**Department of Cardiology**

**Annual Faculty Career Conference**

Objective:

To review the faculty member’s career development and productivity, and to best position him/her for future professional growth within the Department.

Annual Faculty Career Conference: Each faculty member will meet with their Division/Section Chief no less than yearly to review career goals and achievements and to chart plans and objectives for the coming year. The meeting will incorporate data summarized below. If you desire, you may also invite another senior faculty member (with prior approval of the Division/Section Chief) to the meeting. The optional inclusion of another individual is meant to support multiple types of expertise for faculty members whose work is interdisciplinary.

The summary of the Annual Career Conference will be signed by the participants and forwarded to the Departmental Leadership Committee (Chief and Associate Chiefs) for feedback.

Information to be collected and circulated to meeting participants prior to the meeting:

1. Form. Complete the annual faculty development and review form. The purpose of the form is to encapsulate the faculty member’s interval productivity and to assess how his/her effort is distributed. The form will be reference material for the annual meeting with the Division Chief – send it to the meeting participants 2 weeks in advance.
2. HMS CV. Include an updated Harvard CV, highlighted as instructed in the form (A). We will also provide a link to the HMS site so that you know the categories (i.e., teaching, clinical, research, awards etc.).
3. Productivity Metrics. Each division has developed some productivity and process measures which you and your Division Chief will review as part of your annual meeting (See Appendix A). Any relevant evaluations performed over the past 12 months (fellow teaching evaluations, Pulse 360 evals) will also be reviewed.

Note:

This annual review process is one component of several career development initiatives that are being planned. Others include a junior faculty mentorship committee.

**Faculty Annual Career Conference – Department of Cardiology**

**Part I.** To be completed by the Faculty member BEFORE the conference. Take a copy of your CV to your career conference highlighted with accomplishments during the past year. CV instructions can be found at: <https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>

1. **Demographics**

Name:

Academic Rank:

Division/Section:

Date of most recent academic appointment (MM/YY):

How long have you been at this rank:

Area of excellence for academic promotion:

[ ] Investigation

[ ] Clinical Expertise and Innovation

[ ] Teaching and Educational Leadership

Significant supporting activities:

[ ] Administration

[ ] Research (if not your primary activity)

[ ] Teaching

**2. Define the key elements of your current role in the Department (i.e., your job description; use bullet points):**

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**3. If applicable, describe your current role(s) outside the Department (i.e., Hospital, professional societies; use bullet points):**

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**4. Allocation of Time** – list major activities in each category and effort allocation (should add up to 100%). In the comments please note which activities provide you with the most satisfaction and which, if any, you would like to change. Add rows as needed.

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| --- | --- | --- |
| **Description** | **% Effort**  | **Comment** |
| *Patient Care (outpatient/inpatient)* |
|  |  |  |
|  |  |  |
|  |  |  |
| *Research* |
|  |  |  |
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| *Teaching* |
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| *Administration* |
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**5. If applicable, specify annual salary support from grants, contracts, and other sources outside BCHF:**

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**6. What are you most proud of achieving professionally over the past 12 months?** Please elaborate**.**

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**7. Goals:**

***a.*** Outline your longer-term career goals (i.e., 5 years and beyond) and your general plan for achieving these goals. What barriers do you face and what could help you succeed?

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***b.*** What are your shorter-term goals (i.e. in the next year)? What is your plan for achieving them? What barriers do you face and what could help you succeed?

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**8. Updated HMS CV.**

Please provide an updated HMS CV, including publications, committees, teaching, training of mentees, funding. Please highlight on your CV professional accomplishments during last 12 months.

**9. Department.**

***a.*** Career path in the Department:

- What career path/niche do you foresee for yourself in the Department?

- Please include how we can help you achieve those goals?

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- What type of leadership or participative roles in the Department interests you?

- Please suggest how we can help you gain that experience?

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***b.*** Describe any mentorship relationships that you have (either as a mentor or a mentee), both within and outside the Department.

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| **Institution** | **Mentor/Mentee Name** | **Role** |
|       |       |       |
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***d.*** What new mentorship relationships would you like to develop in the coming year?

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**10. Institutional, national, and international career interests.**

Career path outside the Department:

- What career path/niche do you foresee for yourself outside the Department?

- Please include how we can help you achieve those goals?

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**11.**  Promotion

Are you familiar with HMS academic promotion criteria? Would you like to discuss academic hospital promotion this year? Would you like to discuss promotion within the Department?

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**12. We are interested in promoting work-life integration.** Completion of this question is not required and is intended simply to generate a conversation about how you are doing overall and how the Department may be able to support you.

**Is there anything we can do to support your work-life integration?**

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**13. Other.**

Please add any additional comments.

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**Part II.** To be completed by Division Chief/Chair/Mentor at the end of the conference and signed by Faculty and Chief. Please email a copy of the signed ACC form to the department Manager with a copy to the department Chair.

**[ ]** Division productivity and process measures reviewed

**[ ]** Teaching and Pulse 360 evaluations reviewed

Most important goals for next year are:

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**Update on academic trajectory and progress or plans towards promotion:**

a) Future Career Advancement and/or Promotion will require: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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b) Anticipated time horizon for promotion: \_\_\_\_ years

**Future support needed in the following area(s):**

[ ] Additional Training:

[ ] Re-allocation of time and effort to teaching, clinical, research, scholarship and/or service:

[ ] Resources and/or development programs:

[ ] Other

**Brief summary of your discussion with the faculty member**

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Faculty signature Date

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Signature of senior faculty participant at Division Chief Date

Meeting (if applicable)

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Signature of Division Chief Date

**Appendix A: Division-specific productivity metrics:**

**Invasive Cardiology**

*Productivity measures:*

1. Number of cases as primary attending
2. Number of cases as secondary attending
3. Unique value brought to the program (leadership role in centers of excellence or similar, specific skills that are unique or that bring a new level of expertise to the group)
4. Second opinions related specifically to interventional cardiology
5. Number of on call week nights per year
6. Number of weekends on call per year

*Process measures:*

1. Brief procedure note completed before patient is transferred to another unit or discharged in the case of patients going home from 6S
2. Billing and reports signed within 10 business days of procedure (goal >95%)
3. Attendance at Cath Lab M&M (minimum >75%)
4. Attendance at Med-Surg conference (minimum >75%)

**Electrophysiology**

*Productivity measures:*

1. Number of invasive procedures (EPS/Ablation/CRMD/DCCV)
2. Number of clinic patients seen
3. Number of ECGs interpreted
4. Number of Holter monitors interpreted
5. Number of weeks on-call for EP service
6. Number of weeks on EP “back-up” call
7. Number of weeks on non-EP services (consults and 8E)
8. Number of satellite clinics attended

*Process measures*

1. Attendance at EP M&M (minimum >75%)
2. Attendance at Med-Surg conference (minimum >75%)

**Imaging**

*Productivity measures:*

1. Number of echocardiograms read
	1. Transthoracic
	2. Transesophageal
	3. Fetal
	4. Stress
	5. Outside
2. Number of CMR studies read
3. Number of CCT studies read

*Process measures:*

1. Time to sign echo studies
2. Time to sign CMR studies
3. Time to sign CCT studies
4. Attendance at Imaging M&M (minimum >75%)
5. Attendance at Med-Surg conference (minimum >75%)

**CICU**

*Productivity measures:*

1. Number of daytime service weeks per year
2. Number of night calls per year
3. Number of short calls per year

Process measures:

1. Attendance at CICU M&M and Resuscitation Review Meetings (minimum 75%)
2. Percent notes and bills completed within 10 days of encounter (aim >95%)
3. Hand Hygiene compliance
4. Completion of rounding check
5. Attendance at Med-Surg conference (minimum >75%)

**Inpatient Cardiology**

*Productivity measures:*

1. Service weeks as 8E attending
2. Service weekends as 8E attending

*Process measures:*

1. Percent notes and bills completed within 10 days of encounter (aim >95%)
2. Attendance at 8E M&M (minimum >75%)
3. Attendance at Med-Surg conference (minimum >75%)

**Outpatient Cardiology**

*Productivity measures:*

1. OPD patient encounters per year
2. Number of half-day clinic sessions per year
3. Average number of patients per session
4. Participation in Amb. Cardiologist of the day (number of days per year) Other clinical responsibilities (e.g. weeks on consults, inpatient service, weekends on 8E)
5. Telehealth session completed (including documentation)

*Process measures:*

1. Percent notes and percent bills completed within 10 days of encounter (aim >95% for each)
2. Attendance at OPD M&M (minimum >75%)
3. Attendance at Med-Surg conference (minimum >75%)

**BACH**

*Productivity measures:*

1. Number of new outpatients per year
2. Number of return patients seen
3. Number of patients seen in satellite clinics
4. Number of inpatient service weeks
5. Number of weekend/holiday call

*Process measures:*

1. Percent notes and bills completed within 10 days of encounter (aim >95%)
2. Attendance at Med-Surg conference (minimum >75%)

**ACT**

*Productivity measures:*

1. Number of service weeks as ACT attending
2. Number of documented second opinions per year

*Process measures:*

1. Percent notes and bills completed within 10 days of encounter (aim >95%)
2. Attendance at ACT M&M (minimum >75%)
3. Attendance at Med-Surg conference (minimum >75%)

**Basic/Translational Research**

*Productivity measures (that are not on CV):*

1. % of faculty salary supported by grants.
2. Financial report of the faculty's research enterprise.
3. Faculty's dollar density (indirect dollars per sq. ft. allocated)