

# AAMC Group on Business Affairs Department Administrator Interest Group

The AAMC Group on Business Affairs (GBA) is one of 18 AAMC Affinity Groups. The GBA is composed of medical school leaders with finance and administration responsibilities in the dean's office, the departments, and human resources. Within the GBA, there are four committees and two interest groups.

The GBA Department Administrator (DA) Interest Group is a network of basic science, translational, and clinical department/center/institute business managers who share ideas, challenges, best practices, and development opportunities to advance administrative and fiscal management in academic medical institutions to support medical education, research, and health care.

## Purpose

The GBA DA Interest Group connects peers in academic medicine and to develop, define, and promote promising practices in health care administration, research management, graduate and professional education, knowledge transfer, and growth of the business of medicine, research, and health care delivery.

## Why You Should Join

Whether you are a vice president, CAO, midlevel research manager, or new to the profession, if you are responsible for departmental or operational oversight, the AAMC GBA DA Interest Group is your reliable source for networking, education, and professional development.

The GBA DA Interest Group can help you optimize your career while fulfilling the mission of your institution. Discover best practices, tactics, insights, and programming designed by and for academic medicine professionals. From engaging with leading subject matter experts to forging valuable relationships with peers, our specialized offerings empower individuals and enable institutions to thrive.

Explore our full spectrum of leadership programs, affinity groups, and transformative events at [aamc.org/gba](https://aamc.org/gba).

## How To Join

As an employee of an AAMC-member medical school, you are eligible to participate in the GBA. Once you join the GBA, you have the option to join the GBA Department Administrator Interest Group. There is no additional fee, and your school can have an unlimited number of participants in the GBA and the DA Interest Group.

If interested in joining, please contact AAMC GBA staff at [GBA@aamc.org](mailto:GBA@aamc.org).

### Benefits of joining the GBA DA Interest Group:

- Access a nationwide network of peers.
- Explore topics of interest to department administrators and the best means to engage colleagues in these topics.
- Participate in discussions on calls and the GBA DA Listserv: [gbada@lists.aamc.org](mailto:gbada@lists.aamc.org).
- Help to shape potential webinars, trainings, and toolkits.
- Submit topics for breakout sessions at the GBA-GIP Spring Meeting and participate in Hot Topics Discussion Forums.

## Current Strategic Priorities of the GBA DA Interest Group

### 1. Definition of “administrator.”

- a. What does it mean to be an “excellent” administrator?
- b. What does the role of the administrator look like today; what are key skills?

### 2. Strategic growth.

### 3. Leadership development.

### 4. Change management.

### 5. Framework for assessing a department.

## GBA DA Interest Group Advisory Committee

**Chair, Nicholas (Nick) Nguyen**, Administrator, Division of Cardiology, Department of Medicine, Duke University School of Medicine

**Clinical Department Lead, Brian David**, Vice Chair for Clinical Integration and Administration, The Samuel Bronfman Department of Medicine, Mount Sinai Health System

**Basic Science Department Lead, Sue Carlson**, Director of Operations, Department of Biostatistics and Medical Informatics, University of Wisconsin School of Medicine and Public Health

**GBA Steering Committee Liaison, Heather Hamby**, Executive Associate Dean, Emory University School of Medicine; Chief Business Officer, Emory University School of Medicine and Physician Group Practice; Associate Vice President for Health Center Integration, Woodruff Health Sciences Center

**Denise Niles Canales**, Director of Bioinformatics, Lyda Hill Department of Bioinformatics, UT Southwestern Medical Center

**Mark Lucas**, Chief Administrative Officer, Department of Neurobiology, Department of Computational Medicine, University of California, Los Angeles, David Geffen School of Medicine

**Dana Keren**, Senior Department Administrator III, Department of Otolaryngology, Department of Obstetrics and Gynecology, Tulane University School of Medicine

**Glendale Manning**, Department Administrator, Satcher Health Leadership Institute, Morehouse School of Medicine

## About the AAMC

The Association of American Medical Colleges serves and leads the academic medicine community to improve the health of all. Founded in 1876 and based in Washington, D.C., the AAMC is a not-for-profit association dedicated to transforming health care through innovative medical education, cutting-edge patient care, and groundbreaking medical research.

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