GME Academic Manager
Detailed Job Description

HR Job Title:
Academic Program Manager, Job Code: 2059, Grade E Exempt

Job Summary
Develops and administers academic program by designing curriculum, negotiating contracts and program funding, solving related problems and evaluating and redesigning programs. Manages resident/fellows, collaborates with departments and faculty to develop course, academic and research programs.

Qualifications
1. Bachelor’s degree in a related area plus three years of experience in budget, grant and program management or equivalency required
2. Experience with developing and implementing program ideas into successful academic programs
3. Ability to work independently and pay close attention to detail
4. Excellent communication and interpersonal skills including written and verbal, problem solving, diplomatically handling problems of a sensitive and/or confidential nature
5. Superior organizational skills
6. Commitment to providing excellent customer service
7. Accounting, bookkeeping, word processing and typing skills may also be required by some departments
8. Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description
9. Required knowledge of the following applications/websites: E*Value, ERAS, NRMP, ACGME WebADS, specialty board, and SmartWeb
10. Required understanding of the Accreditation Council for Graduate Medical Education (ACGME) requirements for Institutional, Common, and specialty program requirements and the accreditation process
11. This position is not responsible for providing patient care

Essential Functions
Administrative Responsibilities
1. Manages day-to-day operations of the program
2. Provides management support for program director, associate program director and residents
3. Co-directs meetings for program committees (residency committee, clinical competency committee, etc.)
4. Updates program policies as needed and as GME office policies change
5. Counsels residents on program policies and procedures
6. Updates competency-based rotation goals and objectives and distributes to residents and faculty annually
7. Produces and distributes manuals/handbooks for residents
8. Produces and distributes annual rotation schedule and changes including entering and updating in E*Value
9. Produces and distributes resident on-call schedules
10. Produces and distributes didactic conference schedule
11. Coordinates program wide events such as graduation
12. Maintains files on current and alumni residents
13. Executes program letters of agreement (PLA) between the program and each participating site
14. Executes housestaff contracts
15. Coordinates and proctors annual specialty in-service examination
16. Maintains residents’ scholarly activity data for GME office and ACGME annual update
17. Communicates directly with specialty board, specialty societies and other organizations
18. Works with the GME office to ensure resident compliance with medical and controlled substance licenses, DEA number, BLS/ACLS/PALS, USMLE, TB test, flu shot, N95 respirator mask fitting, and computer training requirements
19. Reports monthly on-call meal money for residents to the GME office
20. Assists Program Director with Faculty Development and Continuous Quality Improvement

Evaluation/Credentialing
1. Coordinates the distribution, tracking and filing of resident, faculty and rotation evaluations in E*Value
2. Drafts verification of training forms
3. Tracks resident procedures in E*Value (if applicable) and the ACGME Case Log System
4. Monitors residents’ board eligibility status
5. Coordinates semi-annual resident reviews with program director or associate program director, including portfolio review
6. Monitors resident duty hours, runs monthly duty hour violation report and reports violation and action plan to the GME office
7. Processes Moonlighting Authorization Forms
8. Processes summative evaluations for residents’ completing the program or transferring out of the program

Resident Recruitment
1. Manages applications through the Electronic Residency Application Service (ERAS) program
2. Assists program director in screening and inviting candidates for interview
3. Updates recruiting brochures, websites and other materials provided to applicants
4. Reviews the required policy and document packet with interviewee including interview packet checklist and J1 visa forms
5. Schedules candidate interviews with faculty, meeting with residents and tour of facilities
6. Verifies applicant eligibility including program selection policy, Educational Commission for Foreign Medical Graduates (ECFMG) and visa requirements
7. Assists the program director in submitting the rank order list to the National Resident Matching Program (NRMP)
8. Completes annual GME Census Survey through GME Track to populate program’s listing on FREIDA

Program Accreditation
1. Advises program director of ACGME specialty’s program requirement interpretation
2. Maintains accurate and easily retrievable records of resident training
3. Completes annual ACGME program and resident updates
4. Manages data for ACGME Next Accreditation System (NAS)
5. Organizes special/internal review with the GME office
6. Serves as a key participant in ACGME and GME office reviews
Information Technology
   1. Updates specialty board websites annually
   2. Implements and maintains program management software (E*Value)
   3. Develops and maintains program and recruiting webpages

Human Resources
   1. Processes and tracks resident absences both in E*Value and for board qualification
   2. On-boards new residents to the program including orientation
   3. Maintains fellowship and job opportunity files
   4. Monitors resident morale and responds to concerns
   5. Assists in resident remediation
   6. Assists with due process for resident probation and termination
   7. Coordinates resident mentor program

Finance
   1. Oversees residency program budget
   2. Processes additional compensation forms for residents
   3. Manages travel including registering trip, early and final travel reimbursements for program director, associate program director and residents
   4. Processes procurements for the residency program
   5. Processes procurements for residents using their book and travel fund

Professional Development
   1. Attends monthly GME office coordinator meetings
   2. Engages in life-long learning by taking courses the further professional growth, knowledge and expertise to enhance residency program management skills (through human resources, etc.)
   3. Actively participates at a national level in program coordinators’ association (if one exists for the specialty), or other national meetings, e.g. involvement in the annual ACGME Residency Coordinators Program or other relevant graduate medical education committees
   4. Pursues certification through Training Administration of Graduate Medical Education (TAGME)
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