



ASSOCIATION OF
AMERICAN
MEDICAL COLLEGES

New Managers' Training Program
Association of American Medical Colleges
2450 N St. NW
Washington, DC 20037

New Manager's Training Program

Sponsored by the AAMC Group on Business Affairs

January 27 – 29, 2005 | Loews Vanderbilt Hotel | Nashville, TN

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Preliminary Agenda

Thursday, January 27

2:30 – 6:15 pm

Registration

4:00 – 5:00 pm

Opening Session
Leadership, Culture, Environment and Values in
Academia: An Overview

Steven G. Gabbe, M.D.

Dean

Vanderbilt University School of Medicine

Dean Gabbe 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 Gabbe will share his views regarding the fiduciary responsibilities of the administrator to the medical school and to the department.

5:00 – 5:15 pm

Break

5:15 – 6:15 pm

General Session I
Leadership

Rebecca Cooke

Administrator, Department of Medicine

Feinberg School of Medicine, Northwestern University

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.

6:45 pm

Reception and Dinner

Friday, January 28

7:00 – 8:00 am

Continental Breakfast

8:00 – 9:30 am

General Session II
Finance

	<p>George E. Andersson Assistant Dean for Finance Washington University School of Medicine</p> <p>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.</p>
9:30 – 10:00 am	Break
10:00 – 12:00 am	<p>General Session III The Law and Ethics</p>
	<p>Claudia R. Adkison, Ph.D. Executive Associate Dean, Administration and Faculty Affairs Emory University School of Medicine</p> <p>Panel Participants: George Andersson Lilly Marks</p> <p>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.</p>
12:00 – 1:30 pm	Luncheon
1:30 – 3:30 pm	<p>General Session IV Human Resources</p>
	<p>Mary Dupont Associate Dean for Human Resources Harvard Medical School</p> <p>Ms. Dupont will address the most important human resource 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.</p>
3:30 – 3:45 pm	Break
3:45 – 5:15 pm	<p>Small Group Discussions</p> <p>Participants 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.</p>

6:00 – 7:30 pm

Hearty Reception

Saturday, January 29

7:00 – 8:00 am

Continental Breakfast

8:00 – 10:30 am

General Session V Clinical Administration

Lilly Marks

Senior Associate Dean for Administration and Finance, School of Medicine
University of Colorado Health Sciences Center

Ms. Marks will provide a paradigm for understanding all of the pieces that comprise the clinical system, including how they work, how they need to interact with one another, what questions to ask, and how to know if the system is working. The discussion will focus on:

- 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 .

10:30 – 11:00 am

Break

11:00 am – 1:00 pm

General Session VI Research Administration Sponsored Programs Administration 101: What You Need to Know

Jane A. Youngers

Director, Grants Management
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 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.

1:00 pm

Adjourn

Meeting Facts

Location

Loews Vanderbilt Hotel
2100 West End Avenue
Nashville, TN 37203
Phone: 615/320-1700
Fax: 615/320-5019
www.loewshotels.com/hotels/nashville/

Filled with the best music and located near downtown Nashville, Tennessee, Loews Vanderbilt Hotel has a vogue new look and feel. Through partnerships with the Country Music Hall of Fame, the Nashville Songwriters' Association, and Nashville Underground, they offer guests that special extra something that turns an ordinary stay into something extraordinary. From lyrical garage signage like, "When Will We See You Again," to a lobby jukebox stocked with songs recorded by celebrity guests, Loews welcomes guests of the Nashville area to explore one of those rare places that offers a brand new, downright fun way of meeting and traveling.

Situated in Nashville's trendy West End corridor, Loews Vanderbilt offers guests a fun atmosphere and luxury accommodations, conveniently located near the many diverse attractions of the city. Vanderbilt University's historic campus is directly across the street, while charming shops and restaurants are within walking distance. Downtown businesses are just blocks away as are Music Row, the Country Music Hall of Fame and the Frist Center for Visual Arts. The Nashville International Airport is located 12 miles from the hotel or approximately a 15-minute drive.

Reservations and Room Rates

The room rate, which is subject to a tax of 14.25% is:

\$139.00 Single/Double Occupancy

To make your hotel reservations, complete the enclosed Hotel Reservation Form and either mail it directly to the hotel or fax it to the hotel at 615/320-5019. You may also make reservations by calling 615/320-1700. Be sure to identify yourself with the AAMC in order to receive the group rate. To confirm your reservation, a deposit equal to one night's room charge must accompany your reservation request. A check or major credit card will be accepted. **Reservations must be made prior to Wednesday, December 29th.** Rooms held for this meeting will be released on this date. Any reservation requests received after December 29th will be accepted only on a space available basis at the group rate. Please note that the room block may fill before December 29th, so we encourage you to make your reservations early.

Cancellation of any guaranteed room reservation must be received by the hotel at least 72 hours prior to arrival to recover your deposit. Check-in time is 3:00 p.m. and check-out time is 12:00 p.m.

Air Transportation

United Airlines is offering special discounted rates for this meeting:

- 5% discount off the lowest applicable discount fare, including First Class.
- 10% discount off unrestricted mid-week coach fares. Seven day advance purchase is required.
- You can earn an additional 5% discount if you purchase your tickets at least 30 days in advance of your travel.

To receive the discount, you (or your travel agent) must call 800/521-4041 and refer to the **AAMC Meeting ID Code: 550TH** when making your reservation. Taking advantage of this discount program not only reduces your

own travel costs, it also assists the AAMC in earning free airline tickets that help reduce speaker and staff travel costs for the meeting. Mileage Plus members receive full credit for all miles flown to this meeting.

Ground Transportation

The hotel is located approximately 15 minutes from the Nashville International Airport. Taxi fare from the airport to the hotel is approximately \$20.00.

Rental Car

Hertz is offering the following special rates for this meeting:

	Daily (per day)	Weekend (per day)	Weekly (5-7 days)
Economy 2 Door	\$36.99	\$22.99	\$139.99
Compact 4 Door	\$41.99	\$25.99	\$154.99
Midsize 2/4 Door	\$45.99	\$27.99	\$169.99
Special Sporty	\$47.99	\$32.99	\$184.99
Fullsize 4 Door	\$50.99	\$34.99	\$199.99
Premium	\$55.99	\$39.99	\$209.99
Towncar	\$69.99	\$63.99	\$296.99
4wd/Awd SUV	\$69.99	\$63.99	\$296.99

These rates are effective one week before and one week after the meeting dates. Rates do not include tax or optional coverages. Advance reservations are recommended. Rentals are subject to age, driver's license and credit requirements. Weekend rentals are available for pickup between 12 noon Thursday and 12 noon Sunday and must be returned no later than 11:59 pm Monday. Weekend rentals have a minimum 2-day keep and Thursday pick-up requires a minimum 3-day keep. Weekly rentals are from 5-7 days. Extra day rate for Weekly rentals will be charged at ¼ of the Weekly Rate. To reserve a car, call toll free **800/654-2240** and give the reservation agent the **AAMC Discount Code: CV#02WZ0003**. Reservations are subject to car availability, so please make your reservations in advance.

Climate and Dress

Temperatures in Nashville in late January are chilly so please pack appropriately. The average high is 46 degrees and the average low is 28 degrees. Dress is casual for the duration of the meeting. The temperature of the meeting rooms may be somewhat warmer or cooler than you might expect. You are encouraged to wear layered outer clothing.

Local Attractions

A little bit country or a little bit history, the District, located on 2nd Avenue, blends the best of both worlds. Check out the live entertainment at the Bluebird Cafe or Tootsie's Orchid Lounge where many legendary songwriters got their start. Not only a treat for your ears, the District is also a treat for your palette, offering restaurants of every ethnicity and atmosphere. Minutes away from Loews Vanderbilt Hotel, the District is a great diversion that will indulge your every sense.

In Hillsboro Village you don't walk - you stroll. A charming neighborhood with gourmet coffee shops, cozy restaurants, boutiques and antique shops, you'll find plenty of reasons to linger in Hillsboro Village. Just a couple of blocks from Loews Vanderbilt Hotel, this eclectic neighborhood is the perfect place to spend a leisurely day.

Points of Interest

Besides Music Row, other nearby attractions include the Country Music Hall of Fame, the Parthenon, the home of President Andrew Jackson, Cheekwood Museum of Art and Botanical Gardens, Opry Mills, the Nashville Zoo,

General Jackson Showboat, the Tennessee Fox Trot Carousel, Belle Meade Plantation, the Bicentennial Mall State Park, Fort Nashborough and the Tennessee State Capitol.

Museums

Nashville's diverse culture is apparent in its many museums, including the Country Music Hall of Fame, the Cumberland Museum and Science Center, the Frist Center for the Visual Arts, Vanderbilt Fine Arts Gallery, Tennessee State Museum, Cheekwood Museum of Art and Botanical Gardens, and the Van Vechten Gallery at Fisk University.

Sporting Events

Nashville offers several local professional teams including the Tennessee Titans (NFL), Nashville Predators (NHL) and the Nashville Sounds Baseball Team. Nine local colleges offer a wealth of collegiate sporting events. Other recreational venues include the Iroquois Memorial Steeplechase, Nashville Super Speedway, and several challenging, scenic golf courses.

Culture

Nashville is a rising star when it comes to cultural offerings. A sampling includes the Grand Ole Opry, Tennessee Performing Arts Center, Tennessee Repertory Theatre, Nashville's Children's Theatre, Nashville Symphony, Nashville Ballet Company, Nashville Chamber Orchestra and Nashville Opera.

Please contact the hotel's concierge at 615/320-1700 for further information on any of these attractions and activities or check out the Nashville Convention and Visitors Bureau's web site at www.nashvillecvb.com

Registration Fees and Procedures

Registration is limited to the first 100 applicants.

Registration by Fax or Mail:

Please complete the registration form and return it to the Meetings Registrar as soon as possible. Credit card information (MasterCard or VISA only), a check or an institutional purchase order must accompany this form. Registration forms received via fax must include credit card information or an institutional purchase order or your form will not be processed.

Registrations received with a purchase order will be accepted as a placeholder only. Actual payment must be received by Tuesday, January 18th. If payment is not received by this date, your registration will be cancelled.

Payments from outside the U.S. must be made payable in U.S. funds through a U.S. bank. If you have any questions regarding registration, please contact the meetings department at 202/828-0671 or dhollins@aamc.org.

Registration Online:

You may register online if paying by credit card (MasterCard or VISA only). Please visit www.aamc.org/meetings.

Registration Fee: \$535.00

The registration fee covers all meeting materials, coffee breaks, two continental breakfasts, one lunch, two receptions and one dinner.

Guest Registration Fee: \$130.00

The guest registration fee covers the cost of the reception and dinner on Thursday, January 27th and the reception on Friday, January 28th. Please note that guest badges are required at all functions; individuals without badges will not be admitted.



Continuing Professional Education (CPE) Credits

Attendance at all sessions at this meeting will provide 10 Continuing Professional Education (CPE) credits. The field of study is *Specialized Knowledge and Applications*. The program level for this meeting is: *Basic*. No prerequisites or advance preparation is required. For more information regarding the AAMC administrative policies such as complaint and refund, please contact Rebecca Zurcher at 202/828-0047.

AAMC is registered with the National Association of State Boards of Accountancy (NASBA), as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors, 150 Fourth Avenue North, Suite 700, Nashville, TN, 37219-2417. www.nasba.org.

Cancellation Policies

Registration Fee

Notice of cancellation must be received by our office in writing. Cancellations received by Thursday, January 6th will be entitled to a full refund. Cancellations received between January 7th and January 20th will be assessed a \$100.00 processing fee. Cancellations received after January 20th will result in the forfeiture of the entire registration fee. Partial or full fees that have been forfeited will not be applied to subsequent years.

Guest Fee

Notice of cancellation must be received by our office in writing no later than January 20th in order to receive a full refund. Cancellations received after that time will result in forfeiture of the entire fee.

A Special Note For The Disabled

The Association of American Medical Colleges wishes to ensure that no individual with a disability is excluded, denied services, segregated or otherwise treated differently from other individuals because of the absence of auxiliary aids and services.

If you are in need of auxiliary aids or services, please contact Rebecca Zurcher at 202/828-0047, or via e-mail at rzurcher@aamc.org.

Questions

For questions concerning registration procedures, please contact our Meetings Registrar, Debra Hollins, at 202/828-0671, or via e-mail at dhollins@aamc.org. For questions concerning the logistics of the meeting, please contact Rebecca Zurcher at 202/828-0047, or via e-mail at rzurcher@aamc.org. For content and session questions, please contact Becky Lewis at 202/828-0587, or via e-mail at rlewis@aamc.org.

List of Speakers

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

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

Rebecca Cooke
Administrator for the Department of Medicine
Northwestern University Feinberg School of
Medicine

Mary Dupont
Associate Dean for Human Resources
Harvard Medical School

Steven G. Gabbe, M.D.
Dean
Vanderbilt University School of Medicine

Lilly Marks
Senior Associate Dean, Administration and Finance
University of Colorado Health Sciences Center

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



Future Meetings

2005

GBA/GIP Spring Meeting
April 14-16
New York, NY

GBA Principal Business Officers' Meeting
September 22-24
Santa Fe, NM

AAMC Annual Meeting
November 4-9
Washington, DC

2006

GBA/GIP Spring Meeting
April 6-8
Vancouver, BC

AAMC Annual Meeting
October 27 – November 1
Seattle, WA