

Association of Pathology Chairs (APC) Affinity Group for Vice Chairs of Education

Wednesday, November 1, 2023

4p-5pET / 3p-4pCT / 2p-3pMT / 1p-2pPT

Agenda

1. Welcome & Brief Survey Results: Identity of Vice Chairs of Education (3 min)
2. Brief Self-Introductions: Name, Institution, Role, and # of Years in that Role (15 min)
3. Acknowledging Job Descriptions and Organizational Charts (7 min)
4. Open Discussion (30 min)
5. Affinity Group and Listserv (5 min)

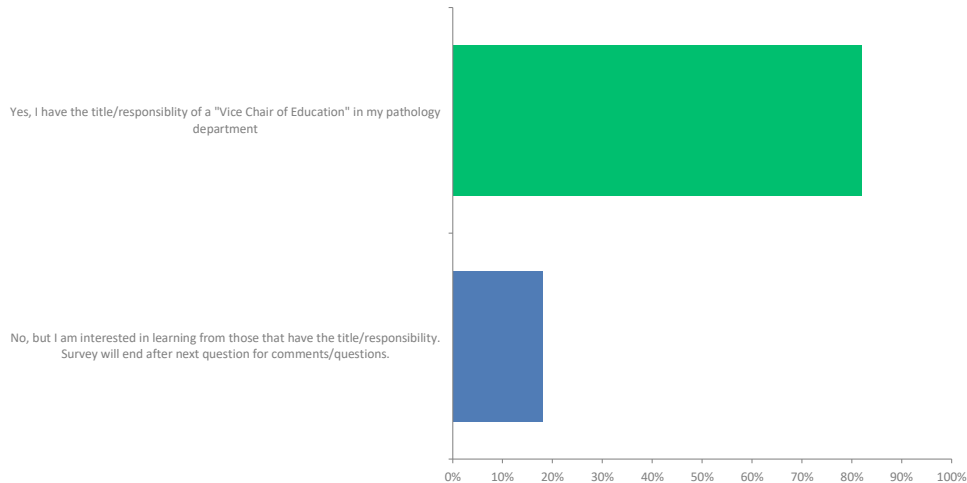


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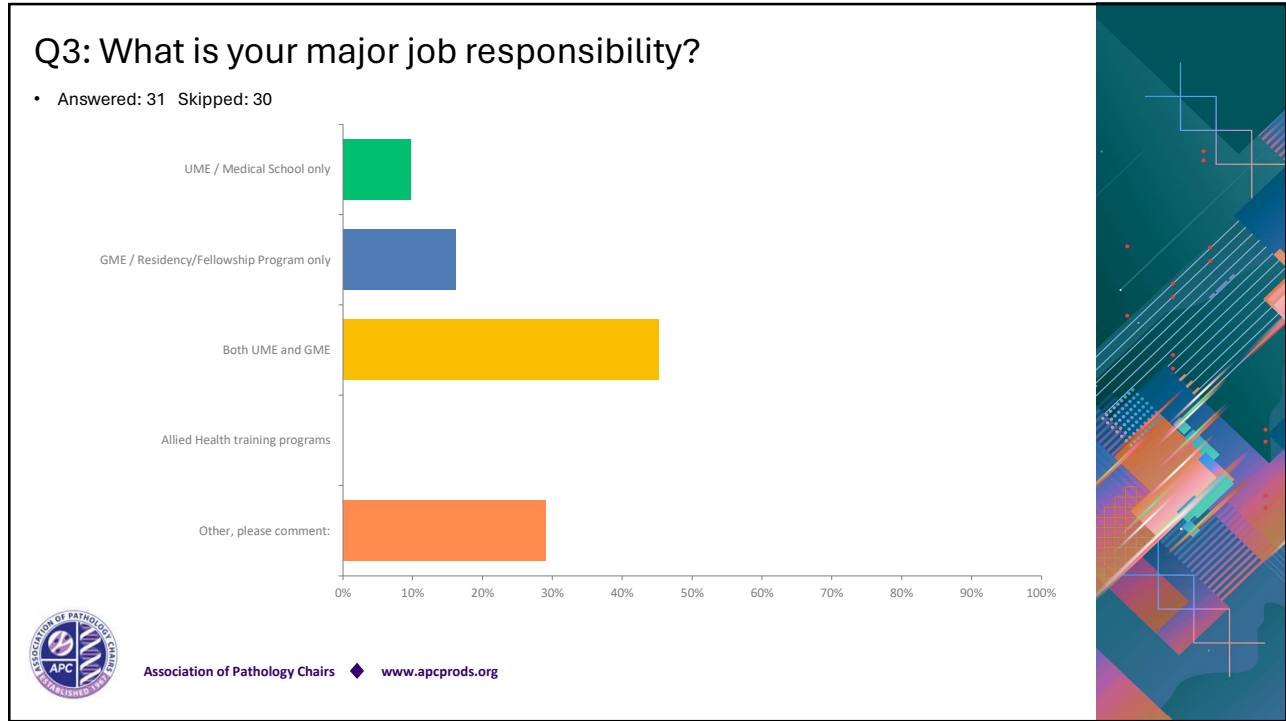
Q2: Do you have the title or responsibility of a "Vice Chair of Education," or are you interested in learning more?

• Answered: 48 (after de-duping) Skipped: 0




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#	OTHER, PLEASE COMMENT:	DATE
1	My VC position includes being a point person for all things having to do with any of our educational programs (UME/GME), but each of those programs have their own division directors who report directly to me. My personal focus is Pathology Oversight Director for pre-clinical pathology portion of our PBL curriculum.	9/8/2023 7:20 PM
2	For the Vice Chair of Education role, I oversee all education in the department, which includes Residency/Fellowship, research fellowships (postdocs), UME, graduate students, and education coordination for the clinical labs.	9/8/2023 10:51 AM
3	Residency Training Program Director and Fellowship Program Directors report to me.	9/7/2023 3:27 PM
4	UME GME and Allied Health	9/7/2023 3:07 PM
5	Major: UME & GME; Minor: CME, visitor program	8/25/2023 4:58 PM
6	Both UME and GME along with Allied health programs (pathology assistants, histotechnologists, lab assistants, etc.) and undergraduate students (pre-med, etc.)	8/25/2023 3:36 PM
7	Arranging/sponsoring observers (both MD and non-MD) Interviewing potential faculty hires (to assess interest in education) On-boarding faculty hires regarding education, how to evaluate trainees, deliver feedback, etc.	8/25/2023 3:21 PM
8	UME, GME, and Allied Health. All equally.	8/25/2023 12:53 PM
9	All of the above: management of department UME, GME, and AHS education needs and programs	8/25/2023 11:55 AM


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Representatives/Respondents from....

Baylor Scott & White Health
 Boston Medical Center
 Brigham and Women's Hospital
 Burrell College of Osteopathic Medicine
 Case Western Reserve University
 Cedars-Sinai Medical Center
 Cleveland Clinic
 Dartmouth Health
 Duke University Medical Center
 Eastern Virginia Medical School
 Geisinger
 Icahn School of Medicine at Mount Sinai
 Indiana University
 Johns Hopkins University
 Loyola Medicine
 Massachusetts General Hospital
 Mayo Clinic
 Moffitt Cancer Center/University of South Florida MCOM
 Northwestern University, Feinberg School of Medicine
 Oregon Health & Science University
 SingHealth Duke-NUS AMC
 Stanford

Stony Brook University
 SUNY Upstate Medical University
 Thomas Jefferson University Hospital
 UC Davis School of Medicine
 UC Irvine
 UCLA
 UCSF
 Uniformed Services University
 Univ of Maryland School of Medicine
 University of Kentucky College of Medicine
 University Hospitals
 University of California, Los Angeles
 University of Kentucky
 University of Missouri
 University of Nebraska Medical Center
 University of New Mexico
 University of Pennsylvania
 University of Vermont Medical Center
 University of Wisconsin Hospital
 University of Pittsburgh Medical Center
 University of Rochester Medical Center
 Vanderbilt University Medical Center
 Yale School of Medicine



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Job Description Examples submitted by:

- Mayo Clinic (VCE and ACE)
- Moffit Cancer Center
- Thomas Jefferson Univ
- Univ of California San Francisco
- Univ of California, Davis (VC of UME)



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Q5 Describe the organizational structure for the leadership of education in your department and school. If available, upload an organizational chart in the next question.

Answered: 33 Skipped: 30

#	RESPONSES
1	Vice Chair for Education: Residency and Fellowship PDs, Pathology content lead for Medical School, Directors of Pathologist Assistant Program, Directors of electives.
2	As vice chair of education, I report to the chair. I don't have any further reporting to to the Medical School Deans office because of being a Vice Chair
3	President/Provost/Dean of the School of Medicine-Chair of Pathology and Anatomical Sciences-Executive Vice Chair for Education (that's my) education division directors in charge of individual educational programs (Pre-clinical pathology - this is my personal division) PSFs, residents and graduate students) -> individual pathologists who contribute to teaching.
4	I oversee pathology participation in UME as well as the residency and fellowship programs, although there is a separate residency director.
5	In my role I report directly to the department chair. I also oversee our Educational Advisory Committee.
6	Dean, Medical School (Nancy Brown) -> Deputy Dean for Education (Jessica Iltis) -> Associate Dean for Curriculum (Michael Schwartz) -> Departmental Directors of Medical Studies/Vice-Chairs of Education
7	The Vice Chair for Education is a position that provides some leadership to the residency program and medical student educational efforts, but predominantly the former given the limited role of Pathology in the medical school. We have no formal organizational chart for the Department
8	The organizational structure for the leadership of education in our department and school is designed to facilitate a cohesive and effective approach to educational initiatives. It comprises several key positions and roles: Department Chair or Head: The Department Chair provides overall leadership and direction for the department's educational activities. They are responsible for setting the vision and goals for education, as well as overseeing curriculum development and implementation. Vice Chair of Education: The Vice Chair of Education works closely with the Department Chair to execute the educational strategy. They often take a lead role in curriculum design, assessment, and the implementation of educational innovations. Education Committee: This committee is composed of faculty members with expertise in various educational areas. They collaborate to review and develop curriculum, assess teaching methods, and address educational challenges. The committee may include subcommittees focused on specific areas, such as curriculum development, assessment, and faculty development. Program Directors: Program Directors oversee specific educational programs within the department, such as residency or fellowship programs. They are responsible for curriculum design, faculty assignments, evaluation of trainees, and ensuring compliance with accreditation standards. Course Directors: Course Directors are responsible for specific courses or modules within the curriculum. They design and deliver the content, set assessment methods, and monitor student progress. Clinical Educators: Clinical educators are faculty members who actively participate in the teaching and mentoring of students, residents, and fellows in clinical settings. They provide hands-on training, supervise clinical experiences, and offer guidance in patient care. Medical Education Coordinator/Administrator: This role provides administrative support for educational programs. They assist with scheduling, manage resources, coordinate assessments, and ensure compliance with administrative requirements. Faculty Development Lead: This individual is responsible for organizing and facilitating faculty development programs to enhance teaching skills, instructional methods, and assessment techniques. Student/Trainee Representatives: Student or trainee representatives serve as liaisons between learners and the leadership team. They provide
9	evaluate feedback, voice concerns, and advocate for educational improvements. Research and Scholarship Lead: This position focuses on promoting educational research and scholarship within the department, including the development of educational materials, publications, and presentations. This organizational structure promotes a collaborative and systematic approach to education, ensuring that the department and school meet their educational goals and deliver high-quality training and instruction to learners. Clear lines of communication and well-defined roles and responsibilities contribute to the success of our educational programs.
10	Vice Chair of Education reports to Departmental Chair
11	Department leadership is generally vice chair of education -> program director -> fellowship directors. At school level it's much more diffuse, with many shared responsibilities between the leadership teams and the faculty who lead the courses and deliver the curriculum.
12	PDs & resident PDs
13	I am Vice Chair for Academic Affairs which includes oversight of GME education leadership (Residency and Fellowship programs), Graduate Students, Research Programs and Research Faculty
14	PDs report to VCE
15	For UME there is a standing Senate Committee, the Committee for Educational Policy (CEP), which oversees all medical school curriculum and accreditation matters.
16	Vice Chairs in each dept have different roles, defined by the department. All VCE work with each other and meet monthly on the VCE issues, which cover UME, GME and other educational topics
17	The VC of Education reports to the Chair of Pathology. The Chair reports to the Dean of the Medical School
18	VC Education oversees UME, GME as well as Allied Health Education in the AMC: https://www.mcgmh.edu/umc/umc-topics/pathology
19	Chair of Department Vice Chair for Academic Affairs Vice Chair for Research Vice Chair for Clinical Affairs
20	Vice Chair Education, Subspecialty Fellowship Directors, Residency Program Director, AP and CP Associate residency directors, Post-SpEd/Global Fellowship directors
21	The VCE currently oversees UME, GME & CME (the JD does not mention CME, but the CME oversight was added following the internal VCE search, based on the faculty input). Oversight of the outside visitor program has also been added to the VCE portfolio. In the first VCE in our department, in the role of director and IJ it is important to identify the VCE role will also include oversight of PSF and allied health training programs (which we currently don't have). The VCE will be responsible for development of these additional educational programs in future years, but they are not a priority for year 1.
22	See attached
23	In our department, the organizational structure for leadership of education includes the chair and vice chair of education. We also have a vice chair of research who leads our cellular and molecular pathology graduate students. I do not seem to find an org chart for this in a helpful link: https://pathology.wisc.edu/leadership/ . Similarly, the link to our medical school's educational leadership is: https://www.mcgmh.edu/umc/umc-topics/pathology/
24	I am program director for the combined Brigham & Women's and Massachusetts General Hospital pathology residency program and I also supervise the Massachusetts General Hospital pathology fellowship program.
25	We have a Vice Chair UME Education and a Vice Chair GME/Residency Education. We also have a faculty in charge of the Junior Fellowship. We all report to the Department Chair.
26	I am occupying faculty to a newly created position, therefore these details have not been established.
27	Vice Chair of Education within Pathology and Lab Medicine provides support to program Director for residency, fellowship, medical lab-science training program, laboratory program, and cytotechnology program. Directly oversees medical student rotations. Education administration oversees residency and fellowship program managers and other laboratory education specialists.
28	Vice Chair of Education is an equal member of the Department's executive leadership team that makes all major department decisions. VCE reports directly to Chair and Executive Associate Dean of Education. All pathology program directors (MLS, Histotechnology, Cytotechnology, Residency, Fellowships, UME Course Directors as I am posted) report directly to VCE.
29	Department: Vice Chair of Education provides general oversight of GME and UME. GME has a Fellowship directors and a residency PD. The residency PD has two associate PDs. School: Pathology education is directed by a "pathology thread director" who oversees presentation of the pathology curriculum over the four years of medical school. Currently the pathology thread directorship is split between two faculty members, one of whom is primarily in the department of education, the other who is primarily in the department of pathology.
30	ACE reports directly to the Chair. ACE works with Department Education Committee and another individual who holds the title of Committee Chair to oversee department education activities and needs.
31	I was holding my own business in a faculty meeting one day, when the chair named me as the Vice Chair for Graduate Education. This included the pathology residency, twelve pathology fellowships, two graduate programs and a Lab Annual Veterinary Medicine residency. The graduate programs kind of fall away as not a very good fit. There is also a laboratory technology program and a sonos-based/quantitative histotechnology program that I have not been asked to oversee. There was, for a while, a Vice Chair for UME, but the position was not filled (to my knowledge) soon retirement of the incumbent.
32	One overarching MOB Enterprise Chair with two separate Deputy Chairs, one each at BWH and MGH. I report to the BWH Deputy Chair along with Vice Chairs of Research, Anatomic Pathology, Clinical Pathology, etc.
33	I chair the Pathology Education Council in our department which represents all of the major facets of education (undergrad, medical school, residency, fellowships, masters, outreach, CME).

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Chair, Pathology
Dr. Wenig

Assoc CMIO, Pathology
Dr. Stapp


Director, Education
Dr. Henderson-Jackson

Vice Chair, Hematopathology/Clinical Pathology
Dr. Moscinski

Vice Chair, Anatomic Pathology
Dr. Messina

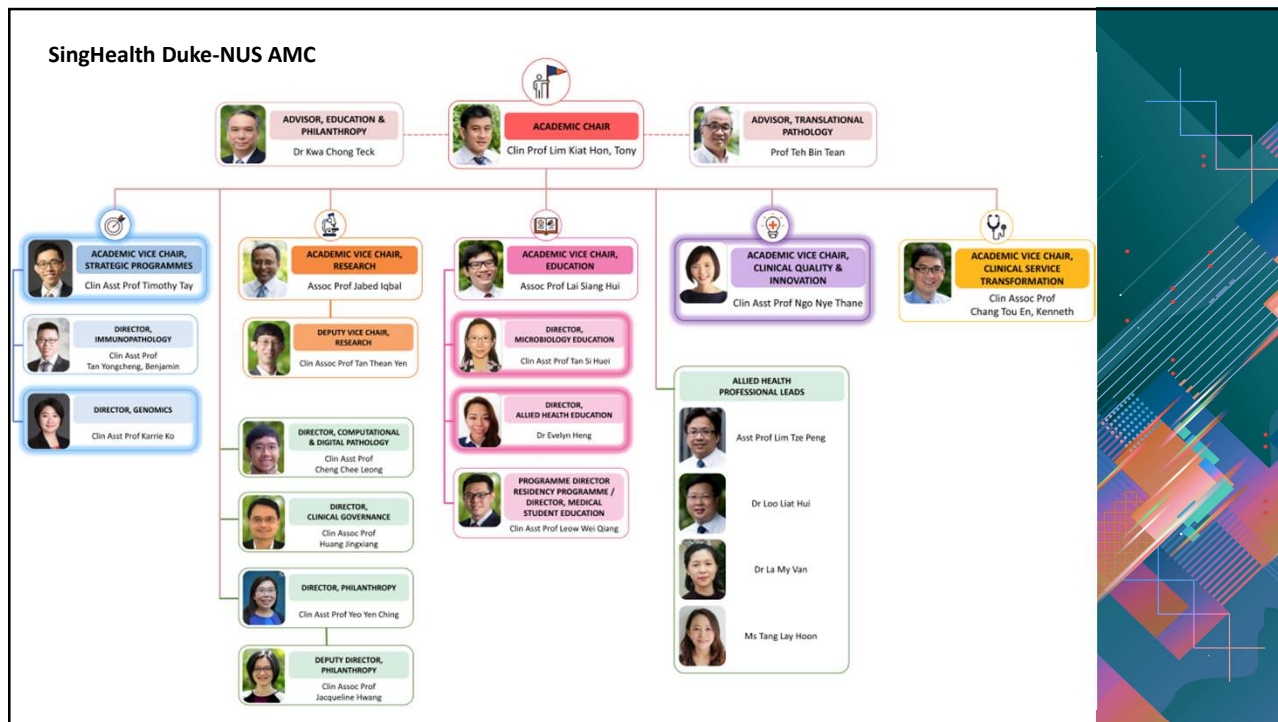
Vice Chair, Molecular Pathology
Dr. Bossler

Vice Chair, Research Pathology
Dr. Tsai

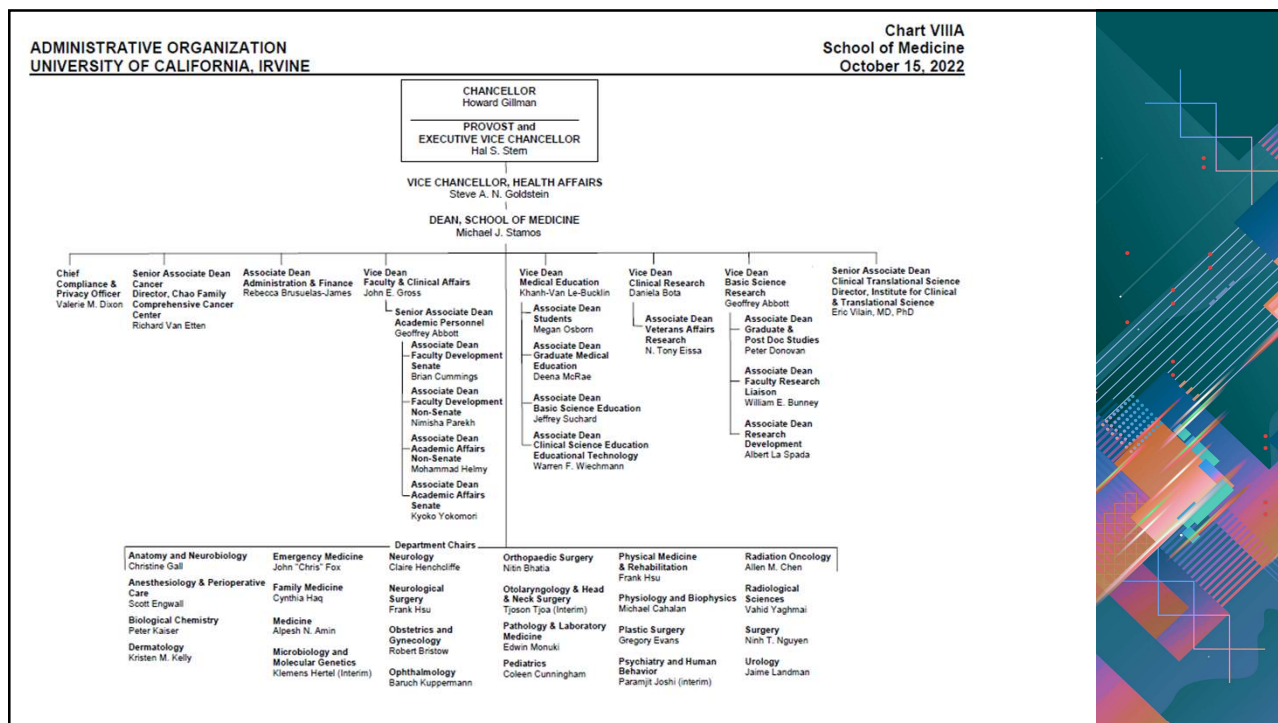


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FACULTY ISSUES

The Activities and Responsibilities of the Vice Chair for Education in U.S. and Canadian Departments of Medicine

Brownfield, Erica MD; Clyburn, Benjamin MD; Santen, Sally MD, PhD; Heudebert, Gustavo MD; Hemmer, Paul A. MD, MPH

Author Information

Academic Medicine 87(8):p 1041-1045, August 2012. | DOI: 10.1097/ACM.0b013e31825cf71a

Abstract

Purpose
A profile of the activities and responsibilities of vice chairs for education is notably absent from the medical education literature. The authors sought to determine the demographics, roles and responsibilities, and major priorities and challenges faced by vice chairs for education.

Method
In 2010, the authors sent a confidential, Web-based survey to all 82 identified department of medicine vice chairs for education in the United States and Canada. The authors inquired about demographics, roles,

expectations of and for their position, opinions on the responsibilities outlined for their position, metrics used to evaluate their success, top priorities, and job descriptions. Analysis included creating descriptive statistics and categorizing the qualitative comments.

Results
Fifty-nine vice chairs for education (72%) responded. At the time of appointment, only 6 (10%) were given a job description, and only 17 (28%) had a defined job description and metrics used to evaluate their success. Only 20 (33%) had any formal budget management training, and 23 (38%) controlled an education budget.

Five themes emerged regarding the responsibilities and goals of the vice chair for education: oversee educational programs; possess educational expertise; promote educational scholarship; serve in leadership activities; and, disturbingly, respondents found expectations to be vague and ill defined.

Conclusions
Vice chairs for education are departmental leaders. The authors' findings and recommendations can serve as a beginning for defining educational directions and resources, building consensus, and designing an appropriate educational infrastructure for departments of medicine.

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Structure/Organization

- a. Webpage: www.apcprods.org/vice-chairs-of-education
- b. TBD: Frequency of virtual/in-person meetings
- c. Sharing contact information within the network
- d. Listserv use and launch



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Listserv Purpose and Etiquette

PURPOSE:

- To encourage **networking and support for professional issues** within this network of Vice Chairs of Education.

ETIQUETTE:

- NOT MODERATED** in an effort to promote transparency and openness for professional, collegial, and timely discussions.
- ALWAYS INCLUDE YOUR EMAIL ADDRESS** IN THE CONTENT OF YOUR EMAIL MESSAGE OR SIGNATURE LINE, so you can receive direct messages that are not necessary nor informative for the whole listserv membership.
- When you are **REPLYING to a listserv message, you are REPLYING TO ALL MEMBERS** on the particular listserv.
- If you prefer to write a **direct message or congratulatory note** to an individual member, you should use the **“FORWARD”** function, and then enter your target recipient’s email address.
- Be aware that, on occasion, email traffic becomes overwhelming to some listserv subscribers, who then request to be unsubscribed. **Those who unsubscribe lose the opportunity to learn and stay engaged in these valuable professional networks.** This underscores the importance of maintaining good listserv etiquette.



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Listserv – How To Use

- ✓ **SENDING MESSAGES:** All messages should be sent to: VCEducation@apcprods.org. Any emails sent to this address will be **distributed to every subscribed member of the APC Affinity Group for Vice Chairs of Education**. Replies to listserv threads will be directed to the whole group, unless you change the “to” field in your email from “VCEducation@apcprods.org” to an individual’s address (or use the “FORWARD” email function to an individuals’ address).
- ✓ **FILE SIZE:** There is a **file size limit of 5 MB**. A message with an attachment or combination of attachments that is greater than 5 MB in size will be rejected from the listserv.
- ✓ **CC ADDRESSES:** If an email address is cc’d, along with the listserv address in the “to” line, the cc’d email address will NOT show up on the listserv message, but the message will be delivered to the cc’d address
- ✓ **How do I know if the email I got is from the listserv?** The email appears in your inbox with:
 - the prefix “{APC E-LIST: Vice Chairs of Education}” in the subject line.
 - and the sender’s/”from” email address is shows as:

apc@memberclicks-mail.net on behalf of [Sender Name] <VCEducation@apc.memberclicks.net>
- ✓ **Other FAQ’s in the Welcome Message** that you received when APC activated your subscription!
- ✓ **Terms of Use, Policies and Restrictions** posted on APC’s website at: www.apcprods.org/m-lists.



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