

## **COORDINATOR, PEDIATRIC RESIDENCY PROGRAM**

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

The statements below describe the essential duties of the person assigned to this job. They are not intended as an exhaustive list of all job duties and responsibilities.

- Ensure house staff compliance with established policies and procedures
- Manage and coordinate ACGME-conducted accreditation site visits for Pediatric Residency Program
- Maintain web-based ACGME accreditation surveys for Pediatric Residency Program, collecting and collating appropriate information from various sources.
- Compile and submit records to ACGME, American Board of Pediatrics, American Academy of Pediatrics, American Association of Medical Colleges, AMA, and other professional organizations as required.
- Maintain E-Value Program
- Collaborate with GME Office in the initiation and administration of GME Program budget, including projection of future needs.
- Maintenance of all Pediatric house staff personnel records, including confidential evaluation and counseling records.
- Cooperate with GME Office in maintaining compliance with credentialing, licensing, documentation, etc. for all pediatric residents.
- Collaborate with the GME office in the development of new procedures in response to new or revised policies issued by governing agencies.
- Plan, organize and schedule new resident orientation.
- Coordination of American Board of Pediatrics in-training examination.
- Administration, coordination and organization of resident recruitment
- Use knowledge of ERAS software to manage residency applications and compile reports as necessary
- Write and revise recruitment printed materials and forms, as well as all website information.
- Administration and coordination of all house staff interviews, communication with applicants as necessary.
- Attend all resident selection committee meetings, maintain rank lists and enter final rank list in NRMP database.
- Coordinate all social functions for the Pediatric Residency Program
- Collaborate with the GME Office in the documentation of residents' duty hours and prepare periodic reports as requested
- Prepare the yearly calendar and insure on a daily basis that workflow is prioritized and implemented by establishing procedures and systems, and ensuring the proper support staff.
- Adjust to flexible work hours schedule if needed due to seasonal variations in program responsibilities.
- Participate on residency committees as requested by the program director.
- Attend meetings of the Graduate Medical Education Committee (GMEC).

- In collaboration with the program director, establishes and implements short- and long-range goals and objectives, policies, processes and operating procedures. Monitors and evaluates operational effectiveness.
- Assist in developing systems of implementation and monitoring to ensure that goals are met. Develop the plans to meet all of these goals, to monitor their success and provide feedback on issues that arise.
- Ensures compliance with all GME Policies and Procedures and all Human Resources policies and procedures.
- Collaborates with GME office in the development, management and maintenance of all required affiliation Agreements involving the Pediatric Residency Program.
- Manage the web interface for resident evaluations and privileges, resident performance evaluations, documentation of resident activities (case logs, continuity patients' statistics, etc.) including the pediatric residency website development and updates.
- Work collaboratively with the Pediatric Chief Residents.
- Work collaboratively with the Director for Graduate Medical Education

#### **SUPERVISORY RESPONSIBILITIES**

- Directly supervises one Administrative Assistant

#### **EDUCATION and/or EXPERIENCE REQUIRED**

- Bachelor's degree in a relevant field
- Three to five years of directly related experiences in program administration and implementation including two years experience in supervision and development of support personnel.

#### **KNOWLEDGE, SKILLS AND ABILITIES RERQUIRED**

##### **KNOWLEDGE OF:**

- Budget preparation and fiscal management
- Basic knowledge of human resource policies and procedures
- Medical center and medical school resources and overall residency program educational needs and goals.
- Organizational and departmental structure, workflow, and operations policies/procedures.

**SKILLS:**

- Exceptional interpersonal skills, customer relations.
- Advanced verbal and written communication skills
- Expert end-user knowledge of Microsoft Windows operating system.
- Advanced skills in Microsoft Office (Word, Excel, PowerPoint, and Outlook) and Adobe Professional systems.
- Advanced skills in database management and residency program applications.

**ABILITY TO:**

- Anticipate potential and/or unexpected issues in program management
- Skilled in coordinating multiple, simultaneous ongoing program demands.
- Make administrative and procedural decisions.
- Analyze and solve routine to complex problems.
- Organize and manage projects, resources and establish priorities.
- Effectively manage employees and residents through appropriate staffing, employee development and performance management.
- Adapt to new technology systems required for residency program functioning

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