

GME Administration Manager Detailed Job Description

HR Job Title:

Administration Manager, Job Code: 1037, Grade F Exempt

Job Summary

Under minimal supervision, responsible for planning, organizing, directing and controlling all aspects of the assigned department's program(s), housestaff, staffing and financial management operations. Acts as a catalyst between the department, program(s) and its housestaff and staff to ensure continuity and quality of service and care.

Qualifications

1. Requires a Bachelor's degree in a related area of assignment or equivalency and four years of progressively more responsible management experience.
2. Background knowledge of assigned department's area and program of specialization in order to analyze, plan and draw conclusions for recommendations to superiors.
3. Demonstrated leadership skills in planning and directing employees/housestaff and processes in order to effectively monitor and develop subordinates and to ensure the smooth operation of program(s).
4. Ability to work independently.
5. Excellent communication and interpersonal skills including written and verbal.
6. Skilled at problem solving, and the ability to handle problems of a sensitive and/or confidential nature.
7. Must have a knowledge of the following applications/ website: MedHub, ERAS, NRMP, ACGME WebADS, and specialty board.
8. Must have an understanding of the Accreditation Council for Graduate Medical Education (ACGME) requirements for Institutional, Common, and specialty program requirements and the accreditation process.
9. Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Essential Functions

1. Forecasts, develops and implements policies and procedures in the areas of housestaff, staff management and program(s) budgetary goals and objectives that are consistent with University of Utah's GME policies and program(s) accreditation.
2. Markets and promotes new and existing programs and services to internal and external students and housestaff.
3. Participates in University-wide committees to establish program(s) standards and administrative program(s) plans and policies.
4. Facilitates cooperative and collaborative community and institutional relationships.
5. Ensures program(s) satisfaction by analyzing complaints, concerns, and suggestions and provides appropriate follow-through.
6. Develops departmental and program(s) strategies consistent with the assigned department's continuous quality improvement program.
7. Ensures competency of staff through the development and/or presentation of educational programs and through ongoing housestaff performance evaluations.

Problem Solving

Often selects from a predetermined list of alternatives and sometimes recommends or changes policy and procedure based upon amount of discretion given by department. Problems would be referred to superior based upon predetermined guidelines set by the program(s) and/or department.

GME Associate Director, Education Detailed Job Description

HR Job Title:

Assoc Dir, Education, Job Code: 1020, Grade F Exempt

Job Summary

Develops and implements policies, programs and financial objectives for assigned program(s) in relation to education and housestaff service functions including (but not limited to) development of curriculum and/or content for classes, lectures, conferences, and other education materials specific to academic, continuing education, and/or international education programs. Participates in preparing program(s) budget and in setting program goals for the department. Ensures continuity and quality of the program(s); and handles communication between University departments, community and national organizations.

Qualifications

1. Bachelor's degree in Business or Public Administration, a related area, or equivalency required; plus six years of progressively more responsible program management experience; and demonstrated leadership, human relations and effective communication skills also required.
2. Ability to work independently with excellent communication and interpersonal skills including written and verbal, problem solving, and the ability to diplomatically handle problems of a sensitive and/or confidential nature.
3. Have a working knowledge of the following applications/ website: MedHub, ERAS, NRMP, ACGME WebADS, and specialty board requirements.
4. Have a thorough understanding of the Accreditation Council for Graduate Medical Education (ACGME) requirements for institutional, common, and specialty program requirements and the accreditation process.
5. This position is not responsible for providing patient care

Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.

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Essential Functions

1. Develops and implements program(s), housestaff & staff management and financial objectives for assigned departments consistent with the University's goals and objectives.
2. Manages program(s)' budget for the department, estimates budgetary requirements for special projects and oversees purchases and inventory.
3. Implements and administers new and existing department programs and services to internal and external students/housestaff. Evaluates program effectiveness with Program Director. May carry out and implement logistic plans and procedures to ensure that the program(s), University of Utah Graduate Medical Education and ACGME needs are met.
4. Participates in the development and interpretation of program(s) and department polices to ensure compliance with the University's Graduate Medical Education and ACGME policies and regulatory requirements. May authorize exceptions to program(s) policy and procedures related to assigned program(s). Ensures compliance with Federal, state and accreditation regulations.
5. Establishes program(s) internal objectives and implements procedures to meet goals. Assists in setting department short and long-term goals for the program(s).
6. Oversees department housestaff/ staff management including recruitment, performance evaluations and retention.
7. Ensures housestaff satisfaction by analyzing housestaff complaints, concerns and suggestions. Provides appropriate follow through to ensure the quality of the program(s).
8. Facilitates cooperative and collaborative relationships with other University programs, the community and other institutions.
9. Authorizes the purchase and implementation of new technology, resources and equipment for the program(s).
10. Serves as part of the department/ Program(s) management team.

Problem Solving

The problems and solutions encountered by this position vary depending on the area and structure of the department. This position frequently addresses problematic situations and often acts a mediator or a negotiator. A major task for this position is to understand the needs of the housestaff/ program(s) and determine what products and services should be provided to meet those needs.

GME Program(s) Manager

Detailed Job Description

HR Job Title:

Program(s) Manager, Job Code: 1046, Grade F Exempt

Job Summary

Under minimal supervision, responsible for planning, organizing, directing and/or controlling all aspects pertaining to a sizable specific program or multiple program functions of assigned department's internal and external housestaff, staffing and financial management operations pertaining to areas including (but not limited to) academic, research, health sciences, and community outreach. Acts as a catalyst between the department and its housestaff and staff to ensure continuity and quality of service and care.

Qualifications

1. Requires a Bachelor's degree in a related area of assignment or equivalency and 4 – 6 years of progressively more responsible management experience.
2. Background knowledge of assigned department's area of program(s) specialization in order to analyze, plan and draw conclusions for recommendations to superiors.
3. Demonstrated leadership skills in planning and directing employees and processes in order to effectively monitor and develop subordinates and to ensure the smooth operation of department and program(s).
4. Ability to work independently.
5. Excellent communication and interpersonal skills including written and verbal.
6. Skilled at problem solving, and the ability to handle problems of a sensitive and/or confidential nature.
7. Must have an understanding of the Accreditation Council for Graduate Medical Education (ACGME) requirements for Institutional, Common, and specialty program requirements and the accreditation process.

Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.

Disclaimer

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Essential Functions

1. Forecasts, develops and implements policies and procedures in the areas of housestaff, staff management and program(s) budgetary goals and objectives that are consistent with University of Utah's GME policies and program(s) accreditation.
2. Markets and promotes new and existing programs and services to internal and external students and housestaff.
3. Participates in University-wide committees to establish program(s) standards and administrative plans and policies.
4. Facilitates cooperative and collaborative community and institutional relationships.
5. Ensures program(s) and leadership satisfaction by analyzing complaints, concerns and suggestions and providing appropriate follow-through.
6. Develops program(s) strategies consistent with the assigned department's continuous quality improvement program.
7. Ensures competency of staff through the development and/or presentation of educational programs and through on going housestaff performance evaluations.

Problem Solving

Often selects from a predetermined list of alternatives and sometimes recommends or changes policy and procedure based upon amount of discretion given by department. Problems would be referred to superior based upon predetermined guidelines set by the program(s) and/or department.

Essential Functions

Administrative Responsibilities

1. Direct day-to-day operations of the program(s)
2. 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.
3. Update the ACGME Annual Program Review (ADS) with Program Director.
4. Assists Program Director with Faculty Development and Continuous Quality Improvement
5. Provides Associate Director support for program director, associate program director and housestaff
6. Co-directs meetings for program committees (program evaluation committee, clinical competency committee, etc.)
7. Revises and implements program policies as needed to be compliant with ACGME/GME office
8. Counsels housestaff on program policies and procedures
9. Revises competency-based rotation goals and objectives and distributes to housestaff and faculty annually
10. Produces and distributes manuals/handbooks for housestaff
11. Produces and distributes annual rotation schedule and changes including entering and updating in MedHub
12. Produces and distributes housestaff on-call schedules
13. Produces and distributes didactic conference schedule
14. Manages program wide events such as graduation and housestaff orientation
15. Maintains files on current housestaff and retains alumni housestaff to provide credentialing information
16. Executes program letters of agreement (PLA) contracts between the program and affiliated sites
17. Executes housestaff contracts
18. Manages and proctors annual specialty in-service examinations
19. Maintains housestaff scholarly activity data for the accreditation.
20. Communicates directly with specialty board, specialty societies and other organizations
21. Collaborates 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
22. Reports monthly on-call meal money for housestaff to the GME office

Evaluation/Credentialing

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

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 for interviews with faculty, meetings with housestaff, and a tour of the 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. Manages the ACGME Self-Study, including the 18 month reporting process, and site visits
4. Completes annual ACGME program and housestaff updates

5. Manages data for ACGME Next Accreditation System (NAS)
6. Organizes special/internal review with the GME office
7. Serves as a key participant in ACGME and GME office reviews

Information Technology

1. Updates specialty board websites annually
2. Creates, 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. Assists in housestaff remediation
4. Assists with due process for housestaff probation and termination
5. Assists with the Wellness Program
6. Monitors housestaff morale and responds to concerns
7. Manages housestaff mentor program
8. Maintains fellowship and job opportunity files

Finance

1. Develops and implements the program(s) budget
2. Oversees program(s) budget
3. Processes additional compensation forms for housestaff
4. Manages travel budget and may also be responsible for registering trip, early and final travel reimbursements for program director, associate program director and housestaff
5. Processes procurements for the program
6. Processes procurements for housestaff using their education and travel funds

Professional Development

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

Grade Minimum

Grade Maximum

Midpoint

First Quartile

Second Quartile

Third Quartile

Fourth Quartile

Grade F

Annual	\$47,600– \$58,299	\$58,300– \$68,999	\$69,000– \$79,699	\$79,700– \$90,400
Hourly	\$22.88– \$28.02	\$28.03– \$33.16	\$33.17– \$38.31	\$38.32– \$43.46

- 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