enter CME Planning as Community Service
- Research Activities Module (non-funded research) will appear under “Other” at the end of the document.

Tips

- Do not attempt without referring to guides provided
- Use Drop-Down Menus
- Complete Description Boxes-Be detailed

Areas causing most confusion

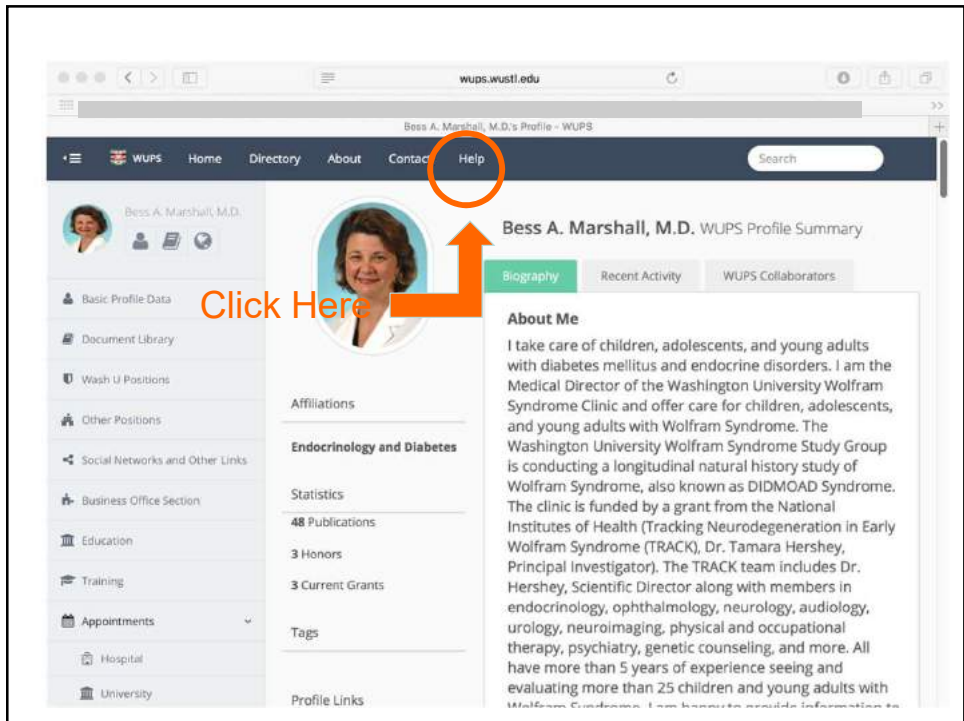
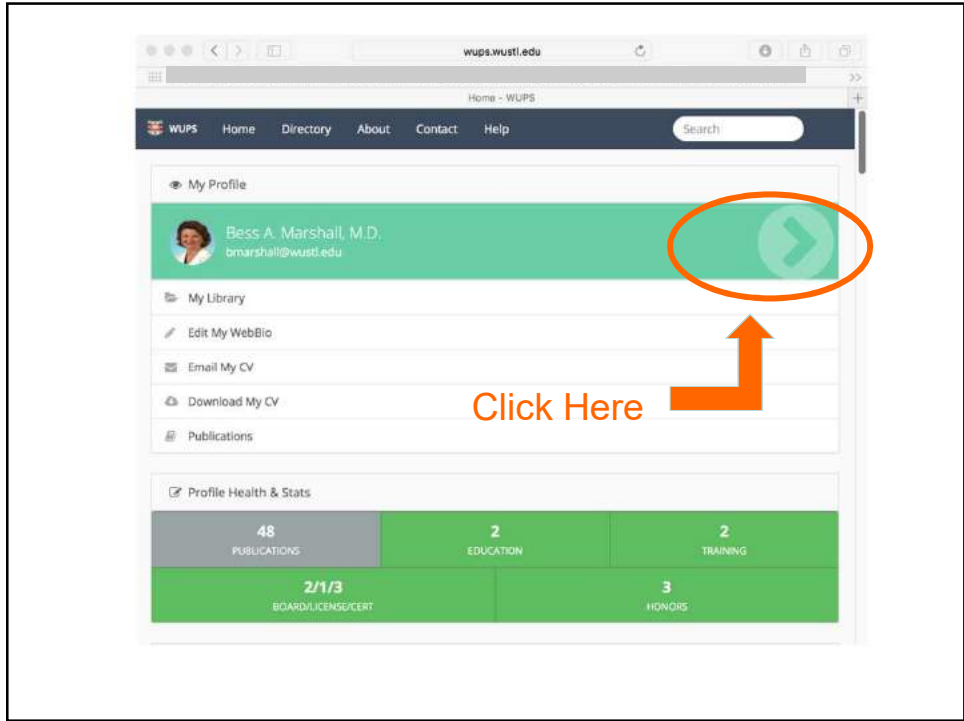
- Appointments
- Major Lectures
- Teaching Duties

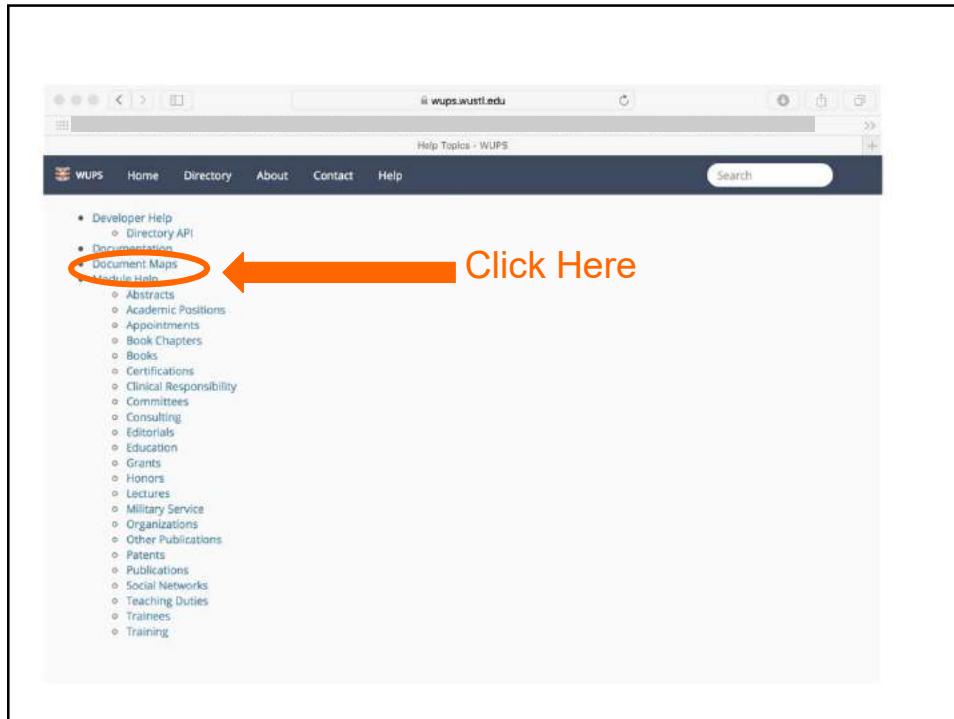
How do I start?



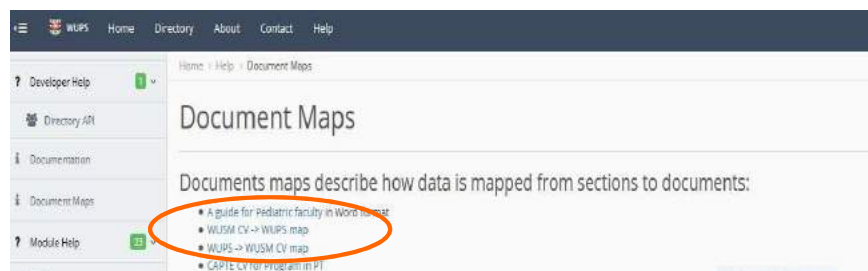
How to log in

- LOG IN with your WUSTL Key





Help Guides/ “Maps”



3 Help Documents for Pediatric Faculty:

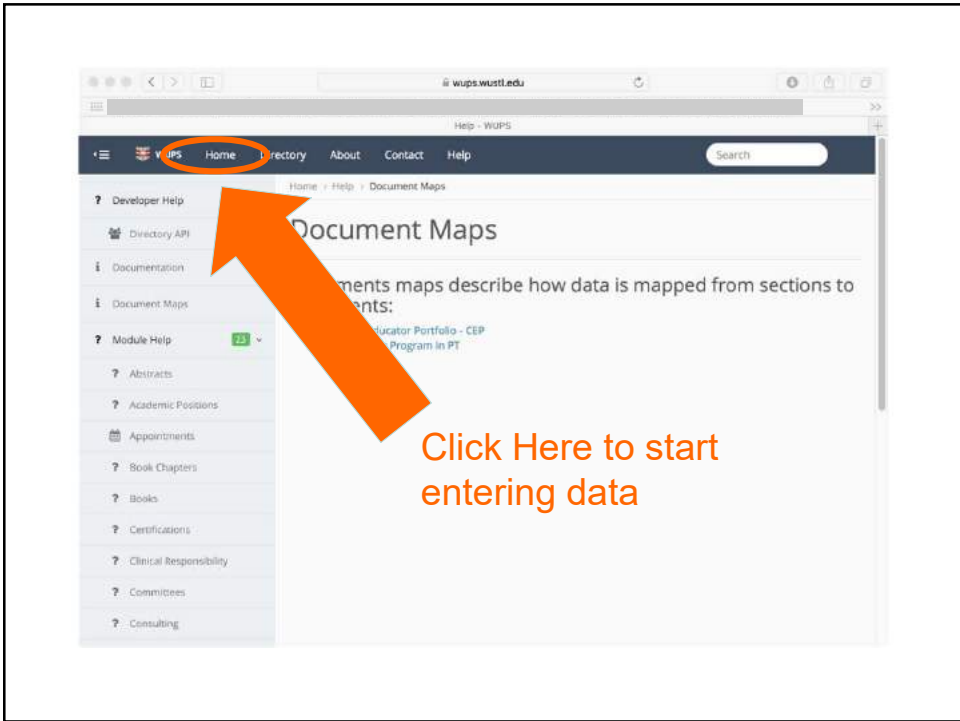
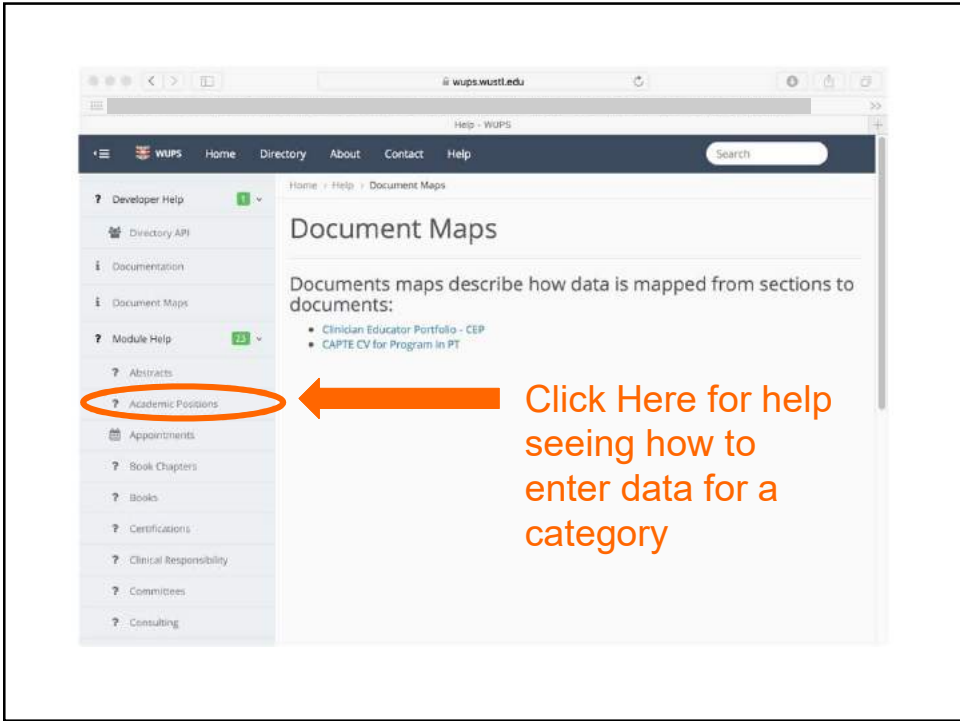


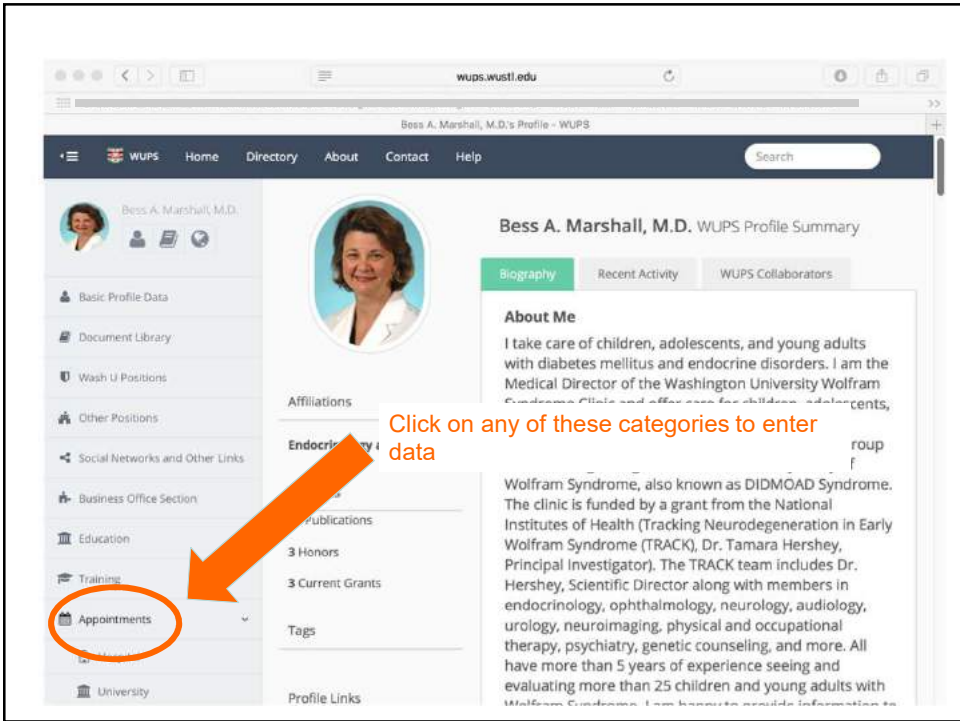
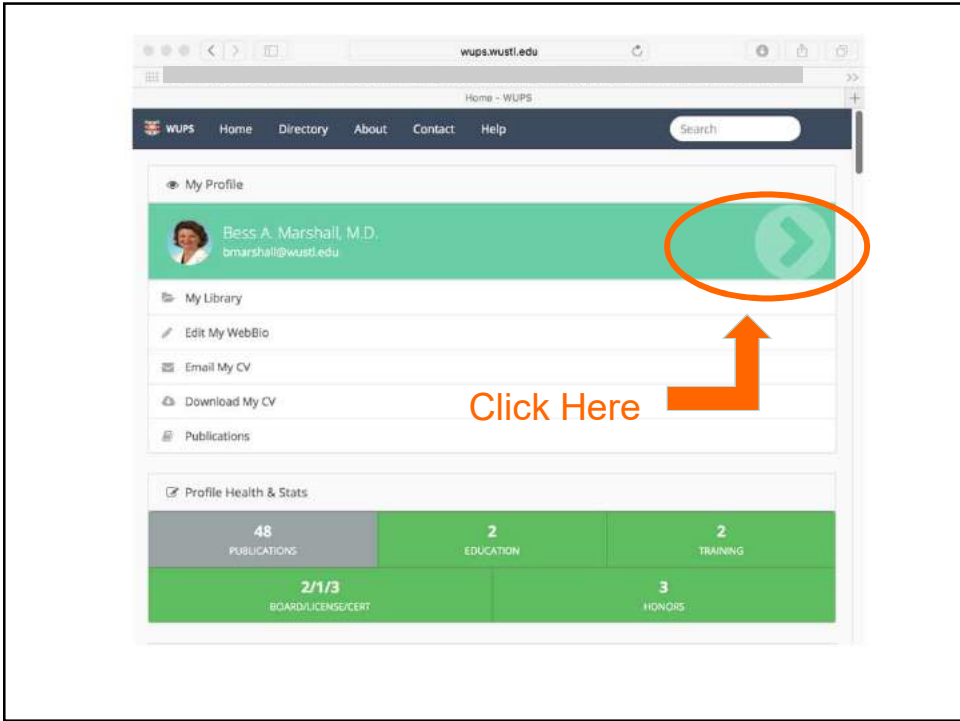
1. A Guide for Pediatric Faculty:

Guide with explanation of content details appropriate for each WUPS module
Frequent updates-download new each time.

2. WUSM CV > WUPS Map- CV content and which WUPS Module it goes into

3. WUPS > WUSM CV Map – WUPS modules and where they will display on WUSM CV





WUPS Home Directory About Contact Help

Search

Bess A. Marshall, M.D.

Clinical Responsibilities

Per page: 10 Search...

1993 - 1996	Instructor, Pediatric Endocrinology and Metabolism, Washington University		
1996 - 2006	Assistant Professor, Pediatric Endocrinology and Metabolism, Washington University		
2006 - 2014	Associate Professor, Pediatric Endocrinology and Metabolism, Washington University		
2014 - Pres	Professor, Pediatrics, Washington University School of Medicine		

Showing 1 to 4 of 4 entries

Previous 1 Next

Click here to enter a new item

wups.wustl.edu

Home - Bess A. Marshall, M.D. - Clinical Responsibilities - Create Clinical Responsibility

Create Clinical Responsibility

Use this section to enter any clinical responsibilities. The items will appear in the Clinical Responsibilities section in the CV.

Clinical role/title

Department/office

Facility/hospital/clinical setting

Start date

End date

Show "Pres" on documents?

Description

Administrative role?

Preview

Save Cancel

Clinical Contributions

- Summary of ongoing clinical activities
 - Clinic volume
 - Time on service
 - Inpatient, consult service, and general ward attending
 - Special clinics you developed or oversee
 - Down syndrome, Obesity, Muscular Dystrophy

Clinical Contributions

WU CV:

Clinical Title and Responsibilities

- 2018 - Pres Attending Physician, Department of Pediatrics, Division of Newborn Medicine, Barnes-J
Hospital Newborn Assessment Center
- 2018 - Pres Attending Physician, Department of Pediatrics, Division of Newborn Medicine, Bellevill
Memorial Hospital Family Care Birthing Center
-

CEP
Portion:

CLINICAL CONTRIBUTIONS

Summaries of ongoing clinical activities

- 2018 - Pres Attending Physician, Department of Pediatrics, Division of Newborn Medicine, Barnes-Jewish
Hospital Newborn Assessment Center

- 1-5 patients daily on clinical service in addition to patient team in NICU
- 1 month per year
- Daily rounding individually and with medical team- bedside nurse, residents, fellow, discharge coordinator, and social worker

Clinical Contributions

Development of clinical guidelines or carepaths

2017 - 2017 SLCH Neonatal ICU EXIT Procedure Summary

EXIT (Ex utero Intrapartum Therapy) is a specialized delivery method for the delivery of infants with life threatening conditions affecting the airway. EXIT procedures require understanding of the fetal disease process, the procedure itself, and the equipment needed for successful delivery. EXIT procedures are performed by a multidisciplinary team including, but not limited to: MFM specialists, OB anesthesia, Pediatric surgical subspecialists (ENT, Surgery), NICU team, and NICU pharmacists. Good communication and planning are key to a successful procedure.

NOTE: this would be even better if they had put their role – such as: “I lead the team, which met weekly for 6 months to develop the carepath.”

Clinical Contributions

- Development of methods for improved quality and efficiency of clinical care **Examples:**
 - Documentation guidelines for your area
 - Outreach clinics
 - Policy and procedure development
 - Involvement in initiatives such as EPIC

Clinical Contributions

- Oversight of inpatient or outpatient activities, i.e. physician team leader, clinical leader

Leader of clinical quality initiatives as Division of Newborn Medicine's representative and leader of collaboration with Vermont Oxford Network (VON).

- *Vermont Oxford network maintains one of the world's largest databases including informational about the care & outcomes for high-risk infants treated in over 700 neonatal intensive care units around the world.*
- *Supervise newborn medicine's participation in VON's iNICQ Potentially Better Practices Collaborative which is an internet bases forum that allows multidisciplinary teams to use evidence based medicine to test and implement potentially better practice.*
- *Revised and brought on line Division of Newborn Medicine's database with plant to link with VON in coming years.*
- *Member of Child Health Corporation of America (CHCA) Neonatology leadership group looking at neonatology data access, neonatology measurement, and neonatology resource utilization.*

Clinical Contributions

- Clinical administrative responsibilities
 - Clinical director of an area, i.e. Heart Station
 - Oversight of PNPs in your division

Clinical administrative responsibilities

2017 - Pres Associate Medical Director, Neonatal/Perinatal Medicine, Progress West Hospital Newborn Intensive Care Unit

- Collaborate with Progress West Hospital Administration and Physician Services
- Collaborate with Washington University Department of Pediatrics, Division of Hospitalist Medicine
- Provide initial and ongoing education for nursing and therapy services
- Develop clinical guidelines and protocols
- Develop and track quality improvement measures
- Communicate with referring obstetricians and pediatricians
- Champion electronic medical record optimization and implementation

To get these to show up as “administrative” see next slide

The screenshot shows the 'Create Clinical Responsibility' form in the wups.wustLedu system. The form includes the following fields:

- Clinical role/title: neonatal intern
- Department/office: rdgpartments
- Facility/hospital/clinical setting: Hecity
- Start date: MM/DD/YYYY
- End date: MM/DD/YYYY
- Show "Pres" on documents?: NO
- Description: (empty text area)

A red circle highlights the 'Administrative role?' checkbox, which is currently set to 'NO'. An orange arrow points to this checkbox with the text 'Click this switch for a responsibility to show up as an administrative role'.

Clinical Contributions

- Involvement in clinical trials or grants
 - NIH sponsored trials
 - Non-governmental granting agencies
 - Industry sponsored trials

Clinical Contributions

- Original contributions to medical literature
 - Include nontraditional publications
 - CD interactive tools
 - Educational pamphlets
 - Include abstracts that you presented that were published
 - include all the usual parts of the reference and also the name and location of the meeting

Educational Contributions

CV:

- Program Director of Neonatal-Perinatal Medicine Fellowship:

CEP Portion :

- Program Director of Neonatal-Perinatal Medicine Fellowship: Fellowship program consists of 12 to 15 trainees in neonatal-perinatal medicine. Responsibilities include recruitment of new trainees, coordination of application process and evaluation of applicants; orientation of new trainees to program; evaluation and review of trainees; feedback to trainees on clinical performance; clinical service schedule for trainees; assurance program meets American Board of Pediatrics and Accreditation Council for Graduate Medical Education (ACGME) requirements; coordinate fellowship education program; assistance with trainee research mentor selection; evaluation of trainee research progress; evaluation of trainees for American Board of Pediatrics examination in neonatal-perinatal medicine; career guidance and counseling for trainees; general liaison between trainees and attending staff.

Educational Contributions

- Didactic teaching sessions
 - Trainees, medical students, nursing groups
 - Courses, lectures, symposia, panels
 - Keep track of all you do
 - Even if it's the same talk, you can change the date.
 - (Tip for promotion) Ask your friends to invite you to present at their place, and do the same for them
 - Consider utilizing an evaluation form and present your good "scores" to report the impact you have as an educator
 - Include the date of the talk, the audience, the location, institution or name of meeting

Educational Contributions

- New handouts, slides, syllabi or other guides for trainees
- Curriculum development, resident rotations, electives, student interest groups, clerkships
- Development of new methods of education – simulation modules
- Assessment tools developed, such as exam questions, checklists, objective structured clinical examination
- Mentorship: graduate and medical students, fellows, residents, undergraduates, other faculty
 - Keep a list with dates and the mentees position at the time. Add mentee's current position if known

Educational Contributions

- Coursemaster. "Introduction to Newborn Medicine". WUMS-I Selective
The purpose of this 10 hour course is to provide an introduction into neonatal medicine not otherwise offered in the first-year curriculum. Students review embryology and functional organ system development and correlate normal physiology with pathologic conditions in newborn infants. Students have the opportunity to shadow clinical specialists, observe in both the delivery room and neonatal unit, and interview and follow patient families. Offered spring and fall semesters, began 2006.

Educational Contributions

- Development or participation in CME courses, workshops, conferences, seminars – PUT YOUR ROLE- e.g., lecturer, organizer, participant, etc.
- Education related publications, posters, abstracts
- Recognitions of educational excellence
- Medical School or other grants
 - Innovations grant
 - Loeb fellowship
 - Health Resources and Service Administration

Feedback – either clinical or educational

- Feedback:
 - Medical student feedback from inpatient rotations goes to your division director on an annual basis, include data if you like, but not individual comments
 - Resident and fellow feedback if available – data, not comments
 - Faculty Practice Plan survey data is on line <http://fpp.wusm.wustl.edu/> for patient satisfaction
 - Feedback from families – be extremely selective or don't include at all. Be aware of HIPAA. If you use, only put brief excerpts, not whole letters, etc.

Community Service Contributions

- Participation in Department, School of Medicine, University, Hospital committees/activities
- Participation in local, regional, national committees
- Media activities/Lay literature contributions/Radio, TV & Newspaper interviews
- Participation on editorial boards, manuscript review, grant review

Community Service Contributions

Participation in department, school of medicine, university, hospital committees/activities

Department Level

2016 - Pres Newborn Medicine Outreach Committee - Member
Division physician liaison to Alton Memorial Hospital and St. Anthony's Medical Center in Alton, Illinois.

University Level

2014 - 2016 Mentored Training Program in Clinical Investigation at Washington University School of Medicine - Standing Member

Hospital Level

2014 - Pres Newborn Intensive Care Skin and Wound Care Committee - Member
2016 - Pres Newborn Intensive Care Medical Model of Care Subcommittee on Clinical Resources – Member

Community Service

Media activities

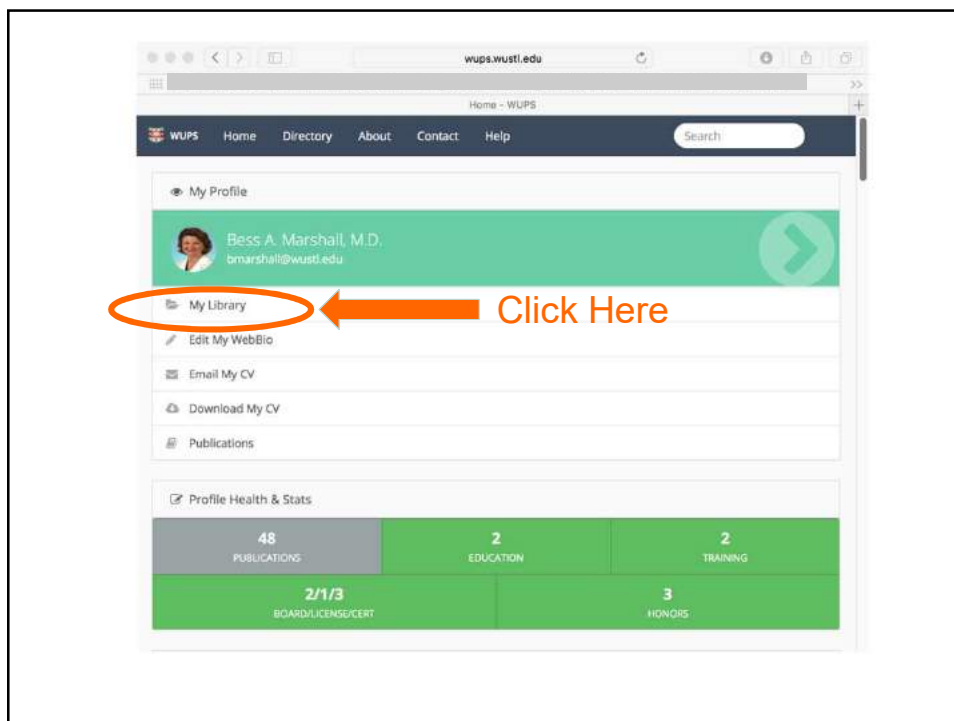
2017 Belly to Baby: What Happens to Baby in the Delivery Room?
<https://www.facebook.com/stlchildrens/videos/10154974953253702/>.

2017 Ask the Expert: Progress West Newborn Intensive Care Unit
KFAV 99.9 FM.

2017 A Newborn Intensive Care Unit in O'Fallon BJC St. Charles
County Health Column.

Summary

- CEP portion should highlight and document your clinical, educational, and service contributions
- Thorough and detailed description of activities
 - If your CV and CEP sections are the same number of pages (or even close), something is wrong
- Update in “real time”
- Then, when ready to produce your document:



Final Documents in Library

CV/ae Shelf		Create
CV/ae	Traditional CV	Preview Save / Print + Send
CV/ae	Credentiaing	Preview Save / Print + Send
WUSM CV	Use this document for appointments and promotions	Preview Save / Print + Send
Reviews Shelf		Create
Annual	Faculty Review	Preview Save / Print + Send
⊗	Clinician Educator Portfolio	Do not use. Only for historical purpose Preview Save / Print + Send

1. Click Save. Download in a Word Document
2. Move your abstracts to....????
3. Make any other edits
4. Save and Print

More help

- For help with WUSM-CVs:
 - Workshops–Annually in January or February
 - Sample CVs available for review in the OFD
 - Contact Janet Braun at janetbraun@wustl.edu or 314-454-4952
 - Consider developing a division CV library
- Help with WUPS –Division administrator or Janet Braun in OFD
- OFD happy to review **final draft or help with problems**, please send queries to Janet Braun.