

Faculty expectations – Department of OB-GYN

Faculty are the core of our Department; we value your clinical and academic contributions. This document sets out basic expectations of the Department to support you and for you to support the Department. Below are the minimum expectations of faculty:

The Department is expected to:

- Provide mentorship and optimize your opportunities for academic success
 - You have been assigned a formal mentor, often your Division Chief, but there are other mentoring opportunities within and outside the Department.
 - The Chair will meet with you quarterly in your first year; as your academic focus clarifies, other mentors may be assigned.
- Encourage wellness through the use of leave
 - You have a right and responsibility to use your annual leave and professional leave per our Departmental guidelines/SOP.
- Provide protected academic time per SOM guidelines and assist in helping you efficiently utilize that time for scholarly activities except temporarily in the setting of urgent clinical needs
- Provide basic administrative support to enhance your capability of achieving outstanding Department Citizenship and overall success
- Encourage opportunities for well planned career advancement through communication and support for additional training (e.g. leadership retreats, OMED opportunities)
- Give timely and appropriate constructive feedback through formal and informal channels to assist in career guidance, performance improvement, and academic and professional success
- Maintain a safe, nonjudgemental, respectful academic and professional environment that encourages open discussion of scientific, clinical, ethical, political, and administrative issues without fear of reprisal or punishment for honest sharing of ideas and opinions
- Welcome diversity in all forms including race, national origin, gender, sexual orientation, religion, creed, political beliefs or affiliation
- Provide confidential avenues for counseling and ombuds resources
- Respond appropriately to suggestions and concerns that you raise
- Endeavor to provide a working environment focusing on physician wellness and ease of practice, and to consider your suggestions and proposals for improving the working environment

The faculty member is expected to:

- Build an outstanding clinical practice
 - Abide by departmental, clinic, hospital and HSC and other institutional policies and procedures as posted on the OB Wiki page, the hospital intranet, the faculty handbook and other sources
 - Remain licensed to practice in New Mexico, remain credentialed in all clinically active areas, achieve and maintain appropriate Board certifications and successfully complete all required institutional trainings
 - Achieve clinical productivity metrics

- Work 100% of clinical FTE half-days agreed upon in your contract per Department SOP
 - Meet productivity goals set by the department to include achieving RVU benchmarks (currently 50th percentile of Vizient RVU production)
 - Change the percentage of overall FTE (move to part-time, move back to full-time) with written approval of both Division Chief and Chair. FTE changes generally coincide with the fiscal year.
- Participate in education and/or research
 - Participate per personal goals and metrics developed with Division Chief, reviewed and updated annually between you and your Division Chief/Chair.
 - Collaborate in divisional research endeavors as agreed upon with your Division Chief
 - Engage in learner opportunities including evaluations, educational sessions, research days, lectures, retreats, etc.
- Engage in Professional Development
 - Meet Promotion & Tenure guidelines and deadlines
 - Comply with specified Departmental requirements (e.g., Synergy training, FHRT training)
 - Participate in OMED classes per faculty contract requirement
- Demonstrate professionalism in patient care
 - Meet timely documentation expectations:
 - Clinical notes completed and signed within 72 hours. This metric is periodically reviewed and updated by the UH and the SOM. Faculty are expected to adhere to the most current timely documentation standards.
 - Communicate patient results within 2 weeks of receipt
 - Ensure that you are billing appropriately for the level of service or procedure and consult with departmental compliance and billing resources regarding optimal billing and attestation practices
 - Respond to PALS requests and consults within 1 hour; callback within 5 minutes if urgent (2-2000)
- Participate in the Division
 - Attend division meetings at least 85% attendance rate
 - Meet one-on-one for Mission Excellence rounding with Division chief: at least 4 per year
 - Participate in Division-specific activities (see Appendix)
- Abide by Department and Division scheduling guidelines
 - Return holiday and night/weekend call schedule requests by the deadlines set by the scheduling staff, typically 6 months in advance
 - Make foreseeable schedule requests, including expected conferences and annual leave, at least 6 months in advance

- Review published schedules and notify division chief and scheduling staff of conflicts by the deadlines set by the scheduling staff, typically 1-3 weeks
- Make arrangements for clinic/call schedule coverage if unexpected absence needed after schedule published
- Provide good Citizenship in the Department by Participation
 - Attend faculty meetings: every meeting the faculty is not on leave (unless unavoidable conflict)
 - Attend Grand Rounds (70%) and M&M conferences (70%) unless specifically released in writing for clinical commitment by Division Chief/Chair
 - Participate in Diversity activities within the division and the department and assist in promoting a culture of diversity, equity and inclusion. Complete trainings as assigned and required.
 - Participate with a thoughtful written self-evaluation and engage in the annual review and goal setting process
 - Participate in Mission Excellence per institutional requirements (e.g., AIDET, rounding)
 - Comply with institutional professionalism policies in creating a favorable learning environment inclusive of all communication modalities
 - Complete required UNM, SOM, and HSC trainings by posted deadlines
 - Participate in hospital and medical school committees as directed by Division Chief and Chair

If minimum expectations are not met, a portion of the Supplement “S” component of compensation could be reduced.

Acknowledged:

Faculty Signature

Chief/Chair Signature

Date: _____

Appendix: Division-Specific Faculty Expectations

- GYN Division specific
 - Provide call coverage per Department SOP
 - Provide at least 2 weeks of weekday and 2 weekends of available dates for call coverage
 - Attend GYN Pre-op conference if scheduled as OR attending the following week
 - Attend and participate in monthly division meetings
 - Attend and participate in Gyn division surgical skills training (during Resident School (3 hours, 5-6 times/year)
- Family Planning specific
 - Provide call coverage per Department SOP
 - Provide at least 2 weeks of weekday and 2 weekends of available dates for call coverage
 - Attend GYN Pre-op conference if scheduled as OR attending the following week
 - Participate in research meetings (70%)
 - Participate in Journal club (4 per year)
 - Participate in twice-monthly division meetings
- Urogyn specific
 - Attend and participate in research meetings (70%)
 - Attend weekly division meetings
- MFM specific
 - Participate in Divisional clinical assignments including rounding, night, weekend, and holiday call schedule as directed by the Division Chief
 - Know when you are on call (schedule can change frequently) and answer PALS calls within 10 minutes of initial page
 - Attend and actively contribute to Division Meetings and Journal Club
 - Complete administrative assignments (e.g. SOP, protocols, case reviews, learner evaluations, practice building and marketing) in a timely manner as directed by the Division Chief
 - Ask for help and advice from Division Chief when you need it
- Gyn Oncology Specifics: (Note the faculty in Gyn Oncology are supported directly through the UNMCCC and must also comply with the organizational structure and metrics outlined by UNMCCC).
 - Participate in all required UNMCCC meetings to maintain member or associate member status inclusive of faculty meetings, assigned committee meetings (eg Oncology Committee) and all specified retreats
 - Attend all division specific meetings including weekly tumor board, monthly Clinical Working Group meetings, monthly division meetings, journal clubs, etc
 - Participate and actively enroll patients to clinical trials as a priority