

Department of Emergency Medicine Citizenship, Professionalism, and Responsibility

Grady Faculty

Performance Criteria for Academic Year 2020 – 2021

Responsible Official: Department Chair

Administering Official: Grady CPR Lead, Brent Morgan, MD

Effective Date: July 1, 2020

Policy Sections:

- I. Purpose
- II. Program Management and Administration
- III. Obligations and Eligibility
- IV. CPR Criteria

I. Purpose

The purpose of the Citizenship, Professional, and Responsibility (CPR) program is to ensure adequate participation of Emory Emergency Medicine Faculty in the Department's core and mandatory commitments to the Emory School of Medicine, Emergency Medicine's clinical requirements, education, research and the greater community through scholarly activity.

This document is written as a guideline and is unable to account for all possible circumstances. Therefore, the Department Chair, or designee, will review and rule on any discrepancies that may arise during the year.

In recognition of the world-wide pandemic, and increasing obligations caused by COVID-19, CPR requirements have been reduced for the 2020-2021 Academic year.

II. Program Management and Administration

CPR reports will be distributed to faculty two (2) times/year. It is the responsibility of faculty members to review their individualized report and notify the department of any discrepancies. CPR criteria will be reviewed annually by the department.

CPR Report Distribution		
Quarter	Period	Publication of Report
Q1-Q2	July 2020 – December 2020	Winter 2021
Q3-Q4	January 2021 – June 2021	Summer 2021

CPR reports are cumulative. For example, your final report includes data for Q1 through Q4

III. Obligations and Eligibility

The CPR obligations are considered minimal responsibilities/commitments of being an academic faculty physician in our department. The success of an individual faculty physician in meeting these obligations will be a critical component of the faculty member's Performance Review with their Advocate and will be used in determining an individual faculty physician's share of any earned incentive/bonus with oversight by the Department Chair.

Faculty are assigned to a CPR group on July 1, 2020 based on the following:

- FTE distribution
- SNORES vs. non-SNORES faculty
- New Faculty start date

		Total EM FTE & Group			
		A	B	C	Exempt
Core FTE		<i>Equal to or More than 0.75</i>	<i>Equal to 0.5 & Less than 0.75</i>	<i>0.0 to 1.0</i>	<i>Less than 0.5</i>
	Qualifications	non-SNORES Faculty	New Faculty (AY July-Dec) All Split Faculty equal to or more than 0.3 EM fte non-SNORES Faculty	All SNORES Faculty	New Faculty (AY Jan-June) PRN

Description	A	B	C	E
Non-SNORES faculty (<i>see fte</i>)	x	x		
New faculty (<i>July-Dec</i>)		x		
New faculty (<i>Jan-Jun</i>)				x
Split faculty		x		
SNORES faculty			x	
Minimal FTE (PRN)				x

Conditionals and considerations for CPR group:

- Mid-year change in fte status:
 - INCREASE (+) in fte status = no change to CPR group
 - DECREASE (-) in fte status = reassigned to affiliated CPR group
- Approved HR leave

Leave Duration (<i>within Academic Year</i>)	CPR Impact
Less than 60 days	No CPR impact
60 days or more	1. Group A becomes Group B
	2. Group B remains Group B
	3. Group C (SNORES) remains Group C

IV. CPR submission

- All academic CPR submissions must be made through the department website [HERE](#)
- All meeting attendance submissions should be made through the department website [HERE](#)
- CPR submissions must occur during the opening and closing dates for CPR (**Section II**).

V. CPR Criteria

CPR criteria is **prorated** based on CPR Groups as detailed above. There are two types of requirements:

1. Required CPR criteria for the department based on Administrative and Academic Requirements.
2. System requirements are not reported out in CPR however are **mandatory** to remain in good status and employed with Emory University. All CPR groups, including 'Exempt' are required to comply with system requirements.

CPR (minimum) REQUIRED criteria		A	B	C	E	Contact / Details
Administrative Requirements	Departmental Meetings, (6 total); prorated for quarterly report	4	3	0	0	Excused absence: concurrently working a clinical shift, working overnight the night before the meeting, HR approved leave, and illness Non-excused absence: vacation/CME Self Report Attendance Here
	Grady-based Meetings, prorated (12 total); prorated for quarterly report	8	6	3	0	Excused absences: concurrently working a clinical shift, working overnight the night before the meeting, HR approved leave, and illness Non-excused absences: vacation/CME Self Report Attendance Here
	Committee Involvement (Emory System or Dept.)	1	1	0	0	Committee Chair or Service Chief Submit Here
Academic Requirements	Academic Requirement- <i>Scholarly Activities</i> (see list on page 4)	2	1	0	0	Group A: Must have 2 from Scholarly Work list below Group B: Must have 1 from Scholarly Work list below Group C: encouraged for promotion and academic rank (note: Does not need to be peer reviewed) (note: Does not need to be peer reviewed) Submit Here
	Meeting Attendance: Resident Conference / Journal Club / Capstone (total hours)	0hrs	0hrs	0hrs	0hrs	Resident Conference: Drs. Taylor and Osborne Complete Survey Evaluation Review Submission Here
	Academic Requirement- <i>Major Teaching For Residency/Fellowship</i> (see list on page 4)	4	2	2	0	Group A: One (1) <u>must be</u> from Major Teaching for Residency/Fellowship Group B: One (1) <u>must be</u> from Major Teaching for Residency/Fellowship Group C: Any activity from Major Teaching for Residency/Fellowship or Other Teaching Activities Submit Here
Mandatory System Requirements (non-CPR)		A	B	C	E	Contact
Conflict of Interest (eCOI) (annually)		1	1	1	1	Emory Administration
Infection Control Module & Flu vaccination (annual due date)		1	1	1	1	Emory Administration
Faculty Time Record (12 total or start of hire month)		12	12	12	varies	Hany Atallah, MD & Denise Coletti, MHA MBA FTR is due by December 31st of each calendar year and used for Grady Incentive Consideration
CV Submission (annually by end of Q4, July 1)		1	1	1	1	Emory School of Medicine
IRB/CITI Certification (maintain)		1	1	1	1	CITI Human Subjects Research Education Program Complete Here

Academic Requirements

Major Teaching for EM Residency/Fellowship	Other Teaching Activities
Preparing a Resident Conference, lecture, or simulation	Mentorship for an approved resident's scholarly project
Foundations curriculum (2 submissions= 1 credit point)	Significant participation in approved resident rotation, elective, skills session, simulation and/or lab for the department
Palliative Skills Care Workshop	Mentor a Resident CQI Admin Project
Cadaver lab	Sign up to be an Academic Attending (Full Attendance = 1 credit)
Mock oral boards	SOM: Save a Life course
Airway lab station	SOM: Thrills & Spills elective
Resident Simulation Assessment	SOM: Ultrasound Teaching
Approved Asynchronous learning activities	EKG Elective
ATLS instructions for Residents and/or Faculty	Teaching Capstone courses
All EM based fellowship programs	Sexual Assault Training
PRIME (see below, 2 credits)	Journal Club (Full Attendance = 1 credit)
	Attend Resident Conference – (Full Attendance = 1 credit) Complete Evaluation Form Here Review Submission Here

Scholarly Activities *	Credit per Activity	Comments
Peer review publications (not first or last)	2	
First/Last Author	3	
Investigator or co-investigator role on grant or contract proposal	2	
PI role on a grant or contract proposal	3	
PI role on awarded grant or contract	4	
Scholarly presentations at regional or national venues	1	max 2
Contributions to textbooks	1	max 3
Authorship on significant published educational materials	1	max 3
Authorship of published case reports	1	max 2
Creator or editor of local or regional newsletters, blogs or other significant media dissemination clinical, educational, or scholarly work	1	
Authorship on abstracts presented at professional meetings	1	max 2
co-Investigator role(s) on local or institutional pilot or seed grants submitted or awarded	1	
PI role on local or institutional submitted or awarded grant	2	
Unfunded role on research projects (e.g., ED liaison)	0.75	max 1.5

* Our current practice is not to double count a grant that is submitted and awarded in the same year.

Academic Activities Schedule and Contacts

Anticipated Date/Month	Academic Activity	Contact
Year Round	Academic Attending Shift	DeMarlo West
July 2020 – Date TBD	Airway Lab Station	Drs. Steve Carroll & Michael Zdradzinski
Year Round	Approved Asynchronous Learning Activities	Dr. Anwar Osborne
Year Round	ATLS Instruction for Residents and/or Faculty	Dr. Hany Atallah
June 2020	Cadaver Lab	Drs. Steve Carroll & Michael Zdradzinski
Year Round	EKG Elective	Dr. Todd Taylor
Year Round	Foundations	Dr. Kristen Moore
Year Round	Mentor a Resident CQI Administrative Project	Dr. Andrew Pendley & Vanessa Cousins
May 2019	Mock Oral Boards	Drs. Chris Dudley & Patrick Meloy
June 2020	Palliative Skills Care Workshop	Dr. Paul DeSandre
Year Round	Resident Conference Teaching, Lecture, or Simulation	Dr. Todd Taylor
April 2020	Capstone	Dr. Bijal Shah
TBD	Sexual Assault Training	Dr. Lauren Hudak
TBD	Thrills and Spills	Drs. Steven Lindsey & George Leach
November 9 and 11	Prospective Resident Interview and Match Evaluation Team (PRIME) (2 credits) <i>Virtual Interview Season Commitment:</i> 1. Participation in a meeting to discuss goals and expectations for the interview season and to identify the goals of recruitment for the	Dr. Melissa White
November 16 and 18		
November 30 and December 2		

December 7 and 9	department.	
December 14 and 16	<ol style="list-style-type: none"> 2. Participate in 2-3 interview days. Interviews will occur on Monday and Wednesday afternoons (11-3, we believe) from mid-November through the end of January. Interviews will be on the Zoom platform. 3. Work with residency leadership to develop a core bank of questions to be used on the interview day. 4. Participate in development of the rank list in late January 	
January 4 and 6		
January 11 and 13		
January 22- Rank Day		

The department also recognizes the vast amount of time its faculty expend in a wide variety of educational venues. Exclusion of some of those activities from CPR requirements does not mean these activities are not valued. Such initiatives will be acknowledged in the annual performance reviews and forwarded to the Chair of the Department for consideration of the faculty member's promotion. **These criteria constitute the minimum requirement for involvement in scholarship according to the Emory University Advancement, Promotion and Tenure Guidelines (2017). Any activity above and beyond these criteria are also considered.**