

## Trainee & Alumni Affairs FY05 Accomplishments

### GME Team

- ✧ Development and implementation of an organizational restructuring from a typical top-down hierarchy to a project team structure through team alignment sessions with outside consultant
- ✧ Redesign of GME trainee July 1 orientation for 112 UTMDACC-based program entrants, ensuring exposure to all institutionally, state and federally mandated information in an abbreviated format
- ✧ Series of three Program Directors' Workshop sessions presented in September, 2005
- ✧ In partnership with the TRACS Project Management Team product review, selection, installation, training, and implementation of the New Innovations Residency Management Suite for support of the physician-in-training programs sponsored by UTMDACC
- ✧ Through the Texas GME Council negotiated meetings and demonstrations with TSBME, providing input to the development and implementation of the new on-line Physician-in-training Permit application process
- ✧ Through UT System office of General Counsel and in collaboration with the Office of Governmental Relations provided testimony material and follow up statements for the UTMDACC GME Committee representative to the Texas Legislature Sunset Advisory Commission hearings on the Texas State Board of Medical Examiners
- ✧ Updated online policy manual for GME trainees
- ✧ Set up process to monitor and remind trainees to comply with orientation requirement to complete online EEE training
- ✧ Populated faculty information into templates for resident management suite database (New Innovations) setup
- ✧ Met with departments and researched topics mandated to be covered at institutional orientation in order to revise clinical orientation to release trainees to departments by 3 PM
- ✧ Attended training to prepare Crystal reports
- ✧ Attended KRONOS training
- ✧ In conjunction with training for rollout of new resident management suite (New Innovations), prepared reference manuals for training sessions
- ✧ Assumed responsibilities for GME ProCard purchases and reconciliations
- ✧ Facilitated a series of Program Directors workshops and prepared accompanying manuals
- ✧ Compiled data on a monthly basis to compare duty hours reported with hours paid by PRS to check for duty hours violations
- ✧ Completed two diversity training workshops
- ✧ Officers elected for the Non-Physician Clinical Education Committee
- ✧ Created by-laws and statement of purpose for the Non-Physician Clinical Education Committee
- ✧ Created regular meeting schedule for the Non-Physician Clinical Education Committee
- ✧ Created drafts of policies and procedures for Non-Physician Clinical Education programs
- ✧ Non-Physician Clinical Education Committee is formally recognized as an institutional committee by Dr. Margaret Kripke, which will allow policies to be added to the Volume X of the institutional policies and procedures
- ✧ Presented proposed eligibility requirements to the GMEC and obtained their agreement (including drug screening for physician trainees)

- ✧ Assisted with the Program Director's workshop in September; presented the module on visas
- ✧ Took a lead role in revamping the July 1 GME Orientation; researched what was either mandated or important information, while shortening the overall length
- ✧ Finished bachelor's degree at UH
- ✧ Accepted into MPA program at UH
- ✧ Successfully completed two-day training course in Crystal Reports 9.0 Quick Start.
- ✧ Provided administrative support for the GME Program Support Staff Meetings and Informal Conversations
- ✧ Provided administrative support for the implementation of New Innovations Residency Management Suite
- ✧ Assumed responsibility of Physician/Netpass ID numbers. Successfully assigned and processed Physician ID numbers for the 2005-2006 GME Full-time Clinical Trainees and reset Physician ID numbers for the reappointed trainees. (Care System, dictation, etc.)
- ✧ Created a Physician Identification Numbers Form for new incoming trainees. One form used in informing new trainees of their employee number, physician number and permit/license number creating less paperwork and easy access to identification numbers needed to complete orientation documents
- ✧ In record time, successfully completed the processing of orientation documents and updating demographics within a week after orientation. (Lotus Notes Directory/NI, Tracking Database and PeopleSoft)
- ✧ Prepared the TSBME Physician-In-Training spreadsheet for the new permit application process completely and accurate
- ✧ Gained approval for Non-Physician Clinical Education programs certificates to printed by the M. D. Anderson Medical Graphics and Photography Department
- ✧ Attended PeopleSoft Comptroller training
- ✧ Attended continuing education training on “How to Motivate, Manage and lead a Team” and “Coaching, Mentoring and Team-Building Skills”, which as been useful with the development of the Non-Physician Clinical Education Committee
- ✧ Attended the American Medical Associate Conference at Baylor College of Medicine to distribute material on MDA training programs
- ✧ Assisted MIS with getting three digit codes into PRHD2/Netpass for all trainees. This will allow all users in PRHD2 to sign their own documents and also identifies where trainees are located while on rotation
- ✧ Assisted MIS with getting six digit codes into PRHD2/Netpass for all trainees. Employee ID numbers are used for M.D. Anderson based trainees and six zeros are used for rotating trainees. This allows MIS to identify rotating versed M.D. Anderson based trainees
- ✧ Attended RIMS project meetings to educate committee with the types and numbers of clinical trainees TAA processes, which is being used to determine equipment and space needed
- ✧ Developed evaluation format with Educational Research and Assessment to implement institution-wide to evaluate all of our trainees to the ACGME general competencies. This applied to all 49 physician trainee programs, both accredited and non-accredited
- ✧ Developed materials and workbooks to streamline new educational program development and application process
- ✧ Directed and reviewed the application and associated materials for two new programs Molecular Genetics Pathology and Procedural Dermatology. Both received accreditation from the ACGME
- ✧ Prepared programs, faculty, and staff for three successful ACGME site visits Dermatopathology, Musculoskeletal Oncology and Selective Surgical Pathology. Reviewed

- documents, prepared materials, developed and presented an orientation on what to expect from a site visit
- ✧ Directed strategy for responses to ACGME for Blood Banking and Molecular Genetics Pathology. Both received the maximum review cycle awarded by the ACGME
  - ✧ Completed a six-week course in preparing the Institutional Review Document
  - ✧ Completed New Innovations Training and Advanced Training.
  - ✧ Attended ACGME annual conference
  - ✧ Attended initial training session @ New Innovations in Ohio to discuss MDACC's needs regarding the residency management suite
  - ✧ From information submitted by the programs, built the May & June 05 block structure for all full-time GME training programs for New Innovations, which was sent out by our deadline. New Innovations was very impressed with the information as it was submitted therefore, rotations were set for the New Innovations training in May. Block schedules for July 05 - June 06 were rebuilt and submitted to New Innovations on time as well
  - ✧ Streamlined the process for ordering triplicates to shorten the time that the trainees have to wait to be able to write prescriptions under their own name
  - ✧ Learned Rotations Procedure - Entire process for both the elective and the affiliation-agreement types (including Trainee Tracking Database and Netpass data entry)
  - ✧ Trained on KRONOS and Crystal Reporting Systems
  - ✧ Assumed Duties associated with GME Core Curriculum Lecture Series for Trainees
  - ✧ Learned New Innovations System

### Operations Team

- ✧ Revamped and added more in-depth training to the *"Fast Track Orientation"* which is an on-day orientation for Postdoctoral Fellows and GSBS students. *"Fast Track Orientation"* gives new trainees information on and tools for successful MDACC educational experiences and for the trainees' futures in postdoctoral and junior faculty academic positions
- ✧ Proposed and received approval for a budget for the Postdoctoral Association resulting in revitalization of an inactive association
- ✧ Coordinated the Accreditation Council of Graduate Medical Education (ACGME) institutional accreditation document and site visit resulting in the maximum approval (5 years) with several commendations. Also proposed one of the first mid-cycle ACGME institutional accreditation mock reviews in the country
- ✧ Created *The GME Council* (formerly, South Texas Areas Response Team START), which is a consortium of similar teaching institutions in Texas that have dealings/issues with the Texas State Board of Medical Examiners, ACGME and The Executive Council of Foreign Medical Graduates (ECFMG)
- ✧ Implemented *"Eat and Educates"* which are quarterly workshops with clinical and research administrators for purposes of fostering relationships with Trainee and Alumni Affairs staff and giving updates on changes in TAA appointment procedures and policies
- ✧ Created Educational Trainee Grievance Policies and an ombudsman function
- ✧ Created a Student Affairs Office and function for GSBS and SHS students including an extensive Career Development Series
- ✧ Created a Joint Student Affairs Council (JSAC) which includes personnel for UTHSC-H and MDACC who provide student services for GSBS and SHS students
- ✧ Created *"Common Exchanges"* and *"Informal Conversations"* which are quarterly forums for Clinical and Research Trainees to come ask questions and seek advice from faculty and administrators throughout the institution

- ✧ Proposed and received approval from the IS Council for the TRACS project (Trainee Records and Automated Compliance System) which allows for employment of contractors and MIS personnel to integrate and sophisticate TAA databases. This project entails the purchase and "roll-out" of New Innovations which is a software product for clinical faculty, administrators, and trainees to assist with oversight of scheduling, duty hours, evaluations, etc. The project will also allow for automatic reappointment notification, on-line applications, and much more for both research and clinical populations
- ✧ Finalized the Career Development streaming video webpage to include a large selection of high quality streaming videos. Added an option to mail (free of charge) interested trainees a custom-made career video cd that includes requested videos from our video library
- ✧ For the first time on the entire MDACC website, we added instant polls to our departmental website where visitors can vote on various topics and also be able to see the overall voting results in real time. We decided to change instant poll questions quarterly. We have a total of four instant web polls covering the four essential components of our department: Administrative, GME, Research and Alumni Affairs
- ✧ Produced two major financial database reports outlining a detailed description of funding sources for each GSBS trainee at MDACC
- ✧ Compiled a number of statistical reports for the annual trainee demographic report
- ✧ Developed over one thousand multimedia cds with custom labels for various MDACC educational and promotional events. Cds were given inside specially marked cd wallets with bag packs
- ✧ Started the development of in-house promotional graphics (fliers, labels, banners, etc.)
- ✧ Successfully transitioned the duty hours on-line form and overall process into the new duty hours collection system (New-Innovations /TRACS)
- ✧ Upgraded the four-year-old web discussion (on-line forum) software with its latest version. This software (WebBoard) was purchased by our department and is in use across the MDACC. This means that it meets both our internal departmental needs (Postdoctoral Association/TRACS/Alumni/GSBS Student forums) but it also serves a more global role by providing our past, current, and future patients with a practical communication tool
- ✧ Created three new on-line forums
- ✧ Scanned over five hundred criminal background check documents (Adobe PDF file format) using the Canon DR-5020 high-speed scanner
- ✧ Upgraded the digital video recording equipment to capture very high quality video streams. We obtained a DVCAM player/recorder so we can do video capture straight from the UT TV based digital tape masters. This ensures superb quality
- ✧ Installed numerous computer hardware (scanners, printers, etc.) and software (OCR programs, Adobe applications, etc.) for fellow coworkers
- ✧ Expanded the departmental committee and subcommittee webpages to include a detailed archive of various meeting agendas and minutes
- ✧ Updated several sections of the Trainee Survival Guide (on-line trainee resource) to reflect the latest amenities offered by MDACC and the City of Houston
- ✧ Learned a number of new computer related skills (web development and graphics)
- ✧ Proposed policy-tracking system to Vladimir Edmondson and Diedra Haas with Institutional Compliance in an effort to improve and expedite the process for institutional approval
- ✧ Created filing system and tracking process to track creation of new policies and review of existing policies for the TAA department
- ✧ Created tracking process for the PTO restricted time codes
- ✧ Developed and implemented procedure for processing, billing and tracking Student & Alumni Affairs expenses incurred from external departments

- ✧ Cross-referenced Alumni Database (3300 names) with Development Office report (786) names to determine the total amount (\$899,142.00) of gifts/donations the Institution has received from alumni in the past
- ✧ Drafted 18 GME policies and 10 Research policies. 11 have been reviewed up through the Faculty Senate and will be forwarded to Dr. Mendelsohn
- ✧ TRACS Project was capitalized and approved by the Research and Education Governance Committee for Analysis and Planning
- ✧ New Innovations (NI) was selected form among several vendors to provide software to manage Clinical trainees for 43 institutional programs. The software manages schedules, duty hours, automated evaluations, procedure logging, IRIS reports, and conference tracking as defined by the TRACS project charter
- ✧ Provided on-site NI training to all programs for New Innovations 'Residency Management Suite' (RMS) to program coordinators, administrators, and GME support staff and managers. Post follow-up training was also provided in the form of one-on-one visits from the GME office, CDs containing recorded training sessions, advanced training, and a web board. Critical success factors to date were met by the dedication and support by GME personnel and TRACS business analyst
- ✧ Major milestones for New Innovations were completed on time or ahead of schedule. Phase I of New Innovations RMS was officially rolled out on July 1, 2005 to all clinical institution programs for use by program administrators, coordinators, support staff, trainees, faculty and program directors. Phase one included basic functions such as schedules, duty hours and on-line evaluations
- ✧ Completed documentation of the Trainee Tracking database and processes for use by TRACS and New Innovations. This was a critical step in allowing the TRACS project to utilize existing data resources and secure data integrity with the user community. The GME staff completed training in Crystal reports in support of this
- ✧ Two Programmer-analysts and one business analyst were hired to provide requirements gathering, project management, systems design, data interface management, and programming for TRACS custom solutions for 43 Clinical programs and 88 research departments. MIS has also provided a technical liaison to assist with system design, hardware, and software analysis.
- ✧ TRACS team completed a RFI vendor analysis for TRACS development using workflow tools and document management software. The TRACS team has completed several weeks training with these tools
- ✧ The IS Education Projects review committee approved the TRACS Project for development in phases. Phase one 'analysis and planning' was completed in July 2005. This was preceded by a quality review and documents approval by 'Project Support and Coordination Services'. The analysis and planning phase consisted of completing required documentation such as vendor analysis, process definition, functional requirements, hardware and software definition, storyboards, and project plans
- ✧ TRACS Phase one 'Design and Execution' phase began on August 1, 2005
- ✧ Created and met with clinical and research focus groups to provide feedback and understanding of the TRACS project. This was an important step to understand the needs and requirements of a significant part of the user community and to provide and understanding to the programs and departments of what TRACS will offer to streamline existing manual processes
- ✧ Defined and created support plans to utilize HEAT and the MDACC help desk to assist with New Innovations support. It is expected this will greatly reduce the amount of TAA

- resources required to support New Innovations and will provide 7x24 support for system availability and password resets
- ✧ Implemented the Trainee Tracking Oracle database and the web based front-end ColdFusion application in production
  - ✧ Created about 93 Crystal Reports and posted them in Crystal Enterprise for end-users of TAA and other departments like Pharmacy and Physician-In-Chief to retrieve the on-line data from the Trainee Tracking database through the intranet
  - ✧ Collaborated with the Research and GME teams to reconcile and transfer the training appointment data of recent years from the Access database to the Oracle database
  - ✧ Collaborated with Cindy Pike, GME and New Innovations to export the basic and supplemental data of the FY0506 clinical physician trainees to the New Innovations database
  - ✧ Perform group or one-to-one training sessions on how to use the Trainee Tracking front-end application
  - ✧ Discovered \$12,000.00 incorrect billings in TAA's UCF fund throughout FY05
  - ✧ Discovered over \$7,500.00 incorrect billings in TAA M&O throughout FY05
  - ✧ Created electronic spreadsheets that allow TAA teams to track expenses by events
  - ✧ Held first TAA Financial Processors and Administrative Staff workshop
  - ✧ Developed a mechanism using Quicken and Excel to accurately track and report expenses by budgeted expense category and TAA unit
  - ✧ Distributed the first TAA Expense and Free Balance report by Expense Code and TAA unit
  - ✧ Developed and implemented a TAA Chart of Expense Accounts and Company Center Assignments to be used by TAA administrative/financial staff to ensure proper tracking of expenses
  - ✧ Discovered over 18 incorrect debits from TAA's GME Fulltime Trainee Salary CO/CTR
  - ✧ Trained front desk secretary on Lawson and ProCard usage
  - ✧ Continued distribution of the Trainee Newsletter
  - ✧ Created the new name for automation of the TAA trainee and program records. The new name is TRACS
  - ✧ Partnered with the UTHSC-H and various MDACC departmental administrators to institute a system and procedure to process the travel awards for GRA students. This has allowed MDACC and UTHSC-H to cut the cumbersome reimbursement process and centralize an efficient way of reimbursing travel expenses for students who have been given the travel awards
  - ✧ Continued to improve, expand and publish the institution-wide Education and Training Grants & Fellowship database quarterly. This database, published under the Medical Education website, has been a great source of information for employees inquiring from within and outsiders who are researching the type, kind and amount of grants that various MDACC personnel have been awarded
  - ✧ When information became available, worked on, confirmed with various entities and furnished the Legal Department with financial worksheets and other relevant information for all interagency affiliation agreements for rotating residents, MD/PhD Program Support, Registrar's Contract and other contracts. This has allowed the Legal Department more time to confirm from various departments involved and investigate the complex legal facets of the contracts
  - ✧ Developed a process of keeping and fostering excellent relationship with old and newly-hired personnel in General Accounting, Treasury, Accounts Payable and Controller's Office by having regularly-scheduled meeting with them and offering assistance, support and information when needed. This was necessary due to the significant change in their

- personnel structure. The goodwill generated can be measured by the timeliness that the TAA invoices, purchase requests and requisitions have been processed. Because of this mutually beneficial symbiotic relationship, major problems that other departments have been experiencing were avoided by TAA
- ✧ Developed a grid system/table to break down the total rotating residents rotating at MDACC by institution, TAA approved and funded position, other department approved and funded position, no charges and total rotations for interagency agreement. Since not all rotations fall under the TAA budget, the system will allow verification and collection of receivables from other departments that signified support for the rotations using their own departmental funds
  - ✧ Provided much needed assistance and support to Dr. Kripke's directors and managers for important metric information related to trainee grants and fellowships, population, award amount and categories they fell under. The information was supplemented with graphs and charts for Dr. Kripke's visual presentation
  - ✧ Helped spread the MDACC goodwill during the Christmas season by becoming part of the MDACC Christmas Chorale Group with the main goal of spreading cheer and joy to MDACC's patients and their families and MDACC employees through daily noontime and evening choral presentation
  - ✧ For the third year in a row, volunteered to be the Budget sub-chair of Education Week 2005. For this year, a financial guidebook was prepared and distributed by the Budget Subcommittee to the various sub-chairs to help them identify and distinguish expenses and let them ascertain if the planned expenses were authorized under the institutional guidelines. At the conclusion of the event, favorable variance was realized. Because of the excellent information network that was adopted, the sub-chairs were able to cross-utilize existing resources generating substantial savings without cutting corners
  - ✧ Partnered with the newly hired Alumni and Student Affairs Managers to develop, streamline and develop the various company centers and accounts for the unit. This also entailed established a budget and status report mid-year and helping develop the budget for FY06
  - ✧ Saved the TAA Department and MDACC several thousand dollars by closely monitoring and auditing the rotating resident invoices to MDACC. One institution mistakenly billed MDACC twice in one month for the same rotating residents. Two separate invoices were sent with different descriptions for the same rotations. When the errors were caught in time and the institution notified, adjustments were made. Another institution mistakenly billed MDACC for rotating residents that did not rotate at MDACC, but due to closely monitoring the charges, prevented them from charging the institution, further saving a significant amount for the institution
  - ✧ Worked very closely with Program Managers to educate and enlighten them regarding financial responsibilities related to rotating residents that they committed to fund using their own departmental funds. This resulted in a streamlined and clear assumption of fiscal responsibilities for rotating resident expenses
  - ✧ Completely restructured the budget book for FY06 to incorporate the new requirements of the budget process including new ways of analyzing the current operations against the projections and budget being proposed. This will allow very clear definition of unit responsibilities and explanations to justify the budgets proposed for the new fiscal year

### **Research Team**

- ✧ Collaborated with Employee Health and Well-Being in addressing implementation of new institutional immunization process as it relates to trainees

- ✧ Initiated quarterly meetings with the staff of the GSBS and the staff of the Office of International Affairs
- ✧ Began fully utilizing the Research Trainee Tracking Database as the data management resource for all Research trainee appointments
- ✧ Met regularly with TRACS contractor and staff to discuss project phases and priorities, including Research application and appointment process; provided substantial input to storyboards outlining processes; initiated meetings with department administrative focus groups to assess departmental needs in relation to the TRACS project
- ✧ Implemented the redesigned check-in and clearance procedures for Research trainees
- ✧ Participated in team dynamics/organizational development training with consultant from Executive Development Group, LLC
- ✧ Facilitated the development and presentation of the Postdoctoral Association's first annual Robert M. Chamberlain Distinguished Mentor Award
- ✧ Continued to provide administrative support for the Postdoctoral Association Steering Committee including facilitating monthly PDA research, career development and personal development events featuring speakers from NASA, Rice University, and AAAS; co-sponsored several PDA events with Faculty Development; facilitated 2<sup>nd</sup> annual PDA Town Hall Meeting and 2<sup>nd</sup> annual Postdoctoral Fellows and Families Picnic
- ✧ Contributed to and edited the National Postdoctoral Association International Postdoctoral Committee on-line *Visa Guide for International Postdocs*; represented, along with two postdoctoral fellows, M. D. Anderson at the annual meeting of the National Postdoctoral Association in San Diego, CA
- ✧ Arranged for M. D. Anderson to host, with staff at Baylor College of Medicine and The UTHSCH GSBS, the 2006 TMC Career Day for Postdoctoral Fellows and Graduate Students to be held on 3/23/2006
- ✧ Assisted in the design and implementation of Research Trainees' mandatory, on-line Exit Survey
- ✧ Designed *Postdoctoral Activities by PGY* and *Initial Postdoctoral Training Plan* and redesigned *Annual Postdoctoral Performance Appraisal*
- ✧ Worked with staff of GSBS to launch *Guidelines for Students Transferring Between UTM DACC and UTHSCH* in order to improve appointment process for MDA GSBS students including the establishment and maintenance of Lotus Notes addresses for all current GSBS students; expanded Fast Track Orientation (with broadcasts to Science Park) and Common Exchanges Forum (with one annual forum on South Campus) to include GSBS students
- ✧ Increased the number of staff in Research Trainee Programs to include an Academic Coordinator with the primary responsibility of processing H-1B appointments and an Immigration Advisor with responsibilities at both the Office of International Affairs (OIA) and TAA to assist international trainees
- ✧ Participated with the staff of OIA to provide administrative support for initiation of J-1 Exchange Visitor Program at MDA
- ✧ Contributed, with HR and FAA representatives, to the development and implementation of the institutional *Employee, Trainee, Research Faculty, and Applicant Educational Credentialing Policy*
- ✧ Initiated plans, with Jan Parker-Thornburg, Ph.D., and Sunni Hoseman, for the production of a Shared Resources video to be shown at Fast Track Orientation and incorporated into the institutional virtual tour
- ✧ Received introductory and advanced training (four days, total) in Crystal Reports
- ✧ Implemented the Visitors appointments in the Trainee Tracking System

- ✧ Updated Visitors Form
- ✧ Improved Visitors ID badge
- ✧ Conducted orientation in the absence of Carolyn Goebel
- ✧ Implemented on- line Exit Survey
- ✧ Assisted with updating the Research Trainee Clearance Form
- ✧ Took responsibility of Research Verifications
- ✧ Trained on PeopleSoft for Change of addresses
- ✧ Collaborated in designing a map for directions to the Office of International Affairs
- ✧ Improvements made to the Out Card File System has resulted with 0 missing files this year
- ✧ Received KRONOS training
- ✧ Received UPS Training (Express mail on-line)
- ✧ Completed training on Crystal Reports Part 1&2
- ✧ Collaborated with team members and technical team to add a Employee Health component to the TRACKS System
- ✧ Collaborated with team members and technical team on the Research component of the TRACKS System project
- ✧ Collaborated with Mary Quap to improve communication between TAA and Employee Health on trainee immunization status
- ✧ Collaborated with Francis Franco to facilitate the SHS Summer Program appointment process
- ✧ Trained team members on various appointment procedures (i.e., certificates, Odyssey, verification, etc.)
- ✧ Received HRIS training
- ✧ Received KRONOS training
- ✧ Assisted in revision of Exit Clearance form to include information on future employment
- ✧ Assisted in planning Eat & Education workshop on GSBS GRA appointments to include information on tutorial rotation and funding
- ✧ Assisted in development of Crystal reports – e.g., rehire report for orientation list, NSF report, demographic report
- ✧ Assisted in revision of policies
- ✧ Provided TRACS with details on Research Appointment process
- ✧ Participated in GME July 1, 2005 Orientation
- ✧ Participated in Trainee Tracking database clean-up
- ✧ Attended KRONOS training
- ✧ Attended HRIS training for Comptroller's Error Report
- ✧ Attended 1-day Course for Crystal Report 9.0
- ✧ Attended MDACC course "Through the Lens of Diversity"
- ✧ Completed the mandatory HIPPA Information Security Training & Employee Educational Event Training
- ✧ Completed degree and received Bachelors in Business/Management with Honors
- ✧ Participated in Trainee Tracking database clean-up
- ✧ Participated in OIA's Visa Tracking database clean-up
- ✧ Researched and Compiled list of required documents to be retained for TAA Trainee Personnel File Retention Policy
- ✧ Attended and participated in KRONOS training
- ✧ Attended and participated in HRIS training for Comptroller's Error Report
- ✧ Attended and participated in 2-day Course for Crystal Report 9.0
- ✧ Created and Implemented use of Educational Appointment Checklist Form to assist Research Staff in the check-in process for trainees

- ✧ Coordinate the MDACC orientation sessions for GSBS students
- ✧ Coordinate the GSBS “Eat & Educate” Workshops
- ✧ Designated as SME (Subject Matter Expert) for the HCM 8.9 Upgrade Project Client Participant (Oracle/PeopleSoft Fusion)
- ✧ Attend and participate in monthly HR IT Work Intake Committee meetings to prioritize IT service requests for the next step up for approval/disapproval
- ✧ Revised 6 forms “Required Paperwork for Research Trainees” to expedite the trainee’s check-in procedure
- ✧ Trained in OIA on visa regulations, processes and office procedures for international visitors
- ✧ Introduce myself to incoming international visitors at NEOP Close-Out to let them know I’m available to assist them.
- ✧ Meet with interested international trainees in various locations within the institution at least twice a month
- ✧ Provide resources for current international visitors for questions, problems or information
- ✧ Provide information to TAA staff and departments regarding visas as needed
- ✧ Provide information to OIA staff about appointments and procedures as needed
- ✧ Assist OIA staff with Visitor and Observer check-ins when needed
- ✧ Preparing Predeparture information for incoming international trainees
- ✧ Attended ECFMG Conference
- ✧ Attended NAFSA Conference
- ✧ Participated in GME July 1, 2005 Orientation
- ✧ Participated in NEOP Focus Group for new orientation
- ✧ Volunteered in Mike Hogg Award Ceremony
- ✧ Volunteered in Trainee Recognition Day
- ✧ Volunteer in PDA 1<sup>st</sup> Mentor Award Ceremony
- ✧ Co-chaired 2005 MDA Food Drive
- ✧ Assisted in database clean-up for Isabel Ip
- ✧ Received TAA Performance Award in the amount of \$25
- ✧ Received KRONOS training
- ✧ Received HRIS training
- ✧ Attended Crystal Reporting 9.0 course
- ✧ Assisted in acquiring SIS access for Coordinator’s and for Sharon Pepper for GSBS & SAHS students
- ✧ Established monthly updates for Trainee Email Distribution Lists
- ✧ Established better communications with Payroll in reporting GSBS students who are no longer eligible for FICA exemptions

### **Student and Alumni Affairs Team**

- ✧ Coordinated opening of Student Affairs Office
- ✧ Initiated plans for providing mailbox and mail services to SHS students
- ✧ Originated and coordinated plans for opening Student Affairs Store
- ✧ Coordinated creation of Wellness and Tutoring Programs for SHS and GSBS students at MDACC
- ✧ Worked with APEP to create an extensive Student Affairs Office website where one did not previously exist
- ✧ Originated and organized “One Call Does it All” advertising and orientation campaign for the Student Affairs Office
- ✧ Coordinated major update of all pages of the Alumni Association website

- ✧ Organized development of a new name and new format for the distribution of the Alumni Association newsletter inside of the institutional *Conquest* magazine
- ✧ Originated idea and coordinating design and implementation of new Alumni Association database
- ✧ Drafted 14-page proposal to PRS to request regular annual institutional funding of the Alumni Association
- ✧ Drafted proposal to the Office of Development requesting ongoing support in the area of fund raising and alumni recognition
- ✧ Initiated and coordinated plans for the design and installation of the Alumni Recognition Wall in the CPB building on the 8<sup>th</sup> floor