



# 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.



# FAD INVITATION EMAIL

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.

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](mailto: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.



# ACCESSING THE FORM

1/8/2016

FAD and Community Outreach Report

Reporting period: January 2016

Enter your UNM NetID, in **lower case**, and password below and then click on the Login button to continue.

To create a myUNM NetID, or reset or change a password, go to: <http://netid.unm.edu>  
For more information call the UNM Support Center (505) 277-5757.

UNM NetID:

Password:

Login



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 = 1<sup>st</sup>/2<sup>nd</sup> year
  - Phase II - Medical student = 3<sup>rd</sup> year
  - Phase III - Medical student = 4<sup>th</sup> year
- In general, report only direct contact hours (do not report preparation time).
- Enter only whole numbers and round up.





## Medical Student Teaching

Doctoring I (formerly Foundations of Clinical Practice) - small group leader.  Direct contact hours

Doctoring II - small group leader.  Direct contact hours

Doctoring III (Practical Immersion Experience) - Circuit riders report direct contact hours; narrative strand mentors report hours reading and responding to narrative strands; round up to nearest hour.  Direct contact hours

Doctoring IV - small group leader.  Direct contact hours

Doctoring V (Transitions) - small group leader (For exam graders, report hours grading exams; round up to nearest hour).  Direct contact hours

Doctoring VI - small group leader.  Direct contact hours

Clinical Reasoning - (Report in-session direct contact hours only; do not report time providing written responses outside of class).  Direct contact hours

Scheduled Lectures or Seminars during Blocks.  Direct contact hours

Phase II - Clerkship Orientation.  Direct contact hours

Phase II - Lectures Scheduled by Clerkship Office.  Direct contact hours

Direct Observation of Clinical Experience Coordinated by Clerkship office.  Direct contact hours

Didactic Sessions or Seminars for Sub-Internship or other Phase III Rotation.  Direct contact hours

Phase III - Clinical Reasoning Elective.  Direct contact hours

BATCAVE Instruction to Students.  Direct contact hours

Capstone Presentation.  Direct contact hours

Continuity Clinic with Medical Students.  Direct contact hours

Report medical student lectures by Phase (Phase I Blocks = 1<sup>st</sup>/2<sup>nd</sup> year; Phase II = 3<sup>rd</sup> year; Phase III = 4<sup>th</sup> year)

Report Medical Student Continuity Clinic hours here (Phases I, II, and III)

# RESIDENT/FELLOW TEACHING

Resident/Fellow teaching is reported separately

## Resident/Fellow Teaching

Lectures or Seminars given to Residents/Fellows or to Mixed Groups of Learners.

Direct contact hours

BATCAVE instruction to Residents/Fellows.

Direct contact hours

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.

Peer-Reviewed Manuscripts by your Mentees for which the Mentee was First or Last Author.

Number of manuscripts

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 for which your Mentee was First or Last Author and the Abstract was Presented at a National Meeting.

Number of abstracts

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

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)



# OTHER EDUCATIONAL ACTIVITIES

Other Educational Activities	
Activities with BA/MD Students.	<input type="text"/> Direct contact hours
<b>Other Educational Activities.</b>	<input type="text"/> Direct contact hours
Explanation of Additional Activities	
<input type="text"/>	

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

Reporting period: TEST June 2016



## Faculty Activity Database (FAD) and Community Outreach Report

This report covers your activities for **Test June 2016**. Use this form **only** for your activities during that month. This report will be available for input through **TEST July 31, 2016**.

This FAD and Community Outreach Report is registered to:

Name: (pre\_q1) (pre\_q2)

NetID: (NetID)

Unit: (pre\_q3) (pre\_q4)

IF ANY INFORMATION IS INCORRECT,  
DO NOT CONTINUE.  
Please contact the technical administrator

(Betty Hinojos, [behinojos@salud.unm.edu](mailto:behinojos@salud.unm.edu)).

### General Instructions

Feel free to visit this form often during the reporting period to journal your activities. Each time you "Save" the form instead of clicking "Submit your FAD Report" you will receive an email with a NEW return link, allowing you to log back into the form using any browser.

- Report in whole numbers and round up (e.g. 1.25 hours = 2 hours; 1 week and 2 days = 2 weeks)
- "Direct contact hours" means time spent with learners present; it does not include preparation time or time spent reviewing homework.

For FAD questions, contact JR Pierce, MD,  
[jrpierce@salud.unm.edu](mailto:jrpierce@salud.unm.edu).

If you have nothing to report for the month, you can check this box and submit

If you have no educational activities to report, CHECK the button (right) and SUBMIT your form:

I have no data to enter for this reporting period.

# SUBMITTING YOUR FORM

Help us improve this form

**Comments**

We welcome your comments, opinions and suggestions as we develop this online Faculty Activity Database (FAD) and Community Outreach Report.

[Submit your FAD Report](#)

PRINT this page for your rec

Save as DRAFT (get RETURN link by email) :)

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](mailto:behinojos@salud.unm.edu)
- Rush Pierce [jrperce@salud.unm.edu](mailto:jrpierce@salud.unm.edu)

