



Career Development – Career Stages for Medical Education Coordinators & Administrators

Terry Frederick & Tricia La Fratta

Facilitators: Kate Buschmann, Jonathan Friday, Jami
Simpson, Kari Winder and Rebecca Young

About Us

- **Terry Frederick**

- Manager, Undergraduate Medical Education – Aurora Health Care
- At AAH CME, I developed the MOC Performance Improvement track for clinicians
- Worked at MCW in UME and CME office for 10 years.
- Disclosure - none

- **Tricia La Fratta**

- Manager, Graduate Medical Education – Aurora Health Care
- Worked in Medical Education 10+ years and with experience in HR for physicians
- Disclosure – none



Identify career stages for medical education administrators and coordinators – Early, Mid & Experienced

Describe role responsibilities at different stage in career

OBJECTIVES

Understand career development for medical education role at different points in career

Determine how to continue to grow in role

Career Stages

Exploration

Establishment/ Early Career – 0-5 years

Mastery/ Mid-Career – 6-14 years

Later-Career – 15+ years

Departure



Universal Goals

- Working well with physician leaders, students, residents, fellows and all colleagues
- Advocate for yourself and your colleagues
- Promotion/ \$ doesn't necessarily come based on being assigned more work
- You may need to leave current position/department to move up
- Think about your future
- Other universal goals? Bring these forward during breakout discussion



Establishment/Early Career (year 0-5)



Learn about medical education
& your specific job

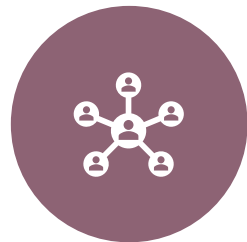


Understand accreditation
requirements



Develop boundaries– physicians
tend to work outside of normal
business hours

WELL-BEING



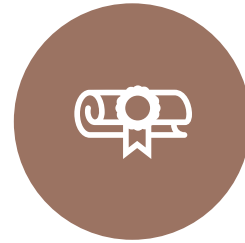
Network!



Mastery/Mid-Career (year 6-14)



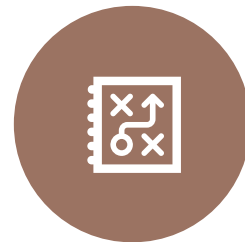
You become the go-to person



Strive for deeper understanding through learning (conferences, professional certification)



Understand what you enjoy most about your role
WELL-BEING



Challenge 'the way it's always been done'



Later Career (year 15+)



Become a mentor and pass on the knowledge



Scholarly work



Advocate for the coordinator/administrator profession



Continue to question and learn

Which career stage are you at?

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graph TD; A[Establishment/ Early Career – 0-5 years] --> B[Mastery/ Mid-Career – 6-14 years]; B --> C[Later-Career – 15+ years];
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Establishment/ Early Career – 0-5 years

Mastery/ Mid-Career – 6-14 years

Later-Career – 15+ years



Breakout Session

- Establishment/ Early –
 - What are tips for success during this stage of your medical education career?
 - What are things you must do during this stage of your career?
 - What questions do you have for more experienced coordinators about how to manage?
- Mastery/ Mid-Career
 - What are tips for success during this stage of your medical education career?
 - What are things you must do during this stage of your career?
 - What advice do you have for those early in their medical education career?
- Late Career/ Mentor
 - What are tips for success during this stage of your medical education career?
 - What are things you must do during this stage of your career?
 - What advice do you have for those early/mid in their medical education career?



Re-group

- This is YOUR career – do what makes you happy!
- Find purpose and passion in your work
- Network with colleagues – it helps bring joy and best practices



Closing thoughts

- You have enough time to do anything you want – you do NOT have enough time to do everything you want.
 - What are your personal and professional goals?
 - What are your values
 - Make sure it is your goals and values – not your family, friend, colleague