AHME – Developing GME Leaders: Professional Development and Career Advancement for Program Administrators and Coordinators

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Disclosure

No conflicts of interest to report
I can and I will
Objectives

- (1) understand the history behind the role of the GME Administrator/Coordinator;
- (2) recognize the attributes of a strong GME Administrator/Coordinator;
- (3) discover the variety of resources available for GME Administrator/Coordinator professional development; and
- (4) discuss the assortment of career advancement trajectories accessible for strong GME Administrators/Coordinators.
Historically, GME Administrators and Program Coordinators were assigned GME tasks as additional duties – their main job was:

- Office Clerk/Secretary
- Administrative Assistant
- Faculty Credentialing
- Human Resources

In many specialties, it was the Program Director that wanted a dedicated graduate medical education person to help with program administration.
Progression – Or Not?

You – Now

Program Administrator/Coordinator

Secretary/Office Receptionist
After recognition from Program Directors, that the training administrator role was more important than doing it as an “extra” duty – the idea was planted that this needed to be a separate position with a separate designation.

The role really changed when GME Administrators became involved in the process. Many administrative associations and organizations became “branches” of their Program Director groups.

From Branches to standalone organizations.
- Association for Residency Coordinators in Surgery (ARCS) recently celebrated their 30th Year anniversary. Now they are Association for Residency Administrators in Surgery (ARAS) to recognize the expanded role of Administrators in GME.

From Organizations to Certification
- TAGME History – certification – 2002 – Relatively new respect for GME Professionals – less than 20 years
Your must be involved to transcend where you are – participate at all levels.

Involve yourself to grow – career path trajectory improves substantially

Involve means action – Webster’s Dictionary says:
  ◦ in·volve·ment
     • noun
       • the fact or condition of being involved with or participating in something.
       • synonyms: participation, action, hand; emotional or personal association with someone, attachment, friendship, intimacy
What’s Next – Tools for Success

- Interest
  - Team Building

- Involvement
  - Demonstrating Professional Competence

- Action
  - Being a GME Leader – Developing Personal Leadership

- Change
  - Developing a Career Strategy and Professional Development Agenda for yourself
Career Path – Find Your Path or Create It!

- Certifications
  - Professional and Educational Competence
  - Established Skill Set
- From Programs to GME office
  - Assistant DIO/GME Manager
  - Accreditation Specialists
- Managing Multiple Programs
  - Manager
- Centralized Education Offices
  - Supervisor
- Research
- Curriculum Development
- Surgical Educator
  - Faculty Development
  - Quality Improvement/Patient Safety
You must be involved, to evolve and grow.

- Career Involvement
- Personal Involvement
- Professional Involvement

- Involvement AT all levels
  - Local, Regional, National
Career Development Tools

- Strengthfinders
  - Find our Personality Strengths/Weaknesses
- Personality Assessments
- Professional Assessment
- Myers–Briggs
- EQI – Emotional Intelligence
- Career Aptitude Testing
- College Entrance Exams
- Professional Career Counseling
- Know WHO you ARE and what you have to offer!
Career Development – Stages

- **Self Improvement**
  - Name one thing you would do, if you had the money or resources to do it.
  - If your current job, work or career is not what fulfills you or gives you a feeling of contentment, how do you make it interesting, so that it does?
  - Are you involved in activities outside of work, that bring you contentment, happiness, or satisfaction?

- **Self Gratification**
  - What is Self-Gratification?
  - Reward, recompense; gratuity, a source of satisfaction or pleasure
  - the act of pleasing oneself or of satisfying one's desires
  - What makes you happy or fulfilled?

- **Passion**
  - A strong liking or desire for or devotion to some activity, object, or concept
  - Intense, driving, or overmastering feeling or conviction
  - What would you do, preferably for money, but if money was not available, would you volunteer your services?
Career Plans – What’s Yours?

- What Gratifies You?
- Improvement Areas
- Thoughts Just For You
  - Find what brings you contentment and do it, either for pay or as a volunteer.
  - Make your job into something worthwhile for you.
  - Create your own contentment by engaging in outside activities.
  - Create the WORK you want to do.
- What’s your Passion
  - Find your passion!! Ask yourself these questions:
  - I really, really like doing __________?
  - If I could make money doing this ________, I would do it in a heartbeat!
  - Do I enjoy my job? If not, why not?
  - What brings me contentment?
What is Professional Development?

- In workplaces, professional development refers to the acquisition of skills and knowledge, both for personal development and for career advancement.
Create an Action Plan

- Create your own plan for personal and professional growth
  - Short-term (1–2 years)
  - Long-term (3–5 years)

- Consider the required skills, knowledge, and competencies for the career/professional goal. State your development goals in the SMART style. *(Specific, Measurable, Achievable, Realistic, Time-bound)*

- Start with level of importance to YOU!
Know your Trajectory

Know your career ladder
- Upward Mobility
- Lateral Moves
- Movement in the Graduate Medical Education Career Field
  - Supervisor/Manager Level in your current specialty
  - Individual Programs
  - Multiple Programs – Same Specialty
  - Multiple Programs – Different Specialty
  - GME Office – Is that the last stop
  - Creating the Job you want in and out of GME

Know your compensation plan
Complete your Action Plan

- Support – what support do I need?
  - Personal
  - Professional

- What do you need to grow?
  - Classes
  - E-learning
  - Education
  - Readings
  - Learning from Others
  - Learning by Doing
    - On-the-job Development
One secret of success in life is for a man to be ready for his opportunity when it comes.  
**Benjamin Disraeli**

Your present circumstances don't determine where you can go; they merely determine where you start.  
**Nido Qubein**
What do I love to do?

Why Am I not doing what I love to do?

Write down one thing that provides you with contentment or fulfills a creative urge in you?

Why haven’t you done this one thing? What is holding you back?
Success –
Looks Different to Each Person
Success is About YOU

You – where you want to go!!

You – Now

You – when you started
My Journey

- Home
- College
- Military
- College
- Work
- College
- Teacher, Education Specialist
- College Professor
- Senior Administrator
- Community Health Activist
It’s All About What You Want!

This is what it is all about:

Is what I am doing right now helping me in my Personal Development and/or in my Career Advancement?
What’s the Plan?

What drives YOU?  Develop a Plan!
  ◦ Professional Growth
    ◦ Personal Growth
      ◦ Passion
    ◦ Persistence
      ◦ Patience
    ◦ Perseverance
Thank you AHME and the Planning Committee for allowing me to participate in this webinar. It is my hope that each of us in Program Administration will do our very best each and every day to uphold the tradition and mission of excellence of AHME!

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