

## POSITION DESCRIPTION

**Position Title:** Residency Program Coordinator

**Date:** 2/15/2021

Written/Revised

**Reports To:** GME Program Manager

**Department:** Graduate Medical Education (GME)

**Type:** Administrative-Exempt

### POSITION PURPOSE:

The primary responsibility of the Residency Program Coordinator is to manage the administrative functions of the resident's specialties of the Graduate Medical Education functions. Implement program policies and procedures, as well assist with direct activities for the purpose of promoting and implementing a comprehensive program of medical education.

### QUALIFICATIONS:

Bachelor's degree from an accredited college or university in business administration or related field preferred. A minimum of 3 years related experience required. Experience managing complex and multiple programs, projects, customers and sites. Ability to execute many complex tasks simultaneously. Ability to strategically think, problem solve, negotiate and make decisions. Ability to work well with other support staff, executive staff and Board and Committee members. Demonstrated ability to work as a team member, as well as, independently. *Strong* computer proficiency including, but not limited to Microsoft Office, New Innovations database management, *residency* reporting and program software websites, such as ACGME WebAds, *NRMP*, and ERAS. The ability to develop and present presentation materials. Knowledge of medical terminology *helpful*. Valid driver's licenses *and* reliable transportation required.

### ESSENTIAL RESPONSIBILITIES AND DUTIES:

1. Develop and implement GME office processes.
2. Supervise resident physicians in assigned specialty to ensure compliance with administrative training requirements.
3. First point of contact for program trainee issues, questions, or concerns. Determine when issues need to be escalated.
4. Assist with residency recruitment process in assigned specialty.
5. Communicates with resident applicants, community and hospital-based partners in assigned specialty.
6. Prepare for ACGME accreditation site-review scheduling, documentation, etc. for assigned specialty with respective program director and/or associate program director.
7. Coordinate requests from accrediting body (ACGME) including but not limited to semi-annual data reporting through WebAds.
8. Assist with assigned specialty curriculum and schedule development.

9. Schedule educational programs *and meetings* for assigned specialty.
10. Participate with respective program director in all activities regarding assigned specialty program.
11. Provide coverage for other specialty coordinators when unavailable.
12. Attend meetings to coordinate resident involvement opportunities in community events.
13. Work with community *teaching* partners on invoicing for resident education.

**WORKING CONDITIONS:**

1. Must be able to work a flexible schedule including some evenings and weekends (as necessary).
2. Able to complete duties under stress, deadlines, while attending to multiple duties simultaneously.
3. Prolonged computer related exposure, as well as sitting and standing at workstations for long periods of time.

**EXEMPT STATUS:**

This position is exempt from overtime pay provisions of the Federal Fair Labor Standards Act.

The above job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.

APPROVAL:

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DATE:

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