

Title: Admin Track

Faculty advisor: Chris Pruitt

Purpose: To prepare fellows with an interest in healthcare management for careers that involve leadership and administrative responsibilities. Fellows will gain knowledge in successful leadership, academic healthcare administration, and optimizing organizational effectiveness.

Learning objectives:

After completion of this track, the fellow will:

- have a working knowledge of different leadership strategies and how to employ them
- develop a basic understanding of the administrative and leadership structure of MUSC
- develop connections and network with senior leadership at MUSC
- obtain hands-on experience with project development and implementation

Required Activities:

Meeting Attendance:

1. DOP Faculty Meeting (Monthly, attend >50% per year)
2. PEM Division Meeting (Bimonthly, attend >50% per year)
3. CHW Operations Meeting (Bimonthly, attend 2+/yr)
4. CHW QAPI Meeting (Monthly, attend 2+/yr)
5. Trauma Operations Meeting (Bimonthly, attend 2+/yr)
6. ED nursing staff meeting (Bimonthly) or Shared Governance (Monthly); (attend 2+/yr)

Certifications:

1. Emerging Leaders Program (requires sign up):
<https://horseshoe.musc.edu/everyone/leadership-institute/leadership-programs/emerging-leaders-program>
2. Just Culture Modules on Our Day
3. IMPROVE Modules on Our Day
4. TeamSTEPPS Online Curriculum: <https://www.ahrq.gov/teamstepps-program/curriculum/index.html>

Administrative Project:

1. Development of an administrative research project or small-scale project/QI using clinical metrics.

Administrative Experience:

1. Join a GME administrative or educational committee as a fellow representative

Optional activities:

1. Participation in other standing or ad hoc committees as determined by division leadership
2. Attendance at other MUSC Leadership Institute workshops:
<https://horseshoe.musc.edu/everyone/leadership-institute/leadership-programs/workshops>
3. BRIGHT leadership academy at MUSC (requires application):
https://web.musc.edu/about/leadership/institutional-offices/equity/inclusive-excellence/programs/bright-leadership-academy?_gl=1*1ho7oo3*_ga*OTQxMDA5Mjl1LjE3MjQ0MTE1MTc.*_ga_7JEZ5E65P2*MTczNzcyNzgwNi4yLjEuMTczNzcyOTQyMi4yNC4wLjA
4. ARROW career development offerings:
<https://education.musc.edu/leadership/provost/reporting-units/arrow/programs/career-development>

Assessment:

1. Successful completion of all required activities and administrative project as determined by faculty advisor