

## **TAA FY07 Accomplishments**

- ★ Recognized and ranked by The Scientist magazine as #1 in its Best Places to Work 2007 for Postdocs.
- ★ Team designed, built, and tested from the ground up a fully functional, first of its kind, online application system, DISCOVER, to seven Graduate Medical Education programs with the following features.
  - Browser based two-portal system
  - Online accounts and application form
  - Online request and receive letters of recommendation
  - Electronic Document Review and Management
  - Fax Server option to submit documents
  - On-line Status
  - On-line recommendation for appointment
  - On-line Interview and score applicants
  - Reporting
  - Email Notifications and Online Messaging
  - On-line Dashboard and Front Desk
- ★ Hosted First Annual Trainee Career Fair for educational trainees of the Texas Medical Center. Over 650 attendees visited representatives of 35+ Biotech Companies and academic institutions. Nearly 30 volunteers assisted in the 6 hour event.
- ★ TAA Financial Manager was invited to represent the department/division and get actively involved in the first ever Accounting Key Design Project, a foundational step/forum for the total overhaul of the general ledger and financial reporting system of MDACC.
- ★ Developed a way for all M. D. Anderson faculty members to utilize PostDocJobs.com database for listing postdoctoral fellowships and search CV's.
- ★ Received Postdoc Mentoring Project Award from the National Postdoctoral Association (NPA).
- ★ Equipped more departments with the capability to run TAA reports on a self-serve basis through the Business Objects Enterprise. Departments include Employee Health, Institutional Compliance, Pharmacy - PC Operations, PRS and Quality Improvement.
- ★ Solicited, processed and tracked twelve (12) competitive fellowships.
- ★ Participant on the Regents Task Force on the Postgraduate and Doctoral Experience.
- ★ Finally resolved "Trainee vs. Employee" issue.
- ★ Maintained participation on Executive Internet and HP Information System Committees.
- ★ Department policy initiative, 25 policies cleared for inclusion in Vol X.
- ★ Enhancement of Trainee Tracking Database to provide increased accuracy in reporting and support of programs and trainees.
- ★ Created an interactive multimedia map of the Texas Medical Center and linked it to an orbiting helicopter video footage.

- ★ Launched an interactive recruiting website "Trainee Opportunities" with nine trainee profile videos depicting their experiences at M. D. Anderson.
- ★ Established direct access to FRED database for producing custom generated queries on various training grants.
- ★ Completed the automation of the delivery of selected trainee information to the Human Resources department. Automations include (1) weekly distribution of the information of the newly reappointed research trainees to HR (2) monthly distribution of the terminated WOC research trainees (3) monthly distribution of the terminated clinical rotating trainees.
- ★ Obtained access to the raw data of the Grants and Contracts database. Set up data source and built Crystal Reports templates that enable TAA end users to directly query and report on the data without depending on third party.
- ★ Successfully collaborated with the APEP department on the Scope of Practice Project. Provided their web application with the data source of the on-line information of the current clinical fulltime and rotating trainees.
- ★ Saved M.D. Anderson several thousand dollars by closely auditing and monitoring the rotating resident billings, questioning errors in invoicing & rotation, resulting in major adjustments to invoices.
- ★ Refined and updated the mechanism to keep track of the GRA travel expenses jointly sponsored by MDACC and UTHSC-H, resulting in a proposed and more efficient GSBS student travel reimbursement flow structure that will be adopted and implemented in FY08.
- ★ Partnered with various personnel from different areas of the institution including the Office of Budgeting & Forecasting, Controller's Office and Financial Research to prepare very important statistical & financial data on very short notice. This information will be integrated and compared with metrics data from other institutions and published by the AAMC in its annual report/survey.
- ★ Continued to help spread the MDACC and departmental goodwill by volunteering in various activities involving trainees, alumni and guests throughout the year, helping various managers and project leaders execute their plans and programs.
- ★ Increased attendance with all Trainee Social Events averaging 100+ attendees.
- ★ Narrowing the communication gap between School of Health Sciences and the Student Affairs office.
- ★ First time hosting an AACR booth, this deemed very successful.
- ★ Expanded the Alumni Association "Current Topics in Cancer Medicine and Research: A Community Outreach Series", by offering a Streamline video via the internet for our overseas Alumni members and those unable to attend.
- ★ Launched Alumni Quest campaign that encompassed a variety of activities
  - National members search
  - Three large mail outs with large return
  - Extensive manual updates to database
  - Completed database and online directory application reprogramming
  - Interdepartmental data requests
  - Hosting and staffing booths at professional society meetings
- ★ Implementation of badge returns procedure for rotating clinical trainees.

- ★ Implementation of Clinical Rotation Visitors, Clinical Rotation Observers, and Clinical Rotation Research titles and screening procedures.
- ★ Implementation of procedures to ensure proper clearance by Office of International Affairs of international visitors on clinical rotations.
- ★ Orientation of 134 GME trainees with overall satisfaction rating by participants of 89%.
- ★ Shift of key elements of the GME orientation session to Education Center offerings.
- ★ Distribution at GME orientation of flash drives with key information and links to institutional resources.
- ★ Personal development offering, Staying Resilient Through Medical Training, offered with gracious attention to detail.
- ★ Thirty-five programs reviewed and approved by the Texas Medical Boards in compliance with new regulations.
- ★ Implementation of new badge format, with published appointment end date on badges in compliance with institutional security regulations.
- ★ On-time opening of new GME call room on P9, ensuring compliance with institutional standards.
- ★ Six new GME programs approved in compliance with institutional policies and procedures.
- ★ Five GME programs received initial ACGME accreditation.
- ★ Implementation of on-line Scope of Practice application in compliance with Joint Commission standards.
- ★ Developed and approved new policy on moonlighting.
- ★ Six successful ACGME site visits.
- ★ Enhanced access to critical Trainee Tracking Database for Health Information Services, Pharmacy, and other essential offices to support Joint Commission standards compliance.
- ★ Participated in TRACS page content development, program testing, and training.
- ★ Created a centralized observer function that serves the institution as a resource for troubleshooting and identifying appropriate placement. Clarified restrictions and privileges of observer title and communicated these more effectively to departments and applicants.
- ★ Replaced Visitor registration with Short-term Observer appointment. Created writable application which requires goals and objectives, TB test documentation and HIPAA testing.
- ★ Served as a liaison between TAA and Extramural Programs; created a new title, Sister Institution Associate, in support of the Institution's global initiative.
- ★ Established a new process for appointing trainees entering the Institution under affiliation agreements.
- ★ Began emailing pending trainees pre-arrival information; began recruiting volunteer trainees to provide general information about Houston and M. D. Anderson to pending trainees and matching them with postdoctoral fellows who request to be contacted by a volunteer.

- ★ Addressed, with representatives of HR Information Management, the issue of creating PeopleSoft records for those trainees appointed without compensation (WOC) and received training in entering many as contingent workers (CWRs).
- ★ Traveled to Science Park and Bastrop to introduce TRACS project to the administrative staff responsible for trainee appointments.
- ★ Contributed to Scientific Publications' initiative to develop a dedicated ESL program for trainees.
- ★ With the staff of the Postdoctoral Offices of Baylor College of Medicine and UTHSCH, provided Postdokterfest 2006 and March Madness Party 2007, networking/social events for TMC Postdoctoral Fellows in the Texas Medical Center.
- ★ Initiated meetings with postdoctoral leaders and staff representatives of UTHSCH, Baylor College of Medicine, Rice University, and UTMB to discuss the creation of a Regional Postdoctoral Alliance, to include these institutions as well as the University of Houston and Texas Southern University.
- ★ Sent one M. D. Anderson Postdoctoral Office representative and four MDA postdoctoral fellows to the National Postdoctoral Association 2007 Annual Meeting using either NPA travel awards or funds budgeted for MDA Postdoctoral Association.
- ★ Represented M. D. Anderson as co-chair of the NPA Annual Meetings Workshop Subcommittee; currently serving as vice-chair of the NPA Annual Meeting Committee.
- ★ Organized first Postdoctoral Fellows' Roundtable featuring faculty and postdoctoral members of the Postdoctoral Advisory Committee and invited postdoctoral fellows.
- ★ Provided a five-session, 20-hour Presentation Skills Workshop for Postdoctoral Fellows featuring Robin Kessler, M.B.A. of the Interview Coach, Dr. Ronald Johnson, D.D.S., of UTHSCH and Daisy Ho, Ph.D., of M. D. Anderson.
- ★ DISCOVER was rolled out in its pilot phase, on-time and within the Project Management Office's budget guidelines. DISCOVER is one of the first applications at M. D. Anderson to adhere to Section 508 Compliance Standards.
- ★ Developed training materials and held three, hands-on training courses for the GME pilot groups. We have received exceptional positive feedback on system usability and outstanding training from end users, both internal and external.
- ★ Purchased, installed, and configured all production hardware and software in the Data Center. Application server redundancy and fail-over has been addressed in this Phase instead of Phase III which will reduce overall costs significantly.
- ★ Implemented an effective 24x7 support system which that utilizes use of TAA and institutional resources such as 4-info, Altiris, pagers, and support email.