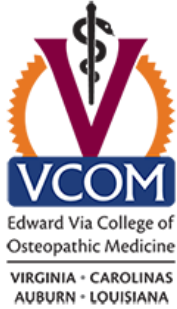


## Position Description



<b>Job Title:</b> Director for Continuing Medical Education	
<b>Department:</b> The Center for Institutional, Faculty, and Student Success	<b>Date:</b> May 2026
<b>FLSA:</b> Exempt	<b>Work Location:</b> Virginia Campus
<b>Employee Category:</b> Administrative Staff	<b>Work Schedule:</b> M-F, 8am -5pm
<b>Reports to:</b> Executive Director for Professional Development for the Center for Institutional, Faculty, and Student Success	<b>Percent Employment:</b> 100%
<b>Direct Reports:</b> N/A	

### I. Job Summary:

The Director for Continuing Medical Education works within the Center for Institutional, Faculty and Student Success to further the mission to advance the quality of teaching and learning by promoting a College culture where the VCOM community works collaboratively to champion educational excellence.

The Director for Continuing Medical Education is a full-time professional position responsible for maintaining continuing medical education (CME) accreditation (AOA and ACCME) for VCOM and facilitating high-quality CME opportunities for VCOM faculty, alumni, and regional physicians. The Director provides strategic leadership for CME activities and ensures alignment with the mission, vision, goals and objectives of the college.

### II. Job Duties:

1. Coordinates the development, budgeting, planning, implementation, and evaluation of Continuing Medical Education activities across all VCOM campuses for faculty and regional physicians.
2. Serves as the primary liaison with VCOM departments, regional hospitals, and affiliated partners to coordinate CME offerings for each campus and ensure effective communication and dissemination of educational programming.
3. Establishes and maintains partnerships with state osteopathic medical associations in Virginia, South Carolina, Alabama, and Louisiana to expand CME opportunities. Maintains relationships with state osteopathic medical associations in the states bordering our campus states.
4. Collaborates with the VCOM Alumni Office to assess and respond to the CME needs of VCOM graduates.
5. Applies evidence-based educational design principles to develop CME activities that promote physician practice improvement and measurable enhancements in patient care outcomes.
6. Oversees the CME planning process, including comprehensive needs assessments, gap analyses, development of learning objectives, and evaluation of educational outcomes.

7. Ensures compliance with all applicable AOA and ACCME accreditation standards and requirements, including:
  - a. Maintaining CME accreditation across all VCOM campuses
  - b. Participating in relevant AOA and ACCME training and educational opportunities
  - c. Ensuring all CME activities meet accreditation standards
  - d. Maintaining accurate CME records and databases in collaboration with institutional staff
  - e. Preparing and submitting required reports to accrediting bodies
  - f. Providing documentation of CME participation to physicians upon request
8. Manages all operational aspects of CME activities, including logistics, scheduling, budgeting, speaker coordination, contracts, marketing materials, venue coordination, travel arrangements, and evaluation processes.
9. Collects, reconciles, and processes invoices related to CME activities, ensuring timely and accurate financial management.
10. Serve as Chair of the CME Committee and participates as a member of the Faculty Development Committee.
11. Advises the Library Committee and other groups on CME-related resources, requirements, and best practices.
12. Develops relationships with external educational providers; identifies, evaluates, and recommends training resources, materials, and speakers for CME activities.
13. Maintains accurate, current, and relevant CME-related content on institutional websites and in promotional and educational materials.
14. Assists in the development, implementation, and continuous improvement of institutional policies and procedures related to CME.
15. Represents VCOM in interactions with national and regional CME organizations and professional bodies, as appropriate.
16. Perform other duties as assigned.

### **III. Required Qualifications**

Education: Master's degree in education, health professions education, healthcare administration, or a related field required. Doctoral or terminal degree preferred.

Licensure or certification: None

Experience:

- Minimum of 3–5 years of progressive experience in continuing medical education (CME), graduate medical education (GME), faculty development, or a related area, including experience with program planning and implementation.
- Demonstrated knowledge of Accreditation Council for Continuing Medical Education (ACCME) and/or American Osteopathic Association (AOA) CME accreditation requirements, including standards for integrity and independence in accredited continuing education.
- Experience in needs assessment, gap analysis, instructional design, and outcomes measurement for educational programs in healthcare or higher education settings.

Skills required for this position:

- Strong organizational skills with the ability to manage multiple projects simultaneously, including planning, budgeting, logistics coordination, and meeting deadlines.
- Excellent written and verbal communication skills, with the ability to collaborate effectively with faculty, physicians, institutional leadership, and external partners.
- Proficiency with database management systems, learning management systems, and standard office software; ability to maintain accurate records and generate reports related to CME activities.
- Experience managing budgets, reconciling expenses, and ensuring financial accountability for educational programs.
- Demonstrated ability to lead initiatives, chair committees, and represent an institution in professional and regulatory environments.
- Demonstrated ability to function as a strong team player, maintain professionalism, and effectively lead and support collaborative initiatives.
- Ability to handle sensitive and confidential information with a high level of discretion and professionalism.
- Demonstrated commitment to the mission, vision, and values of the College.
- Strong computer proficiency, including experience with databases, learning management systems, and standard office software; ability to maintain accurate records and generate reports.
- Ability to travel occasionally to support CME activities, meetings, and professional development opportunities across VCOM campuses and partner organizations.

Preferences are given to candidates who have experience in an academic and/or medical setting.

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

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

**V. 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% of time. 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, the VCOM faculty/staff are expected to dress and behave in a professional manner at work. The VCOM faculty/staff are also expected to as a VCOM employee to be a person who follows 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 others engaged in the duties of the employment, with mutual respect.

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 of the institution may change the duties of my department or the need for the position.

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, disability, or protected veteran status.

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.

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

**Approvals:**

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

Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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