

Administrators/Coordinators Certification in Undergraduate Medical Education

The EDGE Newsletter

“Leadership and learning are indispensable to each other.”

John F. Kennedy, President

The LCME constantly modifies its policy regarding medical student education. With these ever changing procedures, we find ourselves scrambling to adhere to these new guidelines introduced by our medical schools across the country. Therefore, we are dedicating this fall issue of the EDGE to the stressors we face each academic year as a new crop of medical students begin their journey through four years of medical school.

So, let's begin by talking a bit about handling stress or crisis. There is no way to schedule the unexpected so building some **slack** time into your already busy schedule may be crucial; but don't overdo it. This way, when the unforeseen happens, you have some time to prepare to resolve a situation. However, sometimes it just isn't possible to add this into your already busy day so you might want to do some advance planning which can disrupt those unexpected situations. We all know that at the beginning of a new academic year there are always “kinks” added into the curriculum. Look at your day; make sure to divide your workload into categories of: 1) things that

must get done and 2) things that you **would like to accomplish**. Hopefully, there is flexibility into some of those *must do* or *would like to accomplish* items that will assist you.

It helps to think of the stressors as simply a new “challenge”, if at all possible. You might be able to change this into an advantage as you go through the process which could help you down the road. Although this simply might just be considered a learning point as you begin resolving the situation. In any case, try to keep an open mind and focus on the positive rather than the negative. In doing so, you will end up stronger and more resilient at the other end.

Stress is something we can all relate to and which every living person - past and present - has experienced at some time or another in their lives. Its sheer meaning in Merriam Webster's online dictionary is “a state of mental tension and worry caused by problems in your life, work, etc.; something that causes strong feelings of worry or anxiety”. Since stress doesn't discriminate, and is highly subjective, it differs from person to person. It can have

a profound effect, both negative and positive and if left unchecked can wreak havoc on our mind and bodies.

Here is a tip for resolving a situation or an unexpected circumstance. Remember these letters, “SLLR” which stand for; **Stop, Look, Listen and Respond**. The School of Business teaches this *acronym* to their students when the lines of communication, command and responsibility have broken down. When you have no idea what to do after disruption occurs, STOP. Instead of reacting, take a moment to calm down and think. Assess the situation and glean as much information as possible. LOOK at the obvious, and LISTEN to those involved so you can learn more. After you have all the facts, RESPOND. Move forward as smoothly as possible and begin to resolve the problem.

Did you know that the National Institute for Occupational Safety & Health (NIOSH) conducted a report in 1999 that states:

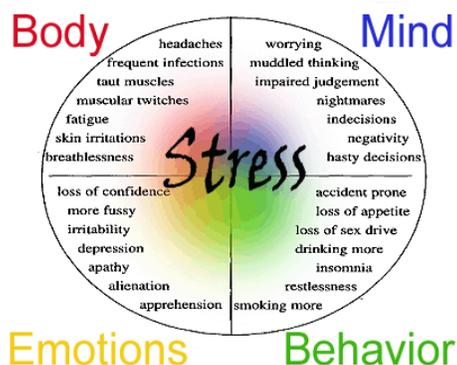
- 40% of workers reported their job was very or extremely stressful;

- 25% view their jobs as the number one stressor in their lives;
- Three fourths of employees believe that workers have more on-the-job stress than a generation ago;
- 29% of workers felt quite a bit or extremely stressed at work;
- 26 percent of workers said they were “often or very often burned out or stressed by their work”;
- Job stress is more strongly associated with health complaints than financial or family problems.

Click here to view the [NIOSH Report](#)

There are, of course, many other causes of stress, but occupational ranks as one of the top triggers.

The chart below shows how stress impacts our bodies, mind, emotions and behavior.



Managing Stress

Help, may be right on the horizon when you involve others who might have encountered a similar situation or circumstance. Reach out to coordinators/administrators from other disciplines or campuses. One aspect of true wisdom is knowing when to ask for help. You might want to create a “team effort” in resolving a situation. Remember to make sure everyone is on the “same page” in undertaking a problem

and that they know which piece of the puzzle they are resolving. Also, ensure that everyone is united and are kept in the loop as you proceed in resolving the issue.

In conclusion, here’s one last tidbit to contemplate... Coordinators/administrators when you are faced with the unexpected, don’t become angry, stay focused. Step forward and learn from the situation.

References

<http://www.yourmindyourbody.org>

<http://theproductivitypro.com>

US News & World Report

<http://www.statisticbrain.com/stress-statistics/>

<http://www.merriam-webster.com/dictionary/stress>

Accomplishments

In every issue we take great pride in highlighting members that have gone on to do marvelous things since attaining their certification.

Sylvie Moore

University of Virginia

Sylvie accepted a new position at her school. She left the Department of Surgery and is now managing Ambulatory Internal Medicine and Family Medicine clerkships. Congratulations Sylvie!

Morgan Rabatine Nagel

Bellin Health, Clinical Training Site for School of Medicine and Public Health, University of Wisconsin

Morgan presented an ACUME workshop on the steps toward certification at the MEAC (Medical Education Administrator /Coordinators) statewide meeting on July 16th.

Christie Legler

University of Wisconsin

On August 17th Christie participated in “Faces of Patients” at the 1st year medical students’ introduction to medical school. During the workshop students met with patients to listen to their stories and answered questions they posed. [Christie is also a member of the statewide planning committee for MECA (Medical Education Administrator /Coordinator) organization].

Enlisting All Members

We are looking for help in keeping our certification fresh and viable. As a **not for profit organization**, it is the membership that keeps this certification worthwhile and current. Therefore, we are seeking help in revamping our workshops with new innovative ideas and opportunities. Is there anyone interested in working with us in updating these important venues? If so, this would be a good way to add items to your portfolio.

Contact us at:

acume.certification@yahoo.com

Upcoming Certification Workshop Offerings

The Annual AIM Educational Conference will take place October 8-10, 2015 in Atlanta, GA.

The next webinar offering is scheduled to occur in the spring of 2016 (date TBA). If you know of anyone who would like to join our group please share this information. The date will be posted on the ACUME website once it becomes available:

www.acumecertification.com