

March 7th, 2013 - Monthly CQI Meeting Notes

Agenda - to identify project goals, needed resources (people, money, etc.), likely timeframe for involvement, and metrics for these committees: Collaborator Feedback Committee, Promotions Committee, and the Orientation Committee. Brainstorming CQI's.

Collaborator Feedback Committee

Members: Jennifer Thompson

Goals: The goal is to get general feedback from collaborators about improving department processes for collaboration. Rather than focusing on specific staff members, and asking about specific collaborations, this committee can ask collaborators to identify problems in the collaboration process that can be addressed at a departmental level such as: how well is the process of setting up statisticians with collaborators working?

Needed Resources: Additional Members TBD

Timeframe for Involvement: Tentatively approximately 2 years.

Action Items: 1) Develop goal and objectives (Estimated date of completion (EDC)): 3mos.

Metrics: TBD

Promotions Committee (biostat.mc.vanderbilt.edu/PromotionsCommittee4sb)

Members: Dan Ayers, Daniel Byrne, Robert Greevy (chair), Frank Harrell, Ayumi Shintani, Yu Shyr.

Goals and Action Items: 1) Need to recruit two new members (EDC: 3 months). 2) Need to refine bylaws to allow people to step down while maintaining productivity(EDC: 6 months). Need an administrative team member to help create dossier templates.

Other Goals: 1) Increase staff biostatistician knowledge about job descriptions. 2) Minimize variations in annual supervisor scores. 3) Conduct promotion reviews for Biostat IV. 4) Solicite meaningful, standardized collaborator feedback.

Needed Resources: Administrative assistant

Timeframe for Involvement: Under consideration. Robert Greevy has led this committee for 7 years.

Metrics: Created a more relevant CREDO to score against.

Other Notes: 1) Rewrote Biostat I,II, and III and created IV job descriptions. Awaiting HR approval. 2) Committee is working to better understand the Biostat IV position. 3) Committee meets with supervisors to discuss promotions.

Orientation Committee

Members: Cathy Jenkins, Sam Nwosu, Cole Beck, Ben Saville

First Draft of Goal: To provide new hires with information and resources needed to make on-boarding easy.

Needed Resources

Need an administrative member

Timeframe for Involvement

2 year terms, if needed

Metrics: TBD

Action Items: 1) Review SOM welcome packet (EDC: 3mos). 2) Develop goals, objectives, and metrics (EDC: 3mos).

Other Notes 1) Ayumi suggested making videos for posting on the Wiki. 2) Dexter suggested helping new employees get acquainted with the community. 3) Sam suggested providing information about the BCC, ordering resources, attending conferences and other general information. 4) Direct people to the Promotions Committee page.

Brainstorming and Other Comments

- Amy suggested a buddy system. This would be someone to have lunch with every so often. This could be something for the Coaching/Mentor committee to look at.
- Robert asked if there is a difference between the named CQI committees and other committees that faculty serve on, or are those other committees also CQI committees. Mario suggested that they are CQI projects.
- A meeting agenda for future CQI's will sent to the department prior to the meeting. This will help departmental members determine if they should attend.
- Frank H. will organize a new clinic committee.