

Summary of Program Coordinator

ORGANIZATION RELATIONSHIPS

- Functions as the support person to Department Chairman, Program Director., program liaison to education administration, faculty, residents, students and other educational staff.
- Functions as liaison between residents, departments, attending physicians, administration and outside institutions.
- 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 and of the residency program.

POSITION OVERVIEW/SUMMARY

- Assists the program director and manager with the residency by ensuring that regulatory and accreditation standards are met, educational activities that support the curriculum are established, departmental policies are created and enforced, and recruitment strategies are implemented so that a highly successful residency program is maintained.
- Supports the accreditation processes, including coordinating and actively participating in site visits.
- Demonstrates problem solving, decision-making skills, organizational skills, attention to detail, and ability to maintain confidentiality.
- Requires independent judgment and ability to handle stressful situations and highly confidential information.
- Occasional after hours, evening and/or weekend work required.

JOB QUALIFICATIONS:

- Associate Degree or Bachelors degree or equivalent of four years experience in health care.
- Other combinations of formal education, training and experience may be considered.

SUPERVISORY RESPONSIBILITY:

- Oversees the regulatory functions of the program

REPORTS TO:

- Program Director, Chair, Program Manager and/or Program Administrator
- Director of Medical Education.

DUTIES AND RESPONSIBILITIES:

Recruitment

- Coordinates residency recruitment using ERAS program, screens and evaluates all qualified applicants.
- Communicates with potential applicants

- Enters rank list.

Medical Students

- Prepares and schedules the medical student teaching conferences for teaching faculty. Orients students and provides necessary information.
- Arrange 4th year medical student electives etc.
- Set up interviews for 1st/2nd year student summery/electives.
- Maintain 3rd year medical student clerkship at affiliated sites, secure/schedule written exams, etc.
- Develop the clinical rotation schedule for third year medical student rotations.

Resident Activities

- Provide general assistance to residents including licensing and certification, the preparation and filing of loan deferment forms, assisting in the application process to professional associations.
- Maintain accurate records of resident prior training.
- Organize remediation and adverse action process and documentation following established policies and procedures.
- Responsible for overseeing resident procedures.
- Tracks annual resident vacation conference requests.
- Handles complex personnel and operating details as assigned.
- Maintain and update resident database.
- Verify that resident credentials and licenses are kept current.
- Coordinates resident rotation schedules, conferences, seminars etc.
- Responsible for submitting the registration and fees for the ABSITE.
- Notifying those involved. Assist with proctoring the exam.
- Completing personnel forms to hire promote and terminate residents, report leave usage etc.

Conferences

- Assists Director to prepare and distribute weekly conference schedules for residents, notifying the presenters involved of date, time, location and subject.
- Schedules outside speakers and trainers for educational programs provided to the faculty and residents.

Licensing

- Coordinates all communication/contracts/licensure/certifications requirements with new residents, processes Visa request

Duty hours

- Monitors duty hours and advises program director and medical education department of exceptions.

Evaluation

- Generate evaluation reports for faculty, residents and rotations.

Budget

- Reimbursement of travel expenses and tracks all travel expenses incurred by the residents.
- Maintains on-going record of program expenses and distributed detailed report.

Surveys

- Sets up site surveys and visits when programs are being evaluated by a residency accrediting agency.

Program

- Provides confidential secretarial and administrative services for the Director and various members of the staff of the General Surgery program.
- Coordinates end-of-year activities. Plans external social events related to recruiting. Organizes and facilitates special functions. Organize and coordinate all residency program social events.
- Attends Surgical Education meetings, taking minutes and preparing same for distribution.
- Works closely with the Department of Medical Education.

Curriculum/Policy & Procedures

- Demonstrates a safe environment for all customers and associates by maintaining and communicating department safety policies and procedures.

SPECIAL EQUIPMENT, SKILLS OR OTHER REQUIREMENTS:

- Computer technology and modern information services including on-line databases, internet communication and teleconferencing to fulfill the requirements of a modern academically oriented department.
- Transcribe dictation
- Ability to write routine reports and correspondence.
- Medical terminology
- Must be able to organize work load and prioritize activities.
- Ability to speak effectively before groups.
- Ability to work out problems of medium difficulty without much direction.
- Good listening skills and positive attitude.
- Work cooperatively with others.
- Completes no less than 12 hours of leadership index as per job requirements.
- Enhances growth and development through membership and participation in professional local and national associations