**Qualifying Academic Protected Time Standardized for ACMC/IMMC/LGH**

**Minimum expectations for all faculty members to support our Residency**

**(these qualify for Academic Protected Time, and are also Departmental expectations)**

1. Attend 20 hours of conference annually (this also includes Journal Club and Wednesday Simulation sessions).
2. Give two presentations at conference annually. One should be a didactic, for example: core content lecture, case-based presentation from PI, Oral Boards with a resident, participation on a panel, Intern Orientation lecture. The other may be any other residency educational activity, for example: EM Fundamentals, departmental Oral Boards, State Oral Boards, Simtastic, pig/trauma lab, US lab, other procedure labs. These will all qualify for academic protected time for session preparation as below, and also for conference hour credit. **As it is already the end of Q1, the expectation is that each faculty member gives one presentation at conference in 2024, with any didactic or lab qualifying. This expectation will increase to two presentations in 2025, as above.**
3. Completing the 80% end of shift resident evaluation expectation automatically qualifies for 30 hours of academic time.  This is an all/none: the 80% expectation must be met to qualify for the 30 hours.

**Academic Protected Time Qualifying Activities with maximum hour credit**

**ACMC/IMMC/LGH Conference / Didactics:**

* Attending Wednesday morning residency conference = max of 4.5 hours, increase to 5 hours starting June 26, 2024 (new Academic Year)
* **For each bullet below, credit is received for prep + conference hour credit** 
  + Creating a new lecture for local or outside conference (e.g., oral boards, intern orientation, etc.) = 30 hours
  + Creating a CPC presentation (local for IMMC/LGH) = 30 hours
  + Prep an old lecture to give at conference or orientation = 10 hours
  + Prep to lead a station at a conference lab (e.g. Airway Day, Ortho lab, Pacing lab) = 3 hours
  + Prep for EM Fundamentals session = 3 hours
  + Prep for Wednesday conference panel = 3 hours
  + Prep for Pig/Trauma Lab = 3 hours
  + Prep for Departmental Oral Boards Day = 3 hours
  + Prep for County/State Oral Boards Day = 3 hours
  + Prep for EMS student labs/practicals, lecture, Sim = 3 hours
* Participating in Journal Club (same for general JC and Ultrasound JC) = 3 hours + 3 hours prep reading articles = 6 hours total
* Hosting Journal Club = 5 hours host prep + 3 hours for participating + 3 hours prep reading articles = 10 hours total
* Participating in Simtastic (Chicago wide Simulation experience) = 3 hours prep + 1:1 hours for participating
* Teaching Wednesday morning Simulation conference curriculum = 1:1 hour
* Supervising creation of new curriculum or Sim case = 1:1 hour
* Overseeing residency electives: e.g. EM Resuscitation = 1:1 hour

*(ACMC seeking ECG elective Faculty supervisor – please see Andrea if interested)*

* Organizing EM Fundamentals = 1:1 hour
* Organizing Labs/Small Group (e.g. Airway Day, Pacing Lab, Ortho Lab) = 1:1 hour

**Other Teaching Activities:**

* Teaching ACLS course = 3 hours prep + 8 hour for course = 11 hours
* Teaching ATLS course = 3 hours prep + 8 hours for course = 11 hours
* Attend ICEP (Illinois College of Emergency Physicians) conference = 5 hours
* Attend Windy City EM (all Chicago) conference = 5 hours
* Participate in Medical Student Teaching Shift = 5 hours
* Teaching at Medical Student Procedure lab = 5 hours
* Teaching at ICEP (Illinois College of Emergency Physicians) Oral Boards: half day = 3 hours prep + 1:1 hours participation
* Participation in disaster drills and trainings = 1:1 hour

**Conference Outside of ACMC/IMMC/LGH:**

* EM or other academic medical conferences such as ACEP, AAEM, SAEM = number of CME hours submitted (CME certificate may be requested for verification)
* Online CME conferences are only eligible if offered through the AdvocateHealth enterprise = number of CME hours submitted (CME certificate may be requested for verification)

**Publications, Regional/National Presentations, Scholarly Contributions:**

* Published Research Article = 100 hours
* Case Report = 40 hours
* Regional/National Conference Presentation = 40 hours
* Book Chapter = 40 hours
* FOAMEd contribution = 40 hours
* Visual Image/Photo Competition (e.g. AAEM) = 20 hours
* Grant Application = 1:1 hour
* Peer reviewer for Medical Journal = 1:1 hour
* Original article submission for ACH (Advocate Children’s Hospital) PEM Newsletter = 5 hours
* Participating in Research Days (reviewing abstracts for inclusion, participation in day-of activities) = 1:1 hour
  + Advocate Research Day in May
  + Advocate Aurora Scientific Day in May <https://aah-library.libwizard.com/f/2024_Scientific_Day_abstract_submission>
  + CORD or ACEP or other Research Symposia

**Quality/Process Improvement**

* Process Improvement Committee participation and creating a case based lecture for Wednesday conference = 30 hours
* Creating/Updating Clinical Pathways = 1:1 hour
* Executing a Process Improvement/QI project = 40 hours
* Supervising a resident’s Quality/Safety project = 1:1 hour

**General Academic Support of Residency and Department**

* Graduation coordination = 25 hours for graduation event planning
* Graduation dinner attendance = 5 hours
* Welcome Intern Picnic coordination = 10 hours, participation in first hour well-being discussion = 1 hour
* Department Retreat (ACMC) = 1:1 hours
* Participation in UIC intern orientation events (IMMC/LGH) = 1:1 hours
* Mentoring a resident = 1:1 hour. Must specify the educational/development activity accomplished during each meeting
* Coaching a resident = 1:1 hour. Must specify the educational/development activity accomplished during each meeting
* Letter of recommendation for a resident = 1:1 hour
* Letter of recommendation/award nomination for faculty member = 1:1 hour
* Resident CV or contract review = 1:1 hour
* Non-RLT faculty interviewers for residency recruitment = 5 hours per day (includes prep/debrief)
* Faculty interviewers for new faculty recruitment = 2 hours per interview (include prep/debrief)
* Completing Med Student / Off service evals = 1 hour per 6 evals completed
* Oversee electives: e.g. current Resuscitation elective, and need oversight for ECG elective = 1:1 hours
* Faculty Liaisons to Departments and to Nursing = 1:1 hour

*(ACMC please see Andrea if interested)*

* New Assessments development of residents: nursing; medical student, resident self-assessments = 1:1 hour
* Oversight of resident assessment processes (e.g. end of shift) = 1:1 hour
* CBME process including checklists for procedural competency = 1:1 hour

*(ACMC please see Andrea/Travis if interested)*

* Community outreach projects = 1:1 hour
* Life After Residency Events = 1:1 hour

**Committees**

* ACMC/AH Academic Committees, e.g. Faculty Development Committee, Academic Protected Time Committee, Clinical Competency Committee (CCC), Program Evaluation Committee (PEC), Process Improvement (PI) Committee, Pharmacy and Therapeutics (P&T) Committee, monthly Department Meetings, for faculty members without pertinent protected time/FTE = 1:1 hour

*Note: It is highly encouraged that PI and P&T committee participation translate into presentations/updates at Conference, which would qualify for an additional 30 hours*

* Regional/national EM organization (ICEP/AAEM/SAEM) committee work = 1:1 hour
* EM Subspecialty organization committee work, e.g. Critical Care, Ultrasound, Peds EM = 1:1 hour

**Organizational Leadership**

* Leadership role in local, state or national EM organization (Committee Chair, Board of Directors, organize national meeting) = will vary depending on organization and role

**Ultrasound** (all 1:1 hour unless specified, pertain to faculty who do not have US related protected time/FTE):

* US lectures for residents, fellows, and students (creating a new lecture = 30 hours, prepping an old lecture = 10 hours)
* US scanning in the ED with residents, fellows, students
* Ultrasound Tape Review and Scanning
* Involvement in the US fellowship Program Evaluation Committee (PEC)
* Involvement in the US fellowship Clinical Competency Committee (CCC)
* Involvement in fellowship interviews (virtual interviews, tours/visits, follow-up emails) by US faculty members who do not have paid FTEs related to their specialty
* Semi-annual fellow evaluations
* Emergency Ultrasound Fellowship Accreditation Council (EUFAC) re-accreditation preparation
* Teaching any ultrasound course for AAH (nursing, EM, off service, APPs, residents, faculty, etc)

**Faculty Development Activities**

* Faculty Development activities organized by our Department’s Faculty Development Committee. 1:1 hour for duration of activity.
* AAH Faculty Development Series on the third Monday of every month (virtual, 5:30p-6:30 pm)
* Other AAH Faculty Development resources:
  + <https://library.aah.org/guides/faculty-development/resources>
  + <https://library.aah.org/guides/faculty-development/open-educational-resources>
* General Medical Staff meeting = 2 hours
* Academic Practice Merit (OB 2/Disaster 1/Pediatrics 10/Trauma 8) = 21 hours
* Stroke/American Heart Association Merit (NIHSS) = 6 hours

Note on process:

AMG asked that the 3 academic sites (ACMC/IMMC/LGH) standardize their lists of qualifying activities. This occurred through a meeting of educational leadership from the 3 sites on March 21, 2024. Our ACMC Academic Protected Time Committee then met on March 26 to review the standardized list, which is now posted on our ChristEM.com website.

All 3 sites have the same 3 minimum faculty expectations to support our residencies. They are listed at the top of the document.

IMMC and LGH already expect each of their faculty members to provide 2 presentations at their conferences annually. To standardize, this will also be an expectation for our faculty beginning in 2025. For 2024, since we’re already at the end of Q1, the expectation will be 1 conference presentation, and this may be a didactic, a small group session, a panel, or a lab.

A clarifying point about conference. Erin Blough will continue to track the 20 hour minimum conference hours and Journal Club hours. If you are giving a lecture at a conference or teaching at departmental Oral Boards Day or Simtastic, etc, the time present at those activities counts towards your 20 conference hours. You also receive academic protected time to prep for that activity. For example, for departmental Oral Boards, if you give Oral Boards for 2.5 hours, you receive 2.5 hours of conference credit towards the 20 hour expectation, and also may log up to 3 hours of academic protected time as prep time, for a total of 5.5 hours of academic protected time.

For faculty at 0.5 FTE and below, the minimums will be reduced. The total academic protected time hours are already tied to clinical hours worked, but faculty at half time or less will be expected to give 1 conference presentation/year rather than 2, and attend 10 hours of conference annually rather than 20. The 80% resident evaluation completion expectation remains, as working fewer shifts results in a smaller denominator for this calculation.

We continue to seek your ideas for new qualifying activities, and feedback on the system. Please feel free to reach out to anyone on our committee (Brian Sayger, Elise Lovell, Theresa Schwab, Dennis Ryan, Kate Paquette, Abhi Katiyar).

3.27.2024