

# 2009 CDIM Administrator Survey



# 2009 CDIM Administrator Survey Acknowledgements

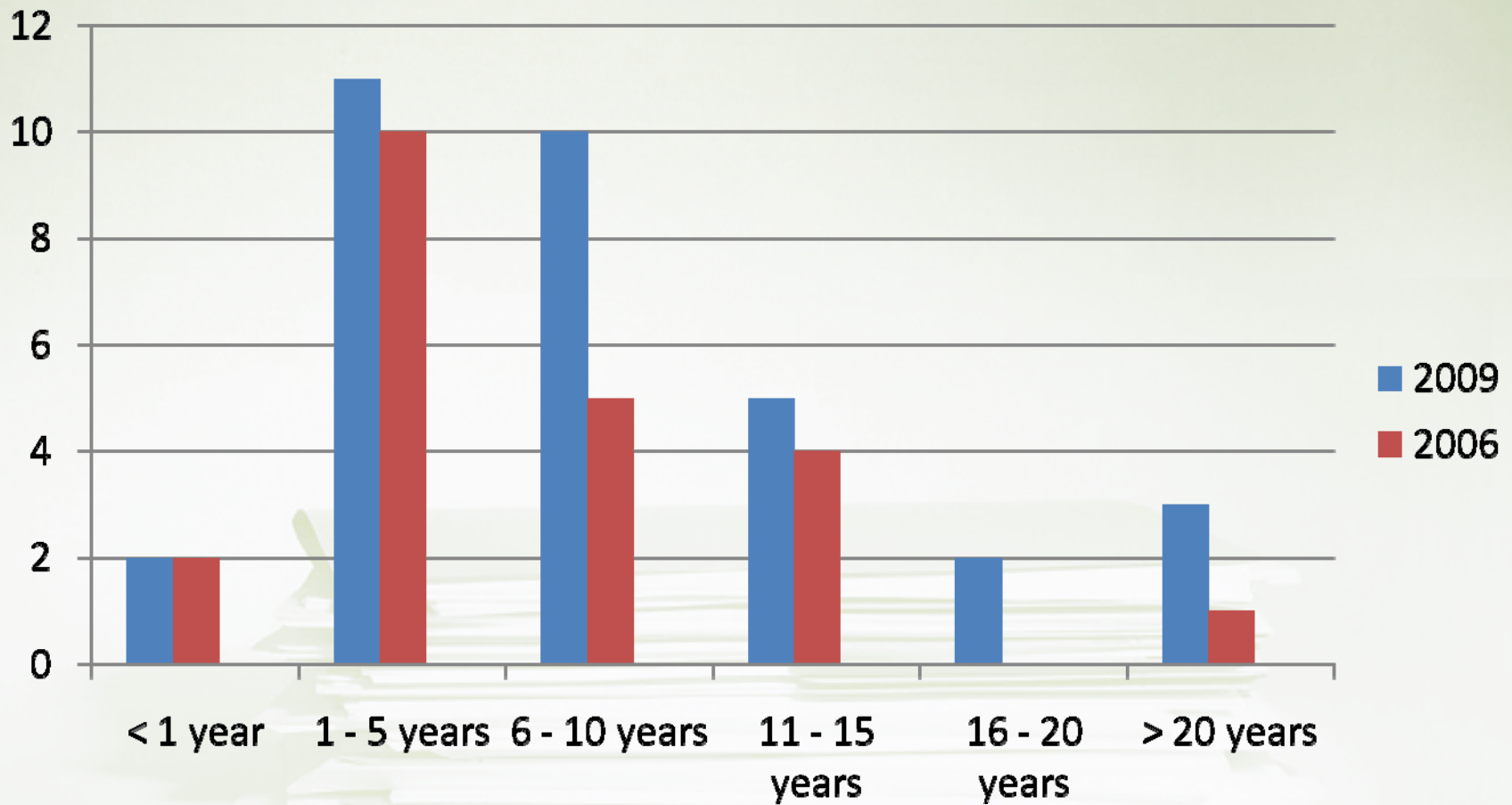
## 2008 - 2009 Survey Task Force Committee

- Christina Ambriz
  - Poppy Coleman
  - Kellie Engle
  - Ann Marie Hunt
  - Cindy Neczypor
- 

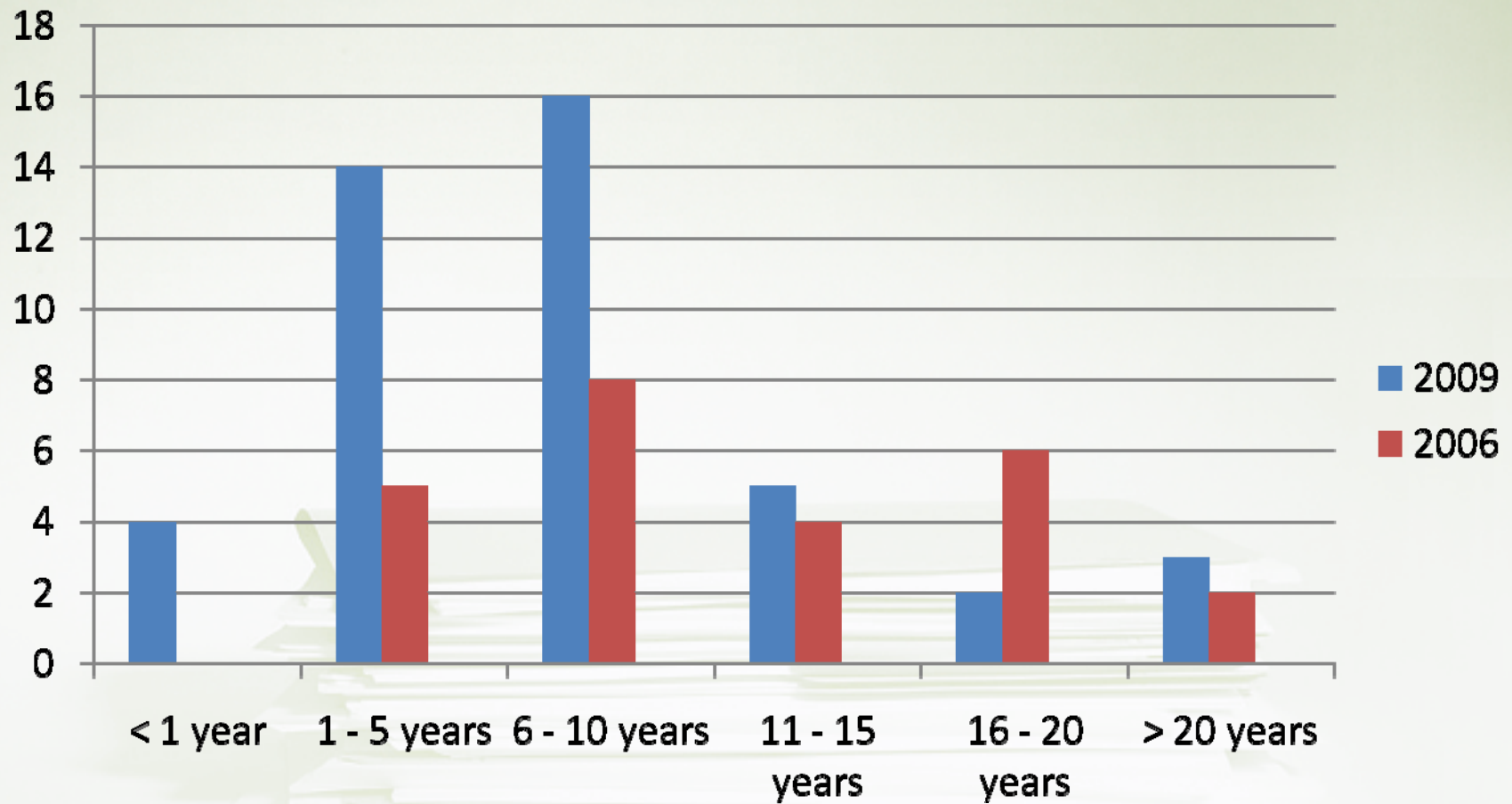
# Demographics

- Survey response rate: 48%
  - 45 respondents/92 Associate members
- Average age: 42 (7 responses)
- Gender: 100% female
- Full time: 97%

# Years in Role



# Years at Institution



## Our titles

|                |       |
|----------------|-------|
| Assistant:     | 6.6%  |
| Administrator: | 20%   |
| Coordinator:   | 46.6% |
| Director:      | 6.6%  |
| Manager:       | 13.3% |
| Secretary      | 6.6%  |

We have 30 different titles

# We are Assistants and Administrators

## Assistant: 6.6%

- Program Assistant
- Administrative Asst. and Clerkship Coordinator

## Administrator: 20%

- Clerkship Administrator/Elective Coordinator
- Clerkship Administrator (3)
- Department Academic Administrator
- Medicine Clerkship Administrator
- Program Administrator (2)
- Program Administrator, Undergraduate Medical Educ.

# Coordinators, and

Coordinator: 46.6%

- Academic Coordinator
- Administrative Support Coordinator
- Coordinator of a Medical Service Area
- Medical Education and Fellowship Coordinator
- Medical Student Coordinator (3)
- Internal Medicine Education Coordinator
- Internal Medicine Medical Student Education Coordinator
- Internal Medicine Clerkship Coordinator
- Medical Education Coordinator
- Outpatient Medicine Clerkship Coordinator
- Program Coordinator (2)
- Student Coordinator
- Student Program Coordinator (3)
- Undergraduate Education Coordinator



# Directors and Managers

## Director 6.6%

- Administrative Director
- Assistant Director for Undergraduate Medical Education

## Manager: 13.3%

- Administrative Manager
- Medical Student Education Program Manager
- Student Education/Intern Recruitment Manager
- Program Manager

# Education

| Degree            | What is your level of education? | What is the minimal level of education required for your position? |
|-------------------|----------------------------------|--|
| High School       | 6.8%                             | 26.8%  |
| Associate         | 22.7%                            | 24.4%  |
| Some college      | 20.5%                            | 12.2%  |
| Bachelor's Degree | 43.2%                            | 34.1%  |
| Master's Degree   | 6.8%                             | 2.4%   |
| Other             | 0.0%                             | 0.0%   |

# Salary

| Full-time Salary    | Number |
|---------------------|--------|
| < \$30, 000         | 2      |
| \$30,000 - \$35,000 | 9      |
| \$36,000 - \$40,000 | 9      |
| \$41,000 - \$45,000 | 9      |
| \$46,000 - \$50,000 | 5      |
| > \$50,000          | 10     |



# Sponsor

Is your institution

State-Run: 51.2%

Private: 48.8%

If your clerkship is hospital based who pays your salary and benefits?

|                     |       |
|---------------------|-------|
| Hospital            | 11.6% |
| Hospital and School | 4.7%  |
| School              | 58.1% |
| Do not know         | 4.7%  |
| Not applicable      | 20.9% |

# Office Space

What type of office is provided for you?

|         |       |
|---------|-------|
| Private | 59.5% |
| Shared  | 21.4% |
| Cubicle | 19%   |

# Number of Students

How many medical students matriculate at your institution each year?

1 - 150: 14

151 - 200: 14

201 - 400: 10

401+: 4

# Class Size

Has your class size changed in the last 3 years?

No: 12.2%

Yes, increased: 80.5%

Yes, decreased: 7.3%

# Students rotating through Department

What is the average number of 3<sup>rd</sup> year students rotating through your department each month?

|          |    |
|----------|----|
| 51 >:    | 4  |
| 41 - 50: | 6  |
| 31 - 40: | 4  |
| 20 - 30: | 12 |
| 16 - 19: | 3  |
| 11 - 15: | 4  |
| 1 - 10:  | 9  |



# Clerkship Sites

How many sites are core clerkship students assigned to?

16 - 20: 2

11 - 15: 1

7 - 10: 8

4 - 6: 9

1 - 3: 12

# Students rotating through Clerkship

How many 3<sup>rd</sup> year students are on the inpatient wards per clerkship rotation ?

16 > : 15

11 - 15: 6

6 - 10: 9

1 - 5: 11

# Ambulatory Students

How many students are on ambulatory per rotation?

| Total Number | Students |
|--------------|----------|
| 16+          | 6        |
| 11 - 15      | 8        |
| 6 - 10       | 15       |
| 1 - 5        | 6        |
| n/a          | 2        |

# Clerkship Staff

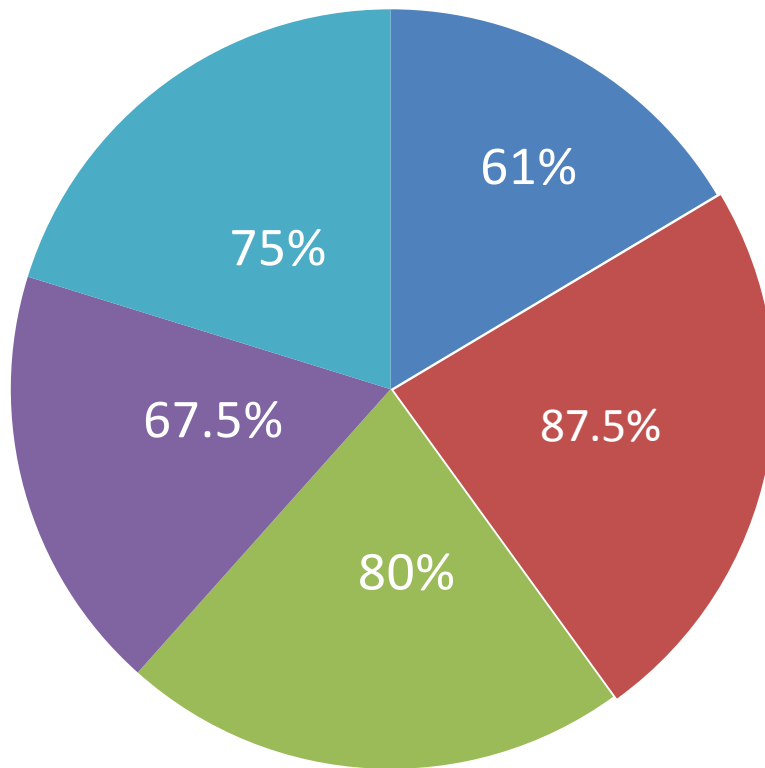
How many staff dedicated to the clerkship work in the internal medicine clerkship program at the central teaching site?

| Total Number of staff | Percent |
|-----------------------|---------|
| > 3                   | 5%      |
| 3                     | 10%     |
| 2                     | 23%     |
| 1.5                   | 15%     |
| 1                     | 36%     |
| < 1                   | 7%      |

# Supervisory Role

| Supervise   | Percent |
|---|---------|
| Supervise and/or lead full time clerkship support staff | 19.5%   |
| Supervise and/or lead part time clerkship support staff | 9.8%    |
| Supervise and/or lead student/temporary/other helper    | 7.3     |
| No supervising  | 63.4%   |

# What Do We Do for the Clerkship?



■ Develop & monitor budgets - 61%

■ Coord. Inpt. Rotations - 87.5%

■ Coord. Ambulatory Rotations - 80%

■ Input into Curriculum Revision & Decisions - 67.5%

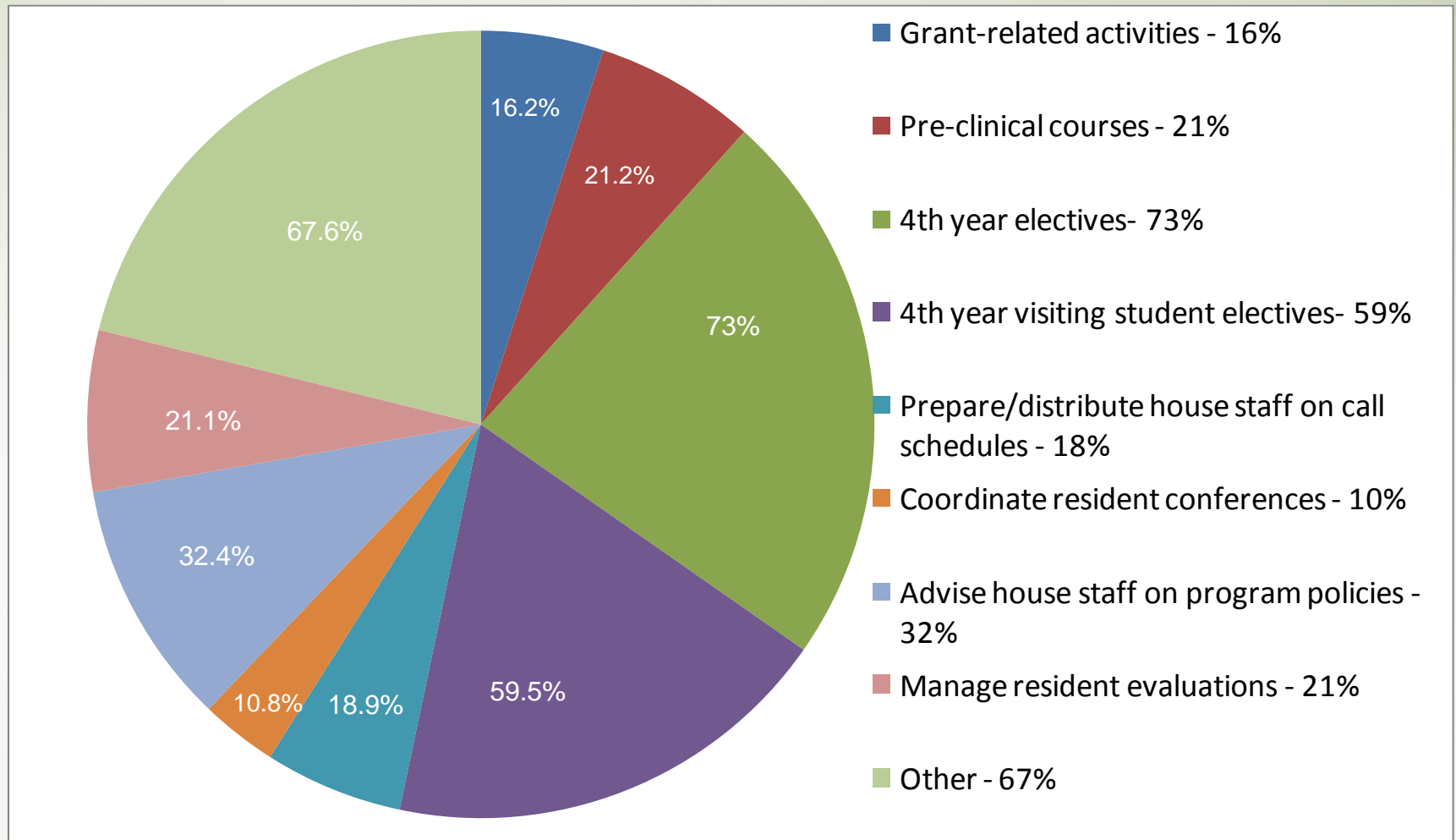
# Do You Have Non-Clerkship Responsibilities or Split Role?

Yes: 73%

No: 26%



# What Non-Required Clerkship Activities Do We Do?





# Our “Other” Duties?

We support:

- Other Programs
- The Department, and
- Other Educational Efforts



# Other Program Duties

- Support 2 IM residency Assoc. PDs and their assigned residents.
- Assist with interview season, graduation, check-out and orientation activities.
- Support efforts in resident recruitment and assist in clerkship orientation
- Coordinator of 4th year Geriatrics rotation
- Manage Fellowship Program (2)
- Help maintain Residency website

# The Department Duties

- Track adjunct faculty teaching, Coordinate fourth year required inpatient rotations and acting internship (sub-intern experience).
- Secretary of Promotions Committee
- Secretary of Professionalism Committee
- Secretary for Education Committee
- Staff assistant to 3 doctors.
- Prepare Annual Attendings Schedule
- Responsible for payroll for all Medical Education faculty, staff and residents.
- Advise local and outside individuals regarding volunteer faculty appointments
- Supervise coordinator for second year physical examination course
- Responsible for Residency PD calendar, attending on call schedules and clinic schedules,

# Other Educational Duties

- CME coordinator for bi-monthly conference for general internal medicine.
- Manage teaching awards distribution / tracking
- Coordinate Medical Grand Rounds (including budgeting, designing posters, reimbursement); manage Blackboard; design and collect surveys via Survey Monkey
- Cross-cover Grand Rounds Coordinator
- Divisional Education opportunities

# What Technologies Do You Manage for the Clerkship?

| Technologies                  | Percent |
|-------------------------------|---------|
| Electronic evaluations        | 91%     |
| Clerkship web page            | 62%     |
| Electronic patient logs       | 48%     |
| Web-based registration system | 29%     |
| Other                         | 27%     |

# Do You Coordinate 4<sup>th</sup> Year Electives?

If so, how many?

| Total Number of Electives | Percent |
|---------------------------|---------|
| 16 - 20                   | 34%     |
| 11 - 15                   | 19%     |
| 6 - 10                    | 19%     |
| 1 - 5                     | 19%     |

# Certification

Are You Interested in Clerkship  
Administrator Certification?

Yes 82%

No 17%

# Professional Development

Does your institution fund participation at professional meetings?

Yes: 82%    No: 17%

If so, any limitations?

Dollar amount: 5

One event per year: 4



# CDIM Meeting

Do you attend the CDIM annual meeting?

Yes: 77%

No: 22%

If no, why not?

No funding: 10

No cross training/workload issues: 3

“I’m told I’m not in the budget” (!)

# Job Satisfaction

Do you feel satisfied  
with your job  
responsibilities?

Yes: 92.7%

No: 7.3%

Do you feel satisfied  
with your workload?

Yes: 80.5%

No: 19.5%

# Job Satisfaction

Do you feel valued for the work you do?

Yes: 82.5%

No: 17.5%



# Relationship with Clerkship Director

Please rate your working relationship with your Clerkship Director.  
Rate on a scale of 1 - 5 (1=poor and 5=exceptional)

| Scale           | Percent |
|-----------------|---------|
| 5 (exceptional) | 58.5%   |
| 4 (outstanding) | 19.5%   |
| 3 (good)        | 14.6%   |
| 2 (poor)        | 4.9%    |
| 1 (very poor)   | 2.4%    |

# Relationship with Clerkship Director

“I work very independently, my clerkship director appreciates my input and allows me a lot of flexibility and autonomy.”

“I feel that the clerkship director gets involved only when he has to. He has clinical responsibilities and they take precedence.”

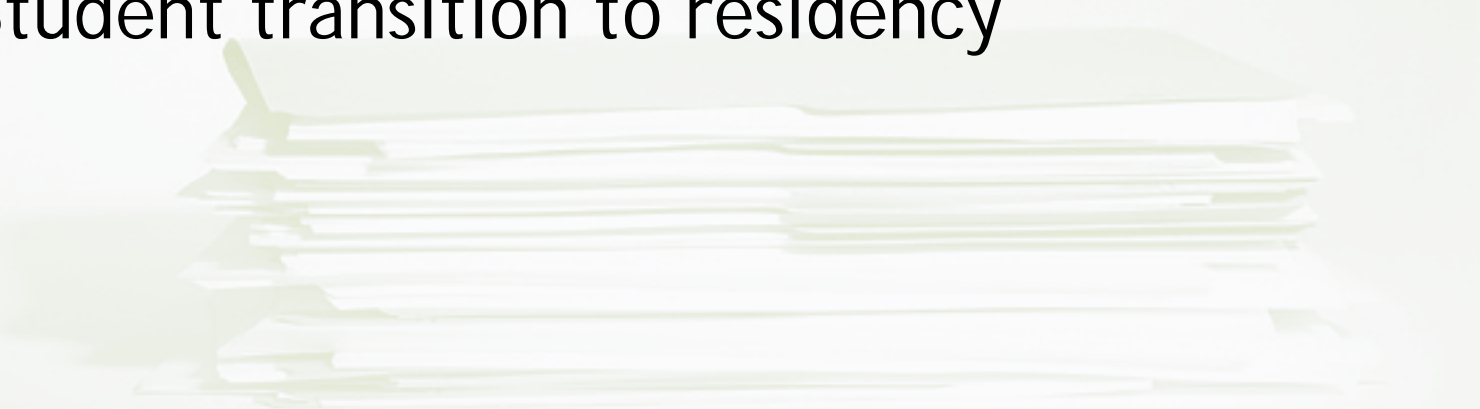
# Clerkship Director

How long has the Clerkship Director been in their position?

| Total Years | Percent |
|-------------|---------|
| > 20        | 2%      |
| 16 - 20     | 2%      |
| 6 - 10      | 42%     |
| 1 - 5       | 25%     |
| < 1         | 10%     |

# Issues for Upcoming Meetings?

## How to Prepare Students for the Next Level

- Finding balance between facilitating learning and developing autonomy/responsibility in our students
  - Fourth year electives
  - Student transition to residency
- 

# Issues for Upcoming Meetings?

## How to Work Together

- Conflict management (with students and faculty)
- Difficult interactions with students.
- Generational issues (how to meet the learning and support needs of various generations, especially when faced with more than one at a time)
- Student advising tips
- Lack of Professionalism among the students



# Issues for Upcoming Meetings?

## How to Obtain a Better Understanding of Educational Processes/Systems

- Academic approach to med education learning management; such as Adult Learning Theory, Curriculum Design, etc. Also would be helpful to discuss how to find professional resources, organizations, and reading material for Curriculum and Training professionals
- Recruit a member of the NBME to talk - allow time for a Q&A session
- LCME requirements
- Curriculum integration (what it means for clerkship administrators, pros/cons of the integration process)

# Issues for Upcoming Meetings?

## How to Grow Personally

- Professional Communication
- Technology in the clerkships- changes, where we are headed and how administrators can stay ahead of the curve.
- Basic tricks for MS Outlook, MS Excel, MS Word, MS PowerPoint; any other shortcuts or time savers from the seasoned pros

# CDIM Meeting

Are you interested in presenting?

Yes: 40%

No: 60%

