2011 APDIM Program
Administrators’ Job Description
and Salary Survey

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2011 PA Survey Stats

- Survey Opened October 13, 2010
- Closed February 18, 2011
- 420 Surveys Sent
- 330 Responses  
  - Response rate of 79%
  - 257 Completed the Entire Survey
### Job Titles

- **Assistant**: 6
- **Administrator**: 90
- **Coordinator**: 157
- **Director**: 10
- **Manager**: 38
- **Supervisor**: 5
- **Other**: 24

### Time in Position

- **< 1 Year**: 20
- **1-5 years**: 123
- **6-10 years**: 100
- **> 10 years**: 87
**Education Level**

- Graduate degree: 48
- Some grad school: 16
- Bachelor's degree: 102
- 2 year degree: 45
- High school plus some college: 80
- High school: 39

**Sponsoring Institution**

- University
- Community Hospital
- Military
- Other
Salary – All Regions

Hourly vs. Salaried Positions
Salary by Region - West

Salary by Job Title

<table>
<thead>
<tr>
<th>Job Title</th>
<th>$70,000 +</th>
<th>$60 - $69,999</th>
<th>$50 - $59,999</th>
<th>$40 - $49,999</th>
<th>$30 - $39,999</th>
<th>Under $30,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator</td>
<td>22</td>
<td>16</td>
<td>19</td>
<td>27</td>
<td>6</td>
<td></td>
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<tr>
<td>Assistant</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Coordinator</td>
<td>6</td>
<td>12</td>
<td>33</td>
<td>57</td>
<td>45</td>
<td>4</td>
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<tr>
<td>Director</td>
<td>6</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manager</td>
<td>1</td>
<td>12</td>
<td>13</td>
<td>3</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Supervisor</td>
<td>1</td>
<td>2</td>
<td></td>
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<tr>
<td>”Other”</td>
<td>6</td>
<td>3</td>
<td>7</td>
<td>5</td>
<td>4</td>
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### Salary by Education Level

<table>
<thead>
<tr>
<th>Education Level</th>
<th>$70,000+</th>
<th>$60 - $69,999</th>
<th>$50 - $59,999</th>
<th>$40 - $49,999</th>
<th>$30 - $39,999</th>
<th>Under $30,000</th>
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<tbody>
<tr>
<td>Graduate School</td>
<td>15</td>
<td>14</td>
<td>9</td>
<td>7</td>
<td>2</td>
<td>1</td>
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<tr>
<td>Some Graduate</td>
<td>6</td>
<td>1</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td></td>
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<tr>
<td>Bachelor’s</td>
<td>16</td>
<td>16</td>
<td>21</td>
<td>32</td>
<td>17</td>
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<tr>
<td>Two-Year College</td>
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<td>5</td>
<td>12</td>
<td>14</td>
<td>11</td>
<td>1</td>
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<tr>
<td>High School Plus</td>
<td>6</td>
<td>5</td>
<td>20</td>
<td>29</td>
<td>17</td>
<td>3</td>
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<tr>
<td>High School</td>
<td>4</td>
<td>3</td>
<td>11</td>
<td>12</td>
<td>8</td>
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### Salary vs. Program Size

<table>
<thead>
<tr>
<th>Program Size</th>
<th>$70,000+</th>
<th>$60 - $69,999</th>
<th>$50 - $59,999</th>
<th>$40 - $49,999</th>
<th>$30 - $39,999</th>
<th>Under $30,000</th>
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</thead>
<tbody>
<tr>
<td>1 – 25</td>
<td>3</td>
<td>10</td>
<td>7</td>
<td>10</td>
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<td></td>
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<tr>
<td>25 – 50</td>
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<td>17</td>
<td>31</td>
<td>11</td>
<td>2</td>
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<tr>
<td>50 – 75</td>
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<td>12</td>
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<tr>
<td>75 – 100</td>
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<td>7</td>
<td>6</td>
<td>7</td>
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<tr>
<td>100 – 125</td>
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<td>3</td>
<td>6</td>
<td>2</td>
<td>1</td>
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</tr>
<tr>
<td>125 +</td>
<td>12</td>
<td>6</td>
<td>4</td>
<td>1</td>
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</tbody>
</table>

This reflects currently filled slots for: Categorical Internal Medicine, Preliminary, Transitional and Med/Peds
Salary vs. Time in Position

<table>
<thead>
<tr>
<th>Years in Position</th>
<th>$70,000+</th>
<th>$60 - $69,999</th>
<th>$50 - $59,999</th>
<th>$40 - $49,999</th>
<th>$30 - $39,999</th>
<th>Under $30,000</th>
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<tbody>
<tr>
<td>11+</td>
<td>15</td>
<td>15</td>
<td>19</td>
<td>25</td>
<td>12</td>
<td>1</td>
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<td>6 – 10</td>
<td>14</td>
<td>14</td>
<td>24</td>
<td>34</td>
<td>14</td>
<td></td>
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<tr>
<td>1 – 5</td>
<td>19</td>
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<td>29</td>
<td>33</td>
<td>25</td>
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<td>2</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>1</td>
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</tbody>
</table>

Program Size

- Categorical
- Preliminary
- Transitional Year
- IM Peds
- Other Combined

Number of Programs

Program Complement

123  24-40  41-79  80-119  120-159  >159
Program Size vs. Number of PAs vs. Admin Support

![Graph showing the relationship between program size, number of PAs, and admin support.]

Program Size vs. Number of Staff

![Graph showing the relationship between program size and number of staff.]

Legend:
- Categorical
- Preliminary
- Transitional Year
- IM Peds
- Other Combined
**Interviewing**

![Bar chart showing the number of programs with different interview slot numbers](chart)

**Administrative Responsibility**

- Program Responsibilities Outside the Program
  - CME
  - Oversee Subspecialty Programs Coordinators
  - Hospitalist Schedule
  - Moonlighting Schedule
  - GME Coordinator
  - Clerkship
  - Administrative Support for Program Director
## Residency Management Programs

<table>
<thead>
<tr>
<th>Function</th>
<th>E*Value</th>
<th>My Evaluations</th>
<th>New Innovations</th>
<th>MedHub</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluations</td>
<td>67</td>
<td>31</td>
<td>117</td>
<td>14</td>
<td>18</td>
</tr>
<tr>
<td>Duty Hours Tracking</td>
<td>54</td>
<td>21</td>
<td>105</td>
<td>14</td>
<td>42</td>
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<tr>
<td>iRIS Reporting</td>
<td>33</td>
<td>13</td>
<td>82</td>
<td>12</td>
<td>53</td>
</tr>
<tr>
<td>Procedure Tracking</td>
<td>52</td>
<td>22</td>
<td>108</td>
<td>13</td>
<td>45</td>
</tr>
<tr>
<td>Resident Scheduling</td>
<td>20</td>
<td>9</td>
<td>80</td>
<td>9</td>
<td>120</td>
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</tbody>
</table>

## Visas Sponsored by Programs

<table>
<thead>
<tr>
<th>Type</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>J-1 Visa</td>
<td>214</td>
<td>31</td>
</tr>
<tr>
<td>H-1 Visa</td>
<td>119</td>
<td>105</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
<td>86</td>
</tr>
</tbody>
</table>
TAGME

Interest in TAGME certification?
- Yes: 42.9% (109)
- No: 18.5% (47)
- Unsure: 38.6% (98)

Institutional financial support for certification?
- Yes: 29.5% (75)
- No: 20.1% (51)
- Unsure: 50.4% (128)

Do you attend APDIM PA meetings?
- No: 25%
- Fall and Spring: 21%
- Fall only: 6%
- Spring only: 48%
Prepared for New Duty Hours Standards

New Duty Hours Requirements

- Night Float
- Increase compliment – Hiring Additional Residents
- Determine the affected rotations. Revised schedule.
- Eliminated 24 hour call. Reworked duty hours for night call. Reworked ICU hours.
- Modification of in-patient wards service
- Implement long-call
- 16 hour rule for all residents
- No overnight call
- Resident input
What challenges do you face in your everyday work for which you feel you could benefit from learnings gained at a future conference?

- Addressing new ACGME rules that hurt the training program and hospital
- How to simplify duty hour reporting
- How to manage large groups of residents' needs
- Automating scheduling interviews
- Working Smarter with Less Resources
- Time Management
- Improving Match Results
Questions?

Thank You