

## The Department of Trainee and Alumni Affairs FY08 ACCOMPLISHMENTS



- ★ Recognized and ranked by The Scientist magazine as #5 in the annual Best Places to Work for Postdocs Survey, 2008
- ★ Received funding for Phase II of Tracs Project
- ★ Submitted data for the Survey of Graduate Students and Postdoctorates in Science and Engineering (GSS) to the National Science Foundation (NSF) in a timely manner which resulted in letter from the NSF to Dr. John Mendelsohn to thank the Research staff for their complete and accurate coordination of the survey at M. D. Anderson
- ★ Successfully submitted proposal to host the 2009 National Postdoctoral Association Annual Meeting at M. D. Anderson; serve as co-chair of 2009 Local Host Committee
- ★ Supported Postdoctoral Association's third annual blood drive and first annual bone marrow drive, for the first time in cooperation with the UT Graduate Student Association
- ★ Organized focus groups with Scientific Publications, and designed program to assist international trainees and their family members with cultural transitioning to the United States and M. D. Anderson Cancer Center
- ★ Administered New Life-after-Residency Program for Clinical Fellows
- ★ Renamed Trainee Recognition Day to Trainee Research Day, and successfully revamped the format of Trainee Research Day
- ★ Launched New Student Career Center for students of the School of Health Sciences
- ★ Launched New Website for GSBS students and Postdoctoral Fellows that focus on finding jobs in the Biotech sector
- ★ Developed and launched new Trainee of the Quarter recognition program
- ★ Developed online application for Trainee Excellence Award program
- ★ Approved for space in the Pickens Academic Tower for the alumni tribute display
- ★ Implemented agreement with the Office of Development for fund raising to the Alumni Association's Education Fund

- ★ Established new remittance envelope for the Alumni Association's Education Fund replaced institution's envelope in the quarterly Conquest magazine
- ★ Hosted Alumni Lounge for the first time at the ASCO annual meeting
- ★ Hosted a new four (4) part seminar series of Preparing Images for Publication for all trainees with the department of Medical Graphics
- ★ Finished adding the sister institutions into the Trainee Tracking Database to enable the tracking of trainees who are from the sister institutions
- ★ Finished adding new tables and user interface to enable end users track the donors, journals, publications, patents, prizes and awards of the Odyssey Fellows/Scholars
- ★ Completed the automation of the delivery of the quarterly report to the division of Anesthesiology and Critical Care. This report is automatically run on the fifth day of each quarter to retrieve trainees of the prior quarter
- ★ Completed the Fall 2007 CBM00R report project in collaboration with the Institutional Research department
- ★ Converted 20 career development and 3 promotional streaming videos from Windows Media Video format to Adobe Flash Video format (the latest standard for online videos at M. D. Anderson). Added closed captioning and a full transcript web page for every video
- ★ Developed a departmental training video for utilizing Crystal Reports and created written documentation to supplement the video based training
- ★ Provided both classroom and individual based training sessions for New Innovations and provided technical support on site and over the telephone
- ★ Completed a team based strategic goal of providing access to FReD database and developed reports based on the financial data from FReD
- ★ Expended marketing efforts to increase the impact of Postdoctoral recruiting via the localized PostDocJobs.com web portal
- ★ Initiated an institutional workgroup to address issues regarding guests and an HR Guest Policy to set apart from the educational short term observer program
- ★ Established eligibility criteria to better define program objectives which foster the mission of expanding our global network while creating a mutually beneficial experience for both the trainee and mentor

- ★ Established a website for TAA Observer Programs (lists criteria, applications, contact info, etc)
- ★ Established an Observer Exit Survey to capture overall experience and measure against our customer service and educational purpose of the program
- ★ Established a good business relationship with Global Academic Programs in support of the institution's global initiative when handling observers from sister institutions
- ★ Implemented and completed testing requirements for Phase I of the TRACS Project
- ★ Systems Training Coordinator obtained Business Analyst Associate Certification and obtained an A+/Network+/Security+ Certification
- ★ Created training manual for DISCOVER System internal users
- ★ Conducted DISCOVER System training for 97% of clinical and research educational support staff
- ★ Business Systems Analyst completed certification for PM from PMI institute
- ★ Rolled out Discover to 90% of the internal user population
- ★ Surveys indicated successful web application that meets or exceeds customer's requirements
- ★ Electronic conversion archived paper files, Microfiche and Microfilm 90% complete
- ★ Continued to save M.D. Anderson valuable resources by closely auditing and monitoring the rotating resident billings, questioning errors in invoicing & rotation, working with GME Directors and A/R Personnel from other institutions to resolve problems
- ★ Launched an institution-wide project of tracking and reimbursing GRA travel expenses (jointly sponsored by MDACC and UTHSC-H)
- ★ Revised and refined the policy and guidelines for the appointment of Research Interns
- ★ Supported the transition from the traditional trainee application system to the electronic DISCOVER System for 80% of the Research departments
- ★ Collaborated on all phases of the Visa Tracking and Compliance Project; reviewed all current visa processes for trainees; completed the data scrubbing project which identified mismatches among fsaAtlas, TTDB, and PeopleSoft records, prior to the established deadline; addressed the JDUF

approval workflow and the bidirectional interface of PeopleSoft and fsaAtlas for POIs; completed integration training and testing prior to the go-live date

- ★ Participated on Advisory Committee in preparation of NIGMS grant application, *Improving Retention of Minority Trainees: Mentoring in Scientific Communications*
- ★ Established relationship between Postdoctoral Association Executive Committee and the Office of Public Education which resulted in the Postdoctoral Association Ambassador Program, through which postdocs visit local schools to present information about scientific research and the Institution
- ★ Facilitated Postdoctoral Association annual Kick-off Event featuring Raymond N. DuBois, M.D., Ph.D., during his first month as Provost
- ★ Facilitated the first Postdoctoral Association Annual Town Hall Meeting held on South Campus
- ★ Organized first annual Postdoctoral Association Executive Committee road trip to Smithville and Bastrop for the purpose of holding a Town Hall meeting for postdocs in Science Park
- ★ Recognized our trainees' rich diversity, facilitated the first annual International Celebration for postdoctoral fellows and other trainees
- ★ Coordinated initial discussions with president of Bio Career Center which resulted in additional career development website opportunities for M. D. Anderson life scientist postgraduates and MD's
- ★ Represented M. D. Anderson in the National Postdoctoral Association (NPA) Mentor-Mentee Program and participated in team visit to the University Health Network and the University of Toronto to support budding postdoctoral program
- ★ Hosted two-day NPA Committee Chair Leadership Institute for 15 members of NPA leadership including Executive Director, members of the Board of Directors, and committee chairs
- ★ Reappointed vice chair of NPA Meetings Committee for the 2008-2009 term by the NPA Board of Directors
- ★ Mentored UTMB staff representative in preparation for the creation of UTMB postdoctoral office
- ★ ACMGE Continued Accreditation status
- ★ Successful July 1 GME Orientation for 134 trainees with 87% of the trainees rating the overall event as Excellent

- ★ Provided review and edit of captioning for orientation and lecture videos
- ★ Participated in development of “Preparing for your Role at M. D. Anderson” on-line orientation module implemented this year
- ★ Initiated badge-swiping system for monitoring attendance at Core Curriculum and GME Competency Series
- ★ Developed and presented six (6) new training workshops including New Program Coordinator presentation and 3 Assessing Quality of Patient Care utilizing a Healthcare Matrix
- ★ Development and implementation of By-Laws governing the Non-Physician Clinical Education Committee
- ★ Development and implementation of a Trainee Manual for the Anderson-based Non-Physician Clinical Education Programs
- ★ Updated and approved of seven targeted educational appointment policies to ensure compliance with Non-Physician Clinical Education Program accreditation standards
- ★ Hosted first annual Non-Physician Clinical Educators Appreciation Luncheon
- ★ Implementation of workforce ID numbers for all rotation appointments to ensure compliance with institutional standards for sanctions testing
- ★ Initiation of affiliated institution rotation registration module in DISCOVER
- ★ Initiation of change in process for Physician ID number activation to ensure compliance with institutional security access and Internal Audit requirements