



## Position Description

<b>Job Title:</b> Director for Graduate Medical Education	
<b>Department:</b> Post Graduate Affairs	<b>Date:</b> April 2024
<b>FLSA:</b> Exempt	<b>Work Location:</b> VCOM
<b>Employee Category:</b> Administrative Staff	<b>Work Schedule:</b> M-F, 8a – 5p
<b>Reports to:</b> Vice President for Graduate Medical Education	<b>Percent Employment:</b> 100%
<b>Direct Reports:</b> Program Administrators – all campuses; Graduate Medical Education Administrative Assistant in conjunction with VP for GME	

- I. Job Summary:** The Director has the following major position responsibilities.
- 1) Facilitates the development of new graduate medical education programs appropriate documents (applications, handbooks, etc.) and the policies and procedures necessary for initial sponsoring institution and program accreditations and assisting the program with subsequent accreditation mock inspections and documents from time to time.
  - 2) Support a consortia model from VCOM-affiliated programs to facilitate the ongoing academic support of residencies and fellowships.
  - 3) Provide document review and mock inspections in meeting ACGME requirements.
  - 4) Provide savings for member institutions by assisting with identifying needs of programs and consortia models for purchased resources and for VCOM to provide funded programs to support the affiliated programs from time to time.
- II. Job Duties:**
- 1) The position provides support for the VCOM sponsored Fellowship and Residency programs by assuring the development of and maintenance of:
    - a. initial budgets for residency and fellowship programs (working with the Program Director as to budget requests and needs, and with the VP for GME and the President as to final budgets.)
    - b. initial program and document development of initial documents such as handbooks and policies/procedures
    - c. assisting new programs with the development of initial documents such as handbooks and policies/procedures
    - d. organizing and providing mock accreditation visits for programs with upcoming recertifications
    - e. provides monthly oversight of the VCOM's Fellowship Program Administrators to assure.
      - i. Budgetary compliance
      - ii. Accreditation compliance
  - 2) The position reports directly to the VP for GME and indirectly to the CFO and the President for budgetary compliance and overall success of the GME programs.
  - 3) The position works closely with the Associate Deans for OMS 4 and GME on each VCOM campus by convening monthly GME meetings (10 per year) via Zoom. The Director prepares the appropriate agendas and maintains all minutes.

- 4) The position supports the VP for Graduate Medical Education in the development of a long-range and compliance with the plan and preparing official progress reports for the VCOM board meetings.
- 5) The position assists the Vice President with preparation and compliance of budget and with day-to-day budgetary oversight.
- 6) The position supports the VP for Graduate Medical Education in the development of a long-range plan and compliance with the plan and preparing office.
- 7) The position works closely with the Associate Deans for OMS 4 and GME convening monthly GME meetings via Zoom and preparing appropriate agendas and minutes.
- 8) The position supports the VP in the development and implementation of the Graduate Medical Education long range plan and other planning activities.
- 9) The position provides assistance to the Vice President by managing the day-to-day operations of the Department of Post Graduate Medical Education including assisting the VP with budgetary oversight.
- 10) The position also provides oversight of the Program Coordinators for all VCOM sponsored academic fellowships and residencies (Sports Medicine fellowship, ONMM, in their management of accreditation compliance and budgetary compliance.
- 11) Provides expert consultation and oversight of ACGME institutional and program accreditation requirements and processes under the ACGME's Next Accreditation System (NAS) for all Graduate Medical Education programs affiliated with Edward Via College of Osteopathic Medicine.
- 12) Provides counsel on various accreditation matters for GME staff, leadership, program directors, program coordinators.
- 13) Serve as the liaison between VCOM affiliated programs and GME leadership.
- 14) Assist in the development of new programs and relationships with residency programs representing 90% of the residency choices of VCOM graduates in each campus region.
- 15) Periodically attends ACGME annual programs and AACOM programs which relate to GME.
- 16) Introduces information on VCOM support services for all VCOM core and affiliated sites that have residency programs.
- 17) Promotes affiliated programs to VCOM OMS 4 students on all campuses and fellowships to all VCOM graduates.
- 18) Corresponds with all VCOM graduates in the final year of residency (for blanket mailings) of opportunities related to VCOM teaching hospital sites.
- 19) Facilitates and participates in the onboarding and off boarding and necessary training and orientation logistics for residents/fellows and GME staff.
- 20) Works closely with HR to coordinate facility orientation for incoming trainees.
- 21) Supervision of GME program administrative staff, oversight of fellow work hours, fellow supervision, and evaluation process that meets ACGME requirements.
- 22) Tracks VCOM operated residency fellowship program citations and assists Program Directors with program action plans to address ACGME citations.
- 23) Performs other duties as assigned.

#### Management Responsibilities

- a. The position will work closely with the GME leaders on all campuses.

- b. Develop and manage operating budgets for all campuses, collaborating with GME leadership and campus Associate Deans and Vice President
- c. Supervise the activities of the program administrators to ensure institutional program guidelines are satisfied.
- d. Supervise the daily activities of the department assistant. Position will need extensive knowledge of ACGME institutional and program requirements, institutional and program application process including preparation and submission, assist in budget preparation and submission.
- e. Responsible for performance appraisals (done in coordination with the program director), discipline, scheduling, and any supervisory related duties. Perform all needed evaluations for program administrators. While program administrators will support their individual program director(s), it is expected that the Director for GME will serve as their supervisor for many HR and other systems responsibilities. Provide formal feedback to program administrators. Identify and development opportunities and provide development training sessions on residency management software, leadership essentials, annual program evaluations, and other compliance areas as they pertain to residency.

#### Program Leadership

- a. Work in conjunction with GME leadership team and the VCOM in house counsel to create or update affiliation agreements, aggregate agreements, assist program directors with departmental program letters of agreement between multiple institutions/departments, and also addresses legal and financial responsibilities related to residents, rotators, and medical students.
- b. Participate in strategic planning for the department and college.
- c. Assist with policy development.
- d. Maintain documents related to GMCEC meetings and accreditation, and any sub-committees that may evolve.
- e. Stay up to date with regulatory (ACGME) requirements and best practices through networking, professional organization membership, and attending national meetings.

#### Accreditation

Coordinates the ACGME accreditation and reporting requirements to external agencies/organization:

- a. Compiles, updates, and submits reports to ACGME, specific program specialty college, American Medical Association (FREIDA), and other professional organizations as directed.
- b. Compiles, tabulates, and reports data for surveys, questionnaires, census reports, accreditation reports and other forms and documents required by internal and external agencies as directed.
- c. Coordinates trainee semi-annual reviews.
- d. Collect necessary information for developing appropriate database analysis tools to meet current ACGME requirements.
- e. Coordinate the administration of the specific program specialty college's national in-training examinations, including osteopathic standardized examinations.

### **III. Qualifications:**

1. Education: Minimum of a bachelor's degree in healthcare or medical education related field with experience supporting higher education required. A Master's or Doctoral level degree is preferred.
2. Excellent skills in writing and creating documents, handbooks, etc.
3. Licensure or certification: National Board for Certification of Training Administrators of Graduation Medical Education Certification (C-TAGME) is preferred. Prior experience with the ACGME initial accreditation process is strongly preferred.
4. Ongoing education and attendance to stay current on compliance with applicable regulatory and accrediting bodies.
5. Excellent interpersonal and communications skills and strong team player
6. Ability to handle sensitive information with absolute confidence.
7. Commitment to company values
8. Working knowledge of software applications including Microsoft Word, Excel, and PowerPoint
9. Prior experience developing and managing budgets is preferred.

**Successful candidate will be subject to a criminal history background check.**

**Regular, reliable, or predictable attendance is an essential function of the job.**

- IV. **Working Conditions and Efforts: The physical demands and work environment** characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for office equipment such; talk or hear; moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds. The employee must be able to travel long distances by airplane and by car.

Work environment: Office environment. Outside travel is limited and not likely to exceed 40% of worktime. The noise level in the work environment is usually minimal.

**This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgment and discretion regarding matters of significance.**

**Employment with VCOM is "at-will". This means employment is for an indefinite period of time and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the "at-will" employment status of VCOM employees.**

- V. **VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment, with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate based on age, sex, sexual orientation, ethnicity, religion, or disability.

I have been made aware of the College's most recent campus safety report, the location of the college policies and procedures document, and the appropriate handbook for my position. I recognize my responsibility to be aware of the policies and procedures and I am in agreement to follow the policies and procedures as written.

I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Division Officer: \_\_\_\_\_

Date: \_\_\_\_\_

President: \_\_\_\_\_

Date: \_\_\_\_\_