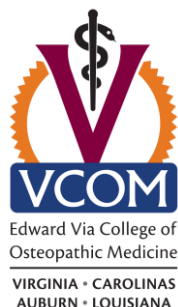


Position Description



Job Title: Continuing Medical Education Coordinator	
Department: Center for Institutional, Faculty, and Student Success	Date: July 2024
FLSA: Non-Exempt	Work Location: Virginia Campus
Employee Category: Classified Staff	Work Schedule: M-F, 8a-5p
Reports to: Director for Continuing Medical Education and Clinical Faculty Development	Percent Employment: 100 %
Direct Reports: None	

I. Job Summary:

The Continuing Medical Education (CME) Coordinator is responsible to the Director for Continuing Medical Education and Clinical Faculty for assisting VCOM's core clinical sites in developing educational programming that identifies professional practice gaps of healthcare providers in each of our campus regions that are in compliance with the American Osteopathic Association (AOA) accreditation standards, the Accreditation Council for Continuing Medical Education (ACCME) accreditation standards and VCOM CME policies. This role serves to enhance VCOM's ability to meet its mission, increase visibility, and broaden its scope of offerings. The individual in this position will liaise with other offices and programs as needed to support the professional development of physicians at VCOM and beyond.

II. Job Duties:

1. Act as the liaison with VCOM's core clinical sites concerning CME for the hospital/region and ensure the dissemination of information regarding educational programs.
 - a. Apply accreditation knowledge and support to and communications with numerous hospital departments, including providers, directors, educators, and executive administration, pursuant to the requirements set forth by the accrediting bodies.
 - b. The CME Coordinator must direct, educate and motivate providers/speakers/educators to accomplish their assigned tasks in support of the CME program.
2. Review news/updates on accreditation policies and practices from the AOA and ACCME on a regular basis.
3. Along with the Director for Continuing Medical Education and Clinical Faculty Development, ensure that all CME activities are in compliance with the accreditation requirements and CME standards and regulations of the American Osteopathic Association (AOA), and the Accreditation Council for Continuing Medical Education (ACCME).
4. Ensure that all CME activities meet compliance requirements for the Standards for Integrity and Independence in Accredited Continuing Education to include securing disclosure from all in a position to control content (i.e. faculty, planners,

CME Committee members) and disseminating appropriate information to learners.

5. Assist in overseeing the planning process for educational activities by gathering, analyzing, and interpreting information to help identify educational needs (i.e. gap analysis, needs assessment, learning objectives, educational outcomes studies, etc.).
 - a. Review CME packets/documents for completeness.
 - b. Assist with gathering educational content from faculty and formatting as needed for presentation.
 - c. Track application status and provide timely follow-up on assigned tasks.
 - d. Assist with handling the timely and accurate input and maintenance of accreditation documentation and program files, financial disclosure forms, commercial support letters, records of attendance, etc.
 - e. Assist with ensuring files are complete prior to activity launch.
 - f. Prepare all forms for CME compliance to be distributed to attendees, both online and in person.
 - g. Create evaluation and CME certificate templates.
 - h. Develop, administer and analyze assessment/evaluation questionnaires. Compile statistics and prepare reports.
 - i. Assist in the design and distribution of promotional announcements for each activity to include program objectives and proper accreditation and credit designation statements.
6. Interact with staff, faculty, external agencies and other college departments.
7. Assist in conducting an analysis of the overall CME program.
8. Assist with CME re-accreditation/audit packets.
9. Serve as resource to faculty, coworkers, and learners who have questions or needs related to events and programs.
10. Serve as a member of the VCOM Continuing Medical Education Committee.
11. Assist with planning and deployment of VCOM's National Rural Medicine Conference.
12. Perform other duties as assigned.

III. Required Qualifications:

Education: Bachelor's degree is required.

Certification: None required.

Experience: 1-2 years of related experience and/or equivalent combination of education and experience.

Additional qualifications important to this position:

- a. Familiarity with CME accreditation requirements preferred.
- b. Strong project management skills and detail oriented.
- c. Ability to manage competing priorities, organize/orchestrate details of several ongoing events.
- d. Ability to work independently as well as part of a collaborative team.
- e. Ability to interact professionally with educational partners, learners, faculty, administrators, and staff.
- f. Excellent written and communication, time management, organizational and interpersonal skills.
- g. Excellent customer service skills and ability to foster a collaborative environment.

- h. Willingness and ability to travel as needed and available for occasional weekend and/or extended hours.
- i. Must be flexible and willing to learn office policies and processes.
- j. Ability to build and maintain collaborative internal and external relationships with broad constituencies.
- k. Ability to relate to and empathize with the needs of a diverse employee population.
- l. Ability to use appropriate technology for data tracking and report presenting.
- m. Ability to organize and comprehend large volumes of material and effectively communicate in multiple settings and using multiple forms of communication (including but not limited to email, phone, text, making presentations, and videoconferencing).
- n. Ability to effectively use and navigate tracking and reporting platforms utilized by VCOM's CME accrediting bodies.
- o. Ability to travel a must and with ability to adapt to various environments,
- p. Excellent communication and presentation skills.
- q. Ability to represent the College in a positive light at the local, state, and national level.

Additional skills important to this position:

- r. Excellent interpersonal and communications skills and timely responses by email communication.
- s. Strong team player with a positive attitude.
- t. Commitment to company values.
- u. Computer proficiency with the Microsoft suite
- v. Ability to make decisions independently, exercising proper judgement and confidentiality
- w. Works effectively with minimal supervision
- x. Self-motivated and ability to handle several projects simultaneously with frequent interruptions and changing priorities while maintaining progress on assigned tasks

The successful candidate will be subject to a criminal history background check.

Regular, reliable, or predictable attendance is a required 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 occasionally required to sit; use hands and vision for office equipment such as computers; talk or hear; moderate telephone usage. The employee must occasionally lift and/or move up to 50 pounds.

Work environment: Office environment. Outside travel required 5-10% of time. The noise level in the work environment is usually minimal.

This position is classified as a non-exempt position because it does not require 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 on the basis of 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:

Provost: _____

Date: _____

President: _____

Date: _____