2009 CDIM Administrator Survey
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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 at Institution

- 2009
- 2006

- < 1 year
- 1 - 5 years
- 6 - 10 years
- 11 - 15 years
- 16 - 20 years
- > 20 years
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

<table>
<thead>
<tr>
<th>Degree</th>
<th>What is your level of education?</th>
<th>What is the minimal level of education required for your position?</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>6.8%</td>
<td>26.8%</td>
</tr>
<tr>
<td>Associate</td>
<td>22.7%</td>
<td>24.4%</td>
</tr>
<tr>
<td>Some college</td>
<td>20.5%</td>
<td>12.2%</td>
</tr>
<tr>
<td>Bachelor’s Degree</td>
<td>43.2%</td>
<td>34.1%</td>
</tr>
<tr>
<td>Master’s Degree</td>
<td>6.8%</td>
<td>2.4%</td>
</tr>
<tr>
<td>Other</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
</tbody>
</table>
## Salary

<table>
<thead>
<tr>
<th>Full-time Salary</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt; $30,000</td>
<td>2</td>
</tr>
<tr>
<td>$30,000 - $35,000</td>
<td>9</td>
</tr>
<tr>
<td>$36,000 - $40,000</td>
<td>9</td>
</tr>
<tr>
<td>$41,000 - $45,000</td>
<td>9</td>
</tr>
<tr>
<td>$46,000 - $50,000</td>
<td>5</td>
</tr>
<tr>
<td>&gt; $50,000</td>
<td>10</td>
</tr>
</tbody>
</table>
Sponsor

Is your institution
State-Run: 51.2%
Private: 48.8%

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

<table>
<thead>
<tr>
<th>Sponsor</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital</td>
<td>11.6%</td>
</tr>
<tr>
<td>Hospital and School</td>
<td>4.7%</td>
</tr>
<tr>
<td>School</td>
<td>58.1%</td>
</tr>
<tr>
<td>Do not know</td>
<td>4.7%</td>
</tr>
<tr>
<td>Not applicable</td>
<td>20.9%</td>
</tr>
</tbody>
</table>
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\textsuperscript{rd} year students rotating through your department each month?

<table>
<thead>
<tr>
<th>Range</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>51+</td>
<td>4</td>
</tr>
<tr>
<td>41 - 50</td>
<td>6</td>
</tr>
<tr>
<td>31 - 40</td>
<td>4</td>
</tr>
<tr>
<td>20 - 30</td>
<td>12</td>
</tr>
<tr>
<td>16 - 19</td>
<td>3</td>
</tr>
<tr>
<td>11 - 15</td>
<td>4</td>
</tr>
<tr>
<td>1 - 10</td>
<td>9</td>
</tr>
</tbody>
</table>
Clerkship Sites

How many sites are core clerkship students assigned to?

<table>
<thead>
<tr>
<th>Range</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 - 20</td>
<td>2</td>
</tr>
<tr>
<td>11 - 15</td>
<td>1</td>
</tr>
<tr>
<td>7 - 10</td>
<td>8</td>
</tr>
<tr>
<td>4 - 6</td>
<td>9</td>
</tr>
<tr>
<td>1 - 3</td>
<td>12</td>
</tr>
</tbody>
</table>
Students rotating through Clerkship

How many 3rd 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?

<table>
<thead>
<tr>
<th>Total Number</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>16+</td>
<td>6</td>
</tr>
<tr>
<td>11 - 15</td>
<td>8</td>
</tr>
<tr>
<td>6 - 10</td>
<td>15</td>
</tr>
<tr>
<td>1 - 5</td>
<td>6</td>
</tr>
<tr>
<td>n/a</td>
<td>2</td>
</tr>
</tbody>
</table>
**Clerkship Staff**

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

<table>
<thead>
<tr>
<th>Total Number of Staff</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 3</td>
<td>5%</td>
</tr>
<tr>
<td>3</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>23%</td>
</tr>
<tr>
<td>1.5</td>
<td>15%</td>
</tr>
<tr>
<td>1</td>
<td>36%</td>
</tr>
<tr>
<td>&lt; 1</td>
<td>7%</td>
</tr>
</tbody>
</table>
## Supervisory Role

<table>
<thead>
<tr>
<th>Supervise</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervise and/or lead full time clerkship support staff</td>
<td>19.5%</td>
</tr>
<tr>
<td>Supervise and/or lead part time clerkship support staff</td>
<td>9.8%</td>
</tr>
<tr>
<td>Supervise and/or lead student/temporary/other helper</td>
<td>7.3</td>
</tr>
<tr>
<td>No supervising</td>
<td>63.4%</td>
</tr>
</tbody>
</table>
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?

- Grant-related activities - 16%
- Pre-clinical courses - 21%
- 4th year electives - 73%
- 4th year visiting student electives - 59%
- Prepare/distribute house staff on call schedules - 18%
- Coordinate resident conferences - 10%
- Advise house staff on program policies - 32%
- Manage resident evaluations - 21%
- Other - 67%
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?

<table>
<thead>
<tr>
<th>Technologies</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic evaluations</td>
<td>91%</td>
</tr>
<tr>
<td>Clerkship web page</td>
<td>62%</td>
</tr>
<tr>
<td>Electronic patient logs</td>
<td>48%</td>
</tr>
<tr>
<td>Web-based registration system</td>
<td>29%</td>
</tr>
<tr>
<td>Other</td>
<td>27%</td>
</tr>
</tbody>
</table>
Do You Coordinate 4th Year Electives?

If so, how many?

<table>
<thead>
<tr>
<th>Total Number of Electives</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 - 20</td>
<td>34%</td>
</tr>
<tr>
<td>11 - 15</td>
<td>19%</td>
</tr>
<tr>
<td>6 - 10</td>
<td>19%</td>
</tr>
<tr>
<td>1 - 5</td>
<td>19%</td>
</tr>
</tbody>
</table>
Certification

Are You Interested in Clerkship Administrator Certification?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>82%</td>
</tr>
<tr>
<td>No</td>
<td>17%</td>
</tr>
</tbody>
</table>
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%
Please rate your working relationship with your Clerkship Director. Rate on a scale of 1 - 5 (1=poor and 5=exceptional)

<table>
<thead>
<tr>
<th>Scale</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 (exceptional)</td>
<td>58.5%</td>
</tr>
<tr>
<td>4 (outstanding)</td>
<td>19.5%</td>
</tr>
<tr>
<td>3 (good)</td>
<td>14.6%</td>
</tr>
<tr>
<td>2 (poor)</td>
<td>4.9%</td>
</tr>
<tr>
<td>1 (very poor)</td>
<td>2.4%</td>
</tr>
</tbody>
</table>
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?

<table>
<thead>
<tr>
<th>Total Years</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt; 20</td>
<td>2%</td>
</tr>
<tr>
<td>16 - 20</td>
<td>2%</td>
</tr>
<tr>
<td>6 - 10</td>
<td>42%</td>
</tr>
<tr>
<td>1 - 5</td>
<td>25%</td>
</tr>
<tr>
<td>&lt; 1</td>
<td>10%</td>
</tr>
</tbody>
</table>
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%