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## Rising above a job title

Given the increasing demands on medical service providers, clerkship directors must have exceptional administrative support if they are to devote time to educational activities or research. Along with juggling the multiple responsibilities of course implementation, these administrative support persons can be encouraged to use existing skills or develop new ones that can enhance undergraduate medical education programs in a myriad of ways. This program endeavors to assist clerkship administrators in the identification and further development of such skills.

This certificate program builds on the premise that professionalism is an approach to one's work rather than a job level or position description. Most clerkship support personnel have the opportunity to go beyond what the basic job description is, especially as others in the department get to know more about each individuals' capabilities and interests. Helping clerkship staff know what skills to apply and how to apply them is the major objective of this program.

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The Clerkship Administrator Certificate Program has been presented by invitation at other institutions. For more information about this program, please contact Gary L. Beck ([gbeck@unmc.edu](mailto:gbeck@unmc.edu)) or Ginny Cleppe ([vcleppe@mcw.edu](mailto:vcleppe@mcw.edu)).

*The Association of American  
Medical Colleges  
CENTRAL GROUP ON  
EDUCATIONAL AFFAIRS  
presents the*

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## *Clerkship Administrator Certificate Program*



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Offered each spring at the CGEA Annual Meeting (dates available at [www.cgea.net](http://www.cgea.net)) or by invitation

## Providing credibility to the expertise you provide

The Clerkship Administrator Certificate Program is composed of three workshops and a career enhancement project. All three workshops will be completed during the conference. During the course of the next year, a career enhancement project will be undertaken and reported at the following annual meeting. A certificate of completion will be awarded upon completion of the project.

### Workshop 1: Plotting A Course

Leaders in today's complex educational organizations must be able to articulate a vision of future direction, build high levels of trust and create a sense of community. The utility of mission, vision and value statements in functional organizations is tantamount to success in today's work environment and your personal mission, vision and values must be concordant with others in your organization. Understanding the dichotomy of the institutional culture with your personal mission and values is a key factor in being able to successfully achieve personal and organizational goals. At the conclusion of this workshop you will

- Articulate your personal mission;
- Correlate your passions with your mission;
- Understand the relationship of your personal mission, vision and values in light of the institution's.

### Workshop 2: Expanding the Realm

Curriculum administrators bring skills from a wide spectrum of specialties and experiences. Using one's particular strengths to build and enhance relationships with the many different constituencies with which one interacts as a clerkship administrator is fundamental to success in this field. Understanding how these strengths make you an expert in the field enhances your work. At the conclusion of this workshop you will

- Identify the capacity in which you are a leader in medical education;
- Correlate your mission with the core purpose of your clerkship;
- Understand the importance of emotional intelligence and its role in leadership.

### Workshop 3: Laying a Foundation

As the "front" person for the course, you will oftentimes be the face associated with your clerkship. As such, you become a resource for not only students but residents and faculty. Curriculum administrators need to be able to clearly articulate the goals of their courses, what is expected of students, residents and faculty, as well as take a professional approach to issues pertaining to confidential or sensitive communications. At the conclusion of this workshop you will

- Recognize communication barriers;
- Develop strategies for building understanding for clarity of communication;
- Practice conversations when stakes are high.

### Project: Career Development

To enhance yourself as a leader in medical education, continued professional development is key. Therefore, to complete the certificate program you will need to undertake a project, which could be automating evaluations, researching the effectiveness of changes in the curriculum, etc. This will be further discussed during the program.

### Fredrick A. McCurdy, M.D., Ph.D., M.B.A.

Dr. McCurdy is the Chair of Pediatrics at Texas Tech Medical Center Amarillo. He is a General Pediatrician and a Pediatric Nephrologist, training at Wilford Hall USAF Medical Center in San Antonio, Texas followed by the University of Minnesota Hospitals in Minneapolis. In 1993, he joined the University of Nebraska Medical Center faculty and established a local, regional and national reputation as a superb Pediatric educator and a person who has great passion for faculty development. In 2003, Dr. McCurdy became the regional chairman of Pediatrics at Texas Tech Medical Center in Amarillo, Texas. He completed a 1-year post-graduate training program in Executive Leadership in Pediatric Education through the Ambulatory Pediatric Association.

### Gary L. Beck, M.A.

Since 1997, Mr. Beck has been the education administrator and undergraduate curriculum coordinator for the Department of Pediatrics at the University of Nebraska Medical Center. Mr. Beck came to UNMC in 1995, where he functioned as residency coordinator for the Department of Surgery. As undergraduate coordinator, he has developed a reputation as a skilled researcher, co-authoring several manuscripts as well as presenting original research at the CGEA annual meetings. He has a masters degree in mathematics and is pursuing a doctorate in educational psychology.

### Ginny Cleppe, A.M., ACSW, CISW

Ms. Cleppe has been employed at the Medical College of Wisconsin since 2000, first as coordinator for a residency training program in community pediatrics, and since early 2004 as the pediatric clerkship coordinator. Ms. Cleppe received her Master's Degree in Social Services Administration from the University of Chicago and has over twenty years experience as a social worker and program manager. Her main area of interest lies in professional development, with special emphasis on emotional intelligence and reflective practice.