**\*\*\*\* \*\*\*\*, MD Leadership/Administrative Service**

As an Assistant Professor, I was new to many of my leadership and administrative experiences. This period of growth allowed me to take on more advanced leadership roles. To demonstrate the impact of my leadership and administrative service, I would like to highlight here two awards I have received:

UAMS College of Medicine Excellence in Service and Professionalism. Awarded the inaugural Excellence in Service and Professionalism award as part of the Dean’s College of Medicine Clinical Excellence Awards. Awardees are nominated by peers and selected by a Dean’s Excellence in Clinical Medicine Awards Selection Committee.

Award received December 2019.

UAMS Department of Emergency Medicine Kindness Award. Recognized in the program for always being kind and thoughtful to others. Awarded by the UAMS Emergency Medicine Residents, June 2020.

My excellence in Leadership and Administrative Service has centered around my involvement in three areas: the UAMS Department of Emergency Medicine, the UAMS College of Medicine, and nationally through the Society for Academic Emergency Medicine.

UAMS Department of Emergency Medicine

*Residency Leadership and Administration*

I have the honor of serving as a Core Faculty member for the emergency medicine residency. I have served on the residency Clinical Competency Committee for ten years in this role. This committee meets quarterly to review every resident in detail to ensure they are progressing appropriately. I also provide administrative oversight and content expertise for our residency journal club series, part of the residency didactic curriculum. Lastly, combining my residency and research roles, I oversee the progress and approval of each resident’s scholarly project.

This undertaking requires coordinating with all ten senior residents each year and their project mentor to ensure they will meet their deadlines and finish all required project components.

*Research Leadership and Administration*

In support of our research mission, I have been the Associate Director of our Emergency Medicine Research Associates Program since its inception in 2017. This program partners with local undergraduate universities to provide elective credit for college students to serve as research associates in our department. They learn how to perform research through structured coursework and also assist with emergency medicine research projects. My experience in these roles, as well as my grant oversight and personal research success led me to be named as one of the inaugural Co-Chiefs of the Division of Research and Evidence-Based Medicine in 2019. In this role, I oversee budgetary needs, interviewing and hiring for our division, and coordinate research related to the emergency department when it originates outside the Department of Emergency Medicine.

*Departmental and Integrated Clinical Enterprise Leadership*

I have participated in numerous committees during my time as Associate Professor. After being promoted to Associate Professor on the Clinician Educator pathway, I joined our departmental Promotion and Tenure Committee to assist in mentoring other faculty applying for promotion. As mentioned in the Teaching and Mentorship section, I have since mentored four faculty who successfully applied for promotion to Associate Professor. I have also served on the UAMS Department of Emergency Medicine Awards committee, which nominates students and faculty for local or national awards.

Additionally, I am active in several clinical committees, including the Surge Task Force and the Service Line Quality Committee, which work to improve the care of our patients in the ED. Finally, as mentioned in Research and Scholarly work, I have recently been named as the physician Pediatric Emergency Care Coordinator for our emergency department.

As a result of these efforts, in 2022, I was asked by our chair to serve on the Department of Emergency Medicine Executive Committee, which consists of several leaders within our department. This committee assists the chair with strategic planning and making many of the critical and sometimes difficult decisions that are needed.

UAMS College of Medicine

In 2016, I began leading the Evidence-Based Medicine portion of the College of Medicine’s Practice of Medicine curriculum. Since being the course director, I have learned a lot about how to successfully run a course with 170 students from a teaching perspective and administratively. As a result of my success, which is better detailed in the Teaching/Mentoring section, I have been given other opportunities to provide leadership within the College. In 2020, I began serving on the UAMS College of Medicine Student Promotions Committee, a committee with the arduous task of deciding how and when medical students are promoted along their medical school journey. This committee has given me new insights into the College of Medicine’s policies and procedures as well as the students we serve. The following year, I was also asked to serve on the LCME Self Study Task Force, specifically on the Curriculum Objectives and Content Subcommittee. In this role, I reviewed curricular objectives and provided feedback to the task force leaders in preparation for the LCME site visit. This visit, which occurred earlier this year, resulted in successful continued accreditation for the College.

In 2022, because of my work with the Department of Emergency Medicine and College of Medicine, I was selected by the Dean, the late Dr. Susan Smyth, to represent UAMS at the AAMC Mid-Career Women Faculty Leadership Development Seminar held this past December 2022. This conference was incredibly informative and inspiring, and I felt very humbled to be chosen to represent UAMS in this venue.

Society for Academic Emergency Medicine

With my expertise and interest in evidence-based medicine, I have been active in the Society for Academic Emergency Medicine’s (SAEM) Evidence-Based Healthcare and Implementation (EBHI) Interest Group since 2017. This group strives to use evidence-based medicine concepts to advance healthcare at the national level, bringing together experts in EBM and implementation science in emergency medicine. Due to my efforts with this group, I was elected to be Interest Group Chair in 2021 and am proud to have been re-elected twice, with my current term ending in 2024. As chair, I led our group through selecting finalists for and awarding the first Rakesh Engineer Award. Our group started this annual award in honor of the late Dr.

Rakesh Engineer, an emergency physician who was a champion of implementation science. As such, this award is granted to the authors of a high-quality implementation science-related abstract presented at the SAEM annual meeting. I have also led the group in developing didactic and workshop proposals for the SAEM annual meeting, collaborated with the American Board of Emergency Medicine, and wrote letters to the Accreditation Council for Graduate Medical Education advocating for better valuation of faculty peer review, among other accomplishments.

While the EBHI group has been my primary leadership role within SAEM, I have also been active on the SAEM Research Committee (2022 - current) and the SAEM Virtual Presence Committee (2020-2023). The Research Committee strives to advance all aspects of scholarship within SAEM, with grants outreach, educational initiatives, and workshops, among many other important goals. The Virtual Presence Committee aims to improve the virtual presence of SAEM through social media, podcasts, and website design. As part of my work on this committee, I assisted with podcast recordings, serving one year as the Podcasting Subcommittee chair (2022-2023).

Editorial Work

In addition to serving UAMS and SAEM, I have also been active in various editorial roles. I was a chapter author and the section editor for “Medical Illnesses in Psychiatric Patients,” in the book, Behavioral Emergencies for Healthcare Providers, published in 2021. In 2019, I was asked to be the section editor for the “Abstracts” section in the *Journal of Emergency Medicine*. This section publishes summaries of manuscripts that are EM-relevant but published in non-EM journals. These types of papers are often of interest to emergency physicians, so this section outlines the findings of these manuscripts and provides a commentary on the quality of the article and the implications for clinical practice. Being the section editor for “Abstracts” has allowed me to mentor faculty and residents in our department to author many of these published peer-reviewed journal summaries. While not a full peer-reviewed manuscript, this provides scholarship opportunities for our residents and junior faculty while increasing the national presence of our department.

Peer review is another aspect of my editorial work that I feel is very important. I serve as a peer reviewer for several journals, performing approximately 3-4 peer reviews per year. I also review

abstracts for the Society for Academic Emergency Medicine’s annual meeting (about 50 abstracts per year). Not only does this help maintain the integrity of science, but it also keeps me up to date on new research in our field.

Conclusion

I take very seriously the importance of administrative service and providing high-quality leadership. I have been fortunate to have had many leadership opportunities that have helped shape my leadership style. As shown here, Leadership and Administrative Service is one of my areas of excellence, and I hope to continue to rise as a leader in the coming years.