



Position Description

Job Title: Sports Medicine Program Administrator and Administrative Assistant for Graduate Medical Education	
Department: Post Graduate Affairs	Date: April 2024
FLSA: Exempt	Work Location: Virginia Campus
Employee Category: Administrative Staff	Work Schedule: M-F, 8a – 5p
Reports to: Vice President for Graduate Medical Education and Director for Graduate Medical Education	Percent Employment: 100%
Direct Reports: None	

- I. Job Summary:** The position is a hybrid position that specifically serves the Sports Medicine Fellowship Program Administrator as well as providing administrative support to the Graduate Medical Education Division.

In the role of Sports Medicine Program Administrator, the candidate will be responsible for the operational management of the Sports Medicine Fellowship program as outlined in the Accreditation Council of Graduate Medical Education (ACGME) Requirements. This position requires a comprehensive and detailed understanding of national accreditation policies as well as a high degree of initiative and independent judgment. The candidate will also be responsible for continually assessing and directing a wide range of programmatic issues including long range planning, recruiting trainees, developing projects, analyzing administrative workflow, maintaining databases, communication with faculty and trainees regarding a range of issues, and managing internal and external program relations.

In the role of Administrative Assistant for Graduate Medical Education, the candidate serves to provide administrative support VCOM's Graduate Medical Education Division, ViaSTAR (a VCOM affiliated limited liability company and collaborates with other VCOM administrative assistants., including VCOM operated residencies and fellowships across all campuses, the Vice Provost and Vice President of Graduate Medical Education and Associate Director for Graduate Medical Education. The position also assists in planning and implementing VCOM-related events and College Service duties as assigned.

II. Job Duties:

Sports Medicine Program Administrator

1. Assists Program Director with the operation of their respective program.
 - a. Maintain Program Directors' calendar.
 - b. Maintain and updates Program Directors' CVs.
 - c. Draft and/or transcribes letters, reports, e-mail, and other written communications.
 - d. Handle ongoing communication to and from visitors and others efficiently, notifying appropriate personnel.

- e. Respond to inquiries regarding trainee, medical student and resident rotations, and other training issues.
 - f. Alert the Program Director of any potential concerns based on written or verbal communications from faculty, trainees, or others.
 - g. Provide other administrative assistance to the Program Director as needed.
2. Provides administrative support for trainees and Sports Medicine core faculty.
 - a. Assist trainees in creating yearly rotation schedule for trainees, including yearly call, conference, and vacation schedules for the program.
 - b. Maintain and updates credentialing records/CVs of core faculty.
 - c. Assist core faculty and trainees in preparation of presentations, abstracts, manuscripts, and other documents relating to their specific training program.
 - d. Assist in literature searches and article retrieval as needed.
 - e. Provide support to committees as necessary.
 - f. Advise trainees on departmental policies.
 - g. Attend trainee meetings as requested.
 - h. Disseminate/distribute all training-related information to trainees.
 - i. Prepare letters of recommendation/verification and maintain career resources for trainees.
 - j. Prepare and distribute all post-graduation trainee verifications.
 - k. Coordinate social and retreat activities for trainees as necessary.
 3. Coordinates the Sports Medicine Fellowship Program
 - a. Coordinate the daily operations and logistics for the programs (to include the Clinical Competency Committee/CCC and Program Evaluation Committee/PEC).
 - b. Adhere to procedures and systems that ensure orderly and timely workflow.
 - c. Maintain knowledge of current medical licensure requirements, immigration policies, ACGME accreditation and institutional requirements.
 - d. Implement and updates program databases.
 - e. Coordinate with trainees to maintain and distribute trainee rotation schedules, call schedules, vacation/leave schedules, meeting schedules, and monthly online calendars.
 - f. Coordinate outside electives that include applications to hospital(s), malpractice coverage confirmation, and evaluation forms.
 - g. Process trainee and faculty professional organization memberships.
 - h. Prepare and distribute the yearly and monthly assignment schedules of the trainees.
 - i. Distribute, collect, and tabulate all evaluation forms regarding trainees, rotations and faculty and compiles and generates feedback for appropriate follow-up and reporting.
 - j. Maintain confidential trainee files.
 - k. Arrange re-certification training courses as needed.
 - l. Assist in the preparation of the Sports Medicine Fellows Conclave, FDM Workshop, and any other CME activities. Submit required documentation for CME Credits.
 - m. Assist with trainee travel and accommodation for regional and national conferences as needed.

- n. Serve as liaison with other departments and affiliated institutions.
 - o. Maintain departmental meeting minutes and develops reports as requested.
 - p. Prepares check requests, travel authorizations, fund reimbursements and expense reports; maintains necessary records for the departments and/or VCOM's Finance Department.
 - q. Maintain biographical information on all trainees and update information on alumni.
 - r. Handle highly confidential material for trainees, faculty, and the institution.
4. Coordinates appointments, reappointments, other credentialing, and termination
- a. Coordinates general orientation of new trainees.
 - b. Coordinate resident physician credentialing through LGHM, Carilion Clinic, etc.
 - c. Distribute and monitor the trainee appointment process.
 - d. Prepares and monitor trainee completion and/or termination process.
 - e. Coordinates information technology assignments such as laptops, voice mail, and computer access.
 - f. Inform incoming trainees of documentation required by VCOM, LGHM, Carilion Clinic, and state licensing board and maintain records of compliance.
 - g. Coordinate all credentialing requirements of all initial appointments for trainees as dictated by LGHM and any other participating institutions as well as state-licensing agency prior to arrival at VCOM (appointment letters, contracts, background checks, and drug testing).
 - h. Enter program rank order into the national matching database.
5. Recruitment of trainees
- a. Assist the Program Director and coordinate communication between applicants and program via e-mails, telephone, and written correspondence.
 - b. Serves as an information source for the program, institution(s) and community.
 - c. Adhere to recruitment plan, timeline, guidelines, and policies and procedures for the department.
 - d. Maintain all interview materials used by faculty, trainees, and applicants.
 - e. Screens program applicants for compliance with prerequisites, if applicable.
 - f. Coordinates all trainee interviews/rotation auditions and communications with applicants.
 - g. Coordinates applicants' interview day and audition rotation schedule.
 - h. Plans and arranges interview social activities.
 - i. Tracks all evaluation scores of interviewed applicants and prepare data for initial rank list.
 - j. Sends post interview thank-you letter to all candidates.
 - k. Participate in the applicant-ranking meeting.
 - l. Administers and reviews post-match survey to applicants, recommends changes to improve next year's recruitment activities.
6. Coordinates the ACGME accreditation and reporting requirements to external agencies/organizations.
- 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.
7. Coordinate Resident rotations at VCOM Sports & Osteopathic Medicine Clinic (VSOM)/Virginia Tech
- a. Schedule rotations for HCA and Carilion FM and IM residents
 - b. Create rotation schedules.
 - c. Conduct rotation review and orientation.
 - d. Schedule date and time for resident presentation
 - e. Collect preceptor evaluation and submit to appropriate program administration.
8. Serve as Co-Site Administrator along with the ONMM Residency Administrator for VCOM Students rotating at VSOM.
- a. Obtain rotation schedule from Directors of 3rd and 4th Year Rotations.
 - b. Determine desired rotation specialty (SM, OMM, or combination).
 - c. Create rotation schedule (2 or 4 week).
 - d. Conduct rotation review and orientation with student.
 - e. Ensure compliance/entry of end of rotation reviews by preceptor.
 - f. Enter hand-written evaluations in VCOM Portal.
9. As VCOM pursues its mission and strategic plan, changes to this job description may be required. Other duties may be assigned by the Sports Medicine Program Director and/or VP for Graduate Medical Education.

Administrative Assistant for Graduate Medical Education

- 1. Provide administrative support to the Vice Provost for Graduate Medical Education, and Vice President for Graduate Medical Education.
- 2. Provide administrative support to the Sports Medicine and other Program Directors for VCOM duties not directly related to the operation of residencies and fellowships.
- 3. Coordinate meetings and take minutes of the VCOM GME Council.
- 4. Upon approval of Vice President, Graduate Medical Education, assists in special events such as the White Coat Ceremony, coordination of regalia for VCOM graduations, VCOM CME events, and other College Service duties as assigned.

5. Assist in coordinating travel and business meetings for Vice Provost, Vice President, Program Directors, and residents and fellows and assisting in completion of expense reports consistent with VCOM policies and procedures.
6. Provide support for programs and educational activities associated with VCOM operated residencies and fellowships.
7. Process payments related to the GME division consistent with VCOM policies and procedures and allocating expenses to the correct budget line item as noted in the approved GME division budget.
8. Complete monthly credit card log for Vice President of GME and any other division personnel with a VCOM issued credit card.
9. Assists other VCOM fellowship/residency program administrators with required paperwork and events as requested.
10. Provide administrative support for ViaSTAR including, but not limited to the coordination of events and meetings, and the selling and distribution of ViaSTAR products and services.
11. As VCOM pursues its mission and strategic plan, changes to this job description may be required. Other duties may be assigned by the Vice President of GME.

III. Qualifications:

Education: Bachelor's degree in healthcare or medical education field with experience supporting higher education required. A Master's level degree is preferred.

Experience: Three years administrative experience. Additional experience preferred.

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.

Skills/Expectations required for this position:

- Excellent presentation of self as a professional including dress, confidential behaviors, and serving as a positive face for the College
- Must be highly organized, detailed-oriented, and able to multi-task in a fast-paced environment.
- Must be able to write and edit at an executive level.
- Ability to work well either alone or as part of a team.
- Strong team player
- Possess excellent time-management skills.

- Excellent interpersonal and communications skills in dealing with executive level administrators, physicians, government officials, business executives, faculty, and professional students.
- Commitment to company values
- High level of computer proficiency including but not limited to Microsoft Outlook, Word, Excel, Access, and PowerPoint
- Possess accurate and fast typing speed.
- Possess ability to take minutes for various meetings, notifying staff, preparing agendas and other paperwork as required.
- Handling sensitive information with absolute confidentiality
- Ability to make decisions independently, or to escalate as needed.
- Flexibility to adjust job responsibilities and duties as needed to meet the GME division's goals.

The 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 10% 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 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 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 agree 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: _____