

ASSOCIATION OF PEDIATRIC PROGRAM DIRECTORS COORDINATORS SECTION

Job Description:

“Pediatric Residency Program Coordinator/Education Administrator”

July 2003

Job Summary

This position provides direction, leadership and day-to-day management of educational and departmental activities to include administrative support to the Director of the residency training program and Chief Residents; and educational coordination between attending physicians, residents, medical students and institutional and regulatory administrative offices. The coordinator must demonstrate initiative, resourcefulness, and problem-solving skills in applying a detailed knowledge of the responsibilities, functions and underlying management structure of the department and of the larger institution in organizing and independently prioritizing work, establishing procedures and systems, and ensuring orderly and timely work flow. Coordinates and administers human resource functions and participates in budget review and financial processes. Acts for and makes decisions in the program director's absence within prescribed limits of authority.

MAJOR JOB DUTIES/RESPONSIBILITIES

Essential Functions:

55% Administration, coordination and supervision of graduate medical education programs for residents.

- Initiate award nominations and other GME-related projects as necessary.
- 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 throughout the campus.
- Compile and submit reports to ACGME, American Board of Pediatrics, American Academy of Pediatrics, American Association of Medical Colleges, AMA, and other professional organizations as required.
- Maintain GME Track
- Initiation and administration of house staff budget, including projections of future needs
- Compile documentation for justification of additional house staff funding
- Documentation and credentialing for all graduate medical education training conducted within the department, including initiation and writing credentialing documents as required by house staff and completion of credentialing forms for signature by appropriate medical staff; maintenance of all house staff personnel records, including confidential evaluation and counseling records.
- Developing new procedures in response to new or revised policies issued by governing agencies or program director · Serve as liaison with Chief Residents · Plan, organize and schedule new house staff orientation · Liaison and communication with all appropriate campus offices and affiliated hospitals as well as program director and pediatric staff. · Coordination of American Board of Pediatrics in-training examination · Provides administrative support to Pediatric Residency Program Director, including scheduling of meetings, preparation of agendas, recording and maintaining meeting minutes, development

of reports and provision of data to the Pediatric Residency Program Committee. Implementation of policies developed by the committee.

35% Administration, coordination and organization of house staff recruitment for all residency programs offered in the department.

- Review all residency applications and screen those appropriate for interview. Evaluate residency applications for completeness. Notify applicants of decisions for interview.
- Use knowledge of ERAS (Electronic Residency Application Service) software to manage residency applications and compile reports as necessary.
- Train and supervise as needed those administrative assistants hired temporarily to assist with various projects.
- Write and revise recruitment brochures and all printed materials and forms, as well as all website information
- Administration and coordination of all house staff interviews, communication with applicants as necessary.

5% Administrative Support for Pediatric Residency Program Director

- Provides administrative support to Pediatric Residency Program Director, including scheduling of meetings, preparation of agendas, recording and maintaining meeting minutes, development of reports and provision of data to the Pediatric Residency Program Committee. Prepare written reports and correspondence for the Program Director relative to the residency program. Implementation of policies developed by the committee.

5% Coordinate all social functions for the Pediatric Residency Program, including welcome breakfasts/luncheons for new residents, department picnics, holiday gatherings, journal clubs, and graduation/awards banquets.

EDUCATION/KNOWLEDGE REQUIRED:

Bachelor's degree in health care administration or related field desired; or equivalent appropriate prior work experience.

OTHER SKILLS REQUIRED:

- Computer and data base management
- Research and data analysis skills
- Excellent verbal and written skills
- Ability to work collaboratively and effectively with other departments and outside agencies
- Ability to work with individuals from different countries and cultures
- 2 years experience in supervision and development of support personnel
- 2 years experience in program administration and implementation
- Familiarity with Human Resources issues and policies
- Skills in coordinating multiple, simultaneous ongoing program demands

- Knowledgeable in budget preparation and allocations
- Organizational abilities, attention to detail, dependability and trustworthiness