

Department of Pediatrics

Faculty Handbook

July 2016 edition

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Contributors

We would like to extend a special thanks to our past contributors who had the insight to assemble helpful information for incoming faculty. Contributors for the current edition of the faculty handbook are:

Kristen Boyle, PhD, Karen Kelminson, MD, Megan Kelsey, MD, Kevin Messacar, MD, Andrew Sirotnak, MD, Sam Wang, MD

Department of Pediatrics Letter from the Chairman

Hello,

As Chairman of the Department of Pediatrics, I would like to welcome you to the Department and to the University of Colorado School of Medicine.

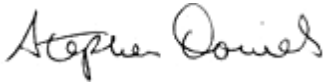
This book contains important information about the Department, the affiliate institutions (Denver Health & Hospital Authority, Children's Hospital Colorado, and National Jewish Health), collaborative research opportunities, educational opportunities, the promotions process, and general information that I hope you will find useful.



It is a time of continued growth and program development for all faculty. We are settled into our new location on the Anschutz Medical Campus but continue to expand up and out, both literally and figuratively.

I am delighted that you have chosen the University of Colorado School of Medicine, Department of Pediatrics to call your home.

Sincerely,

A handwritten signature in black ink that reads "Stephen Daniels". The signature is written in a cursive, flowing style.

Stephen R. Daniels, MD, PhD
Professor and Chairman, Department of Pediatrics
University of Colorado School of Medicine
Pediatrician-in-Chief
L. Joseph Butterfield Chair in Pediatrics
Children's Hospital Colorado

Junior Faculty Welcome Letter

Dear Faculty Member:

On behalf of the Junior Faculty Special Interest Group, we are pleased to present the new electronic edition of The Department of Pediatrics Faculty Handbook!

The purpose of this handbook is to provide a general overview of available information for our faculty, with links to relevant websites for more detailed information. Whether you are looking for your grants administrator, requirements for your promotion dossier, or how to get to the library, start here and we will point you in the right direction.

As we put this together, we were reminded of the impressive network of services available for faculty in the Department of Pediatrics. We hope this will be a useful reference.

Sincerely,

Department of Pediatrics Junior Faculty Special Interest Group

Junior Faculty Interest Group

The Junior Faculty Interest Group is a small group of junior faculty members, with a primary mission to address topics of specific interest to junior faculty in the Department of Pediatrics. We strive to promote discussion and facilitate interaction among faculty members who may otherwise never work together. This group also serves as a support network to allow for research and clinical collaborations and for representation of junior faculty interests at the Department of Pediatrics Faculty Affairs meetings.

We strive to provide quarterly seminars on topics of interest to junior faculty and to organize a formal junior faculty retreat every other year.

Junior Faculty Interest Group Members:

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(720) 777-6627
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Who is my Employer?

The University of Colorado, University Physicians, Inc. or Children's Hospital Colorado?

You are an employee of the University of Colorado School of Medicine and receive your paycheck and benefits from the University. [School of Medicine](#)

University Physician's Inc. (UPI) contracts to all insurance carriers on your behalf and you must sign a member practice agreement. You are required to be credentialed through UPI in order to obtain a billing number for patient billing; however, if you are not fully credentialed before you are scheduled to see patients, a temporary billing number can be obtained. All patient billing and collections are processed by UPI, which is the business arm of your employer. [UPI](#)

Children's Hospital Colorado is where you may attend clinic and admit patients. If you are caring for patients at Children's, you must have medical staff privileges and be credentialed by Children's. [CHCO](#)

The following pages contain more information and access to more details about each entity.

Children's Hospital Colorado

Children's Hospital Colorado network includes its main campus on the Anschutz Medical Campus, 15 Network of Care locations, 2 additional emergency locations, and 3 Urgent Care locations. Children's Hospital Colorado has a national and international reputation for its clinical care and research. It is consistently ranked among the top 10 children's hospitals in the U. S. News annual report. The Children's Hospital external website is an excellent up-to-date resource about the services we provide. [CHCO Locations](#)

Marketing and Communications

Children's Hospital Colorado provides multiple resources for marketing and communications, outlined below. Please note that the hyperlinks in this section link to the My Children's Colorado intranet so need to be access from within the hospital or through the Citrix VPN.

Communications and Photography

[Communications](#) encompasses [internal communications](#), video production, [publications](#), [copywriting](#), and [photography](#). We work with you to reach your communications goals in a creative and strategic direction to follow hospital-wide standards and policies. We are experts in language and visual arts and we work collaboratively with you, the content experts.

Creative Services

The [creative services](#) department builds, manages and protects Children's Hospital Colorado's brand and is charged with growing awareness, preference and usage of Children's Hospital Colorado and its services at all acuity levels locally, regionally and nationally. We also can provide creative solutions to a variety of marketing needs.

Media

The role of the [media relations](#) team at Children's Colorado is to create awareness about Children's Hospital Colorado through stories in broadcast, print, web and social media.

Web/Social Media

The [web marketing](#) team works on the Children's Hospital Colorado [external website](#). The team also maintains the hospital's [Facebook](#), [Twitter](#), [YouTube](#), and [Pinterest](#) pages.

Templates

[Templates](#) for e-mail signatures, official letterhead, Power Point presentations and posters can be downloaded from My Children's Colorado.

Academics at the University of Colorado

Academic Programs at the University of Colorado Anschutz Medical Campus

The CU School of Medicine is located on the Anschutz campus, which provides excellent opportunities for education, resource sharing, and collaboration. There are multiple health-related programs that share facilities on campus. Programs such as the Master's Degree in Clinical Sciences offer opportunities for post-graduate education for faculty. Faculty receive a tuition waiver benefit. More information is available on the University of Colorado website: [Employee Tuition Waiver Benefit](#)

Links to each program:

- [School of Dentistry](#)
- [School of Medicine](#)
- [School of Nursing](#)
- [School of Pharmacy](#)
- [Graduate School](#)
- [Colorado School of Public Health](#)
- [Continuing Medical Education](#)
- [Physician Assistant Program](#)
- [Graduate Medical Education](#)

Faculty at the University of Colorado

School of Medicine, Office of Faculty Affairs

The School of Medicine Office of Faculty Affairs has a broad range of responsibilities including:

- Providing assistance for preparing and processing all faculty actions, including new appointments, promotions, tenure awards, and sabbatical requests.
- Assisting faculty members, department chairs and administrators in the interpretation of University and School of Medicine rules.
- Maintaining a [Faculty Development Seminar website](#) and publishing the [Faculty Success Newsletter](#) to promote faculty development.
- Leading several faculty development programs that are aimed especially at junior faculty members who are beginning, or building, their careers as clinician-educators, scientists or scholars.
- Coordinating several school-wide projects addressing faculty professionalism, diversity, conflicts-of-interest and other topics.

Links to Faculty Affairs Resources

- [Governance](#)
- [Faculty Appointments and Promotions](#)
- [Faculty Development](#)
- [Clinical Faculty](#)
- [Faculty Professionalism](#)
- [Diversity and Inclusion](#)
- [Women in Medicine](#)
- [Rules and Policies](#)
- [Mission Statement](#)
- [University Physicians Inc.](#)

Community Resources

Denver Health & Hospital Authority is Colorado's primary “safety net” institution, with a comprehensive, integrated organization with multiple components including:

- Rocky Mountain Poison and Drug Center
- NurseLine, a telephone advice line that offers assistance to patients 24 hours a day, seven days a week;
- Denver CARES, a safe setting for public inebriates with community detoxification services;
- Correctional Care; and
- Denver Health Medical Plan, Inc.

Denver Health also houses the Denver Health Paramedic School; the Rocky Mountain Center for Medical Response to Terrorism, Mass Casualties and Epidemics; the Rita Bass Trauma & EMS Education Institute; the [Colorado Biological, Nuclear, Incendiary, Chemical and Explosive \(BNICE\) Training Center](#), a statewide initiative to educate Colorado's health care and public safety workforce on the principles of preparing for, and responding to, a weapons of mass destruction event.

University Physicians, Inc.

University Physicians, Inc. (UPI) is the multi-specialty group practice of faculty physicians and ancillary health care providers at the University of Colorado School of Medicine. UPI is primarily responsible for the administrative support of the clinical work we do. They handle all billing for clinical activity and are responsible for reimbursement of travel and other expenses.

Please work with your Section Administrator to ensure you are appropriately set-up with UPI. After that, expect communications from UPI periodically in terms of remaining compliant for billing purposes.

Contact Information:

University Physicians, Inc.
13611 East Colfax Avenue
Aurora, Colorado 80045-5701
Phone: 303-493-7000
Fax: 303-493-7001
www.upicolo.org

Department of Pediatrics Administration

The [Department of Pediatrics Administration](#) is headquartered on the third floor of the Administrative Pavilion at Children's Hospital Colorado.

Contact information:

Department of Pediatrics, Children's Hospital Colorado
13123 E 16th Avenue, Box 065
Aurora, CO 80045
720-777-2715

Detailed contact information by work area is listed on the [website](#). The website also contains a details listing of the [Department of Pediatrics Faculty](#).

my.CU Portal

All University of Colorado employees are encouraged to access *my.CU*, the faculty/staff portal. The portal is generally available 24/7 with support from 8:00am – 5:00pm, Monday through Friday. You can access support via phone call (303-492-9999) or email (mycu@cusys.edu) during these hours. Also, feel free to use these methods to provide feedback.

The URL for the portal is: <https://my.cu.edu/Login>

Your my.CU username and password should be the same as what you use to login to your office computer to access your University e-mail account. If you do not have a campus login account please contact the Anschutz Help Desk at 303-724-4357 to have an account created for you.

You can also access my.CU through the PassportID Single Sign-On Service: <https://passport.ucdenver.edu>. Once you log in, you can click on the UCDAccess link to get to the information on my.CU. You can also access MedHub from this sign-on.

UCD Access/my.CU provides access to:

- Payroll statements
- Accrued leave
- Benefits enrolled for
- Travel and expense systems
- ePER certification of effort on grants
- Training modules
- Official holiday calendar

MedHub is the system used for graduate medical education and is generally where you will need to go to fill out resident/fellow evaluations. Some sections also keep track of conference schedules/locations on MedHub.

Employee Services

The [Employee Services](#) web site provides employees information on:

- Healthcare/dependent benefits
- Payroll services
- Employee management services (e.g. hiring through the University)
- Education benefits
- Retirement
- Financial wellness services
- Employee discounts

Contact Information:

UC Denver Payroll and Benefit Services
1800 Grant St., Ste. 400
Campus Box 400 UCA
Denver, CO 80203
<https://www.cu.edu/pbs/>
303-860-4200
Toll Free: 855-216-7740
Fax: 303-860-4299

Enrolling in Benefits

The [Employee Services](#) website contains information about enrolling for benefits and forms for making changes to your benefits. You must make your benefits elections within 30 days of your date of eligibility (typically your date of hire). If you do not submit your Benefits Enrollment/Change Form within this period, you will be defaulted according to the information located in the Enrollment Section for Effective Dates and Defaults, and you will not be able to change this until open enrollment for the next plan year. Please contact PBS for more information.

Leave Information for CU Faculty on 12 Month Appointments

Parental and/or Family Medical Leave

1. The official policies can be found at:
 - a. [Parental Leave Policy](#)
 - b. [Family Medical Leave Guidelines](#)
2. Contact Human Resources; information provided is confidential
[Human Resources](#)
3. Do you have short-term or long-term disability?
These may apply to certain leave situations but have to be in place prior to the precipitating event for which the person would invoke disability. They are both offered by UCD benefits but must be selected upon benefits enrollment.
4. Assess your sick and vacation time accrued via *my.CU* as noted above.

Promotion

Promotion from Assistant Professor to Associate Professor, and from Associate Professor to Professor, is determined by a combination of Departmental and SOM reviews of candidates' qualifications. Each of the two reviewing entities has its own Committee.

In addition, there is a Mid-Point Review Promotions Committee.

Rhonda Buckner is the Academic Affairs Coordinator in charge of promotions and can help you at every stage of the promotions process. Her phone number is 720-777-5775.

The SOM Committee has 15 members.

Your portfolio is first reviewed by the Departmental (Pediatrics) Promotions Committee, which provides you with suggestions for modifying and enhancing your presentation. This Committee also votes regarding approval of your promotion, according to rules of the SOM. That vote is then provided to the SOM, along with a detailed cover letter and your completed portfolio. However, the vote of the SOM Committee only determines your promotion.

Promotion to Associate Professor must be successfully completed by the end of the 7th year as an Assistant Professor. Extensions are given by the SOM if they are requested by the Department on behalf of the candidate; a justification for the need of extra time is required. If an extension is granted by the SOM, the extension is automatically for 3 years – but does not need to last that long if the faculty member is ready sooner. Faculty working part time, and those taking leaves of absence, have additional time to complete their promotion process – the specific adjustments are made by the SOM based on each individual circumstance. Rhonda can contact the SOM on your behalf to assess your specific “time clock” if you have worked less than full time or taken leaves. There is no “clock” for promotion from Associate Professor to Professor, and many faculty retire as Associate Professors.

The Promotions process is a partnership between you and the Department. The roles of each are as follows:

The Role of the Department

1. Mentoring (see Mentoring section of Handbook)
 - a. Annual PRISM evaluations by your Section Head/Higher Level Reviewer are reviewed by the Department
2. Mid-point reviews
3. Solicitation of letters of reference
4. Guidance on portfolio preparation

5. Review of portfolio with suggestions for improvement
6. Vote on candidacy
7. Submission of portfolio with cover letter summarizing the candidate and the Departmental Promotions Committee vote

The Role of the Faculty Member

1. Conscientiously work with mentor
2. Conscientiously update PRISM every year
3. Maintain real-time portfolio
 - A. Prepare dossier
See SOM Guidelines:
<http://www.ucdenver.edu/academics/colleges/medicalschoo/facultyAffairs/AppointmentsPromotions/Pages/PromotionsTenure.aspx>
 - B. Documentation of teaching – quantity and quality
See SOM guidelines for preparation of Teacher’s portfolio:
<http://www.ucdenver.edu/academics/colleges/medicalschoo/facultyAffairs/AppointmentsPromotions/Documents/TeachingPortfolioFinal2010.pdf>
 - 1) Log of teaching activities – include date, venue, types of learners, numbers of learners
 - formal lectures
 - conferences
 - bedside/clinic teaching
 - lab teaching
 - teaching administration
 - curriculum development/innovation
 - mentoring/advising
 - scholarship in teaching (e.g. outcomes)
 - 2) Teaching evaluations – piles and piles
 - individual lectures, full courses
 - clinical rotations
 - solicited letters – prospective and retrospective
 - 3) Teaching awards
 - C. Documentation of clinical activities – quantity and quality
See SOM guidelines for preparation of Clinician’s portfolio:
<http://www.ucdenver.edu/academics/colleges/medicalschoo/facultyAffairs/Documents/ClinicalPortfolio2010.pdf>
 - 1) Log of clinical activities – include dates, venue, number of patients cared for
 - 2) Letters of gratitude from: referring physicians, patients, families, colleagues in hospital
 - 3) Clinical honors
 - D. Documentation of scholarship – accurate and up-to-date CV detailing publications, grants, other scholarly work
 - 1) “Non-traditional” scholarship must be presented in a form that can be reviewed and recognized by others; this type of scholarship requires careful

documentation. Scholarship must be in a reviewable, evaluable, and tangible form.

- E. Documentation of service – accurate and up-to-date CV detailing committees, other activities in your Department, the SOM, nationally, community
 - 1) Letters of gratitude for your service
- 4. Careful attention to deadlines for submission
 - A. Annual self-evaluations
 - B. Mid-point portfolio
 - C. Referees list
 - D. Promotions portfolio
 - E. Revisions to portfolio

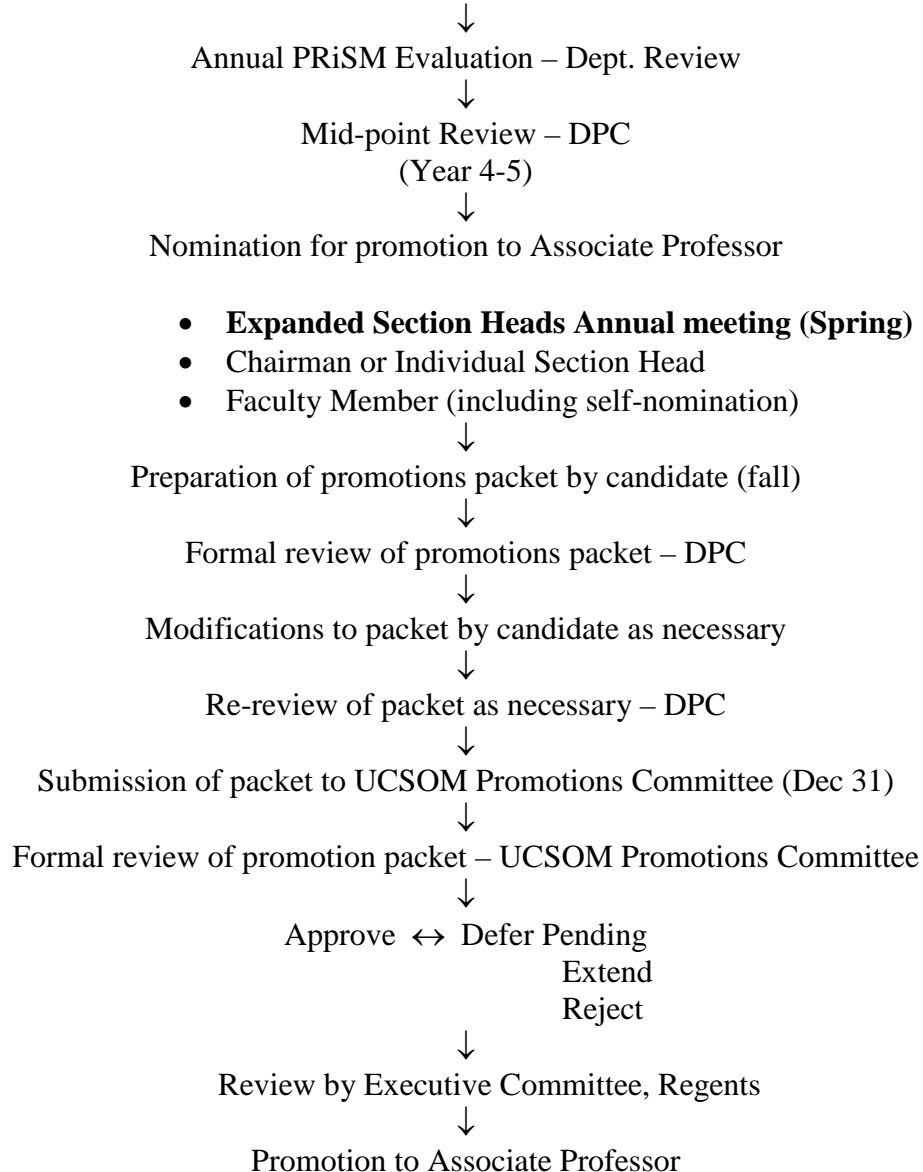
The following information provides you with access to many of the necessary materials to guide your preparation for promotion:

1. Flow charts for Promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor (see the following pages).
2. The criteria of the SOM for determining eligibility for promotion (see the following pages).
3. Updated information on the SOM promotion criteria matrix, dossier preparation (including the dossier preparation guide), and the format for preparing your CV can all be found on the [SOM Promotions website](#).
4. The Dossier Preparation on the [SOM Promotions website](#) tab provides a link to the updated Checklist for Dossiers, which contains the list of materials that need to be included in the promotions packet.

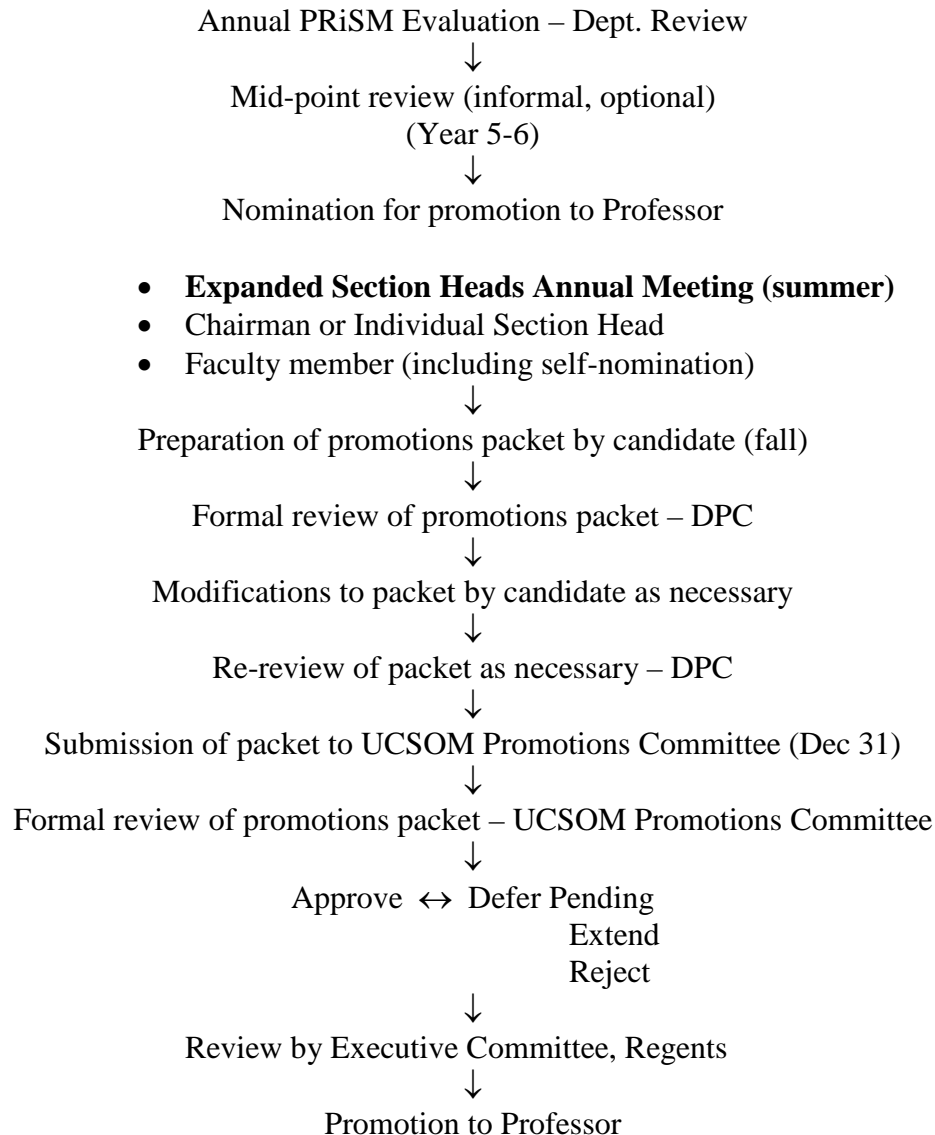
The Promotion Process

ASSISTANT PROFESSOR

Appointment to Assistant Professor – Chairman, Section Head



ASSOCIATE PROFESSOR



School of Medicine Criteria for Promotion

Associate Professor

Excellence in one:

Teaching
Research
Clinical Activity

Meritorious in all:

Teaching
Scholarly Activity
Clinical Activity/Service

Professor

Excellence in two:

Teaching
Research
Clinical Activity

Excellence in:

Scholarly Activity

Meritorious in both:

Teaching
Clinical Activity/Service

National reputation

Promotion Criteria Matrix (Approved 8/16/2012)

Links and templates for the Promotion Criteria Matrices are located on the [Promotion and Tenure](#) section of the website under the Dossier Preparation tab.

Clinical Practice Series

The Associate Professor and Professor of Clinical Practice Series

Faculty members whose duties are focused primarily in direct patient care may be given titles in the Clinical Practice series. Faculty members appointed or promoted in this series shall hold the titles of “Associate Professor of Clinical ...” or “Professor of Clinical ...” followed by the name of one of the clinical departments. Faculty in the Clinical Practice Series must demonstrate excellence in clinical care and at least meritorious accomplishments in teaching. Faculty in this series are encouraged, but are not required, to participate in scholarship. As such, they are not eligible for tenure. Faculty in this series may hold limited, indeterminate or at-will appointments.

Please see for details:

[Clinical Practice Series Criteria](#)

List of Materials Requested for Mid-Point and Promotions Packets

The following materials are requested for mid-point review and promotions review. It is a good idea to begin organizing your promotions files according to what you will need for these packets. Document templates and detailed instruction for preparing packets are available under the Dossier Preparation tab at the following link:

<http://www.ucdenver.edu/academics/colleges/medicalschoo/facultyAffairs/AppointmentsPromotions/Pages/PromotionsTenure.aspx>

University of Colorado School of Medicine Office of Faculty Affairs Suggested Format for Teachers' Portfolios

Teaching is an important responsibility and privilege of faculty members at the School of Medicine. Evidence of accomplishments in teaching is also required for promotion and tenure. **Each candidate for promotion or tenure must submit a formal teaching portfolio as part of a comprehensive promotion dossier.**

The purpose of a “teaching portfolio” is to document a faculty member’s teaching activities, effectiveness and impact. The teaching portfolio does what a C.V. cannot: it captures and explains what teachers do. More specifically, a teacher’s portfolio accomplishes the following goals:

- Describes the faculty member’s everyday activities as an educator.
- Helps the faculty member take credit for specific accomplishments.
- Assists the Faculty Promotions Committee to conduct a semi-structured evaluation of the faculty member’s achievements, adding weight, rigor and parity to this component of the promotion evaluation.
- Helps match the activities and accomplishments of the educator to the SOM’s promotion rules.

Please refer to the Rules of the School of Medicine link below (especially the Promotion Matrices) for examples of “meritorious” and “excellent” performance in teaching. This website also contains updated information about the suggested format for this section of your dossier.

[Dossier Building Guide](#)

University of Colorado School of Medicine Office of Faculty Affairs Suggested Format for Clinicians' Portfolios

The purpose of the clinical portfolio is to make your work understandable to a diverse group of people, who may not understand clinical practice, but who are charged with considering faculty members for promotion.

The clinical portfolio presents a picture of your clinical work over a period of years. Your clinician's portfolio should contain detailed descriptions of your clinical effort and activities, plus supporting documents that demonstrate clinical effectiveness. Please remember that the clinical portfolio is a highly individualized product; however, the following outline is suggested. Also, you do not need to duplicate information that is listed in your CV; use the portfolio to summarize and explain the highlights of your clinical career.

A. Descriptions of your clinical work

- I. Reflective Statement.
- II. Scope of Clinical Activities.
- III. Self-improvement.
- IV. Role as a Clinician-Teacher. *This material should also be included in your "Teacher's Portfolio Under the sub-heading "Clinical Teaching Activities."*
- V. Administrative Leadership and Service.
 - a. *Local Leadership activities.*
 - b. *Regional or national service.*
- VI. Development of Innovative Techniques or Patient Care Practices.
- VII. Scholarship: Contributions to books, journals or clinical information systems. *Some of this material may also be included in the "Scholarship" section of your dossier.*

B. Evaluations and other documentation of outstanding clinical care

- I. Statements from colleagues who have observed you at a clinical site or who have referred patients to you.
- II. Documentation of clinical activities from departmental, UPI or hospital or clinic records.
- III. Results of quality or utilization reviews, practice audits or health outcome studies that directly measure your performance in providing personal care to patients.
- IV. Statements from the clinical service directors, chairpersons, practice managers or others that define clearly your role in the clinical enterprise.
- V. Letters or evaluations by students, interns, fellows or residents that comment specifically about your professional behavior and clinical excellence (as opposed to teaching skill).

- VI. Information from patients, which may include letters or emails or the results of ongoing patient satisfaction surveys.
- VII. Honors or recognition from colleagues.
- VIII. To demonstrate, regional or national standing, summarize local, regional and national initiations from other campuses, outside agencies or health providers to discuss clinical topics or health care delivery issues. Invitations from public and lay groups, including news media, should also be listed here, if they reflect on the faculty member's standing as a clinician.

[Adapted from the Guide to Preparing a Dossier for Promotion or Tenure by Steven Lowenstein, MD, MPH; revised May 2016.]

University of Colorado School of Medicine Office of Faculty Affairs Format for Curriculum Vitae

Your CV should be created using a standardized format designated by the University of Colorado: <http://som.ucdenver.edu/faculty/CVFormat.doc>

Department of Pediatrics Promotion Criteria

There are three different series available for full-time (≥ 50 FTE) faculty (*including faculty employed at affiliated hospitals when their FTE between both institutions $\geq 50\%$*).

[Regular Faculty Series](#) - traditional balance of activities; basic scientists, clinician-scientists, and clinician-educators.

[Research Professor Series](#) - grant-funded scientists with limited teaching and service activities.

[Clinical Practice Series](#) - clinician-educators with limited or no scholarship activities.

[Promotion Criteria Matrix](#) - used for all three series to guide faculty members, department chairs, and promotion committees in assessing whether a faculty member has met these criteria.

Tenure

Faculty who are employees of the University of Colorado in the regular academic ranks of Associate Professor or Professor are eligible for consideration for an award of tenure. Further information regarding criteria for the award of tenure can be found in the [School of Medicine Rules \(PDF\)](#).

Tenured faculty members must undergo a post-tenure review every five years. Below are important policies and resources regarding post-tenure reviews.

- [University Post-tenure Review Administrative Policy Statement](#)
- [Post-tenure Review Report Template \(PDF\)](#)
- [University Professional Plan Administrative Policy Statement](#)
- [SOM Draft Sample Professional Development Plan \(PDF\)](#)
- [University Performance Ratings Administrative Policy Statement](#)
- [School of Medicine Definition of "Meeting Expectations" \(PDF\)](#)

PRiSM

Performance Reviews in the School of Medicine

PRiSM, or Performance Reviews in the School of Medicine, is a new, unified online system for faculty performance evaluations developed by the Office of Faculty Affairs and the Information Technology project team. PRiSM will be utilized for all university-based School of Medicine faculty members. PRiSM is designed to help faculty document activities and accomplishments while updating information pertinent to the annual performance evaluation. PRiSM complements—but does not replace—the face-to-face performance review meetings between each faculty member and his or her division (or section) head or department chair or their designee.

You can find more information on PRiSM [here](#)

You can access PRiSM via this link: <https://som.ucdenver.edu> using your current UC Denver login and password.

Mentoring

The Department of Pediatrics Office of Academic and Faculty Affairs, along with the School of Medicine Office of Faculty Affairs, are committed to enhancing faculty development and maintaining a robust mentoring program, especially for junior faculty. To assist in locating mentors across campus, the Department of Pediatrics Faculty Affairs Mentoring Committee has created a “Mentorship Navigator” program. Contact your section head if you are interested in meeting with a navigator or learning more.

Additional mentoring resources can be found [here](#).

Teaching/Academy of Medical Educators

Academic faculty must teach to be promoted, but more importantly, you should teach because it is rewarding and fun. Teaching resources can be found [here](#).

The Academy of Medical Educators provides a home base for teachers and a visible mechanism to support and enhance all educational programs and teachers at the University of Colorado School of Medicine. The primary goal of the Academy is to create an environment that promotes and rewards teaching excellence and enhances the education of our students, residents, fellows, faculty and community. More information can be found [here](#).

Colorado School of Public Health

The Colorado School of Public Health combines all Colorado-based public health graduate education and research into a single school, guided under a single mission – to promote the physical, mental, social and environmental health of people and communities in the [Rocky Mountain West and globally](#).

Colorado School of Public Health Website

<http://ucdenver.edu/academics/colleges/PublicHealth/Pages/welcome.aspx>

The CHA/PA Program

The University of Colorado PA Program provides comprehensive physician assistant education in primary medical care with additional training in pediatrics. Didactic teaching and clinical precepting opportunities are available. More information can be found at: <http://www.medschool.ucdenver.edu/paprogram>

Clinical Faculty Scholars Program

The Clinical Faculty Scholars Program (CFSP) in the Colorado Health Outcomes Program is a two-year fellowship designed to develop research-oriented junior faculty into independent investigators in health outcomes and health services research. Through guided research project development, educational seminars, grant writing classes and mentorship, fellowship participants are assisted in obtaining a research career development award (K08/K23 award or equivalent), a first independent, extramural project award (R01 or equivalent), or foundation funding. Each Faculty Scholar will develop an individual career development plan and receive regular individual mentorship from four experienced senior researchers in clinical epidemiology, health services research, biostatistics, and health economics.

The CFSP enrolls 4-6 junior faculty members per year from clinical departments. Faculty from affiliated institutions (i.e., Denver VA, Denver Health) are also eligible. While the program emphasizes faculty development for physician-investigators, other clinicians and doctorally trained researchers in relevant disciplines may apply.

More information, including contact information, can be found on the [Clinical Faculty Scholars Program website](#).

Teaching Scholars Program

The [Teaching Scholars Program \(TSP\)](#) is an 18-month program designed to enhance knowledge and skills, and develop future leaders in medical/healthcare education with a focus on core components of educational scholarship and curriculum development. The certificate program culminates in the development of an education research project or a curriculum development project and is built upon the overall goal of developing a cadre of highly skilled educational scholars and leaders on the Anschutz Medical Campus.

The program consists of three core elements:

- Afternoon Seminar Series (occurs throughout the academic year & may meet at least twice a month)
- Curriculum Development Project and/or Education Scholarship Project
- Faculty Mentorship and Guidance

Participants are expected to commit 0.1 FTE that is used to: attend all scheduled sessions on Tuesday afternoons; to work on their project; to complete assigned readings and activities; and, to meet with their mentor(s) and/or TSP leadership about their project and career goals. Please see the [TSP website](#) for more information.

Clinical Science Graduate Program

The [Clinical Sciences Program \(CLSC\)](#) has a goal of training nationally competitive clinician/clinical translational scientists by providing a formal and structured educational program in the clinical and translational sciences including formal mentoring with interdisciplinary faculty working in the clinical sciences. Graduates are trained to conduct rigorous, credible and relevant patient-based research within stringent ethical and regulatory guidelines, and translate the evidence for community application.

The offers a [Master's degree](#) and Ph.D. training in 3 areas: [Clinical Investigation \(CI\)](#), [Health Information Technology \(HIT\)](#), and [Health Services Research \(HSR\)](#). Detailed information on program qualifications and the application process can be found on the [website](#).

School of Medicine Diversity and Inclusion Program

The [School of Medicine Office of Diversity & Inclusion](#) is here to connect you with services and departments throughout the university system and in the community that will assist and support your academic and professional success. We also work to develop a respectful, diverse and inclusive environment in the School of Medicine, across the University of Colorado campuses and with the community at large. Their [website](#) provides links to helpful resources for students, residents and faculty.

The University of Colorado [Ethnic Minority Affairs Committee \(EMAC\)](#) considers concerns of ethnic minority faculty, including:

1. Assessing the cultural climate of the university as it pertains to opportunities for ethnic minority faculty for academic advancement, productivity and appropriate compensation.
2. Making recommendations for creating an academic environment that fosters the academic success of ethnic minority faculty.
3. Working to assure fairness in the recruitment and retention of ethnic minority faculty.
4. Developing support networks and recommending policy to address the needs of ethnic minority faculty.

Women in Medicine and Science Committee

The [Women in Medicine and Science Committee](#) has a mission to facilitate the success of women in all ranks of the academic medical community and to promote academic excellence at all levels for faculty, house staff and students while reducing areas in which gender hinders success. Their [website](#) provides more resource information, as well as links to sister organizations, such as the [Center for Women's Health Research \(CWHR\)](#).

Grants and Contracts

Mission

The mission of the [Office of Grants and Contracts \(OGC\)](#) is to provide service to principal investigators and administrators for the purpose of obtaining and administering extramural funds in compliance with University and sponsor guidelines.

Services

Grants and Contracts assists University of Colorado Denver faculty in their efforts to secure external support for their instructional, research, public service, and scholarly activities. This includes:

1. Budget review.
2. Grant application and contract proposal review.
3. Contract review, negotiation, and acceptance.
4. Subrecipient agreement development, negotiation, and acceptance.
5. Providing advice on sponsor and University requirements.

Grants and Contracts is also responsible after award for compliance with non-technical sponsor requirements which include:

1. Financial reporting and standard invoicing (e.g. does not include non-governmental clinical trial invoicing which is done by academic units).
2. Providing advice on sponsor and University requirements.
3. Acting as a liaison with sponsor contract/financial representatives.
4. Cash management.
5. Acting as a liaison for audits of sponsored activity.

For general Grants and Contracts information, call 303-724-0090, or for more contact information see [Office Contacts](#).

You can find answers to grant FAQs [here](#).

Conducting Clinical Research at Children's

The Children's Hospital Colorado and the [Colorado Clinical Translational Sciences Institute \(CCTSI\)](#) have all of the necessary infrastructure to conduct both simple and complex clinical research protocols, including an outpatient Clinical Translational Research Center (CTRC), inpatient research beds, and the [Children's Clinical Research Organization \(CCRO\)](#), which can provide you all of the necessary support to conduct your research. The [Children's Hospital Research Institute \(RI\)](#) is charged with supporting

investigators and team members in their efforts to conduct clinical research at Children's Hospital Colorado. The RI reviews, negotiates, and provides administrative oversight to ensure compliance with all applicable laws, policies and regulations. The multiple entities on campus that are involved with the clinical research process are summarized below:

Children's Hospital Research Institute

The RI serves as an umbrella organization for all research at Children's Hospital Colorado. The Research Institute assists investigators as they seek to initiate new research studies at Children's Colorado. As part of their centralized [research startup process](#), they collect the essential documentation, and create any necessary accounts required to ensure studies are properly documented, executed, and billed appropriately to sponsors.

The RI has also focused on new, young investigators by funding them for projects that may subsequently provide the preliminary data necessary for the investigator to compete for funds from outside agencies. Over half of RI grant recipients have been successful in obtaining additional funds from outside granting agencies such as the National Institutes of Health and the American Heart Association, as well as other foundations and granting agencies.

Internal Funding Opportunities:

- Research Scholar award
- Pilot grant award
- Bridge fund award
- CHCO/School of Mines Collaboration Pilot Award

[Details](#) on each of these funding mechanisms and [applications](#) can be found on the Children's Hospital Colorado external website.

Children's Clinical Research Organization (CCRO)

Mission:

To improve the health of children by providing patients and health care professionals access to timely and reliable resources to plan and execute clinical research; as well as innovative opportunities to advance the diagnosis, treatment and prevention of pediatric

diseases and their sequelae. The CCRO aims to be a fully functional Pediatric Clinical Research Organization that is able to execute clinical research studies from start to finish in a timely, reliable, and measureable fashion.

The Children's Clinical Research Organization (CCRO) at the Children's Hospital Colorado (CHCO) provides comprehensive research services, facilities and personnel to support the facilitation and conduct of research, including research start-up, execution and close-out. The CCRO sits within the CHCO Research Institute and is the primary centralized implementation and coordination organization for execution of clinical research at CHCO.

General Contact Information:
CCRO@childrenscolorado.org

Colorado Multiple Institutional Review Board (COMIRB)

The Colorado Multiple Institutional Review Board is an administrative body established to protect the rights and welfare of human research subjects recruited to participate in research activities conducted under the auspices of the University of Colorado Denver and its affiliates: Children's Hospital Colorado, Denver Health Medical Center, University of Colorado Hospital, and the VA Eastern Colorado Health Care System. All human subjects' research must be reviewed by an IRB prior to implementation. There is also specific training that needs to be completed by research personnel before they can be included on a protocol. The [COMIRB website](#) contains information about whether or not your project qualifies as human subjects' research and how to submit, including the necessary forms. Once you know what type of protocol you are submitting, you can enter this information on an [interactive page](#), which will outline all of the necessary steps, including training, that need to be taken before the protocol can begin.

General Contact Information:
COMIRB@ucdenver.edu
303-724-1055

Children's Hospital Colorado Clinical & Translational Research Center (CTRC)

The CTRC supports research visits in dedicated inpatient and outpatient research facilities as well as limited mobile services to conduct research visits within the Children's Hospital Colorado.

The CTRC supports both investigator-initiated studies, including multi-center NIH studies, and industry-initiated protocols. All services are provided as fee-for-service resources with federally funded studies receiving subsidized rates.

Facilities & Services

- [Children's Hospital Colorado CTRC Core Lab](#)
- [Nutrition Services](#)
- [Nursing Services](#)
- Infusion Center
- Exam rooms
- Procedure room
- Body composition measurement via DEXA, BOD POD, and PEA POD
- Metabolic and exercise testing including RMR and vO₂max
- Bronchoscopy
- Cardiac monitoring equipment
- Echocardiogram & vascular imaging

Please see the [CCTSI website](#) for more information on the Children's CTRC, including contact information.

Human Subject Research Portal

The [Research Submission Portal](#) process will ensure that your human subject research at the University of Colorado Anschutz Medical Campus is ready for IRB submission. This portal is designed for researchers and study teams to submit their human subject research for review by the University of Colorado Hospital, Children's Hospital Colorado, Clinical and Translational Research Center (CTRC), and University of Colorado. The [website](#) provides more information on the documents required and links to the online submission process. All protocols involving human subjects need to be submitted through the portal.

Intellectual Property and Technology Transfer

Information for the Campus Community

The [Technology Transfer Office](#) has expertise in patents, copyrights and licensing. They can help translate discovery into impact through transparent, flexible, best practice intellectual property management services, and connect researchers at CU's four campuses with a variety of commercialization programs in the university and the community.

Services include support through IP management, marketing and communications, policy development, legal advice, compliance, and financial management. They have office locations in Boulder, Colorado Springs and on the CU Anschutz campus.

General contact info:

CU Technology Transfer Office
12635 E. Montview Blvd., Suite 270
Campus Stop F411
Aurora, CO 80045
Tel: 303-724-1039
Fax: 303-724-0816

CHCO Clinical and Research Library

The [Clinical and Research Library](#) at Children's Hospital Colorado provides and facilitates access to the health, education, and research information required by hospital staff, faculty and students as well as the broader healthcare professional community.

The library provides access to point-of-care resources, such as MD Consult, bibliographic databases, and other evidence-based databases. They will perform customized literature searches, access articles that need to be obtained from outside sources, and provide education on literature searching resources and techniques, and bibliographic tools.

General Contact info:

Phone: 720-777-6400

Fax: 720-777-7152

E-mail: library@childrenscolorado.org

CU Anschutz Health Sciences Library

The [Health Sciences Library](#) provides extensive resources, including online resources that are available to CU faculty both on and off campus. These include point of care tools, such as ClinicalKey and UpToDate, and access to more than 30,000 online journals. It is staffed by 40 librarians and paraprofessionals who provide services such as professional searches and technology troubleshooting. The physical location contains more than 30 collaborative meeting and study spaces, wireless internet, and a computer commons with 50 computer workstations. Literature searches performed on the [PubMed link](#) on the [website](#) provide links to the online articles. Those located off campus will need to enter University credentials to access the articles.

General Contact info:

Phone: 303-724-2152

E-mail for help: AskUs@hsl.ucdenver.libanswers.com
