

# HMS/HSDM Leadership Development Course for Physicians and Scientists

## Frequently Asked Questions

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### COURSE Questions

#### What if I can't attend all of the course sessions?

We require a three-day commitment from all attendees. We expect participants to attend all sessions, arriving on time and staying until the day officially ends. This means that all conflicting clinical, teaching or other commitments should have coverage supported by your department. Many of our sessions are interactive, therefore, arriving late and leaving early is disruptive and disrespectful to other attendees and to our presenters. For physicians interested in receiving CME credit for this course, you must attend all sessions. Partial CME credit will not be given.

#### How many people are accepted into the course each year?

Attendance is limited to 80 people in the Faculty of Medicine. **Please note – due to the postponement of our 2020 course, space for the 2021 virtual session is limited to 30 candidates.**

#### What can I expect to gain from attending this course?

The goal of the course is to build on the your knowledge and skills to enhance your professional development as a leader in academic medicine. The curriculum focuses on human resource management, negotiation, finance, self-assessment, communications, and personal career development.

#### I am an investigator and manage a lab, is this course the best fit for me?

This course focuses on an array of topics that are relevant for clinicians, educators and investigators. We encourage you to discuss this opportunity with your mentor and welcome you to consider the Leadership Strategies for the Researcher by Harvard Catalyst course as an alternative option for investigators. There is some overlap between the two courses.

#### Is there a cost for the course?

Yes. If selected, tuition for the virtual course is \$300. No payment is due with the application. Registration and payment are filed through the Continuing Medical Education office which charges an additional \$10.00 processing fee.

#### How does this course differ from courses offered by Harvard Catalyst and DICP?

HMS offers a number of courses including the [Leadership Strategies for the Researcher by Harvard Catalyst](#) and the [Leadership and Faculty Development Conference by the Office for Diversity Inclusion & Community Partnerships](#). These low cost or no-fee alternatives are grant funded and address specific needs for members in the Faculty of Medicine. The Harvard Catalyst course addresses needs for investigators establishing a research program, including but not limited to how to navigate a research meeting, how to hire research lab members and/or how to manage a research budget.

#### Can the registration fee be paid by credit card?

If selected, a registration link will be provided to participants via email and payment can be made online with a credit card. Departmental payment can be arranged directly.

#### What is your cancellation policy?

Participants must cancel two weeks prior to the start of the course in order to receive a refund, minus the \$75 admin fee and \$10 processing fee. No refund is issued within 2 weeks of the course.

#### Is this course accredited?

The Harvard Medical School is accredited by the Accreditation Council for Continuing Medical Education (ACCME) to provide continuing medical education for physicians. The Harvard Medical School designates this live activity for a maximum of 24.00 AMA PRA Category 1 Credits™.



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### APPLICATION AND ENDORSEMENT Questions

#### Who is eligible to apply for the leadership development course?

This course is intended for HMS/HSDM faculty and not for heads of departments or divisions. Women and faculty, who are underrepresented in medicine are particularly encouraged to apply.

#### To be eligible, applicants must:

- Have an appointment as Instructor, Assistant Professor, Associate Profess (< 3 Years) at time of application/submission
- Hold full-time appointments
- Be endorsed by a Department Head or Division Chief

#### What is required for the application process?

In terms of your eligibility, you must hold a faculty appointment by the posted deadline. Those who anticipate a faculty appointment but are still in training on Thursday, November 12, 2020 are not eligible for this year's course.

#### What is required for the application process?

Candidate application materials must be submitted online by **Thursday, November 12, 2020, 5:00 PM**. This includes your current, Harvard Faculty of Medicine CV saved as a PDF file. **PLEASE NOTE: The application form cannot save prior to submission. Please prepare and save your responses elsewhere prior to completing this application to prevent data loss.** Information on the Harvard CV format may be found at <https://fa.hms.harvard.edu/faculty-medicine-cv-guidelines>. Upon submission of your application, an endorsement request will be automatically emailed to your Department Head/Division Chief. The endorsement deadline is **Thursday, November 19, 2020, 5:00 PM**. We recommend that you notify your endorser of this deadline well in advance.

#### When will I be notified if I am accepted into the course?

Participants will be notified by the end of the calendar year (December 2020) of acceptance into the course.

#### If I applied last year and did not get into the course, do I need to reapply?

Yes. Since the course is highly competitive, a new application and endorsement will be required.

#### Is there a waitlist for this course?

Yes. Individuals will receive an email notification informing them that they have been placed on a waiting list for this course that is subject to availability.

#### Can a Department Head or Division Chief endorse more than one applicant?

Yes. Department Heads and Division Chiefs can endorse multiple people.

