

SPECIAL INTEREST GROUP PROPOSAL

**SGEA, CGEA, WGEA,
and NEGEA**

Version IV, October, 2010

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Reference Documents

Please see the following documents for more information:

Document Name	Version	Author
Certificate Program Brochure	5	Advisory Board

Distribution List

This document has been distributed to:

Name	Position	Company	Action
Carol Elam, MD	Chair	SGEA	Emailed proposal on 10/26/10
Brian Mavis, PhD	Chair	CGEA	Emailed proposal on 10/29/10
Elza Mylona, PhD	Chair	NEGEA	HOLD until hear from SGEA
Craig Timm, MD	Chair	WGEA	HOLD until hear from SGEA

1 Introduction

This proposal is being written in support of promoting and establishing a Special Interest Group (SIG) within each group on education affairs under the GEA, the SGEA, CGEA, NEGEA and WGEA. Presently the CGEA, Central Group on Educational Affairs is the only group who has an established Special Interest Group and have since 2001. A group of administrators met at the SGEA annual meeting in April, 2010, to “begin paving the way” for establishing a special interest group within the southern region. The meeting was very successful and the feedback received was that we should move forward in preparing a proposal that would allow a special interest group to be established in each region. The benefits to each region in establishing a Special Interest Group are:

- Provide opportunities to network, build teams and provide support among colleagues
- Provide opportunities for professional development
- Provide opportunities to share ideas, concerns and other issues as they relate to medical education
- Provide opportunities for research collaboration across universities, disciplines and regions
- Provide opportunities to gain knowledge through the collaboration of peers
- Provide opportunities for recognition of individuals contribution to medical education

In addition to the establishment of Special Interest Groups in each region, this proposal is seeking sponsorship for the Administrators/Coordinators Certification in Undergraduate Medical Education (ACUME) program (similar to MERC) through the Group on Educational Affairs under the AAMC. The ACUME certification’s objective is to promote professional development and servant leadership throughout undergraduate medical education. It will motivate innovation, encourage networking, support educational and research opportunities, and provide personal and professional growth across all medical schools, Allopathic and Osteopathic. This certification will allow collaboration among all medical school administrators/coordinators not only nationally but also across all specialties. It will uphold LCME standards and promote ethical principles. The certification will provide a set of competencies that can be used to hire, evaluate and promote individuals thus establishing a set of common standards to be used by all medical schools.

The ACUME certification program was developed and implemented to provide coordinators/administrators a channel to grow professionally. The objectives of the program are very similar to the goals and objectives of the SIG groups:

- Encourage growth and development
- Mentor leadership skills
- Foster innovation, improvement and training to enhance the effectiveness of medical education.
- Provide an avenue to share knowledge and foster educational and research opportunities
- Adopt and uphold the national educational standards for undergraduate medical education
- Promote ethical principles and professional behavior

Participants in the certification program must have a bachelor's degree or provide documentation of five years of service in an educational environment with progressive responsibilities. They must provide a CV, personal statement and letters of recommendations to the board. They must complete three leadership workshops, choose three personal professional activities from a list of five, present a project at a national meeting, and pass a certification exam with a score of 75% or higher.

Both the interest groups and the certification are being established to promote professional development across all universities and disciplines for individuals who work in undergraduate medical education.

In addition, one of the proposed resources to be used in conjunction with the ACUME certification program will be "A Guidebook for Undergraduate Medical Education Across Disciplines." This guidebook will foster collaboration among medical school administrators nationally and across specialties, establish common standards for and approaches to basic science and clerkship administration, provide tools for new administrators, and help experienced administrators establish leadership roles within their institution and nationally.

In 2008, the Clerkship Directors in Internal Medicine sponsored the "Guidebook for Clerkship Administration." The guidebook was developed and authored by twenty-one internal medicine administrator associate members of the national, Clerkship Director in Internal Medicine group. The guidebook is an educational resource, training and professional development guide for clerkship administrators. Although written by internal medicine administrators, the guidebook focus is across specialties and is currently used by LCME-accredited medical school administrations, medical school departments and foreign medical schools. The "Guidebook for Clerkship Administration" is the only nationally published guide for clerkship administrators.

The editorial board of the guidebook is proposing that the second edition of the guide, be sponsored as an educational component of the ACUME certification through the Group on Educational Affairs/AAMC. The second edition of the guidebook will have a title change, “A Guidebook for Undergraduate Medical Education Across Disciplines.” The second edition will be expanded to include authors across specialties and include a chapter for medical school administrators on their role in LCME accreditation as well as a chapter on basic science administration.

1.1 Our Vision

Special Interest Groups will provide a venue within each of the GEA groups to allow all individuals who work in undergraduate medical education an opportunity to grow professionally. The groups will foster professional growth, research opportunities, networking and collaboration across universities and within each discipline. The groups will work to implement new and innovative ideas that enhance the effectiveness of medical education.

1.2 Our Mission

The Administrators/Coordinators SIG group promotes excellence through the professional development, research, education and leadership of its members.

1.3 Objectives

The objectives of the SIG group will unite all administrators/coordinators across disciplines and universities and will extend beyond the boundaries of each region. We will:

- Collaborate on research
- Create alliances
- Implement new and innovative ideas that enhance our roles as administrators and coordinators
- Develop educational programs that promote opportunities for professional development and leadership

1.4 Strategies for Establishing SIG Groups

- Identify a champion in each of the regions to work in establishing and promoting awareness of a Special Interest Group
- Promote and provide the president of each GEA group with the proposal to establish a SIG group within their region

- Work closely with the established advisory board of each group to ensure goals and objectives of SIG groups are in line
- Establish universal bylaws that are in line with the bylaws of the GEA and each region
- Integrate the coordinators/administrators of undergraduate medical education certification (ACUME) into the annual meetings of the GEA groups
- Work with each champion identified for each region to build a strong and cohesive unit that can carry out the mission and vision of the SIG groups.
- Build a promotional packet to spread the word of the new SIG groups to allow for more interaction across universities and disciplines

1.5 Points of Contact

Identify the points of contact (POCs) that may be needed by the reader for informational purposes.

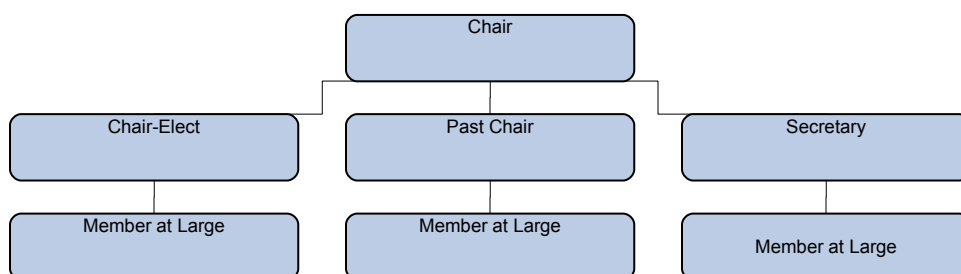
Role	Name	Email	Region
Chair	Laura Dunn	laura-dunn@ouhsc.edu	Southern
Committee	Martha Chandler	mschandler@swmail.sw.org	Southern
Committee	Sue Morschhauser	sam@medicine.wisc.edu	Central Champion
Committee	Ginger Wilson	ginger-wilson@ouhsc.edu	Southern
Committee	Linda Krencik	krencil@ccf.org	Central
Committee	Helen Cook	cook@health.missouri.edu	Central
Committee	Kellie Engle	kaengle@uw.edu	Western Champion
Committee	Karen Bruynell	KBRUYNELL@PARTNERS.ORG	Northeast Champion

2 Management Structure

An advisory board was established to promote a Special Interest Group (SIG) in each region. A champion has been identified in each region to work with the advisory board in establishing the SIG's in each region. Effort is underway in establishing the bylaws to be used universally across all SIG groups. As each SIG group is established, the management structure will evolve to meet the needs of a particular region. The advisory board will remain intact for a year to offer assistance as needed to establish a cohesive, functional group.

2.1 Organizational Chart

Following is a standard organization chart that will be used by each SIG group in each region to keep the structure of the groups standardized. As the members of the Steering Committee are elected, they will work with the advisory board to develop their own unique Special Interest Group.



2.2 Roles & Responsibilities

Each member of the advisory board will work together collectively to establish a SIG group within each region. One of the key responsibilities will be to serve as mentors as each group begins to develop. The roles and responsibilities will be developed as each SIG group is established. Work is being done by the advisory board to develop position descriptions for each member of the organizational chart. These will be included in the by-laws as deemed appropriate.

Name	Role	Organization	Area of Responsibility
	Chair	All GEA regions	Being developed
	Past Chair	All GEA regions	Being developed

Name	Role	Organization	Area of Responsibility
	Chair Elect	All GEA regions	Being developed
	Secretary	All GEA regions	Being developed
	3-Members at Large	All GEA regions	Being developed

3 Action Plan

#	Action Item	Responsible	Priority	Target Date	Resource	Barriers
1	Determine Champion	Advisory Board	2	Completed	Colleagues already in regions	
2	Develop proposal	Laura Dunn	1	Completed	Previous proposals	Proposal not strong enough
3	Teleconference with each GEA president to foster awareness	Laura and select key advisory board members	3	11/30/10	GEA website and previous contacts made	Availability of presidents
4	Send proposals to each GEA president	Laura	3	8/30/10	GEA website	
5	Develop Bylaws	Advisory Committee	2	1/1/11	GEA regional bylaws	
6	Follow-up on proposal sent to Carol Elam	Laura	1	12/1/10		
7	Web Page for Certification/ SIG Groups	Advisory Cmte..	2	12/1/10	Cmte. Members Daughter	Time
8	Copyright Completed	Advisory Cmte.	2	2/1/10		

9	Promote workshop for SGEA /CGEA mtgs.	Advisory Cmte.	1	12/1/10	Carol Elam/Brian Mavis	
10	Set up Non-Profit Structure	Advisory Cmte.	2	1/1/11		