Overview of Faculty Development Resources at Boston Children’s Hospital

2018-2019

Sponsored by the Office of Faculty Development

S. Jean Emans, MD, Director
Maxine Milstein, MBA, Administrative Director
Alan Leichtner, MD, MSHPEd, Chief Medical Education Officer and Director of the Department of Medical Education
Valerie Ward, MD, MPH, Medical Director, Office of Health Equity and Inclusion; Faculty Director, Diversity and Cultural Competency Council
Jill Dobriner, PhD, Program Coordinator
Boston Children's Hospital

Our Mission
Provide the highest quality health care
Be the leading source of research and discovery
Educate the next generation of leaders in child health
Enhance the health and well-being of the children and families in our local community

Core Values

Communication: Speaks and listens respectfully, communicates clearly and responds thoughtfully and promptly

Respect: Treats others with empathy and compassion; values our differences

Excellence: Achieves the highest standards of performance every moment of every day

Accountability: Holds ourselves and each other to higher standards of performance through attention to detail and personal integrity

Teamwork: Collaborates to achieve cooperative solutions

Innovation: Demonstrates and supports openness to change and new ideas

Source: http://www.childrenshospital.org/about-us/mission-and-values
“If you want one year of prosperity, grow grain; if you want 10 years of prosperity, grow trees; and if you want 100 years of prosperity, grow people.”
Ancient Asian proverb

Dear Faculty,

It is with great pleasure that we welcome you to Boston Children’s Hospital. We are proud that our hospital has been a leader in child health for close to 150 years. As the primary pediatric teaching hospital of Harvard Medical School, we value our clinical, research, education, and community service missions and celebrate our new faculty who will continue to advance child health.

It is our hope that you will achieve a deep and abiding satisfaction in your careers, and be an integral part of our community. We look forward to contributing to your career development at Children’s by providing seminars, fellowships, resources, newsletters, mentorship models, and one-on-one meetings.

Warmly,
Jean Emans, MD
Director, Office of Faculty Development

Maxine Milstein, MBA
Administrative Director, Office of Faculty Development
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Director, Office of Faculty Development

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Office of Faculty Development (OFD)
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ofd@childrens.harvard.edu; 617-355-2922/2923

Mission:
• To recruit and retain the best faculty
• To facilitate career advancement and satisfaction of all junior faculty
• To increase leadership opportunities, particularly for women and minorities

Program Goals:
• Foster academic promotion, professional guidance, and career satisfaction for all faculty members
• Establish a “Climate of Success” through mentoring, skill building, workshops, and dedicated resources
• Promote excellence in teaching, research, clinical care, and community service
• Support work/life balance initiatives
• Promote diversity and cultural competence in collaboration with the Office of Health Equity and Inclusion (OHEI)
• Promote teaching and educational scholarship with the Department of Medical Education
• Create comprehensive faculty communication vehicles within the Boston Children’s Hospital academic community
• Forge collaborations across HMS Office of Faculty Affairs (OFA), HMS/HSDM Office for Diversity Inclusion and Community Partnership (DICP); Harvard School of Public Health (HSPH), and other HMS-affiliated institutions

Reminders to Faculty:
• Check your OFD email messages for information on our upcoming workshops and multi-institutional programs
• Read Perspectives, the OFD newsletter, for workshop reports and updates on hospital initiatives that pertain to faculty
• Review the OFD website for resources concerning the Annual Career Conference, mentoring, fellowship opportunities, The Academy for Teaching and Educational Innovation and Scholarship at Boston Children’s Hospital, and other programs
• Call or email us for questions or to make an appointment to meet with Dr. Jean Emans regarding your CV, promotion, and career development: ofd@childrens.harvard.edu, tel: 617-355-2923

http://www.childrenshospital.org/ofd
OFD Twitter: twitter.com/BCHFacultyDev
Office of Faculty Development Services

The Office of Faculty Development (OFD) at Boston Children’s Hospital (BCH) was founded in 2001 with the goals of recruiting and retaining the best faculty, facilitating career advancement and satisfaction, and increasing leadership opportunities, particularly for women and minorities. Our services over the past 17 years have focused on fostering the careers of faculty at Children’s Hospital, through career conferences, seminars, funded fellowships, mentoring models, a family and career network, library resources, a newsletter (*Perspectives*), a dedicated website and Twitter page, a teaching Academy, and one-on-one meetings with faculty.

Boston Children’s Hospital Mentoring Guidelines

The OFD in collaboration with our Advisory Committee and Department/Division/Program Chiefs created the framework for the “Community of Mentors” program at Boston Children’s. The effort begins with an appointed mentor at the division or department level, and guides mentees to create their own mentor team with the support and advice of their own division or department senior faculty. The OFD helps faculty assess their needs and facilitate matches. The OFD has updated the mentoring booklets, *Successful Mentoring for Junior Faculty* and *Strategies for Mentors*, available on our website, to highlight the importance of “Developmental Networks,” a framework defined by Kathy Kram, Monica Higgins, David Thomas, and others. These networks which include one’s Community of Mentors as well as colleagues, subordinates, mentees, family, and friends provide access to knowledge, opportunities, and resources across institutions and cultures.

Career Development Fellowships

Co-sponsored by the Basic/Translational Research Executive Committee and the Clinical and Translational Research Executive Committee

Established in 2002, the Faculty Career Development Fellowships provide transitional funding to sustain research productivity and career growth during critical years. The faculty fellowships currently provide $50,000/yr for 2 years with departments/divisions/programs funding 25% of the award and overhead. These awards are intended to increase opportunities for junior faculty to advance to senior positions in academic medicine. Four of the thirteen 2017 awards are designated for junior faculty who belong to a racial/ethnic population underrepresented in medicine and science (URM), OR who have family responsibilities such as being the primary caregiver for children and/or parents. The other nine are unrestricted.

Office of Faculty Development (OFD) Advisory Committee

Elizabeth Armstrong, PhD  Monica Kleinman, MD  Orah S. Platt, MD
Sandra Burchett, MD, MS  Jordan Kreidberg, MD, PhD  Tina Young Poussaint, MD
Vincent Chiang, MD  Alan Leichtner, MD, MSHPEd  Elizabeth Rider, MD, MSW
Jessica H. Daniel, PhD  Frederick H. Lovejoy, MD  Lynda Schneider, MD
Lynne Ferrari, MD  Joseph A. Majzoub, MD  Robert Shamberger, MD
Laurie Fishman, MD  Meghan Muir, MLIS  Lydia Shrier, MD, MPH
James S. Kasser, MD  Shari Nethersole, MD  Susan Waisbren, PhD
Margaret Kenna, MD, MPH  Jane W. Newburger, MD, MPH  Valerie L. Ward, MD, MPH
  Lori Newman, MEd  Alan Woolf, MD, MPH
Examples of OFD Programs and Workshops

- **Promotion sessions** by Children’s senior faculty and HMS OFA leaders highlighting the HMS promotion criteria and CV format
- **Orientation luncheon** in July for new faculty with senior leaders
- **OFD fellowship and medical education award ceremony in October** to honor faculty who have been awarded Children’s and HMS fellowships, research and medical education grants
- **Dealing Effectively with Abrasive Personalities** by Melissa Brodrick, MEd, HMS Ombuds Office and Christine Power, MS, Director, DFCI Office for Faculty Development
- **Conversations that Take Courage** by Melissa Brodrick, MEd, HMS Ombuds Office and Gillian Simkiss Program Manager, HMS Human Resource
- **May is Faculty Development Month** to highlight annual career conferences and work/life balance, among other support mechanisms
  - How to Plan a Productive Annual Career Conference by Jean Emans, MD, Margaret Kenna, MD, MPH and Alan Leichtner, MD, MSHPEd,
  - Getting Your Clinical Research Funded by Isaac Kohane, MD, PhD
  - Strategies for Saving for College by Jonathan Griswold, MD
- **Library Lunch Discussions (co-sponsored with the Library and the Office of Fellowship Training (OFT))**
  - *Free Range Kids: Why Does an Old Fashioned Childhood Sound so Radical* by Lenore Skenazy, author, blogger and founder of Free Range Kids
  - *At My Pace: Lessons from Our Mothers* by Jill Ebstein, Author
- **Research Support and Guidance**
  - **Leadership in Research: A Seminar for Principal Investigators (in collaboration with HR, OFT, and Office of General Counsel)** by Melissa Brodrick, MEd; Jordan Kreidberg, MD, PhD; James Horgan, JD; Lydia Shrier, MD, MPH, Judy Zola, MBA
  - Getting Your Basic Research Funded by Jordan Kreidberg, MD, PhD
  - Strategies for Applying for BCH Research Grants by Jean Emans, MD; Judith Fleming, PhD; Ellen Grant, MD, Jordan Kreidberg, MD, PhD
  - Strategies for Applying for Foundation Funds Incorporating Pivot by Olivia Pennock, Director of Foundation Relations, BCH Trust and Samantha Snitow, Foundation Relations Coordinator, BCH Trust
  - Getting Your K Award Funded: Constructing the Career Development Plan and Mentor’s Statement by Maria Kontaridis, PhD, Associate Professor of Medicine, BIDMC
  - Preparing an NIH or Foundation Budget: by Theresa Applegate, Office of Sponsored Programs (OSP)
  - Writing for Scientific Publication by Marjorie Beeghly, PhD and Lydia Shrier, MD, MPH
  - Harvard Catalyst Overview 2017 by Carol Martin, Harvard Catalyst Program for Faculty Development and Inclusion
- **Programs for Underrepresented in Medicine and Science (URM) Faculty and Fellows**: topics of interest; discussion of ongoing diversity initiatives, representation at Student National Medical Association (SNMA) and Latino Medical Student Association (LMSA) national conferences; speakers; and social/networking events
- **Medical Education**: workshops on teaching reflective practices, evaluating communications skills, enhancing education scholarship, developing curricula in teaching, project feedback conferences; see details on p. 13
- **Presentation and Technical Skills**: key components of strong scientific presentations, including designing reliable on-screen presentations and digital imaging
- **Leadership Development for Physician and Scientists**: a 3-day HMS course preparing HMS faculty for leadership roles in academic medicine
- **Coffee Break with Innovation Services**: OFD joined other programs including the Innovation and Digital Health Accelerator (IDHA), the Medical Library, Office of Fellowship Training; the Simulator Program (Sim-Peds), and the Technology & Innovation Development Office (TIDO) for an open-house style coffee break to introduce faculty and fellows to our services
Some of the seminars were co-sponsored with the Office of Fellowship Training (OFT) such as the Leadership in Research series for PIs; Getting Your Clinical Research Funded; Getting Your Basic Research Funded; Reliably Accessorized PowerPoint Presentations and Digital Imaging Essentials; and book discussions.

**Multi-Hospital Programs, Courses, and Events:** The OFD collaborates with the faculty development offices at 7 other HMS hospitals (BWH, MGH, BIDMC, DFCI, Joslin, McLean, CHA) and the HMS Offices for Faculty Affairs and Diversity Inclusion and Community Partnership, through CHADD (Consortium of Harvard Affiliated Offices for Faculty Development and Diversity) to invite speakers, sponsor events, and develop courses, search committee guidelines, and diversity initiatives across HMS. Dr. Emans and Maxine Milstein also represent BCH on the HMS Joint Committee on the Status of Women (JCSW)

Annual co-sponsored events include:
- Leadership Development for Physicians and Scientists
- How to Be an Effective Mentor
- New England Network for Faculty Affairs (NENFA) Meetings
- Black History Month events and programs
- Latino Heritage Month events and programs

**Perspectives: Newsletter for BCH Faculty**
The OFD introduces new programming, initiatives, and items of interest to faculty through our newsletter. We also report on events at Children’s and HMS. *Perspectives* includes articles on workshops, mentoring, medical education, and leadership development. Jill Dobriner’s “Leisurely Learning” suggests excursions to local cultural and recreational sites.

**OFD Twitter Page**
In 2009 the OFD launched a Twitter page: twitter.com/BCHFacultyDev, with notes on OFD programs and online links to publications of interest to faculty to broaden our network and outreach. The site includes 160 followers, both internal and external.

**Work-Family Programs**
The OFD sponsors a seminar series for faculty balancing family life and a career in academic medicine and an annual outing for faculty and their families. In fall 2017 more than 50 attendees went apple picking. In addition, faculty peer support groups offer a comfortable environment for participants to share challenges and solutions in areas of career, family and personal development. Lunch discussions on topics of interest such as “How and when to say Yes or No,” led by Drs. Sara Forman and Diane Stafford, were also scheduled for the group as a whole. Members were a mix of various specialties, different career stages, and differing career focus. This experience allowed faculty to meet others from different divisions and departments within the hospital and to discuss ways to have successful balance in their life’s journey.

**The Children’s Library and the Career and Faculty Development Collection**
The Library co-sponsors with the OFD Lunch Topics Workshops with authors of special interest to BCH faculty members. Lenore Skenazy, blogger and author of *Free Range Kids - Why Does an Old-Fashioned Childhood Sound So Radical?* encouraged parents to be mindful of their children’s readiness to undergo independent experiences, which can lead to more confident behavior and better problem-solving skills. Jill Ebstein, author of *At My Pace: Lessons from our Mothers*, shared insights and reflections on relationships with their mothers from 37 contributors including her own.

The Library also puts together special exhibits corresponding to OFD programs and observances such as “September is Women in Medicine and Science Month,” “May is Faculty Development Month,” “Black History Month,” etc. The Career and Faculty Development Collection, located in the Children’s Library, provides faculty with information on professional and personal development. Included are materials on scientific writing, grant preparation, presentations, teaching,
communication, and mentoring strategies. The weekly Leadership LibGuide http://childrenshospital.libguides.com/leadership includes resources such as business/healthcare management databases, TED talk videos on leadership, Harvard Business Review’s recommended reading on various leadership topics, links to useful associations, and selected health care reform resources.

Appointments with OFD Faculty Director, S. Jean Emans, MD
Dr. S. Jean Emans provides appointments on promotion and CVs. To arrange an appointment, email ofd@childrens.harvard.edu

BOSTON CHILDREN’S HOSPITAL RESOURCES

Clinician Support, Office of (OCS)
http://www.childrenshospital.org/ocs
David R. DeMaso, MD – OCS Director – 617-355-6724
Lauren Coyne, RN, MS, LICSW – 617-355-6747
Jill Compagnone – OCS Coordinator, 617-355-6705
The Office of Clinician Support (OCS) provides a safe place for faculty to discuss and resolve a wide range of workplace and personal issues. The OCS is a confidential setting designed to support the health and wellness of the faculty. Located on the first floor of the Hunnewell Building at Boston Children’s, the OCS is able to respond to a wide range of faculty problems ranging from helping to understand work-engendered stresses (e.g., adverse events, patient deaths) to developing responses to work-related concerns (e.g., performance concerns, interpersonal conflicts) to promoting personal and/or family wellness (e.g., burnout, anxiety). All faculty are seen at no charge with referrals to outside professionals as needed. OCS staff will make arrangements to meet at a convenient time, usually within 24-48 hours. For more information about the office or to make an appointment, please contact Jill Compagnone. You may also speak directly with Lauren Coyne or David DeMaso. Confidential messages can be left on any of the above telephone numbers.

Community Health, Office of
http://www.bostonchildrens.org/community
Shari Nethersole, MD – Executive Director for Community Health
Main Phone: 617-919-3055
Fax: 617-919-3118
Boston Children’s Hospital’s community mission is to improve the health and well-being of children and families in our local community. The Office of Community Health brings together hospital and community resources to address health disparities, improve health outcomes and enhance the quality of life for children and families. This role includes:

• Addressing health disparities and supporting efforts to improve population health
• Working with community partners to support families and address social determinants of health
• Understanding the greatest health and non-health concerns for families in our local community and identifying the best ways for the hospital to address those issues
• Coordinating and stewarding resources to implement programs and efforts in the areas of mental and behavioral health, obesity, asthma and early childhood
• Building capacity and strengthening relationships with Boston community health centers
• Leveraging partnerships with key community and city organizations including the Boston Public Schools, Boston Public Health Commission and other local groups
• Ensuring Boston Children’s at Martha Eliot is a cornerstone of the hospital’s community health mission
• Supporting community programs and services from across the hospital to address community needs
• Communicating and reporting about the hospital’s community health efforts and partnerships
• Influencing policy and practice to improve care and support for children and families
- Overseeing the hospital’s investment in community-based programs and efforts to improve child health through its Determination of Need (DoN) Community Health Initiative Process

Compliance Program
http://web2.tch.harvard.edu/compliance/
To report a complaint or allegation – for anonymous calls:
Boston Children’s Hospital Compliance Hotline 888-801-2805 (toll free, available 24/7)
Compliance Office: 857-218-4681
Timothy C. Hogan, JD, FHFMA, CHC - Chief Compliance Officer
timothy.hogan@childrens.harvard.edu, 857-218-4680 (internal ext. 8-4681)
For questions related to Billing Compliance:
Margaret Fisher, RN, MPH, CCS-P, CCS - Director of Billing Compliance
margaret.fisher@childrens.harvard.edu, 857-218-3271 (internal ext. 8-3271)
For questions related to HIPAA Compliance / Patient Privacy:
James (Jay) Downing, JD, CHC, CCEP - Privacy Officer
james.downing@childrens.harvard.edu, 617-919-4309 (internal ext. 4-4309)
For questions related to Research Compliance:
Fariba Houman, PhD, CIP - Research Compliance Officer
fariba.houman@childrens.harvard.edu, 617-919-1573 (internal ext. 4-1573)
For questions related to Conflict of Interest and Pharma/Medical Device Industry Interactions:
Suzanne Tannenbaum, JD - Conflict of Interest Officer
suzanne.tannenbaum@childrens.harvard.edu, 857-218-4675 (internal ext. 8-4675)
For general questions related to Compliance:
Susan Levesque - Compliance Program Coordinator
susan.levesque@childrens.harvard.edu, 857-218-4681 (internal ext. 8-4681)

Boston Children’s Hospital recognizes that conscientious adherence to professional and ethical conduct is essential to our mission. We are committed to meeting the highest standards for honesty and integrity in all business practices.

The Boston Children’s Compliance Program promotes the prevention, detection, and resolution of conduct that does not conform to legal, policy, or business standards. The Compliance Department is charged with helping individuals to understand their role and responsibility in complying with federal and state legal requirements, as well as the policies of Boston Children’s Hospital.

The Boston Children’s Compliance Manual provides a summary of important legal obligations applicable to our services and activities. The Compliance Manual is available on the Compliance Department’s intranet website (listed above).

Individuals are required to carry out their duties in accordance not only with all applicable laws and regulations, but also in accordance with the policies of Boston Children’s Hospital. All employees, staff, contractors, and others who do business with Boston Children’s have an obligation to report any known or suspected violations to their supervisor, the Compliance Department, or the Anonymous Compliance Hotline.

Code of Conduct
Faculty are required to adhere to the hospital-wide Code of Conduct, available online at http://chbshare.chboston.org/elibrary/compliance/manuals/cpp/default.aspx
As stated on the website, the Code of Conduct applies to the trustees, employees, and medical staff of Boston Children’s Hospital and the physician practice groups at the Hospital (the Foundations). It is intended to maintain and reinforce Boston Children’s commitment to conduct our affairs in compliance with state and federal laws and established standards of business and professional ethics, and it also highlights policies of particular importance that apply to all members of the Children’s community, including faculty.
Employee Lactation Support Program
Nursing Mothers’ Lounges – Lactation Rooms
Kimberly Barbas, RN, IBCLC – Coordinator, Lactation Support Program, 617-355-0005, kимberly.barbas@childrens.harvard.edu

Lactation Rooms are available for employees who need to express breastmilk during work hours. These rooms have hospital-grade electric breast pumps (Medela Symphony) available for use and a sink for cleaning equipment. Electric breast pumps require the purchase of a Symphony breast pump kit for individual use. Use of these rooms is first-come/first-serve basis, and some rooms require a combination code for entry. The lock combinations to the employee lounges are available from the Hale Family Center for Families (5-6279), located in the Main Lobby, during their operating hours or from the lactation office (5-0005). Classes are held on the first Tuesday of the month from 1 - 2pm in the Hale Family Center for Families for employees returning to work and planning to continue breastfeeding and include an orientation to the breast pump. Please refer to the Children’s Today Website Announcements for class dates.

Email kимberly.barbas@childrens.harvard.edu for more information and to register for classes.

Employee Lactation Rooms:
• Pavilion, PV110
• Karp 4th floor, RB04-204
• 333 Longwood Ave, OC1.1, lower level
• 1 Autumn St 4th floor, AU-423
• Landmark 6th floor, LM6127
• Longwood Center, LC5623
• 1295 Boylston St 4th floor, BY-471
• Waltham 4th floor, WL4100
• Peabody 2nd Floor, PY2143
• Lexington – see O.R. Nurse Manager
• Weymouth – see Administrator Erin Russo
• Main Building (shared with patients and families); 11 South, 10 South, 9 South, 8 South*, 7 South, 7 West, 3 South
• Fegan Building Out-Pt. Families, FE-192
• Enders, 1st Floor, pending 2018
• Martha Elliot Health Center, ME149 – 1st Floor Pediatrics

*Please reserve 8 South, 7 South and NICU (7 North) pump rooms for patient families.

The MILK POD: Breastfeeding supplies, breast pump kits and spare parts for breast pump kits, pumping bras and other lactation aids and specialty feeding devices are now available 24/7 in a vending machine!
The Milk Pod is located in the Main Lobby, near the main elevators, next to the Safety Cart. Cash and Credit cards are accepted.

For more information visit the Lactation Program website at http://www.childrenshospital.org/lactationsupport

Ethics, Office of, and Ethics Advisory Committee
http://web2.tch.harvard.edu/ethics/
An Ethicist-on-Call can be reached 24/7 at beeper #3418, and the Office of Ethics can be reached at 5-6920 during regular business hours.

The Office of Ethics and Ethics Advisory Committee (EAC) offer educational resources and services to support BCH clinicians, patients and families in dealing with ethical concerns about patient care. When there is uncertainty or disagreement involving values (for example, when people disagree about whether a particular course of care would benefit or harm a child), there is a range of ethics
services that can be accessed by any individual, family or team. These include informal conversations to explore individual concerns, facilitation of clinical team meetings, and a more formal process of ethics consultation to help resolve differences among patients, families and teams. Ethics support may be requested at any time via the ethics on-call beeper or Office of Ethics.

Periodic ethics rounds are offered on a number of units for case discussion and education. If you would like to be aware of rounds on units in which you work, or if you have a topic to suggest for rounds, please contact any of the ethics staff members identified below. Finally, the Ethics Advisory Committee often participates in the development or review of ethics-related policies for programs, departments or the hospital. If interested in this service, please be in touch with the EAC co-chairs.

Co-chairs of the Ethics Advisory Committee are Charlotte Harrison, PhD, JD, MPH, Hospital Ethicist and Director of the Office of Ethics (5-6920, beeper #3171, charlotte.harrison@childrens.harvard.edu) and David Urion, MD, FAAN, Charles F. Barlow Chair, Department of Neurology (5-7819, beeper #1409, david.urion@childrens.harvard.edu). Other ethics staff include clinical ethicists Judi Friedson, RN, MS (5-0939, beeper #2367, judi.friedson@childrens.harvard.edu); Kerri Kennedy, MA, BS, RN (4-4437, beeper #5995, kerri.kennedy@childrens.harvard.edu); Jonathan Marron, MD (617-632-3453, beeper #6916, jonathan.marron@childrens.harvard.edu); and Lisa Taylor, JD MS (4-6196, beeper #6333, lisa.taylor@childrens.harvard.edu).

In addition, Ethics Associates at Children's who may be called, paged, or emailed during business hours include: Marc Ackerman, MD; Theonia Boyd, MD; Steve Brown, MD; David Browning, MSW, LISCW; Barbara Burr, MD, MPH; David Coulter, MD; Christy Cummings, MD; David Diamond, MD; Daniel Kamin, MD; Jennifer Kesselheim, MD; Gus Papadakis, MD; Jehanna Peerzada, MD; Lisa Pixley, RN; Sadath Sayeed, MD; Allison Scobie-Carroll, LISCW, MBA; Meredith van der Velden, MD; and David Waisel, MD. More information about the Ethics Advisory Committee, including a membership list and ethics policies and guidelines, can be accessed at http://web2.tch.harvard.edu/ethics.

BCH staff may participate in many programs offered by the Center for Bioethics at Harvard Medical School. Christine Mitchell, RN, MS, MTS, FAAN, and Robert Truog, MD (also a BCH clinician), are the Executive Director and Faculty Director of the Center, which provides educational and research fellowships in medical ethics; an annual 3-day intensive Clinical Bioethics Course for clinicians and ethics committee members; several monthly case-based Harvard Ethics Consortia (focusing respectively on clinical ethics, research ethics, organizational ethics, and public policy); and regular meetings for the Ethics Leadership of the Harvard-affiliated health care institutions. For more information, see the webpage at http://bioethics.hms.harvard.edu/ or email bioethics@hms.harvard.edu.

**Finance, Research**

http://web2.tch.harvard.edu/researchadmin/mainpageS2700P6.html

Karen Renaud, MBA – Director

Office Location: 1295 Boylston St. 3rd Floor

Phone: 857-218-3509; Fax: 617-730-0108;

Email: resfinance@childrens.harvard.edu

Research Finance administers post-award activities associated with sponsored research funded by federal and state agencies, private foundations, organizations, and industry sponsors. It maintains financial accountability and provides financial information, guidance, and training to our research community.

Primary activities include:

- Providing guidance to the Boston Children’s research community regarding Hospital financial policies & procedures as these relate to post-award grant and contract administration
- Serving as liaison to the Boston Children’s research community regarding matters of financial compliance with sponsor rules and regulations
Initiating stipend payments for research trainees
Performing all financial reporting to external sponsors
Invoicing sponsors for cost reimbursement. Cash collection. Receivables management
Coordinating annual financial audits of sponsored research activity, including A-133
Providing financial support data for negotiation of the Hospital's indirect cost rate with the Department of Health and Human Services

General Counsel, Office of
http://web2.tch.harvard.edu/generalcounsel/
Michele M. Garvin, JD - Senior Vice President and General Counsel
The Office of General Counsel (OGC) is the internal legal department of Boston Children's Hospital. The lawyers in the office provide advice and counsel to clinical and administrative staff on a wide variety of legal topics, including: professional liability, legal matters relating to patient care, litigation, regulatory compliance, risk management, contracts, business transactions, purchasing, taxation and financial regulation, corporate governance, conflict of interest, gifts and charitable giving, insurance, intellectual property, research affairs, misconduct in science, labor relations, employment law, real estate and immigration.
For questions on immigration matters, contact Gail Robinson, Immigration Manager, at 617-355-2146 (5-2146), gail.robinson@childrens.harvard.edu.

Government Relations
BCH Intranet: http://web2.tch.harvard.edu/gr/
External Website: http://authoring.chboston.org/government-relations/
Joshua Greenberg, JD, MA – Vice President, Government Relations
Kate Audette, MSW – Director, State Government Relations
Amy DeLong – Manager, Federal Government Relations
Jamie Gaynes, MPH – Government Relations Specialist
Kate Ginnis, LICSW, MPH – Director, Mental Health Advocacy & Policy
Kate Lewandowski, MPH – Senior Project Manager
Rebeckah Orsatti – Executive Assistant
John Riordan, MCRP – Director, Community Relations & Partnerships
Tel: 617-919-3055; Fax: 617-919-3118
Members of the Office of Government Relations work with decision-makers at the local, state, and national levels to uphold the hospital’s mission of providing exceptional clinical care, research, and training for pediatric providers; members also like engaging with and supporting the advocacy efforts of internal experts on issues of relevance to children’s wellbeing. The program has a special interest in, and commitment to, our community health programs, and works hard to develop and sustain systemic solutions to child health concerns like asthma, obesity, and mental health. The Office of Government Relations closely monitors issues related to public sector coverage and access; the health care regulatory environment; pays close attention to research and medical workforce concerns; and extends efforts to partner and collaborate with community organizations that advocate on behalf of children. Government Relations hosts regular trainings and educational sessions on advocacy topics of interest to the hospital community.
Sign up for the Children’s Advocacy Network here: https://childrensadvocacynetwork.salsalabs.org/signupforcanchildrensadvocacynetworkalerts/index.html

Health Affairs, Office of
http://web2.tch.harvard.edu/healthaffairs/
Telephone: 617-919-6195
Kevin Churchwell, MD – Executive Vice President of Health Affairs
Nina Rauscher, MS, RN, CPHQ - Vice President, Health Affairs
Mathieu Gaulin - Director, Health Affairs
Stephen Ciano - Manager, Credentialing
Nancy Dunn, CPMSM - Manager, Medical Staff Office
Kathy Hickey, MHA - Manager, Provider Enrollment
Under the direction of Dr. Kevin Churchwell, Executive Vice President, Chief Operating Officer, the Office of Health Affairs (OHA) supports roles and responsibilities of the Medical Staff to ensure the safety and quality of care provided to patients and families. The scope of the OHA includes working closely with the Department/Division/Program Chairs to ensure competent physicians and licensed independent practitioners serve on the medical staff. It accomplishes this through oversight of the credentialing process which includes primary source verification of physician credentials and supporting the development and implementation of criteria- and competency-based privileges. It further ensures the Medical Staff minimizes substandard care by supporting the review of individual physician practice resulting from an adverse event or individual practice concern. The Office ensures the governance of the Medical Staff is maintained according to the Medical Staff Bylaws and applicable regulatory standards by supporting the Medical Staff Executive Committee and other Medical Staff Committees, including the Credentials Committee and Medical Peer Review Committee. The Office also ensures all providers are efficiently enrolled to bill for their services through the insurance plans and that their enrollment is maintained, for both commercial and government payers, including many Out-of-State Medicaid plans. Other members of the OHA are the Office of Continuing Medical Education, Office of Graduate Medical Education, Undergraduate Medical Education, Office of Faculty Development and the Office of Clinician Support. More recently the Office of Health Equity and Inclusion was launched. Lastly, the OHA manages and oversees projects, committees and work groups affecting the Medical Staff with a wide variety of internal and external partners, including Human Resources, CRICO-RMF, Office of General Counsel and others.

Human Resources, Office of
http://web2.tch.harvard.edu/hr/
Reginald Stover, MS – Senior Vice President
Daniel Michaud, MPA – Executive Director
Chris Newell, PsyD – Senior Director, Learning and Development
Judith Zola, MBA – Director, Training and Development
Julie Dardano – Sr. Director, Human Resources Operations
Roger U. Wellington III, MBA - Sr. Director, Benefits
Leah Haggerty MBA, SPHR, SHRM-SCP - Director, Compensation
Carolyn T. Stetson – Director, Employee Relations
Lucinda Brown, MA – Director, Occupational Health
HR Service Center – HREmployeeServiceCenter@childrens.harvard.edu
Office Location: Landmark 6 West

Human Resources drives excellence and innovation at Boston Children’s Hospital by empowering managers to recruit, develop, and retain a high performing and diverse workforce making Boston Children’s a worldwide leader in children's health, and to create a culture in which:
- Creative, passionate, and enterprising employees can provide exceptional care and exceptional service every day
- Diversity is encouraged and valued
- Employees are treated fairly and respectfully at all times

For a complete list of HR divisions and personnel with telephone numbers and email links, including recruitment, check Who’s Who in Human Resources on the Human Resources home page.

Innovation & Digital Health Accelerator (IDHA)
http://www.childrenshospital.org/accelerator
John Brownstein, PhD – Chief Innovation Officer
Jean Mixer, MBA – VP of Strategy and Digital Health
Carla Small, MBA – Senior Director of Innovation
Contact: accelerator@childrens.harvard.edu
Location: Landmark Center West, 7th Floor (401 Park Drive, Boston, MA 02115)
IDHA is shaping the future of health care and extending Boston Children’s pediatric leadership by vetting, developing, and launching new technologies from industry and within the hospital, and creating and executing Boston Children’s digital health strategy. Our cross-functional team with
expertise in software development, data analytics, clinical care and lean startup practices, work together to accelerate innovations and technologies from concept to global deployment.

Boston Children’s employees are eligible to apply for our Accelerator Grant Program for innovations in health technology (digital and devices) on a rolling basis. Innovators will receive funding, as well as technical development and strategic project management support, to accelerate their idea.

**Institutional Centers for Clinical and Translational Research (ICCTR) (formerly, Clinical Research Center)**

http://www.childrenshospital.org/icctr
1 Autumn Street, 1st Floor
21 Autumn Street, 2nd and 3rd Floors
300 Longwood Avenue, Pavilion Building, 6th floor
Email: icctr@childrens.harvard.edu
Phone: 857-218-4732

David Williams, MD – Director, ICCTR; Chief Scientific Officer, Boston Children’s Hospital; Chief of the Division of Hematology/Oncology, Boston Children’s Hospital; Associate Chairman, Department of Pediatric Oncology, Dana-Farber Cancer Institute; Leland Fikes Professor of Pediatrics, Harvard Medical School
Hernan Santana, MS – Senior Director of Faculty Research Resources and Institutional Centers of Clinical and Translational Research
Edie Weller, PhD – Director, Biostatistics & Research Design Core
Mustafa Sahin, MD, PhD – Co-Director, Pre-Clinical and Translational Center, ICCTR;
Director, Translational Research Program
Lise Nigrovic, MD, MPH – Co-Director, Population Health Sciences and Health Services Center, ICCTR; Medical Research Officer, Harvard Catalyst
Jenny Mack, MD, MPH – Co-Director, Population Health Sciences and Health Services Center, ICCTR
Andrew Place, MD, PhD – Co-Director of Experimental Therapeutics and Interventional Trials; Interim Site Director Harvard Catalyst at BCH
TBD — Education Director
Cindy Williams, DNP, RN, PNP, NE-BC – Co-Director, Experimental Therapeutics and Interventional Trials Center, ICCTR; Nursing Director, CTSU & Harvard Catalyst
Piotr Sliz, PhD – Director, Clinical Research Information, Technology and Service
Judith Fleming, PhD – Co-Director, Pre-Clinical and Translational Center, ICCTR

The Institutional Centers for Clinical and Translational Research (ICCTR) at Boston Children’s Hospital is an interdisciplinary, academic and service research center that provides assistance and education to the clinical research community at Children’s. The Institutional Centers directly support one of Children’s core mission areas, to be the leading source of research and discovery, and includes four primary areas of focus:

1. Preclinical and Translational: focuses on preclinical and clinical biological studies, specimen acquisition, pilot project funding and translational investigator service.

   The mission of the Translational Research Program (TRP) at Boston Children’s Hospital is to stimulate the development of non-clinical and human clinical trials that seek to improve the care of children, and to ensure adequate infrastructure to support non-clinical and clinical translational research projects.

2. Experimental Therapeutics and Interventional Trials (ET/IT): the mission of the Experimental Therapeutics and Interventional Trials (ET/IT) Center at BCH is to provide exceptional support and service to investigators conducting interventional clinical trials that involve drugs, devices or novel platforms. Contact Cindy Williams (lucinda.williams@childrens.harvard.edu) to learn about the many resources available at BCH to aid investigators and have a customized roadmap created for your interventional study.
3. Population Health Sciences and Services (Pop Sci): the mission of the Population Health Sciences Center at Boston Children’s Hospital is to provide support and services to investigators who conduct research that focuses on understanding health and disease and their determinants. The Population Health Sciences Center also develops and tests interventions to improve or preserve the health of populations and individuals and translates research findings into health care and public health policy or practice. The Center offers expertise and guidance on the design, conduct and analysis of population health sciences and health services research.
Services Offered: project management, study implementation, patient recruitment, database management, biospecimen collection

4. Biostatistics and Research Design Center: the mission of the Biostatistics and Research Design (BARD) Core is to promote excellence in the design and analysis of research studies at Boston Children’s Hospital. We can provide design and analysis in the following areas: pre-clinical experiments, observational studies (retrospective and prospective), randomized studies, health econometrics, survey research, qualitative research and high dimensional functional neuroimaging research. Our services include:
- Full biostatistical project support, from study design to manuscript writing
- Grant preparation, including power/sample size
- Study design and planning

Clinical research is scientific investigation that is conducted with human subjects or on material of human origin such as tissues, specimens, cognitive phenomena or other data for which an investigator directly interacts with human subjects or for which material can be directly linked to an identifiable, living individual. Clinical research includes patient-oriented, community, and population-based research studies. More information on the ICCTR can be found on their website.

Other Services – Behavioral Science Core
Director: Deborah Waber, PhD
Co-Director: Michelle Bosquet, PhD
The Department of Psychiatry staff can provide consultation for investigators who wish to include behavioral outcomes on grants, protocols and manuscripts. Also, psychometrician services are available to collect data for protocols that have neuropsychological, psychiatric, psychological, or other behavioral outcomes.

Institutional Review Board (IRB), see Research Administration

Interpreter Services
http://web2.tch.harvard.edu/interpreter_svc/index.html
interpreters@childrens.harvard.edu
The Interpreter Request Form, available from the website, should be used to schedule interpreter services for outpatient, pre-op admitting, day surgery, or other appointments at the hospital for a patient or family who has limited English proficiency and who may need an interpreter to communicate effectively to get proper medical care.

Library
http://web2.tch.harvard.edu/library/
Meaghan Muir, MLIS – Manager, Library Services; meaghan.muir@childrens.harvard.edu
Jessica LaBrie, MLS – Librarian; jessica.labrie@childrens.harvard.edu
Chloe Rotman, MLIS – Librarian, chloe.rotman@childrens.harvard.edu

News blog: http://childrenshospital.libguides.com/blog/
Twitter: twitter.com/BCHLibrary
Phone: 617-355-7232 (staff); Library@childrens.harvard.edu
Hours: the Library doors are unlocked 8am–5pm, Monday–Friday.
Open 24/7 to Boston Children's personnel with ID badges. Longwood Center 5th floor is open weekdays 6am–11pm. Nights and weekends, ask at the security desk to access the 5th floor.

In April 2016 the medical library moved to the 5th floor of the Longwood Center, located on the corner of Longwood and Brookline Ave. The library has active subscriptions to thousands of electronic journals with the primary focus on pediatrics. There are several different book collections, including the Professional Development collection, which addresses a wide range of topics from mentoring to leadership to time management and the Leisure Reading collection which includes a wide variety of current fiction and non-fiction titles, many dealing with medical, ethical, or multicultural themes.

The internal website includes journals, electronic books, databases, online catalog, library services, classes, library news, Library Lunch Topics, writing and publishing aids and many other resources.

Marketing and Communications
http://web2.tch.harvard.edu/marcomm/
Office Location: Landmark Center, 401 Park Drive, Boston, MA, 02115
Phone: 617-919-3110; Fax 617-919-3034
Email: marketing@childrens.harvard.edu

Leadership:
Roddy Young – Vice President and Chief Marketing and Communications Officer
Patty Connors – Business Operations Supervisor
Bill Gagnon – Senior Director, Digital Experience – Creative, Content, Web
TBA – Senior Director of Enterprise Communications
TBA – Senior Director of Marketing

The Department of Marketing and Communications performs marketing, market research, national physician relations, marketing communications, content/creative development, web design/development, marketing database management, media relations, social media, media relations, and enterprise and executive communications functions. The Department cultivates plans, projects and programming that target patient families, faculty, and staff. In addition, the Department leads all media relations strategies and interactions with news organizations, as well as oversees and leads social media efforts across the Hospital to drive volume and reputation, patient experience and employee engagement and education.

Medical Education, Department of
https://dme.childrenshospital.org/
Alan Leichtner, MD, MSHPEd – Chief Medical Education Officer and Director of the Department of Medical Education; alan.leichtner@childrens.harvard.edu
Alan Woolf, MD, MPH – Associate Chief Medical Education Officer, Designated Institutional Official and Director of the Graduate Medical Education Office; alan.woolf@childrens.harvard.edu
Lori Newman, MEd – Director of Professional Development in Medical Education; lori.newman@childrens.harvard.edu
Tery Noseworthy, C-TAGME – Manager, Graduate Medical Education; tery.noseworthy@childrens.harvard.edu
Dan Schwartz, EdM – Director of Educational Technology; dan.schwartz@childrens.harvard.edu
Angela Lam – Sr. Administrative Associate; angela.lam@childrens.harvard.edu

Underscoring the hospital's commitment to excellence in medical education, in 2016 BCH established a centralized Department of Medical Education to coordinate educational programs and initiatives. The Department is led under the direction of Alan Leichtner, MD, MSHPEd, Chief Medical Education Officer and Director of the Department of Medical Education and Alan Woolf, MD, MPH, Associate Chief Medical Education Officer, Designated Institutional Official and Director of the Graduate Medical Education Office. The department oversees Undergraduate Medical Education (UME), Graduate Medical Education (GME), Continuing Medical Education (CME), and Professional Development in Medical Education. The Department of Medical Education fosters innovations across the educational continuum, and complements and co-sponsors activities with the Office of Faculty Development (OFD) to support the careers of BCH faculty including:
• Providing faculty development through the Academy for Teaching and Educational Innovation and Scholarship, in concert with the OFD and GME Offices, including two annual education retreats with invited keynote speakers
• Improving the mentoring of scholars, the coaching of teachers as well as fostering a community of medical educators
• Presenting an educational seminar series and a teaching certificate program
• Establishing an interactive website with an event listing and resource page
• Strengthening support for research in education and establishing the Academy for Teaching and Educational Innovation and Scholarship as the principal site of education research
• Expanding Academy membership categories to include program directors and teaching faculty from across BCH clinical disciplines and professional departments

**Occupational Health Services (OHS)**

http://web2.tch.harvard.edu/hr/mainpageS2652P6.html

Lucinda Brown, MA – Administrative Director, 857-218-3052
Christine Cadegan, NP – Nurse Manager, 857-218-3055
Tom Winters, MD – Medical Director
Office Locations: 333 Longwood Avenue, 2nd floor
Email: ohs@childrens.harvard.edu
Phone: 857-218-3046
STIK pager: 7845 (for bloodborne pathogen exposures 24/7)
Hours: Monday – Friday, 7:30 am – 4:00 pm

Occupational Health Services (OHS) provides occupational-related medical services for employees, medical staff, volunteers, and other Associated Personnel at Boston Children’s Hospital. OHS provides initial treatment and case management for work-related illnesses and injuries; pre-placement health screens, serologies, and vaccinations; fitness for duty assessments; ergonomics evaluations; and other medical services related to the treatment, diagnosis and prevention of work-related illnesses and injuries. OHS also oversees staff flu vaccination campaign. All staff and affiliated personnel at Boston Children’s Hospital are required to get annual flu vaccinations.

If a faculty member is employed directly by BCH and is injured at work, the employee or the staff member’s supervisor must complete the Employee Accident Report within 24 hours and report to OHS for evaluation. No appointment is necessary. If the faculty member is employed by a foundation, he/she must contact the Department administrator for information on workers’ comp coverage.

For needlestick injuries or other bloodborne pathogen exposures, page the STIK pager at 7845 for immediate attention.

Other services provided by appointment. For more information or questions about Occupational Health Services, please call Lucinda Brown at 857-218-3052.

**Office of Fellowship Training**

http://www.childrenshospital.org/research-and-innovation/research-administration/office-of-fellowship-training

Jordan Kreidberg, MD, PhD – Faculty Director
Lu-Ann Pozzi, PhD – Program Administrative Manager
Christine Sinclair, MA – Program Coordinator
Administrative Office Location: Karp 4 - 217
Phone: 617-919-4282 (internally, x4-4282)

The mission of The Office of Fellowship Training (OFT) is to provide research and clinical fellows with career development tools as well as access to resources and opportunities to network at BCH and in Boston. The OFT organizes career development seminars and social functions to enrich the experience of fellows during their time at Children’s. The OFT also provide one-on-one mentoring and help identifying training, funding, and other career related opportunities.
Office of Health Equity and Inclusion (OHEI)
Valerie L. Ward, MD, MPH – Medical Director of the Office of Health Equity and Inclusion (OHEI)
Nicole Tennermann, MSW, LICSW – Administrative Director, OHEI
Rachelle Pierre – Administrative Associate, OHEI
Contact: 617-919-6511; rachelle.pierre@childrens.harvard.edu
The mission of Boston Children’s Hospital’s Office of Health Equity and Inclusion (OHEI), founded in 2017, is to provide guidance to achieve a culture that honors diversity, respect, inclusion and excellence. The OHEI works collaboratively with other BCH and HMS Offices, including the BCH Office of Faculty Development, the BCH Academy for Teaching and Educational Innovation and Scholarship, the BCH Office of Experience, and Human Resources (HR), to advance culturally effective pediatric care; to reduce pediatric healthcare disparities; to establish a pediatric health equity education series/grand rounds; to recruit, develop and retain a diverse and inclusive workforce; and to support an environment of respect for different viewpoints. The OHEI, in conjunction with the BCH Diversity and Cultural Competency Council (DCCC) and a Senior Advisory Board of the OHEI, supports innovative programming focusing on health equity, diversity, and inclusion across the 4 BCH missions: clinical care, research, teaching, and community service. The work of the OHEI is closely aligned with other ongoing work at BCH. Dr. Ward and Judy Zola, MBA, HR Director, Learning and Development, are co-chairs of the DCCC.

Physicians’ Organization
http://web2.tch.harvard.edu/po/
Executive Committee:
Steven Fishman, MD – PO President/BCH Senior Vice President of Access and Business Services
Paul Hickey, MD – Chairman of the PO Board
Kevin Churchwell, MD – BCH EVP of Health Affairs and COO
John Friedman, MD – Treasurer/Clerk
Irene Paresky – Chief Operating Officer
Thomas Hart – Chief Financial Officer
Tel: 617-919-9917
The Physicians’ Organization at Boston Children’s Hospital (PO) is a non-profit management service organization for the 1,200 physicians employed by either BCH or the 15 subspecialty Foundations. The PO works jointly with the BCH and 17 sub-specialty Foundations and/or Service Funds in developing and coordinating an integrated child health care system that fosters cost-effective, quality patient care. To support the development of health care services, the PO supports the negotiation of agreements with insurers and manages care plans. The PO negotiates contracts for physicians’ fringe benefits on behalf of its affiliated physicians and employees. The PO also performs management services including: patient billing and receivables management; patient access; utilization review; treasury functions; internal investment funds and cash management; audit preparation and external financial reporting; tax preparation; billing compliance; and IT services to support patient billing, accounting, human resources; cost modeling, and charge capture.

The PO provides a physician forum for input to the BCH’s strategic and operational decisions. The PO nominates, designates, and elects persons to serve as the PO’s representative on the BCH’s governing board and committees, in accordance with the BCH’s by-laws, rules, regulations, and policies. It also works with BCH on a number of joint business initiatives that range from compliance, patient experience, revenue cycle, satellite oversight, and employee development.

Research Administration
http://web2.tch.harvard.edu/researchadmin/index.html
August Cervini, MBA – Vice President, Research Administration
Office Location: Landmark Center East, LM 7009, 401 Park Drive
Mailstop: BCH 3396
Phone: 617-919-4664; Fax 617-730-0086
Email: resadmin@childrens.harvard.edu
Headed by Gus Cervini, Research Administration and its departments manage the strategic planning challenges and growth of the research enterprise and its highly innovative researchers. The
departments within Research Administration provide services to facilitate excellence in the conduct of research and ensure regulatory compliance. They maintain laboratory facilities and resource management, ensure human and animal research compliance, manage technological and innovation development and grants management, and handle research governance committees for Boston Children’s Hospital’s research enterprise.

**Research Administration Office**
http://web2.tch.harvard.edu/researchadmin/mainpageS2700P157.html
Franklin Thayer, MBA – Director, Research Administration
Office Location: Landmark Center East, LM 7002, 401 Park Drive
Mailstop: BCH 3396
Phone: 617-919-2718; Fax 617-730-0086
Email: resadmin@childrens.harvard.edu

The Research Administration Office (RAO), led by Frank Thayer, serves as the central office for Research Administration, acting as a liaison between research community and hospital administration. The office is responsible for operational, communication, compliance, and training support to investigators. Specifically, the team manages the enterprise applications used for compliance with the myriad requirements governing research; facilitates and supports executive research committees, including the Research Faculty Council; and develops tools to enhance communication and training within and beyond the research enterprise.

**Clinical Trials Business Office**
http://web2.tch.harvard.edu/researchadmin/mainpageS2700P141.html
Fernando Valles, JD – Director, Clinical Trials Business Office
Office Location: Landmark Center East, LM 7003, 401 Park Drive
Mailstop: BCH 3414
Phone: 617-919-2730
Email: ctbo@childrens.harvard.edu

The Clinical Trials Business Office (CTBO) provides comprehensive business services to investigators interested in conducting industry-sponsored clinical research at Boston Children’s Hospital. Specifically, the CTBO drafts and negotiates contracts and budgets for industry-sponsored clinical trials, investigator-initiated studies, and other sponsored clinical research. The CTBO also manages other business requirements for engaging in clinical research at the hospital, including the segregation of charges for routine and research-related care, and ensuring compliance with state and federal billing regulations.

Investigators are encouraged to contact the CTBO at the start of the study planning process, so that the CTBO can help secure adequate funding and prevent “downstream” billing issues. Additionally, investigators planning collaborative clinical research endeavors with other institutions, including the exchange or sharing of clinical data, should contact the CTBO to make sure the necessary agreements are in place prior to engaging in such activities. By negotiating reasonable contract terms, sufficient funding, and essential human subjects’ protections with sponsors and collaborating institutions, the CTBO is committed to helping protect the interests of our institution, investigators, and patients.

**Institutional Review Board (IRB)**
http://www.childrenshospital.org/research-and-innovation/research/research-administration/office-of-clinical-investigation
Susan Kornetsky, MPH – Senior Director, Clinical Research Compliance
Office Location: Landmark Center East, LM 7001, 401 Park Drive
Mailstop: BCH 3164
Phone: 617-355-7052; Fax: 617-730-0226
Email: IRB@childrens.harvard.edu

The Institutional Review Board (IRB) oversees the protection of human research subjects and
is committed to safeguarding the rights and welfare of all children, adolescents, adults and family members who volunteer to participate in research at Boston Children’s Hospital. The department provides administrative support for the hospital’s internal review board. The IRB was established to assure the protection of all human subjects in research projects by reviewing and approving all research that involves human subjects conducted by anyone on the premises of, or under the auspices of Boston Children’s.

The IRB administrative office provides a mechanism for continual education and improvement for the human research protection program through the Education and Quality Improvement Program (EQuIP). The goal of EQuIP is to provide education and to assist investigators to conduct human subjects research according to the highest ethical standards, in compliance with federal, state, and institutional regulations, and according to Good Clinical Practice. The CHeRP application on our website now provides an accessible electronic review system.

Office of Sponsored Programs (OSP)
http://web2.tch.harvard.edu/osp/
Theresa Applegate, MPA, CRA – Director, Sponsored Programs
Office Location: Landmark Center East, LM 7005, 401 Park Drive
Mailstop: BCH 3158
Phone: 617-919-2729
Email: osp@childrens.harvard.edu

The Office of Sponsored Programs (OSP) administers the institutional pre-award requirements of sponsored grants and contracts. OSP manages governmental, foundation, and other non-profit funding arrangements. Grant officers are assigned to the research community by department, division, and program. They serve as the primary points of contact for grant application review, submission, award acceptance and administration, sponsor relations, and inter-institutional contractual agreements related to governmental, foundation, and other non-profit sources of funding. OSP is committed to facilitating and supporting the research mission of the institution.

Research Operations
http://web2.tch.harvard.edu/resops/
Brian Lobao – Senior Director, Research Operations
Main Office Location: Karp 4
Mailstop: BCH 3145
Karp Main: 617-919-2280; Enders Main: 617-355-6348

Research Operations provides operational support to research faculty, staff and the related facilities by administering programs that result in a positive impact on research objectives and resources, and ensure compliance with regulatory agencies in a cost effective manner. The Research Operations departments are responsible for providing training in safety and animal research compliance through effective communication with a high standard of administrative efficiency that supports the needs of the research community. The departments seek to provide laboratories with value-added service. Policies, procedures and practices must keep pace with changing needs.

The departments include:

- Animal Protocol Support & Assurance (APSA) - orientation schedules, IACUC, policies and protocol help
- Animal Research Children’s Hospital (ARCH) - veterinary care, forms
- Aquatic Resources Program (ARP) - fish care, contacts and forms
- Research Facilities - capital equipment, keys, building access, lab coats, critical research repository, project request form
- Research Lab Support - radiation safety, biosafety, lab support
Technology & Innovation Development Office (TIDO)
http://www.childrensinnovations.org/
Irene Abrams – Vice President, Technology Development and New Ventures, Technology & Innovation Development Office
Monique Yoakim-Turk, PhD – Principal, Technology Development Fund
Alan Yen, PhD – Director, Licensing and Business Development
Greg Pivarnik, JD – Assistant Director, Contracts
Office Location: Landmark Center East, LM 7006, 401 Park Drive
Mailstop: BCH 3183
Phone: 617-919-3019; Fax: 619-919-3031
Email: tido@childrens.harvard.edu
The mission of the Technology and Innovation Development Office (TIDO) is to maximize the impact of Boston Children’s innovations on patient health while enhancing the research endeavor. The TIDO team works closely with investigators and clinicians within Boston Children’s community to promote, support, and develop innovations by protecting and licensing intellectual property. TIDO builds partnerships between Boston Children’s Hospital and companies across the life science industry to accelerate the translation of academic research to life-saving products. TIDO is also responsible for industry sponsored research relationships.
Contact your TIDO licensing manager for support with new inventions, the hospital’s intellectual property policy, interactions with companies, or to facilitate a startup company. TIDO’s responsibilities include:
- Evaluating new innovations and discoveries for their patentability and commercial potential
- Protecting intellectual property (mostly through patents)
- Marketing and licensing technologies to industry partners
- Facilitating the formation of startup companies
- Advancing the stage of development of Boston Children’s research programs and technologies through the Technology Development Fund
- Establishing relationships, collaborations and sponsored research with industry
- Fostering and supporting a culture of innovation and entrepreneurship
- Handling materials transfer agreements, corporate sponsored research, and collaboration agreements

Translational Research Program
http://www.childrenshospital.org/trp
Mustafa Sahin, MD, PhD – Director
Judy Fleming, PhD – Associate Director
Ashley Kuniholm, CIP – Regulatory Affairs Specialist
Lea Florentino – Program Coordinator
Phone: 617-919-2927 (x4-2927 internal); Email: TRP@childrens.harvard.edu
Office Location: 21 Autumn Street, AT 312
The Translational Research Program (TRP) at Boston Children’s Hospital aims to stimulate and facilitate the development of preclinical and ultimately, human translational trials seeking to improve pediatric health. In order to do this, the TRP provides support for faculty-initiated pre-clinical and clinical translational research projects, in addition to ensuring adequate infrastructure to facilitate the rapid completion of these trials. The TRP funds a cadre of Boston Children’s investigators to help them pursue successful translational research and grants-in-aid awarded for programs containing novel ideas or applications

- Improvement in institutional cores needed to support disease-specific non-clinical and early phase human studies
- Multidisciplinary retreats to foster interactions across the spectrum of research and clinical activities
- Identifying and supporting the development of faculty-scientists who will become the national
  and international leaders in the translational research paradigm
- Assistance with regulatory affairs

**Work/Life Benefits -- Family Support Services**
http://web2.tch.harvard.edu/childcare/
New location starting in June 2018: 5 Brookline Place

**BCH Child Care Center**
Donna Warner – BCH Child Care Center Director
Phone: 617-355-6006; Child Care Center Fax: 617-730-0133
Children's Hospital Child Care Center was created to provide high quality child care for children of BCH employees as well as employees of BCH foundations (ex. CHPA). The Child Care Center cares for children 3 months through 5 years without regard to race, creed, cultural heritage, or religion. Our staff is committed to providing the highest quality care for children. We provide all children with a program that is developmentally appropriate and nurturing. We work toward fostering children’s social, emotional, and cognitive growth while ensuring children’s safety and security. Above all, we seek to meet your child’s individual needs, in a respectful and loving way, within the structure of our program. A tuition subsidy is available for employees earning less than $90,000 per year. Please note that the Center has a waitlist and encourages faculty to review all child care options. For additional information, please email Donna @ donna.warner@childrens.harvard.edu

**Back-up Child Care**
Back-up child care for emergencies is contracted through care.com; benefits eligible employees receive a subsidized rate of $6 per hour for in-home care or $15 per child, per day at child care centers. See all details at bch.care.com. KGA is the Employee Assistance Program (EAP) provider for Boston Children’s and is available 24 hours a day, 365 days a year at 800-648-9557. KGA’s services include: child and eldercare referrals and screening, financial and legal resources and health and well-being information. For a complete list of their services go to: https://kgaeap.personaladvantage.com/gateway.jsp?SingleSignIn:refid=BCH
HARVARD MEDICAL SCHOOL RESOURCES

The Academy at Harvard Medical School
http://hms.harvard.edu/departments/academy
260 Longwood Ave – TMEC 384, Boston, MA 02115
Phone: 617-432-5401; Fax: 617-432-7850; Email: academy@hms.harvard.edu

The Academy is established to advance the education of physicians and scientists throughout the Harvard Medical School community by:

- Creating and supporting a community of leaders in education and a culture of excellence in teaching and learning
- Fostering the careers of educators in medicine and science
- Providing programming to improve the skills of teachers
- Stimulating and supporting the creation and implementation of innovative approaches to learning and assessment
- Supporting educational research and scholarship in medical and graduate education

In addition to sustaining and building upon the work of its professional development arm, the Center for Teaching and Learning, the HMS Academy is working more closely with the Graduate programs, the Program in Medical Education at HMS, and with the evolving educational centers at many HMS-affiliated hospitals. Among its goals, the HMS Academy hopes to support innovation in pedagogical methods and curriculum, as well as promote research that focuses on teaching, learning, and assessment at the undergraduate and graduate medical education levels and in the science education of graduate students.

The HMS Academy sponsors two fellowship programs, one in medical education and one in medical education research. Both are open to HMS faculty.

Children's Hospital HMS Academy Members:
Ana Broyles, MD; Puja Banka, MD Christy Cummings, MD; Richard Blum, MD; Debra Boyer, MD; David Brown, MD; Michele Burns, MD; Vincent Chiang, MD; Holly Gooding, MD, MSc; Beth Harper, MD; Michael Hernandez, MBChB; Tanzeema Hossain, MBChB; Noelle Huntington, PhD; Jennifer Kesselheim, MD, MEd, MBE; Alan Leichtner, MD, MSHPEd; Clifford Lo, MD, ScD; Joshua Nagler, MD; Lori Newman, MEd; Elizabeth Rider, MD, MSW; Christiana Russ, MD; Thomas Sandora, MD, MPH; Arnold Sansevere, MD; Ankoor Shah, MD PhD; Cynthia Stein, MD MPH; Robert Sundel, MD; David Urion, MD; Debra Weiner, MD, PhD; Kim Wilson, MD MPH; Ariel Winn, MD; Alan Woolf, MD, MPH

Academic and Clinical Affairs, Office for
http://hms.harvard.edu/departments/office-academic-and-clinical-affairs
Nancy Tarbell, MD - Dean for Academic and Clinical Affairs
Main contact for inquiries regarding the Office of Academic and Clinical Affairs:
Maureen Bergeron Bates, Senior Administrative Coordinator at 617-432-7460 or maureen_bergeron@hms.harvard.edu

The Office for Academic and Clinical Affairs encompasses the Office for Faculty Affairs, the Office for Diversity Inclusion and Community Partnership, as well as the Office for Academic and Research Integrity. The mission of the Office for Academic and Clinical Affairs is to uphold a commitment to excellence in academic affairs and ethical standards throughout the Harvard Medical community and to develop and nurture a diverse faculty through policies, practices and programs.

The Office for Academic and Clinical Affairs supports the academic and clinical activities of HMS faculty with an emphasis on faculty development and diversity. Specifically, the Office:
- Coordinates the selection process for limited competition funding opportunities (i.e., HMS Foundation Funds): http://hms.harvard.edu/foundationfunds
- Maintains agreements with HMS-affiliated hospitals and research institutions: http://hms.harvard.edu/hms-affiliates.
- Serves as Dean’s Office liaison for most of the HMS initiatives, programs, centers and institutes: http://hms.harvard.edu/departments/office-academic-and-clinical-affairs/initiatives-programs-centers-and-institutes

**HMS Foundation Funds Program:**
Contact: Clare Lamont at 617-432-7463 or clare_lamont@hms.harvard.edu
The HMS Foundation Funds Program administers the nomination process for HMS/HSDM faculty and postdocs for funding opportunities from private foundations that require candidates to be nominated by either Harvard Medical School or Harvard University. Each year, several foundations invite HMS/HSDM junior faculty members and postdocs to apply for their fellowships and grants, which serve as critical funding at the early stages of a research career. Interested investigators must first apply internally through the HMS Foundation Funds, and a committee will select the final candidates who will then submit applications to the foundations.

**Clinical Department Review Program:**
Contact: Sara Kiarsis at 617-432-7543 or sara_kiarsis@hms.harvard.edu
Started in 2000, the Clinical Department Review Program is a joint venture between Harvard Medical School and its affiliated hospitals to review the activities of clinical departments on approximately a five to eight-year cycle. The review is a constructive process that uses a broad-based perspective in evaluating departmental leadership and overall operation with a focus on key areas in clinical care, research, and education. Typically, three outside external reviewers are invited to serve on a committee that meets with the department leadership and its faculty over the course of two days to discuss the department’s activities. At the end of the review the committee delivers the results of their findings to the dean of HMS, the dean for Academic and Clinical Affairs, and the president/CEO of the hospital. Once the Committee has submitted the final written report, a meeting is set up with the head of the department, deans and hospital president/CEO to discuss the report and review the recommendations.

Each department is asked to prepare a comprehensive and detailed report of activities over the previous five-year period. The report also includes information on the faculty and on the teaching, research, and clinical programs of the department. Additionally, the department chair includes a strategic plan for the department. The report is shared with the external reviewers, deans and hospital president/CEO approximately one month prior to the review. Over 90 reviews have been conducted since the Program’s inception in 2000.

**HMS Initiatives, Programs, Centers and Institutes ("Centers"):**
Contact: Jessica St. Louis, Sr. Project Coordinator, 617-432-6928, or jessica_st.louis@hms.harvard.edu
HMS “centers” are organizational structures created to facilitate interdisciplinary, interdepartmental, and inter-institutional collaboration for novel research and education activities.

The committee for oversight of HMS centers has developed transparent and supportable guidelines for the organization and governance of research and education involving interdisciplinary, interdepartmental and inter-institutional work. These guidelines are detailed in the Principles and Guidelines document available online at: http://hms.harvard.edu/departments/office-academic-and-clinical-affairs/initiatives-programs-centers-and-institutes
Faculty Affairs, Office for
http://fa.hms.harvard.edu/
Maureen Connelly, MD, MPH – Dean for Faculty Affairs
The Office for Faculty Affairs (OFA) is responsible for the promotion and appointment processes at HMS and HSDM, works with committees that address faculty concerns, and serves as a resource to faculty members for issues related to promotion and career development. In addition to offering one-on-one CV reviews, the Office runs a leadership course and a junior faculty fellowship program in collaboration with hospital affiliates. The office also offers an orientation for new faculty across HMS and HSDM in the fall. For further information on these programs, visit the website or call 617-432-1198.

Promotion Criteria
Harvard Medical School and Harvard School of Dental Medicine criteria for faculty promotion and appointment recognize the broad range of faculty activities that support the academic mission. By allowing the sum total of each faculty member’s contributions and achievements to be considered in the evaluation for promotion, these criteria provide many different paths to academic advancement for our extraordinary faculty. The faculty handbook is available at http://fa.hms.harvard.edu/FoMhandbook; information on the Harvard CV including CV templates can be found at https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines. Inquiries about one-on-one CV reviews may be sent to OFA_Promotions@hms.harvard.edu.
Senior staff regularly give presentations on promotion criteria and CV guidelines.

Eleanor and Miles Shore 50th Anniversary Fellowship Program for Scholars in Medicine
The 50th Anniversary Program for Scholars in Medicine was established in 1995 to celebrate the anniversary of the admission of women to HMS and to acknowledge the important contributions of women to the school. As part of this celebration, a fellowship program was established to help junior faculty, women and men, at the point in their careers when they must teach, do research, compete for grants, publish, or practice (if a clinical faculty member) at the same time they may be assuming increased family or other responsibilities. The program was renamed in 2004 to honor the efforts of Dr. Eleanor Shore, former Dean for Faculty Affairs, and Dr. Miles Shore, Bullard Professor of Psychiatry, Emeritus, on behalf of the 50th Anniversary Program for Scholars in Medicine. Most fellowships provide funding of $30,000 for 1 year. The program also encompasses faculty fellowships at HMS affiliated hospitals. The Boston Children’s Hospital OFD/BTREC/CTREC Faculty Career Development Fellowship is included in the Eleanor and Miles Shore 50th Anniversary Fellowship Program for Scholars in Medicine.

Eligibility: The program includes fellowships open generally to faculty holding an appointment at the level of instructor, member of the faculty, or assistant professor at HMS or HSDM and specifically to the faculty of a sponsoring department or institution. Past recipients of any award from the Eleanor and Miles Shore 50th Anniversary Fellowship Program are ineligible for the two fellowships available to the entire faculty. A full list of fellowships and eligibility criteria is available at http://fa.hms.harvard.edu/shore.

HMS Leadership Development for Physicians and Scientists
This three-day course is designed for HMS/HSDM instructors, assistant professors, and recently promoted associate professors who currently have responsibility for a research grant, laboratory, educational course, or clinical program. It is intended for those in the early stages of leadership and not for chairs of departments, divisions, or programs. The goal of the course is to build on participants’ knowledge base and skills to enhance their professional development as administrative leaders in academic medicine. Participants will acquire skills in institutional organization, financial, legal, and regulatory issues, and the full spectrum of communication skills. Women and members of communities underrepresented in medicine are particularly encouraged to apply. The next course will take place in March of 2019.
Visit http://fa.hms.harvard.edu/leadership-program for additional information on the program and the application process.

**Diversity Inclusion and Community Partnership (DICP), Office for**

https://mfdp.med.harvard.edu/
617-432-2413; fax: 617-432-3834
164 Longwood Avenue, Room 210
Joan Y. Reede, MD, MPH, MS, MBA - Dean for Diversity and Community Partnership; Professor of Medicine, Harvard Medical School; joan_reede@hms.harvard.edu

The Office for Diversity Inclusion and Community Partnership (DICP) at Harvard Medical School (HMS) was established to promote the increased recruitment, retention, and advancement of diverse faculty, particularly underrepresented minority (URM) faculty, at HMS and to oversee all diversity and inclusion activities involving HMS faculty, trainees, students, and staff.

DICP’s Minority Faculty Development Program offers programming for the development of HMS faculty, with an emphasis on mentoring and leadership, while responsive to the identified needs of individuals and institutions. It also sponsors programs that are designed to reach out to the pre-college and college populations with the goal of bringing outstanding, URM, and disadvantaged students into the pipeline.

DICP’s research and evaluation arm, *Converge: Building Inclusion in the Sciences through Research*, conducts research that lead to national, regional, and local strategies that support workforce diversity and inclusion in the biomedical sciences. The Office also acts as a central resource for monitoring faculty development and diversity efforts of the Harvard Catalyst and Translational Science Center through its *Program for Faculty Development and Diversity*. In partnership with the *Biomedical Science Careers Program*, DICP offers programs aimed at providing the encouragement, support, and guidance needed for the successful pursuit of careers in biomedical sciences.

**HMS Visiting Clerkship Program**

https://mfdp.med.harvard.edu/medgrad/vcp/index.html
164 Longwood Avenue, 2nd Floor, Boston, MA 02115
Tel: 617-432-4422 Fax: 617-432-3834 E-mail: vcp_hpsp@hms.harvard.edu

The Visiting Clerkship Program provides housing and reimbursement for travel for fourth-year, and qualified third-year, minority (African-American, Native American, and Hispanic American) medical students to participate in the HMS Exchange Clerkship Program. Clerkships last four weeks and are available, space permitting, to full-time students in good standing at accredited US medical schools. The one-month clerkships are available throughout the year.

**HMS Visiting Residents Program**

https://mfdp.med.harvard.edu/vrp
164 Longwood Avenue, 2nd Floor, Boston, MA 02115
Tel: 617-432-4422 Fax: 617-432-3834 E-mail: vrp@hms.harvard.edu

In collaboration with the BCH GME office, the Visiting Resident Program (VRP) provides support for qualified residents from backgrounds underrepresented in medicine (URiM) - as defined by the AAMC; - this includes African Americans, Mexican Americans, mainland Puerto Ricans, and Native Americans (that is American Indians, Native Hawaiians, Alaskan Natives) - to participate in a rotation at Boston Children’s Hospital (BCH) Graduate Medical Education (GME) training program. Visiting Resident Program is two to four weeks in length and is offered all year-around. The program provides housing and reimbursement for travel for URM residents who are PGY2 residents currently enrolled in good standing ACGME-accredited U.S. training programs under the sponsorship of non-HMS teaching hospitals.
Boston Children's Hospital faculty/staff who are involved in current JCSW activities include:
Eman Ansari, MD, MPH; Dusica Bajic, MD; Miya Bernson-Leung, MD; Diana Carlone, PhD; S. Jean Emans, MD; Sabra Katz-Wise, PhD; Anjali Koka, MD; Lin Lin, MD; Maxine Milstein, MBA; Bobbie Riley, MD; Christine Sieberg, PhD

Ombuds Office, HMS/HSDM/HSPH
http://hms.harvard.edu/departments/ombuds-office
164 Longwood Avenue; Ombuds tel: 617-432-4040; Office tel: 617-432-4041
Melissa Brodrick, MEd – Ombudsperson, melissa_brodrick@hms.harvard.edu

The Ombudsperson for HMS/HSDM/HSPH provides impartial assistance to Harvard faculty, staff, students, trainees and appointees at the affiliated institutions whose concerns are affecting their work or studies. The Ombuds Office offers a highly confidential, independent, and informal forum in which to help visitors identify issues, goals and options; you'll make your own decisions regarding next steps. Options can range from just talking to requesting a formal grievance procedure and lots in between. The Ombudsperson provides coaching in written and verbal communications, informal mediation, meeting facilitation, shuttle diplomacy, upward feedback, and information about policies/procedures and resources. Concerns include, but are not limited to, career management, work/academic environment, research-related concerns, harassment and discrimination. Any issue may be brought to the Ombudsperson.

Harvard Longwood Campus – Work/Life Program
http://hlc.harvard.edu/home/worklife/
Susanna Katsman, EdM. - Work/Life Program Manager
Email: worklife.hlc@harvard.edu; Phone: 617-432-1048
The Work/Life Program Manager oversees a series of lunchtime educational seminars addressing family and wellness issues. These seminars are open to all HMS affiliated hospital faculty and staff. Please feel free to bring your own lunch and join us to hear from experts in their fields.
Appendix

Boston Children’s Hospital Senior Leadership

Sandra Fenwick, MPH  President and Chief Executive Officer
Kevin Churchwell, MD  Executive Vice President of Health Affairs
and Chief Operating Officer
Dick Argys, MHSA  Chief Administrative Officer
Marcie Brostoff, MS, RN, NE-BC  Vice President, Associate Chief Nurse for Nursing/Patient Care
and Clinical Operations
John Brownstein, PhD  Chief Innovation Officer
August Cervini, MBA  Vice President, Research Administration
Jonathan Finkelstein, MD  Senior Vice-President, Chief Patient Safety
and Quality Officer
Gary Fleisher, MD  Physician-in-Chief
Michelle Garvin, JD  Senior Vice President and General Counsel
Michael Gillespie, MPH  Vice President, Clinical Services
Joshua Greenberg, JD, MA  Vice President, Government Relations
Cynthia Haines, MBA  Senior Vice President for International Services
Lisa Hogarty, MSc  Senior Vice President, Real Estate Planning and Development
Sophia Holder, CPA  Vice President, Finance
James Kasser, MD  Surgeon-in-Chief
Daniel Nigrin, MD, MS  Chief Information Officer
Nina Rauscher, MS, RN, CPHQ  Vice President, Health Affairs
Philip Rotner, MBA  Chief Investment Officer
Reginald Stover, MS  Senior Vice-President, Human Resources
Lynn Susman  President, Children’s Hospital Trust
Douglas Vanderslice  Chief Financial Officer
Wendy Warring, JD  Senior Vice President, Network Development
David Williams, MD  Chief Scientific Officer
Laura Wood, DNP, MS, RN  Senior Vice President of Patient Care Operations and
Chief Nursing Officer
Roderic Young  Vice President and Chief Marketing and Communications Officer

The Boston Children’s Hospital Fellowship, Research Award, and Program Award Luncheon

2017 Fellowship recipients with
Alan Leichtner, MD, MSHPEd, Chief Medical Education Officer and Director of the Department of
Medical Education (left); Kevin Churchwell, MD, Executive Vice President of Health Affairs and Chief
Operating Officer (4th from left, first row); and Jean Emans, MD, Director of the Office of Faculty
Development (far right)
Boston Children’s Hospital Chiefs – Departments and Divisions

Anesthesia
  Cardiac Anesthesia
  Critical Care Medicine
  Pain Medicine
  Perioperative Anesthesia

Cardiac Surgery
Cardiology
  Associate Chief -
  Academic Affairs
  Associate Chief -
  Clinical Operations

Dental
Laboratory Medicine
Medicine
  Deputy Chairman
  Adolescent Medicine
  Developmental Medicine
  Emergency Medicine
  Endocrinology
  GI/Nutrition
  General Pediatrics
  Genetics/Genomics
  Hematology/Oncology
  Immunology
  Infectious Diseases
  Molecular Medicine
  Nephrology
  Newborn Medicine
  Pulmonology

Neurology
Neurosurgery
Ophthalmology
Orthopedic Surgery
  Sports Medicine
Otolaryngology
Pathology
Plastic Surgery
Psychiatry
Radiology
Surgery
  Gynecology
Urology

Interdisciplinary Programs
Bioinformatics
Program in Cellular and Molecular Medicine (PCMM)
Institutional Centers for Clinical and Translational Research
F.M. Kirby Neurobiology Center
Stem Cell/Developmental Biology
Translational Research Program
Vascular Biology

Paul Hickey, MD
James DiNardo, MD
Jeffrey Burns, MD
Charles Berde, MD, PhD
Lynne Ferrari, MD
Pedro Del Nido, MD
Tal Geva, MD
Jane Newburger, MD, MPH
Steven Colan, MD
Man Wai Ng, DDS, MPH
Orah Platt, MD
Gary R. Fleisher, MD
Frederick H. Lovejoy, Jr., MD
S. Jean Emans, MD
Leonard Rappaport, MD
Richard G. Bachur, MD
Joel Hirschhorn, MD, PhD
Wayne I. Lencer, MD, PhD
Joanne Cox, MD, Interim Chief
Christopher A. Walsh, MD, PhD
David Williams, MD
Raf S. Geha, MD
Michael Wessels, MD
Stephen C. Harrison, PhD
Friedhelm Hildebrandt, MD
Stella Kourembanas, MD
Benjamin Raby, MD, MPH
Scott Pomeroy, MD, PhD
Mark Proctor, MD
David Hunter, MD, PhD
Peter Waters, MD
Lyle Micheli, MD
Michael J. Cunningham, MD
Mark Fleming, MD, DPhil
John Meara, MD, DMD, MBA
David DeMaso, MD
Richard Robertson, MD
Robert Shamberger, MD
Marc Laufer, MD
David Diamond, MD
Kenneth Mandl, MD, MPH
Frederick Alt, PhD
David Williams, MD
Clifford Woolf, MD, PhD
Leonard Zon, MD
Mustafa Sahin, MD, PhD
Marsha Moses, PhD
Harvard Medical School – Academic Leadership

Dean of the Harvard University’s Faculty of Medicine – George Daley, MD, PhD
Dean of the Harvard School of Dental Medicine - Bruce R. Donoff, DMD, MD
Dean for Academic and Clinical Affairs - Nancy Tarbell, MD
Dean for Faculty Affairs - Maureen Connelly, MD, MPH
Dean for Medical Education - Edward M. Hundert, MD
Dean for Basic Science and Graduate Education - David Golan, MD, PhD
Dean for External Education - David H. Roberts, MD
Dean for Clinical and Translational Research - Lee Nadler, MD
Dean for Diversity and Community Partnership - Joan Reede, MD, MPH, MBA
Executive Dean for Administration – Lisa Muto, PhD

Chief Financial Officer – Michael P. White, MS
Dean for Faculty and Research Integrity - Gretchen Brodnicki, JD
Director of the Harvard Medical School Academy – David Hirsch, MD
Ombudsperson - Melissa Brodrick, MEd

For complete Offices of the Deans, see: https://hms.harvard.edu/about-hms/deans-corner/offices-deans

Related Web Sites

Bok Center for Teaching for assistance in teaching techniques: http://www.fas.harvard.edu/~bok_cen/

Teaching Opportunities, HMS Office of Educational Resources
https://hms.harvard.edu/departments/medical-education/curriculum-services/teaching-opportunities

Harvard Affiliated Housing provides information about housing for faculty and links to related resources
http://huhousing.harvard.edu/