

FACULTY QUICK
REFERENCE
GUIDE



2023 - 2024



**VANDERBILT
UNIVERSITY
SCHOOL
OF
MEDICINE**



Welcome... from the CEO & Dean!

The Past & Present

It was here at Vanderbilt that I received my MD and PhD in pharmacology in 1990. I trained in cardiac anesthesiology and in critical care medicine at Johns Hopkins, joining their faculty in 1995. Returning to Vanderbilt University Medical Center (VUMC) in 1998 as our associate dean for Physician Scientists, I led an NIH-funded research program aimed at the genomics of cardiac drug therapy and cared for our patients during and after cardiac surgery in our operating rooms and surgical ICU. At age 39, I became more engaged in leadership, becoming chairman of Anesthesiology and 3 years later the medical center's chief research officer.

Since 2009, I've had the privilege of serving as the chief executive of VUMC and as dean of the Vanderbilt Medical School. VUMC is leading worldwide efforts to bring personalized medicine from research concepts to bedside care, integrating advances in biomedical informatics, basic and clinical research, and precision genomics. After nearly two decades of development, BioVU is the nation's largest single-site DNA repository linked to electronic health records with nearly 300,000 samples. The NIH Data and Research Support Center for the US Precision Medicine "All of Us" Program is now based at VUMC.

In 2015-16, I was asked by university leaders to co-lead a process that legally and financially separated VUMC from the university. We formed an independent, not-for-profit academic medical center that maintains our strong, historic academic relationship with the university. Having undergone remarkable growth since that time, we are the working and learning home to over 40,000 people. With the highest-ranked adult and children's hospitals in the Southeast by US News and a vast array of distinctive programs, VUMC is now the world's largest heart transplant program and the Mid-South's largest NCI-designated comprehensive cancer center.

The Future

I am honored to welcome you to this very special place. It is my hope that this orientation session not only provides you with tools to be successful but introduces you to our very distinctive caring and collaborative culture.

Today you will hear from key leaders who will share our resources and programs, while also emphasizing the priority we place on being engaged with fellow co-workers. An institution that values all people, we seek to make diversity and inclusion intentional as we build a more equitable workplace. You will also have an opportunity to fulfill several of your compliance training requirements, of great importance to keeping our atmosphere safe and rewarding.

We will only be as successful as the people here, and it is my highest priority to support and encourage you throughout your VUMC career. As one of the nation's leading medical centers with extraordinary resources and capabilities, I am mindful of our responsibility not only to the people of this region, but to the globe. Now more than ever, our community, the nation and the world are depending on us! Thank you for joining us, and I look forward to meeting you and working with you in the days ahead.

Jeffrey R. Balsler, MD, PhD
President and CEO, VUMC
Dean, Vanderbilt University School of Medicine

OFFICE OF FACULTY AFFAIRS



Donald Brady, MD
Executive Vice Dean
Academic Affairs


Welcome, from the Office of Faculty Affairs team. It is our privilege to support the faculty of the School of Medicine in its many missions. Our areas of responsibility and oversight include faculty appointments and promotions, academic development, training and compliance, and conflict of interest assessment and management. We welcome the opportunity to partner with you. In collaboration with the Department Chairs and Center Directors, we oversee and help shape programs for faculty development across the Medical Center.

Considerable effort in the office is focused upon streamlining the processes by which faculty meet the compliance, educational, and regulatory requirements attendant to their professional endeavors. The members of the office staff stand ready to assist you and are able to provide guidance in administrative matters related to your faculty appointment and in policy and procedural issues which govern your relationship with the School of Medicine and Vanderbilt University. Please let us know how we can help you. Welcome aboard -- we're glad you're here at Vanderbilt!



Maureen Gannon, PhD
Associate Dean
Faculty Development


- Faculty development programs

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Associate Dean
Faculty Affairs


- Faculty compliance
- Faculty conflict of interest

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John S. Penn, PhD
Associate Dean
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- Faculty appointments and promotions

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MEET THE STAFF



Shannon Ontiveros, MS

Director
OFA



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<https://www.vumc.org/faculty/faculty-orientation-training-office>

- Performs administrative oversight of the Office of Faculty Affairs (OFA).
- Performs conflict of interest and commitment for School of Medicine and Nursing faculty.
- Supports faculty in completion of required compliance training.
- Supports faculty in conflict of interest and commitment disclosure, review and management for School of Medicine and Nursing faculty.



Joey Ingram, MLIS

Senior Program Manager
Systems and Educational Technology



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<https://www.vumc.org/faculty/office-faculty-affairs>

- Acts as liaison with VUMC IT on OFA software solutions.
- Provides training to faculty and staff on OFA technology resources.
- Supports faculty in completion of required compliance training.
- Facilitates educational sessions for administrators.



Lindsey Patrick-Wright, MLIS

Senior Program Manager
Faculty Appointments and Promotions



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<https://www.vumc.org/faculty/appointments-promotions>

- Processes faculty actions.
- Supports faculty review committees.
- Processes retired and Emeritus/Emerita faculty.
- Provides informational support for department administrators regarding faculty actions.



Diane Sussman

Senior Program Manager
Faculty Committees



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<https://www.vumc.org/faculty/endedowed-chairs>



<https://www.vumc.org/faculty/faculty-leaves-absence>

- Conducts department chair and senior leader searches.
- Submits endowed chair nominations.
- Processes and supports faculty review committees.
- Processes FMLA and faculty leaves.
- Submits endowed directorships nominations.



Lisa Tarr

Senior Program Manager
Faculty Development Programs



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<https://www.vumc.org/faculty/professional-development>


- Coordinates new faculty orientation.
- Plans and executes faculty development programs and events.
- Coordinates faculty spring assembly and faculty awards.
- Supports nomination process for the Academy for Excellence in Clinical Medicine.


FACULTY DEVELOPMENT


Office of Faculty Affairs - Faculty Development



Maureen Gannon, PhD
Associate Dean, *Faculty Development*
OFA

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 <https://www.vumc.org/faculty/professional-development>


- Provides professional development programs for faculty members.
 - cohort-based programs for all faculty ranks
 - workshops and seminars for all faculty ranks
- Provides resources for additional School of Medicine faculty development programs
- Hosts New Faculty Orientation
- Oversees the Academy of Excellence in Clinical Medicine and the Faculty Awards
- Check out the flyers in your orientation folder for more information.


Edge for Scholars


- Created by researchers for researchers.
- A community for candid conversation about life in academics.
- Topics include:
 - how to do great research
 - how to stay productive
 - how to network effectively
 - how to mentor and be mentored
 - how to refine your writing
 - how to lead
 - ... and more!
- Check out the flyers in your orientation folder for more information.



Katherine Hartmann, MD, PhD
Associate Dean
Clinical & Translational Scientist Development

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 <https://edgeforscholars.vumc.org>


Educator Development & Center for Professional Health




Charlene M. Dewey, MD, MEd, MACP
Assistant Dean, *Educator Development*
Director, *Center for Professional Health*

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 <https://www.vumc.org/ohse/educator-development-program>

 <https://medsites.vumc.org/cph/home>

Educator Development Program (EDP): a comprehensive faculty development program that:

- Enhances all faculty teaching skills in various settings (clinical, classroom, lab, lecture skills, etc.).
- Provides training to advance skills as an educator – teacher, researcher, leader.

Center for Professional Health (CPH): a comprehensive program that:

- Addresses physicians and other healthcare providers' professionalism and health and well-being, both as prevention and as professional development.

HUMAN SUBJECTS PANEL

Research Support Services

- Assists investigators in navigating the complex research enterprise at Vanderbilt and Meharry.
- Provides guidance in the following areas:
 - Support for all aspects of the research study lifecycle
 - Trainings, consultations, and educational sessions
 - Tools for streamlining study start up (e.g., master contracting, IREx)
 - Recruitment resources
 - Study design, protocol development, and study documents



Colleen Lawrence, PhD
Manager, *Translational Research VICTR*

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🌐 <https://www.vumc.org/research-support-services/welcome>

Vanderbilt Clinical Research Center (CRC)



Lana Howard, BSN, RN, CCRP
Manager, *Patient Care Services, CRC VICTR*

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🌐 <https://starbrite.app.vumc.org/maincrrc>

- Inpatient and outpatient research facility staffed with personnel dedicated to conducting clinical research patient care.
- These resources are available to Vanderbilt University and Meharry Medical College clinical investigators and their study teams.
- Locations:
 - Medical Center North (MCN)
 - Doctor's Office Tower Unit (DOT)

Clinical Research Fiscal Support Services (CRFSS)

CRFSS is a centralized group of professionals readily accessible to assist with:

- clinical trial billing and budgeting.
- eStar research access.
- patient care billing and research-related tasks in eStar.
- Investigational Device research.
- Research Monitoring access.
- and much more...



Bobbye M. Wieman, RN, BBA
Executive Manager, *CRFSS VICTR*

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🌐 <https://starbrite.app.vumc.org/research/crfss/>

Human Research Protections Program



Kyle Rybczyk, FNP-BC
Director
Human Research Protections Program

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🌐 <https://www.vumc.org/irb/>

- Reviews all proposals involving human subjects in research.
- Four committees meet weekly to review protocols.
- Allows online submission of applications.
- Faculty must complete human subjects protections training before submitting to the IRB for review.

FACULTY WELLNESS RESOURCES

Office of Inclusion & Health Equity (OIHE)



Arie Nettles, PhD, NCSP, HSP
Director
OIHE

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🌐 <https://www.vumc.org/oihe/>

- Promotes inclusion and equity for everyone receiving care from VUMC and its related clinics and hospitals.
- Establishes and maintains a welcoming, respectful environment by ensuring that faculty, staff and students receive appropriate education and training.

Office of Health Equity (OHE)

- Office of Health Equity (OHE): serves as an institutional home for nurturing and catalyzing educational, research, clinical, and operational initiatives and partnerships to address and prevent health inequities.
- Office of Diversity and Inclusion (ODI): serves to cultivate a workforce that is diverse and inclusive, and reflects the populations we serve. ODI is primarily a resource for staff and faculty.
 - Check out the flyer in your orientation folder for more information.
- Office for Diversity Affairs (ODA): seeks to recruit and retain students and trainees from diverse backgrounds and is committed to their success and full participation. ODA is primarily a resource for learners.



**Consuelo H. Wilkins,
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Senior Associate Dean
Health Equity and Inclusive Excellence

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🌐 <https://www.vumc.org/healthequity/>

Health & Wellness



**Lori Rolando, MD, MPH,
FACOEM**
Executive Director
Faculty & Physician Wellness

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🌐 <https://www.vumc.org/health-wellness/>

- Occupational Health Clinical (OHC): protects faculty and staff health while they are at work through programs to monitor exposure to workplace hazards and treat work-related illness and injury.
- Work/Life Connections EAP: promotes problem solving and stress resilience through group education and individual counseling or coaching.
- Health Plus: provides health promotion and prevention services that promote healthy lifestyles 24 hours a day, at home and at work
- Check out the flyer in your orientation folder for more information.

BENCH RESEARCH PANEL

Biomedical Research Education & Training (BRET)

BRET is the office of the Senior Associate Dean that provides support for biomedical grad students, postdocs, and the faculty who train them.

- Trainee recruitment & diversity initiatives
- Trainee finance & student travel
- 1st year graduate programs
- Postdoctoral appointments & international support
- Institutional training grants
- Trainee career & professional development & wellness
- Responsible Conduct of Research training
- Trainee database, outcomes, and program evaluation
- Policies relating to research training



Kathleen Gould, PhD
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BRET

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🌐 <https://medschool.vanderbilt.edu/bret/>

Office of Clinical & Research Safety (OCRS)



Kevin Warren
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OCRS

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🌐 <https://www.vumc.org/safety/>

- Facilitates and promotes safety, health and environmental management for the University and Medical Center.
- Oversees compliance with Biological Safety, Radiation Safety, Chemical Management and Hazardous Waste, and Hospital/Clinical Safety.
- Supports faculty in setting up laboratories through assessment of safety procedures and equipment.
- Provides training on issues of safety in patient care, laboratories and administrative areas.

Institutional Animal Care & Use Committee (IACUC)

- Ensures highest standards of animal care while facilitating critically needed research.
- Uses online protocol/animal procurement software, ARIES and Topaz.
- Hosts New Principal Investigator Orientation.
- OAWA Protocol Analysts can assist with staff training and Post Approval Monitors (PAM) can assist with compliance.



Ron Emeson, PhD
Chair
IACUC

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🌐 <https://www.vumc.org/vumc-acup/acup-committees>

Office of Research



Susan Meyn
Associate Vice President
Research Resources

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🌐 <https://www.vumc.org/oor>

- Provides shared research resources, administrative expertise and professional guidance to enable the trans-disciplinary environment and highly collaborative culture that advances discovery and training for all Vanderbilt research faculty, trainees, students and staff.

RESEARCH LOGISTICS PANEL

Office of Sponsored Programs (OSP)

- Assists with the submission of grant proposals for external support of research and service activities.
- Supports investigators who have or plan to apply for external funding and departmental administrators who assist these investigators with proposal preparation and award administration.



Shane Crouse
IT Manager
OSP

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🌐 <https://www.vumc.org/sponsored-programs/home>

Office of Sponsored Programs - Contracts Management



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OCM

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🌐 <https://www.vumc.org/contracts-management/home>

- Serves as the Medical Center office for contract intake, processing, negotiation and management.
- Reviews both research and non-research contracts including but not limited to federal subcontracts, professional service, data use and industry agreements.
- Supports VUMC community to fulfill research, education and patient care missions.

Foundation Relations

- Builds partnerships with foundations to secure funding for the Medical Center's research, programs and educational initiatives.
- Identifies and cultivates relationships with prospective foundation funders.
- Assists in proposal development and partnering on the grant submission process.
- Strengthens the foundation partnership before, during and after the grant period.



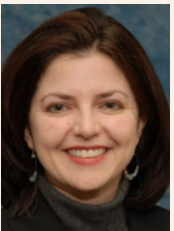
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Senior Director
Foundation Relations

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🌐 <https://www.vanderbilthealth.org/foundation-relations>

VUMC Finance



Tesha Garcia-Taylor,
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Assistant Director
VUMC Finance

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🌐 <https://www.vumc.org/finance/academic-enterprise-support>

- Partners with faculty and department administrators to provide financial research compliance support.
- Manages VUMC effort reporting compliance initiatives and conducts effort interviews for faculty and staff.
- Coordinates the Faculty Research Compliance Expert program.
- Works closely with the other VUMC Post-Award offices on research compliance, policy, and procedures.

PROFESSIONALISM & EDUCATION

Center for Patient & Professional Advocacy (CPPA)

- Makes medicine kinder, safer and more reliable.
- Works with clients across the US and abroad to implement the Patient Advocacy Reporting System (PARS) and Co-worker Observation Reporting System (CORS) at their institutions.
- Conducts professional development activities to the national and international learning community of clinicians, health care leaders and administrators.
- Collaborates on research studies with others interested in promoting professionalism in health care.



William Cooper, MD, MPH
Vice President
CPPA

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🌐 <http://www.vumc.org/cppa/>

Center for Experiential Learning & Assessment (CELA)



Charles Lei, MD
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Simulation in Medical Education

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🌐 <https://cela.app.vumc.org/>

- CELA is committed to supporting faculty in providing learners with opportunities to develop and deliberately practice key knowledge, skills, and behaviors that will optimize their performance in real-world clinical settings.
- Simulation can replicate or amplify aspects of the real world in a fully interactive manner for the purpose of practice, learning, evaluation, or testing, or to gain a better understanding of systems and human factors.
- The ultimate goal of simulation-based medical education is to improve patient care and reduce medical errors, particularly during complex and high-risk clinical situations.

Undergraduate Medical Education (UME)

- The vision of Vanderbilt University School of Medicine is to shape a future in which all persons reach their full health potential.
- The core values of Vanderbilt University School of Medicine are integrity, inclusion, humility, equity, mutual respect, and excellence.
- The mission of Vanderbilt University School of Medicine is to catalyze the advancement of impactful discovery, servant leadership, and lifelong learning.



Bill Cutrer MD, MEd
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UME

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🌐 <https://medschool.vanderbilt.edu/curriculum>

Graduate Medical Education (GME)



Kyla Terhune, MD, MBA,
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Associate Dean
GME

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🌐 <https://www.vumc.org/gme/>

- The Office of Graduate Medical Education is committed to supporting the trainees, faculty and staff in our many residency and fellowship programs for new physicians.
- VUMC trains more than 1,000 house staff in more than 90 accredited specialty and sub-specialty programs.
- Offers residency experiences in a major teaching facility with diverse patient populations, state-of-the-art technology, cutting-edge research and outstanding faculty.



Office of Faculty Affairs
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VANDERBILT UNIVERSITY SCHOOL OF MEDICINE