

GME Administrative Coordinator & GME Academic Coordinator Detailed Job Description

HR Job Titles:

Administrative Assistant, Job Code: 0513, Grade D Non-Exempt

Administrative Program Coordinator, Job Code: 0247, Grade D Exempt

Job Summary

Oversees and coordinates a variety of departmental academic and student programs, which may include budgeting and/or complex program or record keeping responsibilities under the direction of a department chair, or administrator.

Qualifications

1. Four years of administrative and/or secretarial experience, preferably in an academic setting, or equivalency
2. Ability to work independently and pay close attention to detail
3. Excellent communication and interpersonal skills including written and verbal, problem solving, diplomatically handles problems of a sensitive and/or confidential nature
4. Superior organizational skills
5. Commitment to provide excellent customer service
6. Accounting, bookkeeping, word processing and typing skills may also be required by some departments
7. Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.
8. Preferred knowledge of the following applications/websites: Medhub, ERAS, NRMP, ACGME WebADS, specialty board, and SmartWeb
9. Preferred understanding of the Accreditation Council for Graduate Medical Education (ACGME) requirements for Institutional, Common, and specialty program requirements and the accreditation process

Essential Functions

Administrative Responsibilities

1. Oversees day-to-day operations of the program
2. Provides administrative support for program director, associate program director and housestaff
3. Administrator for program committees (program evaluation committee, clinical competency committee, etc.)
4. Updates program policies as needed to be compliant with ACGME/GME office
5. Assists housestaff with program policies and procedures
6. Updates competency-based rotation goals and objectives and distributes to housestaff and faculty annually
7. Assists with producing and distributing manuals/handbooks for housestaff
8. Assists with producing and distributing annual rotation schedule and changes including entering and updating in Medhub
9. Assists with producing and distributing housestaff on-call schedules
10. Assists with producing and distributing didactic conference schedule
11. Coordinates program wide events such as graduation
12. Maintains files on current and alumni housestaff
13. Executes program letter of agreement (PLA) between the program and each participating site
14. Executes house staff contracts

15. Coordinates and proctors annual specialty in-service examination
16. Maintains housestaff 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 housestaff 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 on-call meal money for housestaff to the GME office
20. Assist with the Annual Program Evaluation (APE) by preparing a written plan of action, as is required, that delineates specific initiatives to improve performance as well as how to measure/monitor performance.
21. Assist with updating ACGME Annual Program Review (ADS) with Program Director.

Evaluation/Credentialing

1. Coordinates the distribution, tracking and filing of housestaff, faculty and rotation evaluations in Medhub
2. Drafts verification of training forms
3. Tracks housestaff procedures in Medhub (if applicable) and the ACGME Case Log System
4. Monitors housestaff board eligibility status
5. Coordinates semi-annual housestaff reviews with program director or associate program director, including portfolio review
6. Monitors housestaff 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 housestaff completing the program or transferring out of the program

Housestaff 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 housestaff 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 housestaff training
3. Completes annual ACGME program and housestaff 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 (Medhub)

3. Develops and maintains program and recruiting webpages

Human Resources

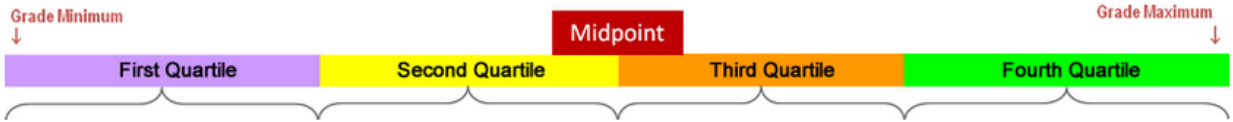
1. Processes and tracks housestaff absences both in Medhub and for board qualification
2. On-boards new housestaff to the program including orientation
3. Maintains fellowship and job opportunity files
4. Monitors housestaff morale and responds to concerns
5. Assists in housestaff remediation
6. Assists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

Finance

1. Oversees program budget
2. Processes additional compensation forms for housestaff
3. Manages travel including registering trip, early and final travel reimbursements for program director, associate program director and housestaff
4. Processes procurements for the program
5. Processes procurements for housestaff using their education and travel funds

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 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 Coordinator program or other relevant graduate medical education committees
4. Support in pursuing certification through Training Administration of Graduate Medical Education (TAGME)



Grade D				
Annual	\$31,600– \$38,299	\$38,300– \$44,999	\$45,000– \$51,699	\$51,700– \$58,400
Hourly	\$15.19– \$18.40	\$18.41– \$21.62	\$21.63– \$24.85	\$24.86– \$28.08

- Meets minimum qualifications of job; however is fairly new to job and field, has little or no direct, related prior experience
- On steep learning curve, building both skills and knowledge as well as ability to handle job responsibilities
- Performs (or has demonstrated capability to perform based on prior experience) some/most job responsibilities with increasing effectiveness
- Possesses most/all of the basic knowledge and skill requirements, but may need to build upon them through experience
- May still be learning some aspects of job or developing expertise to handle them more independently and effectively
- Consistently exhibits many or most desired competencies to perform job successfully
- Performs (or has demonstrated capability to perform based on prior experience) all aspects of job effectively and independently
- Experienced in the job and possesses required knowledge and skills
- Consistently exhibits desired competencies to perform job successfully
- Seasoned and proficient professional
- Expert (or has demonstrated capability to perform as expert based on prior experience) in all job criteria
- Has broad and deep knowledge of own area as well as related areas
- Depth and breadth of experience, specialized skills, perspectives add significant value to institution
- Serves as expert resource and/or role model/mentor to others in similar jobs or to other areas at the College
- Placement in this quartile requires review and prior approval by the Cognizant Vice President and the appropriate Senior Staff member