

RPCF

Pearls of Wisdom – Making You The Priority?




JUANITA L BRAXTON, MBA, EDS, PHD
UNIVERSITY OF CALIFORNIA, DAVIS HEALTH – IMANI CONSULT PHD
SURGICAL GME ADMINISTRATION



Disclosure

No conflicts of
interest to report



I can
AND
I will

My Journey

- ▶ Home
- ▶ College
- ▶ Military
- ▶ College
- ▶ Work
- ▶ College
- ▶ Teacher, Education Specialist
- ▶ College Professor
- ▶ Senior Administrator
- ▶ RETIREMENT – July 1, 2021 – YOU CAN GET THERE!!
- ▶ Community Health Activist

Inspiration

I don't know the key to success, but the key to failure is trying to please everybody.

[Bill Cosby](#)

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](#)

Objectives

- ▶ This session will focus on Making You A Priority - Restore, Reenergize, and Revitalize Your Professional Health and Wellbeing.
- ▶ Sharing words of wisdom and inspiring others to commit to a plan of action for reaching their professional and personal goals.

Who ARE YOU? Individually?

Let's Define the Words of your Retreat Title and Theme:

- ▶ Priority - the fact or condition of being regarded or treated as more important. ***The right to take precedence or to proceed before others.***
- ▶ Restore - repair or renovate (a building, work of art, vehicle, etc.) so as to return it to its original condition.
- ▶ Reenergize - give fresh vitality, enthusiasm, or impetus to.

Definitions – Apply Them

- ▶ Revitalize - imbue (something) with new life and vitality.
- ▶ Professional Health – maintaining a healthy work relationship
- ▶ Wellbeing - the state of being comfortable, healthy, or happy.

Be Your OWN Advocate

Be True to YOUR Mission Statement

ADVOCACY IS REAL

RPCF Mission Statement:

“We advocate for ourselves and each other.”

Staying in Your Lane - Results



When you don't stay in your lane!



The road can be lonely at times.



Success!

Administrator Fundamentals

- ▶ Relationships
- ▶ Resources
- ▶ Responsibilities
- ▶ Requirements

The keys to being successful is knowing what needs to be done, why it needs to be done and doing it!

Relationships

- ▶ Develop relationships with:
 - ▶ Department Administration
 - ▶ Your Program
Directors/Associate Program
Directors
 - ▶ Your Education Team
 - ▶ ACGME/RRC

Resources

- ▶ ACGME Resources
 - ▶ <http://www.acgme.org/Program-Directors-and-Coordinators/Overview>
- ▶ Institution Resources
- ▶ Department Resources
- ▶ Internal/External Resources

Responsibilities

- ▶ Understand your job description
- ▶ Understand what the job expectations are of Graduate Medical Education Administrators in:
 - ▶ Department
 - ▶ Institution
 - ▶ Specialty Area

Develop a Calendar

- ▶ Write it ALL down
- ▶ Ask Questions
- ▶ Plan ahead
- ▶ Be organized
- ▶ Research your role to ensure you know what you are doing
- ▶ Find a Mentor or Be Mentor
- ▶ Join an organization that specializes in what you do

Career Advice Never Stay Content

- ❑ **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?**

Career Tips

- ❑ Current Letter of Recommendation from Program Director, Chair and Colleague/Peer
- ❑ Read books that motivate YOU to be your best self
- ❑ Find a Mentor/Be a Mentor
- ❑ Visit LinkedIn (or others) – see what others are doing and how they got there!

Managing Your Career

Job Responsibilities

- Understanding technology – Zoom, Skype, Google Classroom, Microsoft Teams, etc.

Opportunities for Growth and Development

- Virtual Conferences
- Virtual Courses
- ACGME Distance Learning

Now is the time to fine tune your skill set?

Now is the time to perhaps go back to school?

Managing Your Career

Any significant job responsibility changes require a “review” of your current responsibilities.

Job Description – Review and/or Rewrite or Scrap and start over!

Local, Regional, National Involvement – Are you still involved in your respective organizations, committees, etc.

Managing Your Career

You must be involved, to evolve and grow! It's a process.

- Career Involvement/Personal Involvement
- Professional Involvement

You still need to maintain interest in what you are doing.

- This may be HARD but find new things to interest you!
- Be creative!

You still need to develop your team building skills, even via Zoom. Meet!

Managing Career Expectations

You still need to demonstrate your professional competence, probably more so!

- Trust and confidence to continue excellent work remotely!

You still need a Career Strategy and Professional Agenda for yourself. If not now, when?

You still need to develop a personal leadership style, as a member of the leadership team. (See ACGME common program requirements – Section II.C.).

ACGME - Requirements

- II.C. Program Coordinator
- Each program requires a **lead administrative person**, frequently referred to as a program coordinator, administrator, or as titled by the institution. This person will frequently manage the day-to-day operations of the program and serve as an **important liaison** with learners, faculty and other staff members, and the ACGME. Individuals serving in this role are recognized as program coordinators by the ACGME.
- The program coordinator is a member of the leadership team and is **critical to the success of the program**. As such, the program coordinator **must possess skills in leadership and personnel management**.

ACGME Language Matters

- ▶ Lead Administrative Person
- ▶ Important Liaison
- ▶ Critical to the Success of the Program
- ▶ Leadership Skills – take a course or series of courses
- ▶ Personnel Management – take a course or series of courses

Your job description should have this language
in it!

Career Courses

- ❑ Perhaps take these courses during the Pandemic; if available. Look for FREE first (everywhere)
 - ❑ Leadership
 - ❑ Personnel Management
 - ❑ Supervisory Course
 - ❑ Time Management

Career Path – Find or Create It (Still Relevant)

Certifications

- Professional and Educational Competence (C-TAGME)

Established Skill Set – Use what you have!

- From Programs to GME office

Assistant DIO/GME Manager

- Accreditation Specialists

Managing Multiple Programs

- Manager

Career Path – Opportunity Search (Not Job Search)

- ❑ Centralized Education Offices – Supervisory Position
- ❑ Research – Curriculum Development – plenty of opportunities exist now!
- ❑ Surgical Educator
 - ❑ Faculty Development (Assist With)
 - ❑ Quality Improvement/Patient Safety (How has COVID affected this – you can help)

Career Development Tools (Use these NOW)

Strengthfinders – Ask
your HR

Find our Personality
Strengths/Weaknesses

Personality Assessment

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

Now is the
Time to
Make or
Revise the
Plan –
Your New
Normal

Create

Create your own plan for personal and professional growth

- Short-term (1-2 years)
- Long-term (3-5 years)

Consider

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

Start with level of importance to YOU!


Ask for the Support You Need

Support

- Personal
- Professional

What do I need to grow?

- Classes
- E-learning
- Education
- Readings
- Learning from Others
- Learning by Doing
- On-the-job Development

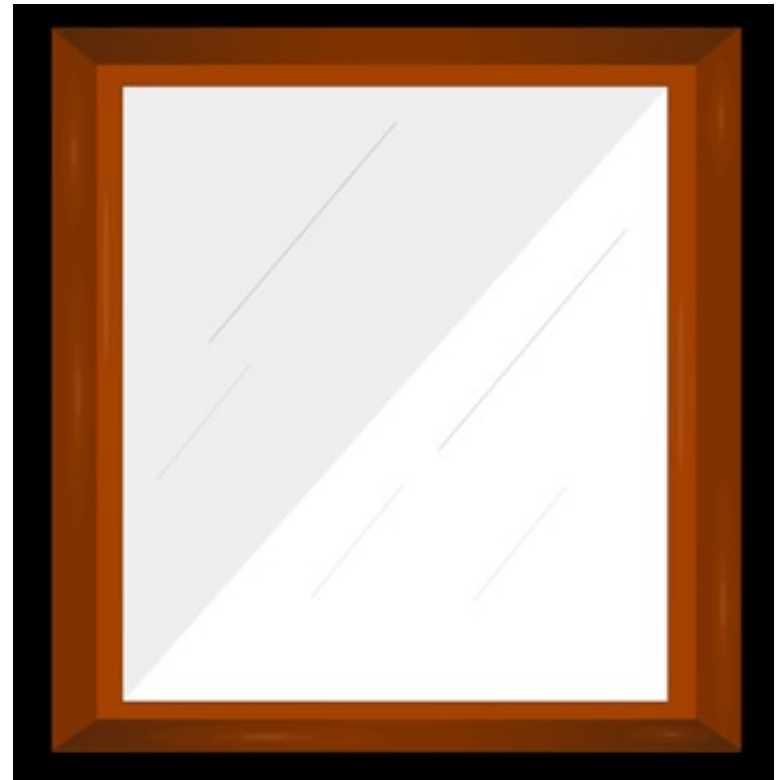


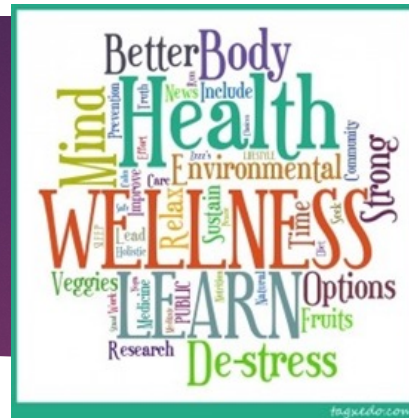
Self Care

Wellness Culture

▶ “The most important patient we have to take care of is the one in the mirror.”

- ▶ Robert Wah, MD
Former AMA president,
Reproductive
Endocrinology, National
Institutes of Health (NIH)
and Walter Reed
National Military
Medical Center,
Bethesda MD





- ▶ Administrator Wellness
- ▶ No Wellness
- ▶ No Career

Wellness

Wellness is an active process of becoming aware of and making choices toward a healthy and fulfilling life. **Wellness** is more than being free from illness, it is a dynamic process of change and growth. "...a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity."

Why Wellness?

Why do we need a culture of wellness in our training programs?

Increasing rates of suicides, depression and burnout and decreasing personal and professional satisfaction among physicians and others in the education community emphasize the importance of creating a wellness culture within graduate medical education (GME) programs. In fact, the increasing number of faculty, residents, fellows and surgery administrators who describe experiencing burnout highlights a growing crisis within the medical workforce.

Administrator Wellness Mantra

Self care is an important component of professionalism and a skill that must be learned and nurtured in the context of others.



Administrator Wellness New Challenges

- ❑ Systemic racism and injustice leading to death and violence in our communities and cities, brought into our lives and homes daily on social media and news-feeds
- ❑ Wildfires locally, and hurricanes elsewhere – a constant reminder of the slow moving but deadly disaster of climate change
- ❑ An atmosphere of national political division and anger, with a loss of confidence and trust in all that we used to think was “normal”.

Administrator Wellness New Challenges

- ❑ Work – Life Balance
- ❑ How much time are you actually working?
- ❑ How do we, whose core work involves caring for others, cope with all this. How can we continue to move forward, with enthusiasm, passion, interest, and commitment?
- ❑ It is not enough to just look after ourselves psychologically and physically. To maintain our work-life balance. To keep physically fit by eating well, sleeping enough and avoiding the excessive use of alcohol or drugs. It is not enough to nurture our relationships and stay socially connected while we mask up, physically distance ourselves and shelter at home.

Administrator Wellness

Engage in wellness activities and make them a part of everyday living.

Nutrition, Fitness,
Emotional Health,
Preventive Care,
Financial Health
and Mental Health

Team Wellness – YOU are part of the Team!

Team Wellness requires that we take care of ourselves first, so that we may help others. If our mental, physical or emotional health is compromised, we can do more harm than good in our work environments. Remember this *acronym* to remind yourself that it is your responsibility to take care of yourself first. The acronym is TAKE CARE!



“TAKE CARE”

- Acronym for Self-Care
 - T – Think
 - A – Act
 - K – Kind
 - E – Expectation
 - C – Compassion and Consideration
 - A – Attitude and Altitude
 - R – Reward Yourself
 - E - Essential

Know The
Role You
Are
Seeking
Think and
Act

T – Think (think about what your role is in your training program. Be sure it doesn't overlap or circumvent anyone else's role

A – Act (what does that mean in your training program, we all play a part in the Program, what is it? Get your “act” together and know your responsibilities, know your role, stay in YOUR lane. Act responsible and respectful.

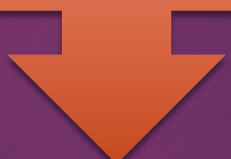
High Expectations – Be Kind

K – Kind (be kind to yourself, mistakes happens, errors happens – don't beat yourself up, know what to do better next time)

E – Expectation (you are NOT expected to be anyone else in your program - someone else has that title and compensation, your expectation as defined by GME is crucial to your program, know what that is!

Compassionate Attitude

C – Compassion and Consideration. Be compassionate not only with your training program personnel (faculty, residents, fellows, administrators and Program Director), but be compassionate with yourself. Take time to reassess and regroup. Be considerate of your time - mentally, physically and emotionally - take the time to understand what you bring to the training program and what is beyond your capabilities. It is ok to say NO – but explain!




A – Attitude and Altitude – if your attitude is compromised because you are overwhelmed, overworked or just plain worn out, it will definitely affect your altitude – how you are promoted, your leadership roles, how you are viewed, etc.

Essential to Reward Yourself

- R – Reward yourself – this is a challenging time, success at any level is a great way to reward yourself and others. Celebrate that research paper published, QI project awarded, etc.!
- E - Essential – you are an essential part of the team. Imagine a car with no engine, that car will not go anywhere until that engine is fixed and running properly. All components of a training program keep the “engine” performing at a high level; therefore EVERYONE is ESSENTIAL to the program. A car requires routine maintenance to keep it running great. So does your Program!

Ultimate Goal – To Be Well

Taking Care of yourself
doesn't mean me first, it
means me too!!



Self-Care is a
priority and necessity
- not a luxury -
in the work that we do.



DON'T EVER
FEEL GUILTY
FOR DOING
WHAT'S BEST
FOR YOU.

Why Should You Care?

You spend more waking hours at your place of business than you do at home during the day, make it enjoyable and personable.

Do You Want a Job or a Career, Both or Neither?

Just Do It!



Commit to
YOURSELF first



Commit to
YOURSELF



COMMIT TO
YOURSELF

This is
for
YOU,
only
YOU!



Success –
Looks
Different
to Each
Person

What's the Plan?

- ❑ **What drives YOU? Develop a Plan!**
 - ❑ Professional Growth
 - ❑ Personal Growth
 - ❑ Passion
 - ❑ Persistence
 - ❑ Patience
 - ❑ Perseverance

Thank You

*Thank you to the SUNY
Downstate RPCF Executive
Committee for the invitation
and allowing me to participate
in your 2021 Virtual Conference.*



See ya!!

