



Curriculum Inventory Report: Reporting Made Easy



Medical College of Georgia
Department of Medicine



CIR: A Two Step Process

A CIR is made up of two steps:

Prospectively LaToya Ward (Office of the Registrar) sends out a CIR Supplemental Data Form. On this form your section will accurately estimate the number of hours that your physician's spend instructing residents/students/ fellows.



Retrospectively a typed CIR will be sent by Gerald Aldridge (Office of Operations) to your section. Review every physician's report for accuracy and omissions. Afterwards, provide each physician with his or her corresponding CIR. Once it has been evaluated, note corrections, if any, and return the CIR to the Department of Medicine.

Helpful Web Site:

www.mcg.edu/students/Registrar/CirInformation.htm

Why Calculate a CIR?

Accurate calculations:

- allow for better operational planning and improved record keeping
- insure appropriate academic funding
- help determine rank and tenure for every physician



What Constitutes A CIR?

There are six parts:

- Lecture Hours
- Seminar Hours
- Laboratory Hours
- Clinic Hours
- Other Hours
- Preparatory/Administration Hours





Lecture Hours

Defined:

Involves a presentation by a faculty member to students/residents/fellows with minimal contribution from the audience

Includes:

- Lecture Presentations: add scheduled class time
- Grand Rounds: add scheduled class time



Seminar Hours

Defined:

Involves a meeting whereby a faculty member monitors a group discussion lead predominantly by students/residents/fellows

Includes:

- Journal Clubs: add two hours for each periodic meeting
- Conferences & Board Reviews: add one hour for each faculty member present
- Morning Report & Other Meetings: add one hour for each faculty member present



Laboratory Hours

Defined:

Involves any faculty run laboratory work (i.e. performing/observing experiments and dissections) in which students/residents/fellows are not actively involved with the treatment of a live patient

Includes:

- Labs/Research: use scheduled class time



Clinic Hours

Defined:

Involves faculty teaching of students/ residents/fellows while in the process of treating live patients (Includes time spent at the VA)

Includes:

- Supervision on Floors (Wards): add two hours for each day spent on wards
- Consults: add one hour for every four hours spent on consults
- Fellow's Clinics: add one hour for every hour spent in clinic
- Faculty Clinics: add one hour for every four hours spent in clinic



Other Hours

Defined:

Involves time used for other academic requirements

Includes:

- Counseling or Interviewing Medical School Applicants: add one hour per meeting
- Advising Students/Resident/Fellows: add 30 minutes
- Feedback on Evaluations: add 30 minutes
- Attendance at Graduate Medical Education Committee Meetings, Residency and Student Program Evaluation Committee Meetings: add one hour per meeting



Preparation/Admin Hours

Defined:

Involves time used by faculty to prepare for academic activities

Includes:

- Preparation for Lecture/Grand Rounds: add two hours for each hour of class time
- Contacting Guest Speakers: add 15 minutes

Example: Predicting Hours

- Lecture:
weekly lecture (2hrs) x 16 weeks = **32 hrs.**
- Seminar:
monthly journal club (2 hrs) x 4 months = **8 hrs.**
- Laboratory:
none scheduled
- Clinic:
fellow's clinic (16 hrs weekly) + faculty clinic (5 hrs weekly) + consults (112 hrs total)
fellow's clinic (16 hrs) x 16 weeks = 256 hrs
faculty clinic (5 hrs) x 16 weeks = 80 hrs
112 hrs + 256 hrs + 80 hrs = **448 hrs.**





- Other:
GMEC (1 hr quarterly) + RPEC (1 hr quarterly) =
2 hrs
- Prep/Admin:
lecture hrs (32 hrs) x 2 = **64 hrs**


At the end of the semester check these predicted calculations against your records (i.e. clinic schedules, meeting attendance sheets, physician statements and so on).



Real World Example

Course: 5000


Spring 2006 Predicted




Name	Lecture	Seminar	Lab	Clinic	Other	Prep/Admin
Dr. A	12	0	0	166	3	25
Dr. B	12	0	0	77	0	20
Dr. C	12	0	0	152	3	20

Changes Can Be Substantial!

Spring 2006 Recalculated



Name	Lecture	Seminar	Lab	Clinic	Other	Prep/Admin	Gain/Loss
Dr. A	32	8	0	148	1	64	47
Dr. B	6	0	0	81	0	12	-10
Dr. C	32	8	0	448	2	64	367



Gain/ Loss	34	16	0	282	-3	75
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