



Fill in the Blank: “Department administration is _____”

Susan Kline, Duke University

May 21, 2017



Department of Pediatrics

Duke University School of Medicine



Duke Children's

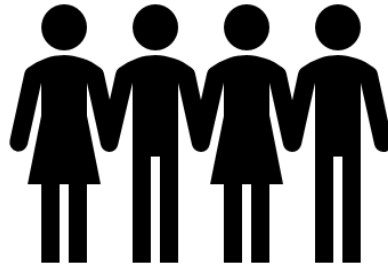
for you Pen.



Today's Purpose

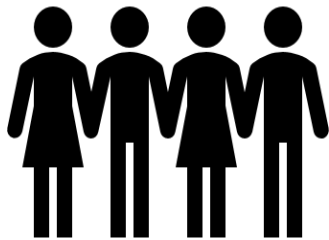
- To: Describe Department's administration structure in supporting the clinical, education, research and advocacy missions
- In a way that: Clearly identifies administration roles/responsibilities towards our mission of supporting our faculty, trainees and staff
- So that: There is an understanding of how administration works with others and the value they bring

Defining Administration



ADMINISTRATION





ADMINISTRATION

=



+



BUSINESS

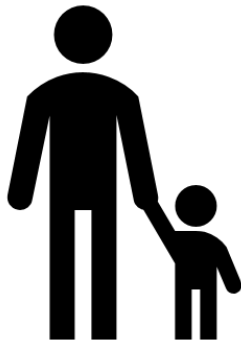
MEDICAL/SCIENTIFIC
(PHYSICIAN, SCIENTIST, NURSING, ETC)



EDUCATION



ADMINISTRATION



CLINICAL



RESEARCH





ADMINISTRATION

=



+

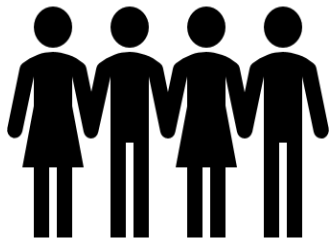


BUSINESS

MEDICAL/SCIENTIFIC
(PHYSICIAN, SCIENTIST, NURSING, ETC)

MEDICAL CENTER

HOSPITAL PRACTICE PLAN SOM
DEPARTMENTS/CENTERS/INSTITUTES
DIVISIONS
SECTIONS/LABS/PROGRAMS
INDIVIDUAL



ADMINISTRATION

=



MEDICAL/SCIENTIFIC
(PHYSICIAN, SCIENTIST, NURSING, ETC)

+



BUSINESS

DEPARTMENT-LEVEL

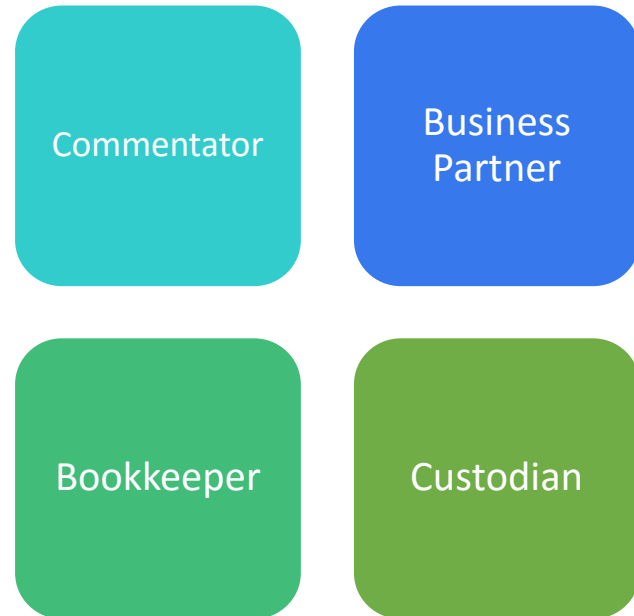
Who We Are and What We Do

Department of Pediatrics



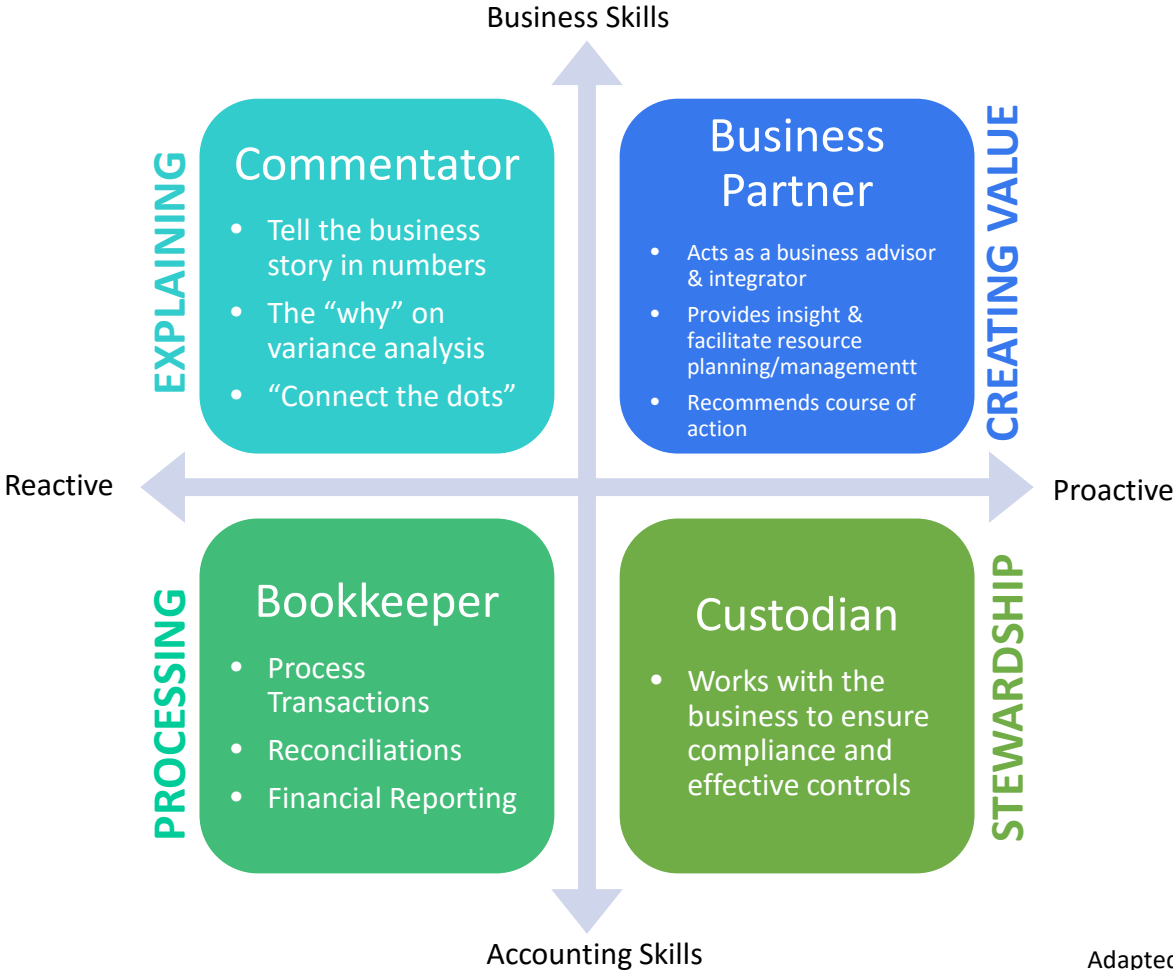
Our Roles

- **Bookkeeper** – focus on processing
- **Custodian** – focus on stewardship
- **Commentator** – focus on explaining
- **Business Partner** – focus on creating value



*Adapted from BridgeForward LLC

Our Value



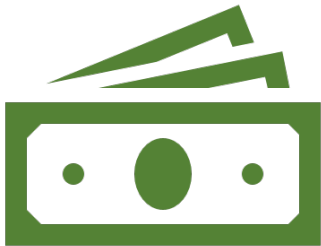
Adapted from BridgeForward LLC

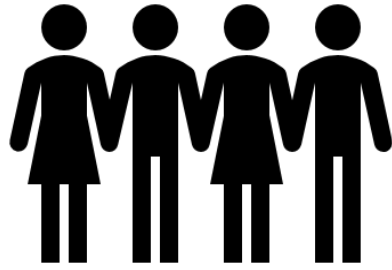
Summary

Department of Pediatrics



BUSINESS





ADMINISTRATION



Questions/Comments

Department of Pediatrics