

**Morehouse School of Medicine
Academic Departments
Annual Report Format
July 1, 2011 – June 30, 2012**

Each unit submits an annual report to the Dean. This document provides an overview of the state of the department and informs Morehouse School of Medicine (MSM) of significant accomplishments, changes, and challenges related to departmental and institutional effectiveness. As part of your annual report, each department will identify goals for the next academic year with specific performance measures and will report on accomplishments related to these goals the use of outcome data for program improvement.

Title Page

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1. Unit Strategic Goals:

List the three most important strategic goals of your unit and indicate current or project strategic metrics to assess progress towards these goals. Relate these goals to Morehouse School of Medicine 2009-2014 Strategic Plan and the overall mission of Morehouse School of Medicine. In your annual report you will report on accomplishment of these goals. If the annual goals were not met, identify challenges and strategies that will be utilized to enhance performance and effectiveness.

2. List of the major accomplishments (no more than 10) this past year e.g. new grants, new courses, exceptional performance of students on examinations, etc.

3. FY '11 – '12 Year's Overview

- a) Education
- b) Research/Scholarly Activity
- c) Service
- d) Other Highlights

4. Mission of the Department

5. Faculty and Staff Roster

- a) Faculty Recruitments
- b) Faculty Terminations
- c) Staff Position Recruitments
- d) Staff Position Terminations
- e) Current Faculty and Effort Allocation

Sample

July 1, 2012 – June 30, 2013						
Name	Rank/Series	FTE Teaching	FTE Admin/Service	FTE Research	FTE Clinical (Not including precepting either residents or students)	FTE Total
Full-Time Faculty						
Quinn, John	Assistant Professor II	0.4	0.15	0.2	0.25	1
Part-Time Faculty						
Davie, Michael	Associate Professor II	0	0	0.1	0	0.1
Total FTE's		0.4	0.15	0.3	0.25	1.1

N.B.: Patient care related to either medical student or resident supervision is considered part of the educational activity of a faculty member.

- f) Other Faculty with Appointments in _____(department)
- g) Other Academic Titles (i.e. Research Associates)
- h) Volunteer Faculty and their contributions (Summary)

Sample

Summary of Other and Volunteer Faculty Contributions

Name	Precept Student / Resident	Lecture	Curriculum Development	Research	Department Meetings	Clinical
Dante	✓			✓		
Harris		✓			✓	
Johns						✓

- i) Current Staff
6. Department Organizational Chart
 7. Teaching Services
 - a) Undergraduate
 - b) Graduate
 - c) Mean and Range of miniboard scores for the last three academic years

- d) Board pass rate for the last three academic years (clinical departments with residency programs)

Sample

Board Certifying Exam Pass Rate

2010	91%
2011	89%
2012	89%

- e) Mean and range of scores and percentile rank for in service exams (clinical departments with residency programs)

Sample

In-service Examination

Academic Year	Content Area	Percent Correct Scores - All PGYs	
		Mean	Range
2010	Cardiology	68	67-69
	Endocrinology	63	62-64
	Gastroenterology		
	Hematology		
2011	Cardiology		
	Endocrinology		
	Gastroenterology		
	Hematology		
2012	Cardiology		
	Endocrinology		
	Gastroenterology		
	Hematology		

- f) Highlights of Other Teaching Activities

8. Grand Rounds (include dates, speakers, and topics)

Sample

Grand Rounds

Date	Topic	Speakers
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9. Continuing Medical Education/Continuing Education (other than grand rounds)

10. Grants, Awards and Proposals

- a) RO-1
- b) Other Peer Review National Awards
- c) Other Awards
- d) Contracts and Clinical Pharmaceutical Awards
- e) Proposals Submitted – Pending
- f) New Funding Summary (list P.I. or Project Director, title, total direct and indirect costs as well as current award for the project)

Sample

P.I.	Type	Direct Costs	Indirect Costs	Total Award
Sampson, D	Peer-Review	428,921	121,023	549,944
Daver, T	Contract	30,210	6,041	36,251
Total New Funding		459,131	127,064	586,195

Publications

- g) Peer Review
- h) Non-Peer Review

11. Presentations

- a) Posters/Presentations
- b) Abstracts
- c) Invited Talks at National/International Meetings
- d) Other Invited Talks or Visiting Professorships

Sample

Summary of FY 2012 Presentations

Section	Plenary Session	Platform	Poster	Abstract	Invited Talks	Other Talks
Cardio	6			5	1	10
Clinical Pharmacology	3					

Geriatrics	1					
Other		2		2		
Totals	10	2	0	7	1	10

12. Committee Assignments

- a) Institutional Committees
- b) APC standing committees
- c) Ad hoc Decanal Committees (Faculty Affairs Advisory Committee, Research Advisory Committee, Fiscal Advisory Committee, Global Health Task Force and Search Committees)
- d) Departmental Committee
- e) Hospital Committees
- f) Other Professional and Community Service Committees

Sample

MSM Committee	Department Representative(s)
Admissions	David Sanborn, M.D.
Animal Care	Michael Booker, M.D.
Biosafety and Radiation	Ramond Carol, Ph.D.
Infection Control	Robert Justive, Ph.D.

13. Volunteerism

- a) Briefly describe departmental service efforts
- b) Volunteer at Community Services by faculty, staff, and residents of the department (use metric or table of activities/hours if possible)

14. Clinical Services (if applicable) (Description of services only)

15. Clinical Revenues (if applicable)

- a) Total charges and revenues for the last three fiscal years
- b) Grady and non-Grady charges and revenues
- c) Total charges and revenues per clinical faculty FTE

16. Departmental Revenue Generated and Sources

- a) Total Grants
- b) Total Contracts

c) Total Clinical Income

17. Challenges/Opportunities

- a) Common Challenges/Opportunities
- b) Undergraduate Education
- c) Graduate Medical Education

18. Looking Forward – Plans for FY2014

- a) Education
- b) Research
- c) Other Plans/Goals
- d) Summary of Resource Needs to Implement FY2014 Plans (Personnel)

Sample

July 1, 2013 – June 30, 2014 (FY14)						
Name	Rank/Series	FTE Teaching	FTE Admin/Service	FTE Research	FTE Clinical	FTE Total
Full-Time Faculty						
Quinn, John	Assistant Professor II	0.45	0.1	0.25	0.2	1
Part-Time Faculty						
Davie, Michael	Associate Professor II	0.1	0	0.2	0.1	0.4
New Positions						
TBA	Faculty	0.25	0.1	0.3	0.35	1
TBA	Staff			1.0		1.0
Total FTE's		0.8	0.2	1.75	0.65	3.4

e) Summary of Non Personnel Resource Needs to Implement FY2014 Plans