

February 12, 2021

Hi Everyone.

One of my goals during my mandate as Chair-Chief was achieving and maintaining operational administrative efficiency. I sit in the middle of an administrative web that must process a large number of never-ending requests (trust me they are like the tides) in a timely, accurate and thorough manner. These include items relating to one's entire professional journey at both the hospital and university; recruitment, appointments, renewal, annual evaluations, nominations for awards, promotion, and retirement. As well, the administrative web must service issues related to payments and grant administration. Furthermore we have a responsibility for much of the administrative needs of our learners at the undergraduate and postgraduate levels that relates to assessments, application, financial support and tuition. We need to be mindful that these processes are not static and that issues related to accreditation and accountability impose additional bureaucratic responsibilities as time passes. If it works well, as I know it has for the most part, Department members are largely unaware of the team that supports these efforts. In this Departmental Acknowledgement I want to express my personal gratitude, appreciation and recognition to the individuals mentioned. This team will play an important role in a seamless transition to my successor and indeed will play a key role in ensuring Departmental continuity while my replacement gets up to speed.



Evangelia Ozek, Anna-Maria Henderson, Marlene Davis, Josie Colubriale



Sylvia Markhauser, Sally Crawford, John Batt, Natalie Ross

At the hospital level, my current administrative assistant **Evangelia Ozek** is the point person. An MUHC veteran she is experienced enough to correctly direct, respond and quickly process hospital related matters. Evangelia needs to interact seamlessly with **Cathy Martell** who is Bob Barnes' AA and the 'Doyenne' of all matters pertaining to PEMs and hospital appointments. Like Evangelia, Cathy is a no-fuss individual who steadfastly gets the job done.

Overseeing the McGill side of the ledger is our AEC-9 Interim Director **Anna-Maria Henderson** who only recently started with us but is a long term veteran of the Faculty of Medicine. We benefit from her extensive experience and personal networks that cut through the bureaucratic chaff. Key individuals working in our AEC tending to our Departmental efforts are **Marlene Davis** and **Josie Colubriale** handling Academic Affairs, and **Sally Crawford** for all matters financial and keep our website up to date. **John Batt** manages both the details of our weekly Grand Rounds (and can take a good part of the pivot to virtual this year) as well as assembles from submissions the Department's well received weekly newsletter Paeds Reads.

Finally there is a duo overseeing our Departmental Practice Plan (MSSA). The MSSA is an essential element in leveraging our academic productivity. **Sylvia Markhauser** coming on 6 months into the pandemic last Fall handles the administrative details of accounts receivables, accounts payables, banking, the Health-Dental benefit plan, electronic votes and responding to members' queries. **Natalie Ross** is our MSSA Special Projects point person and can take much of the credit for the successful roll out of our recruitment of non-CaRMS and non-visa-sponsored trainees that has done much to revitalize our academic activities.

Please join me in expressly thanking the individuals above. No doubt each of the training programs have their own Student Affairs individual who play a critical role in supporting their sector and trainees.

Have a great weekend and don't forget to make Sunday a special St Valentine's Day. We could all do with a little more love in these challenging times.

Have a great weekend everyone!

Michael

Michael Shevell, MDCM, FRCPC, FCAHS
Chairman, Department of Pediatrics
Professor (with Tenure)
Departments of Pediatrics and Neurology/Neurosurgery
McGill University

Guyda Chair in Pediatrics

Pediatrician-in-Chief
Montreal Children's Hospital/
McGill University Health Centre (MUHC)

Follow Me on Twitter: @McGillPeds