Pediatric News
An electronic newsletter from the Department of Pediatrics

February 2014

Spotlight: Pediatric Administration

The UNMC Department of Pediatrics is a large, multi-specialty organization that operates in multiple locations. The mission of the department is to strive to improve the well-being of all children. We want to be recognized by UNMC, the region, and the nation as a center of excellence and innovation in health care, scholarship, education, service, and advocacy.

We currently have approximately 100 full-time faculty, 65 staff members, and 50 residents and fellows. Staff interact with other entities on a daily basis, supporting our missions in clinical service, education, and research.

Pediatrics Administration staff members provide support and guidance consistent with UNMC policies and with department practices. These individuals serve as the primary departmental points of contact with other UNMC departments and offices, and with external entities. They are a resource for assistance with financial, personnel, and compliance matters.

Pediatrics Administration offices are located at the UNMC campus, on the fifth floor of University Hospital, and at Children's Hospital & Medical Center on the third floor of the Scott Pavilion.

Pediatric Administration Team

Administrator

Marlene Haskell
402-559-8835
(Office at UT 5138)

- Coordinates facilities issues and office space planning
- Prepares the department’s operating budget
- Monitors and supports research activities
- Monitors department finances

In This Issue

- Pedi Admin Team
- Wiltse Award Nominations
- Save the Date

Upcoming Events

Feb 6 | 5:00 PM
Clinical Service Chiefs & Division Chiefs
CHMC Board Room

Feb 17 | 12:00 PM
Writing Group
UNMC UT 7412

Feb 27 | 7:00 AM
Faculty Meeting
CHMC Glow Aud.

Journal Club*
Feb 12 | 12:00 PM
A. Collard
C. Bloom

Patient Mgmt Conf.*
Feb 4 | 8:00 AM
K. Greenwood

Feb 11 | 8:00 AM
M. Ripp

Feb 18 | 8:00 AM
K. McKillop

Feb 25 | 8:00 AM
Pediatric Chief Residents

*Journal Club and Patient Mgmt Conf is teleconferenced from CHMC Glow Aud. to UNMC UT 7412
• Monitors financial compliance issues
• Manages personnel issues
• Maintains communication with divisions
• Approves travel authorizations for faculty and staff
• Approves department expenditures
• Manages the UNMC Durham Outpatient Center Specialty Clinic
• Serves as the department contact for clinical billing issues

Administrative Assistant to Department Chair
Pat McDonald
402-559-6400
Primary location at Scott Pavilion offices; Mondays & Thursdays at UNMC

• Provides administrative support for the Chair
• Manages the Chair’s calendar
• Assists the Chair with recurring projects (Promotion & Tenure, faculty evaluations, student letters)
• Updates faculty information and publications in UNMC Academic Department Information System (ADIS)
• Provides assistance to the Pediatric Research Office and residency program

Human Resources/Administrative Business Associate
Nichole Nervig
402-559-8854
(Office at UT 5133)

• Coordinates credentialing issues for providers
• Maintains faculty and staff time sheets
• Coordinates faculty and staff recruitment
• Maintains personnel records
• Coordinates FMLA leave matters

Senior Accountant
Chris Pickett
(Office at UT 5132)
402-559-8896

• Prepares financial statements for the institutional affiliation
• Submits invoices for payment by UNMC
• Submits check requests to Children’s Specialty Physicians
• Manages the appropriate charging of personnel costs to department accounts
• Enters journal transfers in the UNMC SAP accounting system
• Reconciles department purchasing cards (credit cards)

Call for Nominations
During Dr. Hobart Wiltse’s tenure at the University of Nebraska Medical Center, he became known as one of the outstanding educators on campus, influencing many students to pursue pediatrics as a career. His Socratic approach to medical education, combined with a zest for analyzing clinical problems by re-introducing relevant basic science
concepts, impacted not only medical students but also house officers. This approach to medical education has been modeled by many educators on this campus - many of whom learned this style from Dr. Wiltse.

To honor his legacy on this campus, the Hobart E. Wiltse, M.D., Ph.D. Excellence in Medical Education Award has been created to acknowledge a faculty member who embodies the example Dr. Wiltse set in his illustrious career.

Nominations will be accepted for this award until February 15th and emailed to Gary Beck (gbeck@unmc.edu).

Nominees must be full-time faculty in the Department of Pediatrics at the University of Nebraska Medical Center or Creighton University Medical Center.

Please feel free to contact Gary Beck (gbeck@unmc.edu) if you have any questions about this.

Save the Date

Pediatric Research Forum
May 15, 2014
Children's Hospital & Medical Center

Pediatric Residency Banquet
May 16, 2014

More information will be emailed this spring!