

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: Medhub, 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 housestaff
3. Co-directs meetings for program committees (program evaluation committee, clinical competency committee, etc.)
4. Updates program policies as needed and as GME office policies change
5. Counsels housestaff on program policies and procedures
6. Updates competency-based rotation goals and objectives and distributes to housestaff and faculty annually
7. Produces and distributes manuals/handbooks for housestaff
8. Produces and distributes annual rotation schedule and changes including entering and updating in Medhub
9. Produces and distributes housestaff 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 housestaff
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 housestaff scholarly activity data for accreditation
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 monthly on-call meal money for housestaff to the GME office
20. Assists Program Director with Faculty Development and Continuous Quality Improvement
21. Manages 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.
22. Update the 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 Minimum



Midpoint

Grade Maximum



First Quartile

Second Quartile

Third Quartile

Fourth Quartile

Grade E				
Annual	\$39,300– \$47,649	\$47,650– \$55,999	\$56,000– \$64,349	\$64,350– \$72,700
Hourly	\$18.89– \$22.90	\$22.91– \$26.91	\$26.92– \$30.93	\$30.94– \$34.95

- 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