

Time Management/ Management of Multiple Training Programs

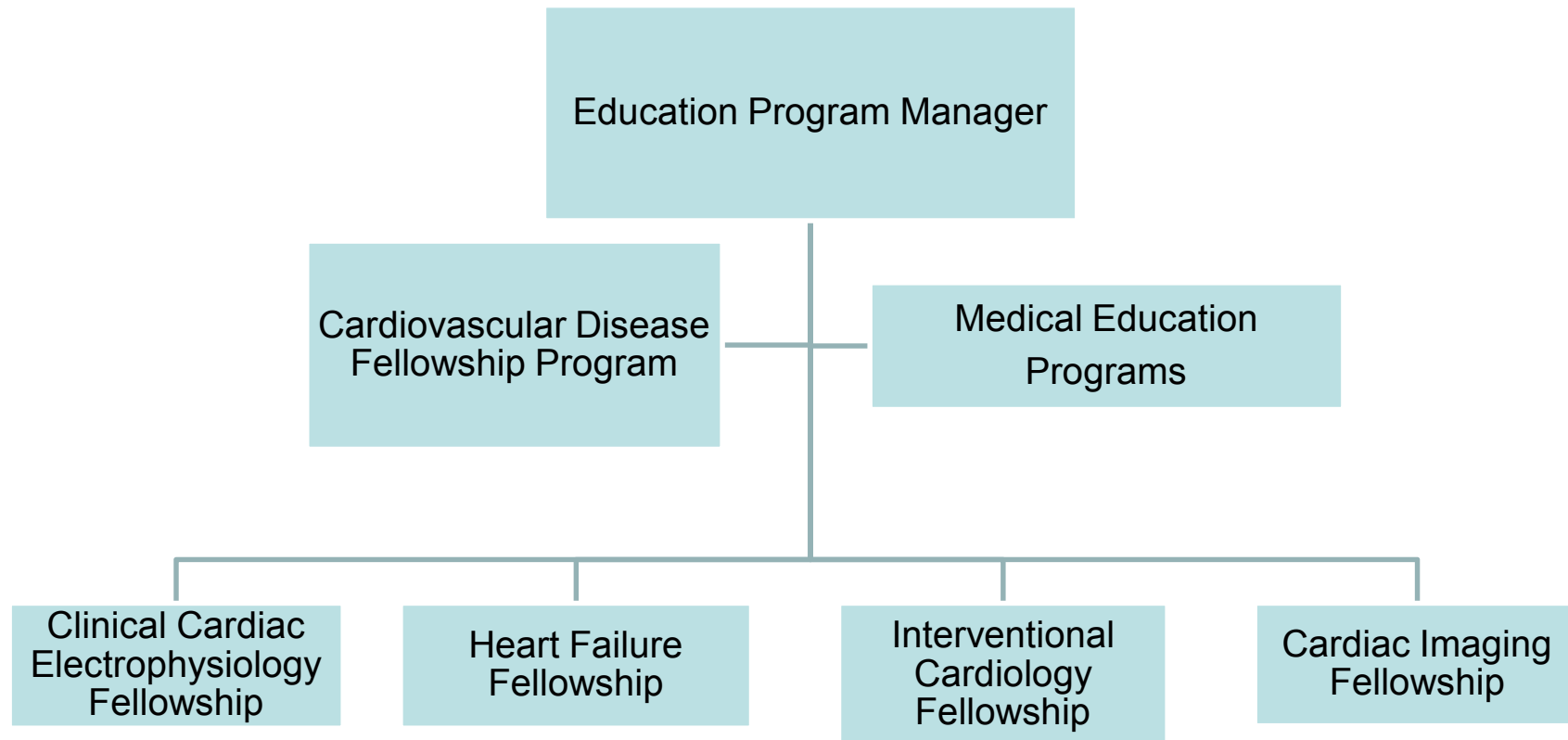
Eva Meunier

Education Program Manager

Division of Cardiovascular Health and Disease

University of Cincinnati College of Medicine

My Background



Time Management

- the act or process of planning and exercising conscious control over the amount of time spent on specific activities, especially to increase effectiveness, efficiency or productivity.

Who Do We Work With

- Fellows
- Physicians
- Clinical Staff
- Academic Staff

Identify Your Work Style

- Doing
 - Intense Focus and Detailed in Efforts
 - “Shoot, Fire, Aim”
- Leading
 - Create vision and Inspire Others
- Loving: Relationship Building
 - Work is completed best in a team in “harmony”
 - Need a team
- Learning
 - “Researcher”, disciplined, think more strategically
 - Usually need others to work with and ready to work.

Identify Your Best Working Environment



How Do You Spend Your Work Day

- Most productive time and days
 - Fellows Clinic Days
 - Mid-morning and mid-afternoon
 - End of Day (Everyone is gone!)
- Time consuming tasks
 - Pulling data for CCC meetings/Milestone Reporting
 - Pulling and reviewing applications from PDWS
 - Grant writing
- Time needed to complete tasks

What are the “True” Priorities in the Training Program

- Important VS Urgent
 - Less time spent on important to focus on urgent projects
 - Spending more time on important reduces projects becoming urgent

Know Your Academic Year Schedule

- July
 - New Fellow Orientation
 - Wrap-up last minute onboarding
 - ERAS opens for CD Recruitment
- August/September
 - CD Application Recruitment
 - Annual Program Evaluation Submission
 - ADS update
- October
 - CD Application Wrap-Up
 - In-Training Examination
- November
 - NRMP Rank List Submission
- December
 - NRMP Match
 - ERAS opens for IC Recruitment
 - Grants cycle open for next academic year
 - CCC Milestones Reports/Semi-Annual Program Reviews

Don't forget about us!!



Organization Planning Tools

- Electronic calendars, computer programs, wall calendars, notebooks
 - Are you a visual person?
- Prioritizing
 - Difficult during certain times of academic year.

Standardized Systems

Create systems to complete routine tasks and projects

Visual Person...Recruitment Sudoku

Thursday September 4, 2014

Cardiovascular Disease Fellowship Recruitment

	Dr. Attari MSB 7103	Dr. Becker CVC 4936	Dr. Burger MSB 3358C	Dr. Dunlap MSB 3355B	Dr. Harris MSB 4260A	Dr. Helmy MSB 5111	Dr. O'Donnell MSB 3355A	Dr. Sanghvi MSB 3263	Dr. Vandivier-Pletsch CVC 4935	Williams/ Wilt MSB 3109C
8:00-8:30	Welcome									
8:30-9:00	8:30-45 Abdulhak, 8:45-9 Chawla	Fuchs	Guha	8:30-8:50 Junpaparp; 8:50-9:10 Abdulhak				Patel	8:30-8:45 Chawla, 8:45-9 Schmuckler	Schutzman
9:00-9:30	9-9:15 Sultan, 9:15-9:30 Patel	Schutzman	Chawla	9:10-30 Sardar				Parikh	9-9:15 Junpaparp, 9:15-9:30 Guha	Fuchs
9:30-10:00	9:30-9:45 Schmuckler, 9:45-10 Schutzman		Fuchs	9:30-50 Guha; 9:50-10:10 Parikh				Chawla	9:30-9:45 Patel, 9:45- 10 Sardar	Sultan
10:00-10:30	10-10:15 Fuchs, 10:15-10:30 Guha		Shmukler	10:10-30 Schutzman				Sardar	10-10:15 Parikh, 10:15- 10:30 Abdulhak	Patel
10:30-11:00	10:30-10:45 Junpaparp, 10:45- 11 Parikh	Chawla	Abdulhak	10:30-50 Schmuckler; 10:50-11:10 Patel				Sultan	10:30-10:45 Fuchs, 10:45-11 Schutzman	Sardar
11:00-11:30	11-11:15 Sardar	Parikh	Schutzman	11:10-30 Chawla				Shmukler	11-11:15 Shkullaku, 11:15-11:30 Sultan	Junpaparp
11:30-12:00		Shmukler	Parikh	11:30-11:50 Fuchs				Abdulhak		Guha
12:00-1:00 p.m.	Lunch w/Fellows									
1:00-1:30			Sultan		1-1:15 Sardar, 1:15-30 Schmuckler	1-1:15 Abdulhak; 1:15-30 Chawla	1-1:15 Patel, 1:15-30 Schutzman	Guha		Parikh
1:30-2:00			Patel		1:30-45 Junpaparp, 1:45- 2 Guha	1:30-45 Sardar; 1:45-2 Junpaparp	1:30-45 Sultan, 1:45-2 Schmuckler	Fuchs		Abdulhak
2:00-2:30			Junpaparp		2-2:15 Patel, 2:15-30 Chawla	2-2:15 Guha; 2:15-30 Parikh	2-2:15 Chawla, 2:15-30 Fuchs	Schutzman		Schmukler
2:30-3:00			Sardar		2:30-45 Fuchs, 2:45-3 Abdulhak	2:30-45 Schutzman; 2:45-3 Patel	2:30-45 Guha, 2:45-3 Parikh	Junpaparp		Chawla
3:00-3:30				3-3:20 Sultan	3-3:15 Parikh, 3:15-30 Schutzman	3-3:15 Fuchs; 3:15-30 Schmukler	3-3:15 Abdulhak, 3:15-30 Junpaparp	Chawla		Sardar
3:30-4:00					3:30-45 Sultan	3:45-4 Sultan	3:30-45 Sardar			

Cardiovascular Disease Fellowship Training Plan

Fellow	XX, MD
Training Period	7/1/2012-6/30/2015

Cardiovascular Disease Training Interest	
Clinical-Educator	X
Clinical-Private Practice	
Clinical-Research	
Physician Scientist	

Procedure Level 2 Certifications Desired	
Cath	X
CT/MRI	
Echo	X
Nuclear	X

Non-Lab Clinical Rotations (Minimum 9 months)			
VA Inpatient	12/12	2/13	8/13
UCMC OCU	1/13	7/14	
UCMC Consults	10/12	4/14	
UCMC HF/TXP	8/13	3/14	

Research (1 month required)	
Intro to Research	11/12
Research	

Electrophysiology (2 months required)	
VA/UCMC EP	9/13
VA/UCMC EP	11/13

Cardiac CT	Level 1 (1 month)	Level 2 (2 months)
UCMC/CTCH	11/14	
UCMC/CTCH		

Cath	Level 1 (4 months)	Level 2 (8 months)
VA Cath	7/12	
VA Cath	4/13	
UCMC Cath	1/14	
UCMC Cath	5/14	
UCMC Cath		8/14
UCMC Cath		1/15
UCMC Cath		4/15
UCMC Cath		6/15

Echocardiography	Level 1 (3 months)	Level 2 (6 months, 3 additional)
VA Outpatient*	8/12	
VA Outpatient*	9/12	
UCMC Echo	12/13	
UCMC Echo		10/14
UCMC Echo		2/15
UCMC Echo		3/15

*1 month Echo credit available if specific requirements met.

Cardiac MRI	Level 1 (1 month)	Level 2 (TRC)
UCMC/CTCH	11/14	
UCMC/CTCH		

Nuclear*	Level 1 (2 months)	Level 2 (4 months, 2 additional)
UCMC Nuclear	3/13 (.5)	2/14 (.5)
UCMC Nuclear	5/13 (.5)	9/14 (.5)
UCMC Nuclear	7/13 (.5)	12/14 (.5)
UCMC Nuclear	10/13 (.5)	5/15 (.5)

*1/2 month Nuclear credit given for each month of Post-Intro to Research and Nuclear NF.

Other rotations desired:

Fellow's Signature:	Date:
Program Director's Signature:	Date:

Team Work...

- Everyone is needed for a successful Fellowship Training Program
 - Be part of the team in your training program, your division, you department.
 - Don't demand Respect...Earn the Respect

Other Team Members

- Build a support team when more hands/feet/eyes are needed
 - Recruitment
 - All administrative staff assist with escorting 12+ candidates on 6 days of recruitment
 - Faculty give 100% commitment
 - Rotation Schedules
 - Include Chief Fellows or Senior Fellows
 - Associate Program Director

What Faculty Will Do for A Vote for the Teaching Awards



Remember Personal Time

Very difficult to remember some days, but you need your personal time.

