FACULTY ACTIVITY DATABASE (FAD) TRAINING MODULE

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FAD - WHAT IS IT?

- FAD stands for Faculty Activity Database. It is a database that collects and stores information about the non-clinical (primarily teaching) activity of our faculty.
FAD – Why all the fuss?

• In our Department we use the information to reimburse Divisions for educational time that take faculty away from revenue-producing clinical activities; thus there is a lot of interest on the part of Divisions to accurately and completely capture the educational activity of their faculty.
FAD Changes

• Starting in July 2016, the form will be simpler.

• With one exception, only educational activities with students, residents, and fellows will be reported.

• Unlike the previous FAD, the new form will not capture days on clinical service, attendance at education conferences and committees, mentoring, CME, and ECHO Community.

• Outreach is still reported.
FAD – How do I report?

- Each month, you will receive an email with a link to your on-line FAD form that month (March form comes out March 1).

- You may either populate the form as the month goes along, or after the month is finished.

- The form will be available to you until the end of the following month (March form available until April 30).

- If you have not completed your FAD by the end of the month, you will receive weekly email reminders, until the form submission date ends.
You may access your FAD form for January at:
https://esurvey.unm.edu/opinio/s?s=50765&i=1182717&k=1K25&ro=

You may enter your data as the month goes along or wait until after the close of the month. You should click “Save as draft (get return link by email)” each time you enter interim data; click “Submit your FAD Report” when you are ready to finalize this form. You cannot edit your form after you click “Submit.”

Your form for January is due on February 29, 2016. You will receive a reminder each week during January until you submit your form. After February 29, 2016, you will not be able to submit this form.

If you have questions or problems, contact Rush Pierce at jrpierce@salud.unm.edu.

About your password
Please use your main campus NetID and its corresponding password to access this form. Change or reset your password at http://it.unm.edu/accounts/change-password.html.

Security notice: It is a violation of University policy (http://www.unm.edu/~ubppm/ubppmanual/2500.htm) to share your password with anyone; doing so may subject you both to sanctions including dismissal. In addition, FAD results found to be submitted by persons other than the faculty member may, at the discretion of the Chair, be excluded from tabulation for distribution of Department education funds.

Click on this link. It will take you to the form. Do not copy and paste the link. This URL is unique to you and the month.
ACCESSING THE FORM

Enter your UNM Main NetID and password; for most (but not all) of us, this is the same as your HSC password.
COMPLETING THE FAD FORM

• The on-line form is fairly self-explanatory.

• Educational activities are organized by type of learner and type of activity:
  - Phase I - Medical student = 1st/2nd year
  - Phase II - Medical student = 3rd year
  - Phase III - Medical student = 4th year

• In general, report only direct contact hours (do not report preparation time).

• Enter only whole numbers and round up.
<table>
<thead>
<tr>
<th>Medical Student Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Scheduled Lectures or Seminars during Blocks:</strong></td>
</tr>
<tr>
<td>Phase II - Clerkship Orientation.</td>
</tr>
<tr>
<td>Phase II - Lectures Scheduled by Clerkship Office.</td>
</tr>
<tr>
<td>Direct Observation of Clinical Experience Coordinated by Clerkship office.</td>
</tr>
<tr>
<td>Didactic Sessions or Seminars for Sub-Internship or other Phase III Rotation.</td>
</tr>
<tr>
<td>Phase III - Clinical Reasoning Elective.</td>
</tr>
<tr>
<td>BATCAVE Instruction to Students.</td>
</tr>
<tr>
<td>Capstone Presentation.</td>
</tr>
<tr>
<td><strong>Continuity Clinic with Medical Students.</strong></td>
</tr>
</tbody>
</table>

**Report medical student lectures by Phase**
(Phase I Blocks = 1\textsuperscript{st}/2\textsuperscript{nd} year; Phase II = 3\textsuperscript{rd} year; Phase III = 4\textsuperscript{th} year)

**Report Medical Student Continuity Clinic hours here** (Phases I, II, and III)
Resident/Fellow teaching is reported separately.

Also report here teaching to mixed groups of learners (Expert Morning Report, ward modules).
TYPES OF EDUCATIONAL ACTIVITIES TO REPORT

• Report only educational activities that are NOT concurrent with clinical activities:
  ➢ Lectures, seminars, journal club, simulation training, moderating capstone presentations)
  ➢ Medical student continuity clinic is an exception, report total time student is in clinic with you.

• Do NOT report these types of activities:
  ➢ Hospital ward rounds, consult rounds
  ➢ Precepting residents or fellows in clinic or with procedures.
ABSTRACTS/PUBLICATIONS WITH LEARNERS

- Only report abstracts/manuscripts with learners as co-author. Learners include medical students, graduate students, post-graduate students, residents and fellows.

- Report when abstracts have been presented or manuscripts published (not accepted).

- There are categories depending on whether learner was first/last author or co-author, and whether abstract was presented at a national or state meeting.
## Reporting Publications and Abstracts with Learners

**Scholarship With Learners**

For this section, mentees are medical students, graduate students, postgraduate students, residents or fellows, and undergraduate students enrolled in the BA/MD program.

### Publications

Report only manuscripts that have been published online or in journal by mentees during this reporting period. Do not report manuscripts which have been accepted or submitted but have not yet been published.

1. **Peer-Reviewed Manuscripts by your Mentees for which the Mentee was First or Last Author.**
   - Number of manuscripts

2. **Peer-Reviewed Manuscripts by your Mentees for which the Mentee was Co-Author, but NOT First or Last Author.**
   - Number of manuscripts

### Citations (use AMA style)

- Provide citation

### Abstracts

1. **Abstracts for which your Mentee was First or Last Author and the Abstract was Presented at a National Meeting.**
   - Number of abstracts

2. **Abstracts by your Mentees for which the Mentee was Co-Author but NOT First or Last Author, and the Abstract was Presented at a National Meeting.**
   - Number of abstracts

3. **Abstracts by your Mentees for which the Mentee was Co-Author, and the Abstract was Presented at a State or Local Meeting.**
   - Number of abstracts

**Citations (use AMA style)**

- Provide citation
If you can’t find the specific educational activity, enter it here in “Other educational activities” and describe it in the explanation box.
NOTHING TO REPORT

If you have nothing to report for the month, you can check this box and submit.
Click to submit your form. You can also print a copy before you submit.
AVOIDING COMMON PITFALLS

• Sign in with your UNM Main NetID and password. Your log-in is case sensitive. If you have forgotten your UNM Main NetID password, you can reset it at https://my.unm.edu

• Be sure to round up to whole numbers (“3”), the system will not take decimals “2.5”

• The form seems to work better with Chrome or Firefox browsers compared to Explorer
CONTACT US WITH ANY QUESTIONS

- Betty Hinojos  behinojos@salud.unm.edu
- Rush Pierce  jrpierce@salud.unm.edu