



New Managers' Training Program

Sponsored by the AAMC Group on Business Affairs

February 1-3, 2007
The Westin Buckhead
Atlanta, GA

Association of
American Medical Colleges

Final Agenda

Thursday, February 1, 2007

8:00 am	Registration opens	<i>Outside Ballrooms A&B</i>
8:00 – 9:00 am	Continental Breakfast	<i>Ballroom A</i>
9:00 – 10:00 am	Opening Session	<i>Ballroom B</i>
	<p>Thomas J. Lawley, M.D. Dean Emory University School of Medicine</p> <p>Dean Lawley will give an overview of the challenges confronting medical schools and what is required of its leadership to support the educational, research, and clinical missions of the organization. He will share his views regarding the challenges that department administrators face with respect to the potentially competing expectations of the dean's office, their chair, and the faculty. Dean Lawley will share his views regarding the fiduciary responsibilities of the administrator to the medical school and to the department.</p>	
10:00 – 11:00 am	General Session I Leadership	<i>Ballroom B</i>
	<p>Rebecca Cooke Administrator, Department of Medicine Northwestern University Feinberg School of Medicine</p> <p>The focus of this session is to provide the new manager with an overview of the responsibilities and leadership roles they must assume within a department. The presentation will begin with a general discussion of leadership and power followed by specific suggestions for developing a partnership with the Chair and creating a team in the department. The importance of continually developing yourself, your staff and your department will be presented.</p>	
11:00 – 11:15 am	Refreshment Break	<i>Outside Ballrooms A&B</i>

Thursday, February 1, 2007 (cont'd)

11:15 am – 12:45 pm **General Session II****Ballroom B****Finance****George E. Andersson**

Assistant Vice Chancellor / Assistant Dean for Finance
Washington University School of Medicine

Mr. Andersson will describe critical financial controls, reports, productivity benchmarks, considerations in creating a departmental budget, and the key dimensions that must be tracked in order to understand what it costs to do business. The speaker will also share his views on managing funding sources, or “colors of money,” in an organization with multiple missions.

12:45 – 2:00 pm

Lunch

Ballroom A

2:00 – 3:30 pm

General Session III**Department Strategic Planning****Ballroom B****Rebecca Cooke**

Administrator, Department of Medicine
Northwestern University Feinberg School of Medicine

George Andersson

Assistant Vice Chancellor / Assistant Dean for Finance
Washington University School of Medicine

Ms. Cooke will describe strategic planning activities at the department level including various types of departmental strategic planning and the role of the administrator in strategic planning. She will also relate her experiences as an Administrator in planning for a department retreat.

Mr. Andersson will give an overview of the financial side of strategic planning at the department level. He will discuss how you financially validate the major objectives of a strategic plan and how you determine which pieces are actionable. He will also describe how to monitor forecasting awards and measure research productivity.

3:30 – 3:45 pm

Refreshment Break

Outside Ballrooms A&B

Thursday, February 1, 2007 (cont'd)

3:45 – 5:00 pm **Small Group Discussions (see yellow hand-out for group and room assignments)**

Group A – Habersham
Group B – Chastain
Group C – Tuxedo
Group D – Arden Boardroom
Group E – Vinings

Attendees will participate in table discussions on lessons learned thus far in the program and offer ideas about how to integrate concepts back home. Small group discussions will be facilitated by speakers.

6:30 – 7:15 pm Light Reception

Outside Ballrooms A&B

7:15 – 8:30 pm Dinner

Ballroom A

Friday, February 2, 2007

7:00 am	Registration Opens	<i>Outside Ballrooms A&B</i>
7:00 – 8:00 am	Continental Breakfast	<i>Ballroom A</i>
8:00 – 10:00 am	General Session IV The Law and Ethics	<i>Ballroom B</i>

Claudia R. Adkison, J.D., Ph.D.

Executive Associate Dean, Administration and Faculty Affairs
Emory University School of Medicine

Panel Participants:

George Andersson

Assistant Vice Chancellor / Assistant Dean for Finance
Washington University School of Medicine

Lilly Marks

Senior Associate Dean for Administration and Finance
University of Colorado School of Medicine

Dr. Adkison will describe legal/ethical dilemmas that often confront department administrators. She will discuss and interpret the laws applicable to these situations, and mechanisms available to managers for addressing potential problems. Areas to be addressed include faculty effort reporting, research compliance, and personnel issues. The session will include a panel discussion with senior medical school business officers describing actual problems they've encountered in the past and the strategies adopted for dealing with them.

10:00 – 10:15 am	Break	<i>Outside Ballrooms A&B</i>
10:15 am – 12:15 pm	General Session V Research Administration Sponsored Program Administration 101: What You Need to Know	<i>Ballroom B</i>

Jane Youngers

Assistant Vice President for Research
University of Texas Health Science Center at San Antonio

The administration of sponsored programs is everybody's job from the central research administration office to the investigator. The unit administrator

Friday February 2, 2007 (cont'd)

usually find themselves with an ever changing set of challenges when dealing with grants and contracts. This session will focus on why we do what we do and how to do it better. Issues in proposal preparation, award administration, and compliance will be discussed. Ms. Youngers will also highlight the issues that can get an administrator in trouble and how to keep the administrator out of trouble.

12:15 – 1:30 pm	Lunch	<i>Ballroom A</i>
1:30 – 3:30 pm	General Session VI Human Resources	<i>Ballroom B</i>
	Mary Dupont Associate Dean for Human Resources Harvard Medical School	
	Ms. Dupont will address the most important human resources responsibilities facing managers in medical schools and research organizations. She will discuss the unique challenges of managing in an environment where the demands of good personnel management may conflict with the demands posed by researchers, educators, and other administrators.	
3:30 – 3:45 pm	Refreshment Break	<i>Outside Ballrooms A&B</i>
3:45 – 5:15 pm	Targeted Break-Out Sessions	
	Attendees will have the opportunity to participate in small group discussions on a particular topic of interest. Break-Out Sessions will meet in Ballroom B, Habersham, Chastain, Tuxedo, Arden Boardroom and Ansley. Please sign up at the registration desk for the targeted session you would like to attend.	
6:00 pm – 7:30 pm	Heavy Reception	<i>Mezzanine</i>

Saturday, February 3, 2007

7:00 am	Registration opens	<i>Outside Ballrooms A&B</i>
7:00 – 8:00 am	Continental Breakfast	<i>Ballroom A</i>
8:00 – 9:45 am	General Session VII Clinical Administration	<i>Ballroom B</i>
	Lilly Marks Senior Associate Dean for Administration and Finance University of Colorado School of Medicine	
	<p>Ms. Marks will provide a paradigm for understanding the role of the clinical practice in the global economy of the School of Medicine. The presentation will also review the national health care challenges and the issues related to clinical practice management. The discussion will focus on:</p> <ul style="list-style-type: none">• The interface of the clinical practice with school of medicine/department budgets and multiple missions;• Front-end and back-end billing and collection issues;• Performance metrics to assess faculty clinical productivity and the effectiveness of billing and collection activities;• Managed care and network issues;• The role and responsibility of the department administrator in centralized and decentralized practice plan models.	
9:45 – 10:00 am	Refreshment Break	<i>Outside Ballrooms A&B</i>
10:00 – 11:00 am	General Session VII reconvenes Clinical Administration	<i>Ballroom B</i>
11:00 am	Conference Adjourns	

List of Speakers

Claudia R. Adkison, J.D., Ph.D.
Executive Associate Dean
Administration and Faculty Affairs
Emory University School of Medicine

George E. Andersson
Assistant Vice Chancellor / Assistant Dean for
Finance
Washington University School of Medicine

Rebecca Cooke
Administrator, Department of Medicine
Northwestern University Feinberg School of
Medicine

Mary Dupont
Associate Dean for Human Resources
Harvard Medical School

Thomas J. Lawley, M.D.
Dean
Emory University School of Medicine

Lilly Marks
Senior Associate Dean, Administration and
Finance
University of Colorado School of Medicine

Jane A. Youngers
Director, Grants Management
University of Texas Health Science Center at
San Antonio

Future Meetings

2007

GBA/GIP/GIR Spring Meeting
May 2 – 5
Chicago, IL

AAMC Annual Meeting
November 2 - 7
Washington, DC

2008

AAMC Annual Meeting
October 31 – November 5
San Antonio, TX