

Partners Office for

# Women's Careers

at MGH

### Staff at Office for Women's Careers

Nancy J. Tarbell, MD: *Director*  
 Rebecca Starr, MBA; MSW: *Program Manager*  
 Brenda I. Vega, *Staff Assistant*



### FROM THE DIRECTOR

Dear Colleagues:

We hope you enjoyed your summer and are looking forward to the start of the new academic year. We would like to give a special welcome to all new faculty. Please take a moment to check with any new women faculty in your department to be sure they know about our office and that they request to be added to our mailing list.

Rebecca Starr has added a new column, starting with this edition of the newsletter, on promotions. Promotion of women faculty is a clear priority of our office. We hope you find it useful. As always, we welcome your input.

Sincerely,

Nancy J. Tarbell, MD



MASSACHUSETTS  
 GENERAL HOSPITAL

### SEPTEMBER IS WOMEN IN MEDICINE MONTH

IN COMMEMORATION of Women in Medicine Month, the Office of Women's Careers is sponsoring our annual lecture,

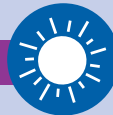
### *Women in Science: Shattering the Glass Ceiling?*

featuring **Dr. Elga Wasserman**, scientist, lawyer, and author of *The Door in the Dream* who will discuss possible causes for the imbalance of women at the top and steps that institutions can take in order to remove the barriers. This program will be moderated by

**Marjorie Clapprod**,

former MA State Representative and WRKO talk show host, and co-chair for the Women's Leadership Fund for the Democratic National Committee.

Sept 15 12 to 1:30 pm in the Ether Dome  
 Bulfinch Building, 4th floor



### SPOTLIGHT ON WOMEN



Tracy

**Erin Tracy, MD**, Department of Obstetrics and Gynecology, was elected to serve as a Co-Chair for the American Medical Association WPC Women's Caucus which meets at the AMA Annual and Interim meetings.



Woo

**Elaine Woo, MD**, Internal Medicine, has been elected to the MGPO Managed Care Contracting Committee.

## GET THE FACTS about promotions ...

## Q: How do you get promoted after being at HMS for 10 years or longer?

### A: *By the longer service criteria.*

Steps for faculty to follow to get promoted by the longer service criteria:

#### 1 Make sure you fit the criteria

- Ten (10) years or more of meritorious service with evidence of substantial contributions and growth as a teacher and clinician. The major elements of these criteria are teaching and education, clinical practice and care, citizenship, and leadership, and evidence of substantial contribution and growth in the above areas is very important.
- There is **no requirement** for written scholarship.
- See purple book:  
<http://www.hms.harvard.edu/fal/handbook/purplebook>

#### 2 Complete your CV using the HMS format

- If help is needed, schedule an appointment with Dr. Mary Clark during her scheduled monthly visits to MGH, by calling the OWC office at 724-5229.

#### 3 Consult with those above you

- Talk to your Unit Chief/Division Chief/Supervisor about your readiness to be recommended for a promotion.
- Give him/her:
  - your current CV
  - a list of 6 or 7 names of people who could write you a letter of reference from colleagues who are most familiar with your contributions in the clinical, teaching, and administrative areas.

#### 4 At this point, each hospital department has its own internal procedures for

- Requesting the letters of recommendation
- Submitting the packet to the Department Chair
- Submitting the packet to the Internal Review Committee
- Submitting the packet to a review team of a Joint Executive Committee, if necessary

#### 5 Once all the approvals are granted, the Department Chair writes the formal letter for nomination of promotion to Assistant Professor and must fill out and sign the HMS form called “Form for Initiation of First Term Appointments and Promotions.”

#### 6 All documents are put together in a packet and submitted to the HMS Office for Faculty Services. The office will then distribute the packet to the members of the Longer Service promotions committee. The committee, which meets every other month, deliberates and then renders a recommendation to the Dean.

#### 7 Dean makes a final recommendation and transmits it to the President and Provost of Harvard University. They give final approval.

*Note that this entire process, from start to finish, can take up to 4 to 6 months to complete.*

## Have you visited our website recently?

You should ... you will find a lot of interesting items and resources on it.

[www.massgeneral.org/womenscareers](http://www.massgeneral.org/womenscareers)



## PROFESSIONAL DEVELOPMENT

### 1 2003 AAMC Annual Meeting

November 7 to 12, 2003 in Washington, D.C.

For more information:

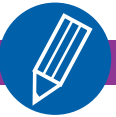
<http://www.aamc.org/meetings/annual/2003/start.htm>

### 2 Leadership Development for Physicians and Scientists

Conference Center at Harvard Medical, Boston, Massachusetts

April 1, 2 and 3, 2004

An extremely well received course, this is the second year in a row that this course is being offered for HMS faculty who are in the early stages of leadership and have responsibility in a grant program, laboratory, course, or clinical unit. This is not for chairs of departments or divisions. The goal of the program is to build on their knowledge base and skills to enhance their professional development as administrative leaders in academic medicine. Participants will acquire skills in institutional organization, health care economics, legal and regulatory issues, and the full spectrum of communication skills. *Women and minorities are particularly encouraged to apply.* Course limited to 50 participants. The course is being organized in a collaborative effort between our office and other HMS affiliated institutions. Information about the application procedure will be forthcoming.



## OF NOTE

### 1 Women in Medicine Program at national office hires new leader

#### *AAMC hires new AVP for faculty development and leadership programs*

Diane Magrane, MD, will join the AAMC staff as Associate Vice President for Faculty Development and Leadership Programs. Dr. Magrane is currently professor of obstetrics and gynecology and associate dean for medical education at the University of Vermont College of Medicine.

She served as president of the Association for Professors of Gynecology and Obstetrics in 2002, is a founding member of the Alliance for Clinical Education, and has also served as a survey team member for the Liaison Committee for Medical Education.

In her new position at the AAMC, Dr. Magrane will be responsible for the **Women in Medicine Program**, the Faculty Affairs Forum, executive development programs in the Division of Medical School Affairs, and will lead an association-wide effort to enhance and expand faculty and leadership development offerings.

Dr. Magrane will join the AAMC upon completion of a six-month sabbatical.

### 2 Grant Gender Parity

Dr. Tayyaba Hasan presented a preliminary report on the grant gender parity study for The Massachusetts General Hospital that was conducted. This was part of a broader Harvard-wide study being conducted by the Joint Committee on the Status of Women, Harvard Medical School. Here are the main findings:

- Women have the same rate of success in obtaining NIH funding as men.
- Women are awarded the same or a slightly higher percentage of the requested funds.
- In absolute amounts, women receive fewer dollars, which is most likely attributable to lower requests.
- Only about 21 percent of the total grant applications are submitted by women.

This study will continue and is expected to help us understand the reasons for the differences in funding levels and how to decrease this differential.



## RESOURCE FILE

**CAREER/WORK-LIFE****HMS Promotion Office**

Mary Clark, PhD, Associate Dean for Faculty Affairs at HMS is available to meet with faculty at the MGH site for one morning per month. She can meet with you to talk about your academic careers, CVs, and the Harvard Medical School promotion process.

**Burr Conf. Rm. 1 Bartlett Hall Extension:**

September 18	8:30-12:30 pm
October 16	8:30-12:30 pm
November 20	8:30-12:30 pm
December 18	8:30-12:30 pm

To schedule an hour appointment, please call our office at 617-724-5229.

**HMS Promotion Criteria in Writing**

<http://www.hms.harvard.edu/fal/handbook/purplebook>

**Harvard Ombuds Office**

The Ombudsperson, Linda Wilcox, is an impartial complaint handler who strives to see that people are treated fairly and equitably at HMS, HSDM, and HSPH. The Ombudsperson will provide you with a safe forum to voice your concerns, evaluate your situation, organize your thoughts, assess your feelings, and decide what is important and relevant to your specific circumstance. Such issues as Sexual Harassment, Racism and other discrimination, Scientific/Professional Misconduct, Intellectual Property, Ethics, Personality Conflicts, and Fear of Retaliation are safely discussed. The Ombudsperson will be at MGH to meet with you on the following dates:

Sept. 10	10-12 noon
Oct. 22	1-3 pm
Nov. 19	10-12 noon
Dec. 17	1-3 pm

To schedule an appointment, please call Linda Wilcox directly at 617-432-4040.

**Employee Assistance Program at MGH**  
617-726-6976

The EAP is a workplace-based consultation, short term counseling, information and referral program for employees of MGH. The EAP has helped thousands of employees put their problems in perspective and get the help they needed to be happy and productive. All EAP services are strictly confidential and free-of-charge. If you have a difficult situation

that is causing stress at work or at home, or affects your personal health and happiness, you may wish to contact the EAP. EAP consultants have graduate level training in a variety of mental health disciplines. The EAP also presents a variety of work-life focused workshops for hospital employees.

**Harvard Medical Center  
Office of Work and Family**  
617-432-1615

Offers childcare resources, elder care information and referral, lunchtime seminars on issues of concern to parents with children of all ages as well as those caring for aging relatives, who are attempting to balance work and family life.

**Professional Staff Benefits Office at  
MGH/MGPO**

This office's charge is to develop and administer a high quality and cost effective employee benefits program specific to the interests and needs of 2000 employed Professional Staff and 1500 Residents and Fellows. Programs under active management include health and welfare benefits, pension benefits, deferred compensation plans and professional liability (malpractice) insurance.

For assistance call or visit the Professional Staff Benefits Office located at: Massachusetts General Hospital, Bulfinch Building, Suite 126  
Phone: 617-726-9276; Fax: 617-726-2252

**CHILD CARE**

Website for information on Child Care at MGH:  
<http://www.massgeneral.org/childcareservices>.  
To request information, please call Sheryl Lauber Weden at 617-724-9751

**MGH Backup Child Care Center,  
Warren Lobby**

Info: 617-724-7100

- Monday through Friday, 7 am to 6 pm
- Designed for toddler, pre-school, and school age children
- Intended to assist employees of MGH and Partners, as well as patients, when their primary care falls through or when school is closed.

**Parents in a Pinch**

[www.parentsinapinch.com](http://www.parentsinapinch.com)

An employee benefit that offers back-up child care for emergencies. This compliments the service already in place for employees in the Warren Lobby, which is called the MGH Backup Childcare Center.

- Childcare is available 24 hours/day, 7 days/week in your home.
- Cost is \$10 per hour for one child, \$1 per hour more for each additional child.

Call Parents in a Pinch directly at 617-739-5437 to request childcare. Be certain to identify yourself as an employee of Mass General Hospital and provide your MGH Employee ID number.

**MGH Children's Center,  
Captains Quarters, CNY**  
Info: 617-726-5437

- First priority for Partners HealthCare System employees
- 6 weeks to 5 years old open 6:15 am to 5:45 pm Monday through Friday – 65 kids/day. There is a waiting list.

**The Children's Quarters at the MGH  
Institute of Health Professions at CNY**  
Info: 617-726-6010

- Priority to Partners employees and the Charlestown community
- Full time/Part time daycare for Preschool and Kindergarten children ages 2.9 to 6 years old
- Open 6:15 am to 5:45 pm, Monday through Friday
- 49 available slots

**WEBSITES**

Financial  
Social Security Online For Women  
<http://www.ssa.gov/women>

**MomMD®**

"The leading online community for women in medicine. Women at all stages of their medical career can find information and resources to balance and enrich their professional and personal life. Connect with other women across the world."  
<http://www.mommd.com/>

NIH Achieving Xcellence - Advancing Women in Science  
<http://www4.od.nih.gov/axxs/default.htm>

**Research**

<http://mgbra.partners.org/>  
<http://crnet.mgh.harvard.edu/home/home.asp>  
<http://grants1.nih.gov/grants/oe.htm>  
<http://www.aamc.org/>  
<http://www.hms.harvard.edu/fal/facfel.html>



## AWARDS

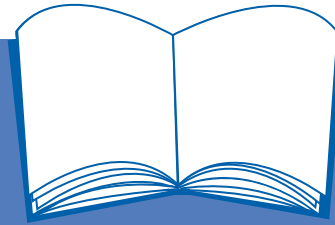
Congratulations to the MGH women faculty who were winners of the **50th Anniversary Awards** from the Harvard Medical School for the year 2003:

**Elena Arystarkhova**, Instructor in Surgery  
*Margaret H. Walter & Daughters Fellowship*

**Melinda Fan**, Instructor in Pathology  
*MGH Pathology Fellowship*

**Madhusmita Misra**, Instructor in Pediatrics  
*MGH Fellowship in honor of Rita Kelley*

These 3 MGH women faculty were among the 17 overall faculty from HMS affiliated institutions selected by the committee to receive these awards.



### UTILIZE OUR LENDING LIBRARY FOR WOMEN FACULTY!

A list of all the books we have available is available on our website at [www.massgeneral.org/womenscareers](http://www.massgeneral.org/womenscareers).

Books may be borrowed for up to a month at a time.

You may check out the books through Brenda I. Vega (OWC Staff Assistant) at Bulfinch 360 anytime between 8:30 and 5 pm.

### *Do not despair – Look how women were perceived in 1955!*

Read this article that appeared in a newspaper 48 years ago, in 1955. Yes, we do have obstacles but look how far we have progressed since then. Maybe in another 48 years our daughters will look back on how we are today with the same disbelief.

*Housekeeping Monthly* 13 May 1955



### *The good wife's guide*

- Have dinner ready. Plan ahead, even the night before, to have a delicious meal ready, on time for his return. This is a way of letting him know that you have been thinking about him and are concerned about his needs. Most men are hungry when they come home and the prospect of a good meal (especially his favourite dish) is part of the warm welcome needed.
- Prepare yourself. Take 15 minutes to rest so you'll be refreshed when he arrives. Touch up your make-up, put a ribbon in your hair and be fresh-looking. He has just been with a lot of work-weary people.
- Be a little gay and a little more interesting for him. His boring day may need a lift and one of your duties is to provide it.
- Clear away the clutter. Make one last trip through the main part of the house just before your husband arrives.
- Gather up schoolbooks, toys, paper etc and then run a dustcloth over the tables.
- Over the cooler months of the year you should prepare and light a fire for him to unwind by. Your husband will feel he has reached a haven of rest and order, and it will give you a lift too. After all, catering for his comfort will provide you with immense personal satisfaction.
- Prepare the children. Take a few minutes to wash the children's hands and faces (if they are small), comb their hair and, if necessary, change their clothes. They are little treasures and he would like to see them playing the part. Minimise all noise. At the time of his arrival, eliminate all noise of the washer, dryer or vacuum. Try to encourage the children to be quiet.
- Be happy to see him.
- Greet him with a warm smile and show sincerity in your desire to please him.
- Listen to him. You may have a dozen important things to tell him, but the moment of his arrival is not the time. Let him talk first – remember, his topics of conversation are more important than yours.
- Make the evening his. Never complain if he comes home late or goes out to dinner, or other places of entertainment without you. Instead, try to understand his world of strain and pressure and his very real need to be at home and relax.
- Your goal: Try to make sure your home is a place of peace, order and tranquility where your husband can renew himself in body and spirit.
- Don't greet him with complaints and problems.
- Don't complain if he's late home for dinner or even if he stays out all night. Count this as minor compared to what he might have gone through that day.
- Make him comfortable. Have him lean back in a comfortable chair or have him lie down in the bedroom. Have a cool or warm drink ready for him.
- Arrange his pillow and offer to take off his shoes. Speak in a low, soothing and pleasant voice.
- Don't ask him questions about his actions or question his judgment or integrity. Remember, he is the master of the house and as such will always exercise his will with fairness and truthfulness. You have no right to question him.
- A good wife always knows her place.

**EDITOR**  
**Rebecca Starr**

Please send your input, ideas,  
suggestions and comments to the editor at  
[rstarr@partners.org](mailto:rstarr@partners.org)

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**Massachusetts General Hospital**  
Bulfinch 360  
55 Fruit Street  
Boston, MA 02114  
Phone: 617-724-5229  
FAX: 617-726-0568

<http://www.massgeneral.org/womenscareers/>

**FALL NEWSLETTER 2003** Office for Women's Careers at MGH - *A Resource for Women Faculty*



## FUNDRAISING TIPS

# Fundraising Advice ... 1 Tip at a Time

Fundraising is an increasingly important factor in getting your research projects funded. With that in mind, we are dedicating a small portion of this newsletter to offering you tips on how to be a better fundraiser.

### *1st Tip*

*Translate the funds you're seeking into terms your audience can relate to.*

Your project will have more appeal if you make it personal for the potential donor. To the lay person medical research isn't about publishing and petrie dishes, it's about the promise of curing someone engulfed by a disease or easing their pain. There's an old saying in fund raising that "people give to people, not to projects." Strive to translate what your needs are for funding into what your project will do for people and what it means to you personally to be doing this work.

Of course, if you have any questions about fundraising, please don't hesitate to contact Amy Fontanella in the Development Office at 4-6426.

## *Have you changed your mailing address?*

If so, please remove the mailing label from this newsletter, cross out the old address, write in the new one and send it to:

Brenda I. Vega, *Staff Assistant*  
Office for Women's Careers  
Bulfinch 360



## WAM COMMITTEE MEMBERS

### *Women in Academic Medicine Committee at MGH*

Jane D. Claffin	Anne Klibanski, MD	Peggy Slasman
Jean Elrick, MD	Ron S. Newbower, PhD	Dorothy Terrell
Anne Fishel, PhD	Britain Nicholson, MD	Erin Tracy, MD, MPH
Amy Fontanella	Elena Olson, JD	Debra Weinstein, MD
Judy Friend	John Parrish, MD	Wendy Caroline West, PhD
Tayyaba Hasan, PhD	Nancy Rigotti, MD	Anna Yoo, MD
Elaine Hylek, MD	Jerrold F. Rosenbaum, MD	Anne Young, MD, PhD
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