Summary of Program Administrator

ORGANIZATIONAL RELATIONSHIPS:

- Responsible for Professor and Chairman of the Department of Surgery and Program Director for the Department of Surgery who ultimately reports to the Dean of the University.
- Oversees Student Clerkship Program
- Supports the corporate mission, vision and values of the surgical residency program.
- The position ensures that the program is maximizing the educational experience by supporting faculty and staff in the development of the residency program.

POSITIION OVERVIEW/SUMMARY:

- Reviews ACGME's "General and Special Requirements for Residency Training in Surgery". Monitors compliance with ACGME requirements; anticipates deficiencies in compliance and notifies Program Director; makes recommendations, executes changes to meet requirements as warranted; assembles material for accreditation site visits.

JOB QUALIFICATIONS/QUALIFICATIONS:

- Associate degree or Bachelors degree or 3-5 years experience in health care of medical education.
- Other combinations of formal education, training and experience may be considered.

SUPERVISORY RESPONSIBILITY:

- Supervision of Residency coordinators and other support personnel.

REPORTS TO:

- Program Director of Surgery, Chair, Program Manager and DIO

DUTIES AND RESPONSIBILITIES:

RECRUITMENT

- All administrative duties related to recruitment including ERAS and interview day.
- Prepares Rank order list.
- Maintains files of applicants to the residency program.
- Arranges applicant's visit to the hospital campus and coordinate accommodations, transportation and interview activities.

RESIDENT ACTIVITIES

- Handles complex personnel and operating details as assigned.
- Independently drafting letters and other materials related to training experiences for the program director's review and signature.
- Prepare, distribute for signature and monitor return of residents' contracts.

ACGME REQUIREMENTS
- Completes annual SOL for ACGME
- Assist preparation of Internal Review documentation.
- Monitors all evaluations, attendance and faculty evaluations.
- Works with Program Director on Site Visit documentations.
- Tracks resident procedures
- Schedules mid year evaluations for residents
- Maintains all resident physician files.

EDUCATIONAL PROGRAMS
- Assist in the development of orientation and curriculum materials.
- Prepares monthly conference for office staff to distribute
- Attends coordinators meeting and surgery faculty meetings.
- Provides lectures to residents covering orientation material.
- Assist Program in curriculum development
- Oversees CME activities.
- Coordinates the grand round schedule.
- Coordinates all advertising literature for the residents
- Coordinates 3rd and 4th year medical student rotations and tracking evaluations.
- Orders ITE exam and proctors.
- Arranges yearly purchase of cadaver.
- Maintains and updates website
- Organizes Mock Oral Boards

CONTRACTS
- Reviews Resident physician contracts
- Prepares licensing and visa sponsorship applications

SCHOLARLY ACTIVITY
- Processes manuscripts for publication.

SCHEDULES
- Prepares call schedule for distribution.
- Coordinates orientation for new residents.
- In conjunction with Chief Resident, coordinates the master resident rotation schedule.

GRANTS/BUDGETS
- Assist Program Director in writing educational grants.
- Prepares and monitors monthly budget.
- Makes necessary travel arrangements for the Program Director and residents, preparing the necessary paperwork.
- Prepares grant application materials in support of Medical Education

CURRICULUM/POLICY & PROCEDURES

- Assists Director in updating the annual General Surgery Residency Manual and Faculty Curriculum.
- Assists in writing, editing and revising residency program brochures.
- Reviews and updates residency policy manual and curriculum on a continual basis in conjunction with the Program Director and Chief Resident.
- Coordinate ongoing implementation and monitoring of Core Competencies in Surgical Curriculum including rotation descriptions/objectives, and resident assessment method and evaluation.
- Prepares, updates, renews affiliation agreements with other program as needed.

OTHER

- Attends national meetings.
- Coordinators all Program Director correspondence
- Organizes Surgery residency graduation ceremonies.
- Maintaining and coordinating all functions in New Innovations.
- Completes verifications for graduates.
- Takes minutes at faculty meetings.
- Prepares office staff evaluations.
- Acts as liaison on various committees
- Assists in the organization of Internal Reviews and RRC site visit

SPECIAL EQUIQMENT, SKILLS OR OTHER REQUIREMENTS:

- Microsoft word, excel, PowerPoint, and other programs required by the department of surgery.
- Medical terminology
- Excellent written and verbal and interpersonal skills
- Organizational abilities to coordinate
- Knowledge of licensing regulations for both temporary and permanent physician license in the State.
- Ability to make decisions based on sound judgment and discretion while working under pressure. Ability to independently problem solves.
- Ability to be flexible and work well in a variety of situations.
- Supervises and directs the work-flow as necessary regarding administrative paperwork, records and complex filing systems to support program maintaining confidentiality.

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